



## Arts-in-Ed FAQs

### What is ES BOCES Arts-in-Ed?



BOCES Arts-In-Education (AIE) program provides a service to school districts for integrating music, theater, dance, literary arts, visual arts, and media arts into the classroom. Professional development for both arts and classroom teachers related to arts activities is also provided through the Arts-in-Education CoSer (BOCES Cooperative Service). By contracting programs through BOCES AIE, school districts are eligible to receive reimbursement from New York State for a portion of the costs of those programs, based on your districts State Aid Ratio. Contact the Arts in Ed office for details.

### What is Exploratory Enrichment?



Another program offered through Eastern Suffolk BOCES is Exploratory Enrichment. This service offers programs that enrich the traditional curriculum, bring in experts in a particular field or discipline or bring students to a study site. Visit <http://artsined.esboces.org> and see PTA Handbook 2015-16, pg. 2. Please note that for Exploratory Enrichment, the program must be shared by two or more districts.

### Who plans programs?



A school-based or district-based committee should plan programs with the curriculum in mind. Start by discussing classroom needs with teachers, administrators, building/district arts staff and/or curriculum and instruction administrators.

### Can we pay for transportation to events or food through BOCES Arts in Ed?



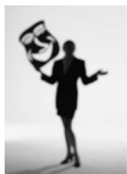
Transportation and food costs are not eligible for BOCES aid and therefore buses and food cannot be contracted for using Arts in Ed or Exploratory Enrichment monies.

### Where can I find, review and select programs?



You can find programs online (<http://artsined.esboces.org>). Look for the Arts-in-Education and Exploratory Enrichment Program Catalogs in the left column. Once you see programs of interest, click on the links for a description of the programs and evaluations from school personnel and PTA Cultural Arts Representatives. Some of the Program Descriptions include **video links** for your review.

### Are there any other sources to find programs?



Artist showcases are held each year by regional PTAS and Public Library Systems and announced via email and the monthly *Star Newsletter*. Additionally, there are conferences for specific disciplines you may want to research in order to present or to secure a vendor table. You can also call the AIE office for recommendations (631) 286-6989.

### What if I can't find an artist/presenter I want to use in the ESBOCES Arts in Ed or Exploratory Enrichment Catalog?



Check the Program Catalogs. If you can't find that person or organization through the Search dialog box, first call our office to make sure they are not listed under another name. If they aren't listed, you can ask them to complete the application process. On our website <http://artsined.esboces.org>, in the left column, click on District/School Information then click on "Getting a New Vendor in the Catalog" for instructions.

### How long does it take to book a program?



First, *at least* a month or so prior to the event, contact the artist/arts organization. Speak with them about the program and make the reservations – date(s), time(s), program details, etc. Then complete the Contract Request **at least 4 weeks prior** to the event so that ESBOCES can process the contract.

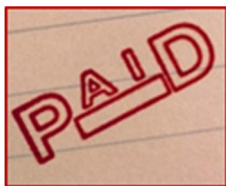
### Where can I find the Contract Request form?



Arts-In-Ed/Exploratory Enrichment Contract Request form:  
<http://artsined.esboces.org/ContractRequest.aspx>.

### Are there programs that require advanced payment - PrePays?

Yes. These programs, called PrePays, require **at least 5 weeks** for processing. PrePays are reserved for theater tickets, NYC Museums, NYSSMA and Brookhaven National Lab. You must complete:



- a signed Contract Request form at least 5 weeks prior to the event and
- send it to our office **with an invoice from the vendor, signed by your District Arts in Ed Coordinator.**

• **The signed invoice must have the exact date and dollar amount as the Contract Request.** Therefore, once you have reserved the tickets, immediately get the invoice and the Contract Request completed and signed by the district Arts in Ed Coordinator.

### **Are FIELD TRIPS supported by my district's Arts in Ed or Exploratory Enrichment Funds?**



Yes. Based on whether they address NYS Learning Standards for the Arts or not, you will find them in either the Program Catalog for Arts in Ed or Exploratory Enrichment. In addition, you are permitted to collect funds from the students and put them in the Arts in Ed budget line, with the understanding that any student that cannot afford to pay for the event must be funded by the district. Every child in a class must be included, regardless of his/her ability to pay.

For the Exploratory Enrichment FIELD TRIPS, the vendor can only charge a flat fee, not a per person fee, as per the Exploratory Enrichment State Education Department rules.

### **Does BOCES fund these programs?**



No, your district commits money to the program(s). Those funds are from the district budget, grants not from the county, state or federal government, from PTA, etc. Those funds are eligible for NY State Aid Reimbursement at your district's aid ratio a year down the road.

### **What's the best way to prepare for an event?**



Inform all personnel involved about the event. Secure a study guide or any other preparatory materials from the presenter and distribute to those involved. Reserve space and equipment the artist may require. Meet with administrators to get approval for all phases of the event. Be sure to contact the main office and custodial staff with specific needs. Contact the artist, one week prior to the event, to confirm time, place, and share emergency contact information (cell phone #s) for both you and the artist.

### **As a district coordinator, where do I log in to my ledger page?**



Go to the website: <http://artsined.esboces.org> and in the left column, click on the 'District Login' link. Enter your username, password. Under User Type, click on the dropdown menu, and click on 'District Coordinator.' The BOCES Administrator User Type is *only for the ESBOCES Arts in Ed office*.

### **What happens if my district uses all the funds they've committed?**



Your district can add funds to either program by going to the website <http://artsined.esboces.org>. For Eastern Suffolk districts, go to the link: Contract Modification Request; for Western Suffolk Districts, go to the link: Cross Contract for BOCES Services. Complete, sign and send to our office. Call our office if you require assistance.

## **ARTIST INFORMATION:**

### **How can I become an Artist/Presenter?**



Go to <http://artsined.esboces.org> and click on ARTIST/PRESENTER INFORMATION. THEN click on “New Vendor - Getting Started Info” for details.

You must first be registered with our agency to be able to apply to be in the Eastern Suffolk BOCES Arts-In-Education and Exploratory Enrichment online catalog. To register, you must complete and sign a W-9 form with contact name, phone number and email address. This must be faxed, mailed or emailed to our office. Once you are registered, you will receive an email with your username, password, and instructions to complete the Application and Program Description(s). New vendors must also send us at least two letters of recommendation from schools, libraries, museums, or like institutions.

### **When will I get paid for the work I’ve completed?**



As per the instructions that come with your Contract, you need to both SIGN the contract and submit an INVOICE signed by the authorized person(s) in that district. Without a signed invoice, our office cannot process your payment.

Bring your invoice with you to the program so that you can submit it to the District Arts in Ed Coordinator or Principal (see website for authorized signers for the particular district) for their signature. Then submit it to the Arts in Ed office. Payment is typically in 4 weeks.

If you cannot access the authorized signer when you are in the district, send the invoice to our Arts in Ed office and we will secure the required signature.

### **As an artist, where do I log in to my page?**



Go to the website: <http://artsined.esboces.org> and in the left column, click on the ‘Artist Login’ link. Enter your username, password. Under User Type, click on the dropdown menu, and click on “Artist.”

### **As an artist, how can I promote my program(s)?**



- Mail your brochures to the district coordinator or individual schools, addressed to the Principal and/or the PTA Cultural Arts Rep. You can get district and school information from the National Center for Education Statistics: <http://nces.ed.gov/ccd/districtsearch/> (free) or from the SCOPE Directory of Suffolk Public Schools. <http://www.scopeonline.us/publications.php> (minimal cost).
- Attend PTA Showcases- Suffolk PTA (Fall): [artsined@suffolkpta.org](mailto:artsined@suffolkpta.org); Nassau PTA (Spring): [artsinedcoordinator@nassaupta.org](mailto:artsinedcoordinator@nassaupta.org).

- Be a presenter or vendor at educational conferences
- Review your programs and see how they align with NYS Learning Standards for the Arts, National Arts Standards, as well as Common Core Learning Standards, Social Studies Framework and more.

- Add a video link to your Program Description that clearly demonstrates your program with students.

**Where can I get more information about the program?**



We publish a PTA Handbook, available as a pdf on our website, under Publications & Newsletters. This Handbook is useful for district Central Office and Building Administrators, teachers, artists, presenters, presenting organizations as well as PTA Cultural Arts Representatives. Under Publications & Newsletters, you can also find current and archived issues of our monthly newsletter, *The Star*.