Welcome to the Madison-Oneida BOCES Performing Arts Service. This guidebook was developed to help guide you through the AIE process for booking arts programs in your school and ordering tickets. We have tried to make the process clear and have given answers to the most frequently asked questions.

This guidebook is not expected to be a replacement for personal contact, so please feel free to call or email us whenever you need assistance. It is our mission to assist you in providing high quality arts-in-education experiences for your students.

Edward Rinaldo, Director of SCD
Tracy Pulverenti, Secretary (Bookings)

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New York State Learning Standards

The Arts

Standard 1: Creating
Conceiving and developing new artistic ideas and work

Standard 2: Performing
Presenting, producing and realizing artistic ideas and work through interpretation and presentation

Standard 3: Responding
Understanding and evaluating how the arts convey meaning

Standard 4: Connecting
Relating artistic ideas and work with personal meaning and external context

*NYS Learning Standards for the Arts
Arts-In-Education Building Coordinator Responsibilities

Although each school district/building may handle their Arts-In-Education program differently, here are some guidelines and general responsibilities for an AIE Coordinator.

Principals: Dissemination of AIE information within your district/building and parent groups that are involved in AIE programming.

Attendance at the Regional Arts-In-Education Showcase of Artists is recommended for you and everyone in your building that books programming. (Late May)

Monitoring: You are responsible for knowing and keeping track of your building’s AIE budget and expenditures. We will periodically send you the district’s spreadsheet of what you have contracted to date through an email. It is important to check those over and let us know if there are any discrepancies with your records.

Advocating: It is important that you be an advocate for the arts in your district/building. We have many high quality programs addressing the New York State Learning Standards for the Arts as well as in many other subject areas. If your building doesn’t already have an Arts-In-Education Committee, it would be helpful to you to start one. The most successful ones are comprised of teacher and parent representatives from each building. They can be a great help to you in coordinating arts programming in your building.
PERFORMING ARTS SERVICE
ARTS-IN-EDUCATION

Offered as a Co-Ser Service, the Performing Arts Service is available to all component school districts of Madison-Oneida BOCES. The service is intended to encourage a school district to allocate those resources it now expends locally through a comprehensive and coordinated BOCES program administered as per State Education Department guidelines for aidable programs. The goal of the AIE service is to provide support to school districts that wish to extend their regular curricular offerings through work with artists in a variety of disciplines. Having “In School” performances, author visits, artists-in-residence, lectures, workshops, and off-site experiences in the cultural arts areas can do this.

Here are some tips to assist us in coordination of your program.

* To order a performance, you may either fill out a performance request form (attached) or email me with the information. We will need the following information:
  - Artist’s name
  - Artist’s address and phone number if not listed in our Roster of Artists (on Staff Dev. Website)
  - Name of program requested
  - Preferred performance date
  - Number of performances you need
  - Times for performances
  - Grades and number of students attending

Once we receive a request for an artist, arrangements are made and a contract summary is sent to the artist on your behalf. The artist signs and returns the contract and then it is sent to the District Superintendent at BOCES for a signature. You will receive a copy of the signed contract for your files. A purchase order is issued. Payment is made to the artist after he/she has completed his/her performance at your school. If the performer needs his/her check the day of the performance, please write that on your performance request form; and we will have a check ready in time for the performance (if a reasonable amount of time is given). Remember to give us sufficient amount of time for processing the contract, getting signatures, and getting the payment. Our Business office is always willing to work with us, but good planning is always helpful for all involved.
* Notify us at least two weeks in advance if you schedule something on your own that you want to run through the Performing Arts Co-ser, so the necessary paperwork can be completed before the performance or event. 

   {Example: When reserving dates for CNY Arts, call us with your information as soon as possible. Many times we receive an invoice before we have done the purchase order.} We have to issue a purchase order before the performance or Madison-Oneida BOCES will not process payment. We will not take individual teacher requests for programs without the Arts-In-Education Building Coordinator’s approval. In most cases the coordinator is the principal.

Ticketing Procedure

Use the attached form (Arts-in-Education Ticket Reservation Approval Form) to request tickets for a cultural arts event. The principal must sign the form or we cannot process the order. We prefer to make the reservations for you so the proper paperwork is completed and a purchase order can be issued before an invoice is received. If reservations have already been made, please indicate this on the approval form. Any confirmations/invoices received by you or the teacher requesting the tickets should be copied and sent to us immediately.

Once we receive your form, we will process it and send a notice to the contact person at your school that tickets have been reserved and a purchase order has been issued. Never pay the vendor directly for the tickets.

If you do not attend the show, (i.e. snow day or cancellation) you must call us as soon as possible. We can assist you with re-scheduling, if that is an option.

If you make your own reservations, please tell the vendor not to send an invoice until they receive a purchase order from Madison-Oneida BOCES.
SAVE LEGISLATION

Artists and schools district personnel alike have been following the new SAVE legislation and the amendments to it. We all appreciate the need to insure that our schools are safe for our children. While it seems there still is some room for interpretation, Madison-Oneida BOCES would like to recommend the following guidelines:

Speakers, performers, consultants, etc. who will work no more than 5 days of direct student contact and who will be directly supervised by a teacher or administrator will not have to be finger printed.

Any school that is scheduling an artist in their district who will have direct student contact for more than 5 days should tell the Madison-Oneida BOCES Performing Arts coordinator, immediately, so we can make sure the proper forms are on file.

Once an artist is fingerprinted, you DO NOT need to have it done again. All you have to do is request a clearance form be sent to the appropriate school/BOCES.
NYSSMA – Festival and Conferences Requests

Conference/Festival school and student registration fees for organizations such as NYSSMA, NYSTEA, & NYSATA and All-County, may be submitted through the Arts-In Education Co-Ser. Transportation, meals and lodging cannot go through the Co-Ser. Teacher needs to fill out the Music Festival Request Form (Attached).

Frequently asked questions and things you should know

Please remember that the Performing Arts Co-Ser is strictly for curricular-based arts programs…i.e. storytelling, dance, writers, theater, music, visual arts, etc. held during the school day, during the school year. If you are presenting something that is curricular based but not related to the arts, it should not be processed through this Co-Ser. If you are unsure as to whether or not an event can go under the Performing Arts Co-Ser, call Tracy Pulverenti at 361-5550.

Q  What is the difference between the AIE Co-Ser and the Exploratory Enrichment Co-Ser?
A  AIE is “Arts-based”. EE is “Curriculum-based”.
Examples:
  • You have an artist coming in who portrays Abraham Lincoln to address your 8th grade social studies students.  Arts-based.  (Theatre, Visual Arts)
  • You have a college professor who is an expert on the civil war comes in to talk to your 8th grade social studies students.  Not the arts – EE Coser (curriculum-based: social studies, possibly ELA if writing about the event)

Q  Should I pay the artist/vendor and be reimbursed?
A  No, never pay the artist or vendor directly.  We cannot reimburse you or the district for that expense, which means the expense, will not be aidable.

Q  Do I have to fill out a performance request form for each in-school performance?
A  Yes, fill out the in-house form (attached with principal’s signature).  You may also email the information to me to secure the artist.  We also send a contract to the performer to sign and then a copy is sent to principal or teacher.
Q  Do I have to fill out a ticket form for each ticketed event?
A  Yes, since there is no contract done for a ticketed event, this is our only signed confirmation that you authorized purchase. We will not process the order until we have a signed form in our possession. The principal or superintendent must sign.

Q  How much money do I have left in my account?
A  As the Performing Arts rep from your district, it is your responsibility to keep track of the budget. We will send you periodic statements on expenditures to the business manager. Every district budgets a certain amount for performances. It is up to you to find out from your district office how much of that budget is for your building. If you have any questions, you should ask your business manager.

Q  I am sending students to the MOST (Museum of Science and Technology), can that go through the AIE Co-Ser?
A  The answer to this is yes, if you are also attending the IMAX, otherwise, just the science museum put through the Exploratory Enrichment CoSer.

Q  Can events be prepaid?
A  BOCES can prepay only when necessary. Let us know by writing on the ticket or performance request form that prepayment is requested and the date the payment is due.

Q  Can I pay for the artist’s/vendor’s transportation, lodging or meals through the AIE Co-Ser?
A  No. Transportation/lodging/meals cannot be covered under the Co-Ser even on student trips. Most of the tour companies work closely with us to separate aidable and non-aidable expenses on their billing.

Q  Can I pay for pit band musicians, personnel to work with students in the musical, or marching band events through the AIE Co-Ser?
A  Yes, but the people you hire (consultants) cannot be staff that are employees of the district putting on the musical or event. The district must pay for them.
Budget Information

Each school district sets its own budget for Arts-In-Ed. funding. The district usually sets an amount designated as “committed funds” under the 407 budget code. A spreadsheet is kept for each district explaining the drawdown of funds, description of bookings/events, and how much is still available to use. BOCES sets the aidable fees as follows:

Base fee: $255.00 per building

Administration fee: 5.5%
(includes BOCES paperwork, bookings, communication between artists and districts and BOCES)

The district makes its own decision as how the aid is distributed when it comes back from the state. The Business Manager will work with principals, parent organizations and student activity accounts at the end of the year or beginning to decide building allotments based on amounts used previous year. BOCES is not able to decide how budgets are created or the formula used for the non-aidable part of this Co-Ser. (see Business Manager)

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