Welcome to the Herkimer BOCES Arts and Enrichment Service. Offered as a regional BOCES service, the Arts-in-Education Service is available to all component school districts in the Herkimer BOCES. This service is intended to encourage a school district to allocate those resources it now expends locally through a comprehensive and coordinated BOCES program. The service works through an Arts and Enrichment Committee of school district representatives. The Base Fee provides districts with membership on the BOCES Arts and Enrichment Committee, on-site consultation, staff development programs, grant services, and access to a full range of K-12 programs and of arts providers.

This handbook was developed as a guide to help schools book arts and enrichment programs. Hopefully the process is clear. Inevitably there will be questions. Please call either Charley Priola or Carol Dumka with any questions.

Contact Information

Carol Dumka     Arts and Enrichment Coordinator
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    phone - 315-453-7079
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    phone - 315-867-2077
    fax - 315-867-2024 (ATTN:Charley Priola)
    address - Herkimer BOCES
                352 Gros Blvd.
                Herkimer, NY 13350

Website  www.herkimer-boces.org
    Click on Instructional Services
    Click on Arts and Enrichment
New York State BOCES Arts in Education

New York State’s magnificent cultural resources (museums, libraries, historical sites, performing arts centers, teaching artists) should be used to support and enrich school curricula. Exhibits, performances and workshops, designed by professionals, allow students to learn in exciting new ways.

School districts in New York State can use the BOCES Arts in Education service to integrate the arts into the curriculum. Activities may include music, dance, drama, writing, and the visual and media arts. The cost of BOCES coordination, contracts with artists or arts groups, admission tickets to arts activities, staff development for teachers, development of an arts-in-education curriculum, and student and teacher materials associated with arts activities, are all eligible for BOCES aid.

What is BOCES Aid?
BOCES aid is a form of State aid which reimburses school districts for a percentage of the costs of services provided by BOCES. Districts pay for these services in a given school year and are reimbursed the following year. The amount of reimbursement is based on the district's State aid ratio.

What expenditures are eligible for BOCES Aid?
Eligible expenditures include the cost of BOCES coordination, contracts with artists/arts groups (or admission tickets to arts activities), staff development for teachers, development of an arts-in-education curriculum and student and teacher materials. A list of possible coserable items is on the following page. This list is not exhaustive. As always, if you have a question about whether an activity is coserable, please call the Arts and Enrichment Office.

What types of artists may provide services?
The criteria/guidelines for the BOCES arts-in-education service reference the following arts areas from which school districts may select: Music, Writing, Drama, Dance, and Visual and Media Arts.
Coserable Items

- Speakers related to the arts
- Tickets for students to attend performances
- Arts related assembly Programs
- Arts workshops and clinics
- Teaching Artists
- All-County/Area All-State/All-State
- NYSSMA School Participation Fee
- NYSSMA Solo Festival registration
- Pit musicians for musicals (not employed by school district)
- Conductors, choreographers, etc. for musicals (not employed by school district)
- Professional development in the arts
- Admittance fees to museums
- Arts field trips
- Accompanists (not employed by school district)
- Arts conference registration fees
- Supplies for consultants
- Festival fees
- Guest conductors
- Showcase
- Piano tuning

New York State P-12 Learning Standards for the Arts
The **New York State P-12 Learning Standards for the Arts** are designed to develop artistically literate citizens. An artistically literate citizen has the knowledge, skills, and understanding to actively engage in the arts throughout their lives. The intrinsic nature of the arts leads to and promotes a civilized, sustainable society. Artistically literate graduates are career and college ready, capable of understanding and addressing the needs of society, and participating in a global economy.

Through creating, performing, responding, and connecting in the arts, students generate experiences, construct knowledge, and build a more integrated understanding of self and community. They explore and express ideas, feelings, and beliefs about the past and present; discover new ideas, feelings and beliefs about the past and present; discover new ideas; and begin to envision possible futures. Through careful study of their own and others’ art, students explore and make sense of the broad human condition across time and cultures.

Arts literacy also fosters connections between the arts, and between the arts and other disciplines, thereby providing opportunities to access, develop, express, and integrate meaning across a variety of content areas. Indeed, an arts-literate individual recognizes the value of the arts as a place of free expression; and the importance of observing and participating in the social, political, spiritual, financial, and aesthetic aspects of their communities (both local and global, in person and virtually); and works to introduce the arts into those settings.

For more information go to:  [www.nyartsstandards.org](http://www.nyartsstandards.org)
<table>
<thead>
<tr>
<th>Artistic Processes</th>
<th>Anchor Standards</th>
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<tr>
<td><strong>Cr</strong> Creating</td>
<td>1. Generate and conceptualize artistic ideas and work.</td>
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<tr>
<td></td>
<td>2. Organize and develop artistic ideas and work.</td>
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<td>3. Refine and complete artistic work.</td>
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<td><strong>Pr</strong> Presenting</td>
<td>4. Select, analyze, and interpret artistic work for presentation.</td>
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<td>Performing</td>
<td>5. Develop and refine artistic techniques and work for presentation.</td>
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<td>Music, Dance, Theater</td>
<td>6. Convey meaning through the presentation of artistic work.</td>
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<td><strong>Re</strong> Responding</td>
<td>7. Perceive and analyze artistic work.</td>
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<td>Understanding and evaluating how the arts convey meaning.</td>
<td>8. Interpret meaning in artistic work.</td>
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<td><strong>Cn</strong> Connecting</td>
<td>9. Apply criteria to evaluate artistic work.</td>
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<td>Relating artistic ideas and work with personal meaning and external context.</td>
<td>10. Relate and synthesize knowledge and personal experiences to inspire and inform artistic work.</td>
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<td></td>
<td>11. Investigate ways that artistic work is influenced by societal, cultural, and historical context and, in turn, how artistic ideas shape cultures past, present, and future.</td>
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Arts and Enrichment Committee Responsibilities

Congratulations on your appointment as the BOCES Arts and Enrichment Committee representative from your district. Each school district may handle their arts and enrichment programs differently. Here are some guidelines and general responsibilities for the district representative to the Arts and Enrichment Committee.

Meetings

Attendance at meetings is strongly recommended. If the appointed representative cannot attend, please have a substitute attend. Communication will be key to enhancing the offerings in the Herkimer BOCES area. Meeting dates for the 2019-2020 school year are listed below. The agenda will include communication about upcoming programs, grant information, new initiatives, and presentations by local arts organizations.

2019 - 2020 Arts and Enrichment Committee Meeting Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Wednesday, October 2, 2019</td>
<td>8:00-10:00</td>
<td>Conference Room</td>
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<tr>
<td>Tuesday, January 14, 2020</td>
<td>8:00-10:00</td>
<td>Conference Room</td>
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<tr>
<td>Thursday, March 5, 2020</td>
<td>8:00-10:00</td>
<td>Conference Room</td>
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<tr>
<td>Monday, April 27, 2020</td>
<td>8:00-10:00</td>
<td>Conference Room</td>
</tr>
<tr>
<td>Wednesday, June 17, 2020</td>
<td>8:00-10:00</td>
<td>Conference Room</td>
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Dissemination of Information

The representative is responsible for the dissemination of arts and enrichment information to the various groups within their individual school district.

Authorization

The approval of the Arts and Enrichment Committee representative, along with the approval of the superintendent must be on each request. Other
administrators may also be asked to approve requests. This is a decision made by each individual district. Please make sure that each form is filled out accurately before it is approved. **Instruct the teachers not to pay the vendor directly. These forms must be submitted in a timely manner. The general rule of thumb is 4 - 6 weeks prior to the event. Approval will not be given by BOCES for a performance or event that has already taken place.**

**Monitoring**
The representative is responsible for knowing and keeping track of their district’s arts and enrichment budget and expenditures. BOCES does not have information about the arts and enrichment budgets for individual districts. The district’s spreadsheet should be checked periodically. Any discrepancies must be reported immediately. It is important to be sure that several people are not spending the same “pot of money”.

**Advocating**
The Arts and Enrichment Committee representative should be the district’s advocate for the arts. Communication is key. If your district doesn’t have one already, it might be helpful to form an arts committee. The committee can be a great help in coordinating curricular-based arts programming.

**Budget Information**
School districts purchase the Arts in Education service for a fee through BOCES. Districts pay for those services in a given school year and are reimbursed the following year, based on the district’s state aid ratio.

Each school district sets its own budget for Arts in Education programming. It is the responsibility of the Arts and Enrichment Committee representative, along with the district’s administrators to make sure that the district doesn’t go over budget.
Arts-in-Ed Co-ser Clarifications

- Transportation, food and lodging cannot be run through the Co-Ser. If a trip is to a venue, such as Medieval Times, where dinner is included in the admission price, the cost of the food must be separated out. The co-ser will only pay for admission.

- Only trips in the USA or Canada are allowed

- Professional development
  - Workshops are allowed
  - Conferences are allowed
  - Membership fees and dues are NOT allowed

- Class trips cannot be run through the Co-Ser unless:
  - All students are attending
  - Provisions are to be made for those students who cannot afford the cost of the trip
  - Transportation, food and lodging are not being paid for through the CoSer
  - There is a lesson plan on file showing how the trip relates to the arts
  - The overarching principle is to differentiate between field trips that are fun but not educational vs. field trips that have a connection to the arts curriculum.
  - In order for the activity to qualify for the Arts-in-Education Co-Ser, the transportation must be paid for by the district, not a parent or student group.

- No music competitions out of state.

- All art museums are allowed.

- Schools cannot make an illegal gift of public funds. In other words, there cannot be any material benefit to the student such as food, souvenirs, or gifts.

- If an art teacher is on the trip and has an arts lesson plan, the trip is acceptable

- Student registration fees for music and art competitions and festivals are acceptable.

- Supplies and materials can only be funded in conjunction with a visiting artist.
Guidance on Arts-in-Ed Co-Ser Items for Musicals

1. Royalties cannot be covered.

2. Guest conductors, choreographers, professional musicians, etc. who are working with the students can be covered. However, these people cannot be on the staff of the school district that is presenting the musical.

3. Materials and supplies that have personal services attached can be covered. For example, music can be covered because it is an item necessary for the guest artist (the professional musicians) to perform.

4. Materials and supplies that do not have personal services attached cannot be covered. For example, supplies for tickets cannot be covered because they are not necessary for a guest artist to perform their duties.
Arts in Education and Enrichment Request for Services
Digital Form Procedure

Request for Services Digital Form Submission

• Teacher and/or Principals enter school district arts in education and/or enrichment request for services through their specific district’s digital form.
• The digital forms can be found in the Instructional Services area of the Herkimer BOCES website (www.herkimer-boces.org), by clicking “Arts and Enrichment” and then “Arts and Enrichment Request for Services Links”.
• Each district will have its own link/s. Some districts’ links will also be separated by building at the request of the superintendent.
• All forms must be submitted at least 6 to 8 weeks prior to the event. Approval will not be given by BOCES for a performance or event that has already taken place.
• If the vendor supplies an invoice number, order number, and/or payment deadline, include that information in the area provided on the digital request.

If form submission was successful:

• Information from the form will automatically be uploaded into the district’s Request for Services shared spreadsheet.
• Administrator/s determined by the districts and the district Arts in Ed Coordinator will receive an email with a PDF of the request attached.

Approval Process:

• The district’s AIE coordinator will submit approval (or denial) via the district’s Request for Services shared spreadsheet, at their convenience, with the ability to approve multiple requests at a time.
• In many cases, the superintendent will be prompted to approve (or deny) directly through the email so they don’t have any extra steps. Some superintendents have chosen to approve multiple events at a time, so they will also go into the district’s Request for Services shared spreadsheet to indicate their approval (or denial).
• BOCES will send occasional reminders if there are events waiting for approvals from the AIE Coordinator and/or the superintendent.

**Payment Process**
• Once approved by all necessary district and BOCES personnel, BOCES will open a purchase order and begin the payment process.
• A PDF of the purchase order will be available for viewing/printing from the district’s Request for Services spreadsheet and the spreadsheet will be updated as payments are made, etc.
• Please note: It is the district’s responsibility to immediately notify the Arts in Ed office at 315-867-2077 if for some reason the field trip, event, guest artist, etc. is cancelled or does not occur as scheduled. We will process paperwork for payment unless we hear otherwise.

**Reminders**
• The teacher/principal/district is responsible for making reservations and arrangements.
• Once a Request for Services is approved by BOCES, only BOCES is responsible for payments. Under NO circumstances should the school district/teacher/school organization/parent pay directly.
• Payments cannot be made without an invoice. For your convenience, an invoice template has been posted on the Arts and Enrichment website. This one may be used or the artist may use his/her own. Please forward all invoices from artists/vendors to enrichment@herkimer-boces.org OR Herkimer BOCES, 352 Gros Blvd., Herkimer, NY 13350, ATTN: Arts in Education.
Pre-payments

Only in extraordinary circumstances will pre-payments be made. Before requesting a pre-payment, the requestor must contact the vendor to make sure that they do not take Purchase Orders. There are times that the literature sent by a vendor indicates that a pre-payment must be made and yet, if they are contacted, they will accept Purchase Orders. Therefore, the requestor must verify that Purchase Orders will not be accepted before requesting a pre-payment. If a pre-payment has been requested but it is discovered by the Business Office that a Purchase Order is acceptable, the process must begin over again which will waste valuable time. Please verify. The process for producing a pre-payment is a bit complicated. Therefore, a request for a pre-payment must be in 60 days prior to the deadline in order to assure on time processing.
Herkimer BOCES Vendor List

2019-2020

Following is a list of some of the vendors that Herkimer BOCES has done business with in the past. Please note that the selection of programs, artists, and field trips is not limited to this list. In line with BOCES and State Education Department policy, these vendors accept purchase orders that are paid after the event takes place. As always, do not pay vendors directly.

**Arts in Education – Art, Music, Theater**
- Broadway Theater League – Utica, NY
- Fenimore Art Museum – Cooperstown, NY
- Mohawk Valley Ballet - Utica, NY
- MOMA – NYC, NY
- MWPAI – Utica, NY
- Proctor’s – Schenectady, NY
- Stanley Center for The Arts – Utica, NY
- TheaterWorks – NYC, NY
- Utica Dance - Utica, NY

**Enrichment – Social Studies, Science, Technology, Health, Environmental Education**
- Ace of Diamond Mines – Herkimer, NY
- Adirondack Rail Road – Utica, NY
- American Museum of Natural History - NYC
- Baseball Hall of Fame – Cooperstown, NY
- Children’s Museum - Utica, NY
- Critz Farms – Cazenovia, NY
- Dyn’s Cider Mill – Richfield Springs, NY
- Erie Canal Cruises – Herkimer, NY
- Farmer’s Museum – Cooperstown, NY
- Fly Creek Cider Mill – Fly Creek, NY
- Fort Rickey Children’s Discovery Zoo – Rome, NY
- Herkimer Diamond Mines – Herkimer, NY
- Herkimer Home – Little Falls, NY
- Howe’s Cavern – Howe Caverns, NY
- Marquee Cinemas – New Hartford, NY
  (movie choice must be educational)
- Museum of Innovation and Science - Schenectady, NY
North Star Orchards – Westmoreland, NY
OMH BOCES – Traveling Planetarium
Rosamond Gifford Zoo - Syracuse, NY
Sand Flatt’s Orchard – Fonda, NY
The MOST – Syracuse, NY
The Wild Animal Park – Chittenango, NY
Utica Zoo – Utica, NY
Windy Hill Apple Orchard – Cassville, NY

WonderWorks – Syracuse

Presenters - Provide in-house Arts and/or Enrichment
Blue Project (jaredcampbell.com)
Brian Chevalier (songspun.com)
Rohan Murphy (rohanmurphy.com)
Gary VanRiper (adirondackkids.com)
Honors Program

The Honors Program is designed to support the potential of students in grades 3-12 who have above average interests and abilities in a particular area. All programs and field trips support the New York State Learning Standards in that subject area. Between 25 and 30 programs are held in coordination with participating school districts. These programs allow students to interact with like-minded peers as they learn by engaging in educational activities with presenters who are noted in their field of expertise. Explorations and programs provide for different learning styles and include topics in the arts and sciences as well as literature and history.

The program will be held at BOCES from 9:00-1:30. Many districts have their Honors Program students ride the BOCES bus to the WEB Complex. If that is the case and your students need to wait for a bus, either before or after the program, there will be a room available where the students can wait. An adult chaperone must accompany the students to the program. Students should bring a lunch.

The fee to reserve a slot at each of the Honors Programs is approximately $1600. To sign up, you may go through the BOCES Business Office or contact Charley Priola at cpriola@herkimer-boces.org.

In addition, the individual programs have been opened up for students from districts that do not participate in the full package of Honors Programs. Students from your district are invited to attend any of the programs at a cost of $125 per student per program. A brochure with the list of programs for the year will be sent to each superintendent, principal, and arts coordinator at the end of August. Also, flyers will be sent to you with details about each individual program. Please look through the information and share it with appropriate individuals. If you are interested in having students attend an individual program, fill out the form on the next page and return it to Charley Priola at BOCES at least two weeks prior to the program. Keep in mind that students must be accompanied by an adult.

As part of the base fee for the Arts in Education service, your district will have 3 slots reserved for students in one of the Honors Programs. The program will be selected for your students. A flyer will be sent out about a month before the program at which time the principal will be asked to provide the names of the students who will be participating.
Honors Program

Individual Program Signup Form

Name of Program_______________________________________________________

Date of Program__________________________     Number of Students________

Cost to District (# of students X $125)_____________

________________________________________

Signature of Principal

Please mail this form to:

Charley Priola
Herkimer BOCES
352 Gros Blvd.
Herkimer, NY  13350