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MEMORANDUM

Marilyn H. Adsitt
Director, Educational Support Services

Carol D. Brown
Administrative Coordinator

TO: Artists and Presenters
FROM: Carol Brown
DATE: September 21, 2009
RE: Arts-In-Education & Exploratory Enrichment Catalogue

We are pleased to inform you that based on the decision of the Arts-In-Education catalog panel, your program(s) are included in the 2009-10 ES BOCES Arts-in-Education and Exploratory Enrichment Online Program Catalogue. This document is available online at www.esboces.org/AIE.

If there are any errors in your description, etc. or programs not included, please accept our apologies as we are not infallible. We make every effort to read and edit each program to make it the most understandable and meaningful for the schools to make their program decisions.

Remember that the fee you stated on your application is the highest fee you can charge for that particular program during the 2009-10 school year as per your signature on the Application Form.

Included is the list of District Arts-In-Education coordinators. They prefer to be contacted via mail or email and **not** by phone. Specific addresses are available through the NYS Education Department website www.nysed.gov or www.nces.ed.gov. We have also included information on who in each district is authorized to sign your invoice upon completion of the program. If you have trouble getting to this person in a timely fashion, please fax your invoice to our office and we will get the appropriate signature.

You might also notice that some of your programs are in Exploratory Enrichment. This is a service to bring programs not addressing the NYS Art Standards to the schools. Exploratory Enrichment programs are contracted in a similar manner to Arts-In-Ed, but if you normally charged a per person entry fee, this is not acceptable under the Exploratory Enrichment Service Plan. Instead, you can charge a *facility use* fee. Invoices must reflect this policy or they will be returned which might cause a delay in payment.

And just as a reminder:

1. All contracts provided by Eastern Suffolk BOCES to an artist/presenter and relating to an artist's/presenter's presentation in a school must be signed and returned to the BOCES Arts-in-Education office **prior to** the presentation. The Business Office will be enforcing this policy and will inform the school if a contract has not been signed **before** the presentation date and the presentation will not be permitted.

On a case by case exception basis, the presentation may be permitted if the signed contract is delivered to the school and faxed to the BOCES Arts-in-Education office no later than the day before the presentation. However, the delivery and faxing of the contract must take place **before** the presentation, or the presentation will not be permitted.

2. Please note that our Business Office will pay "up to the amount" stated on the contract. If there are any adjustments prior to the program that will increase the cost above the originally

contracted amount, a new contract addendum is required. And, of course, this has to be accomplished prior to the date(s) of service.

3. If you are presenting workshops or residencies for more than five days in a school building, you are required to be fingerprinted. Please contact our office for more information.

Looking forward to a successful year in the Arts and Exploratory Enrichment.

Also, make sure you look for our application for the next catalogue in Spring 2010, which will come to your email.