

# POUND RIDGE ELEMENTARY SCHOOL PARENT TEACHER ASSOCIATION



Fall 2022

Hello PRES Community,

Thank you for all you do to enrich our students experience at PRES. As we begin to bring back programming, we are asking everyone to bring themselves up to speed on the BOCES Arts in Education Program.

BOCES (Board of Cooperative Educational Services) is a public organization that was created by the New York State Legislature in 1948 to provide shared educational programs and services to school districts. The Bedford Central School District is covered by the Putnam Northern Westchester BOCES and the PRES PTA is able to request program support through this office. In previous years we have accessed program funding support of approx. 40% of the program cost for every program that was BOCES approved. BOCES support requests are required to be approved by BCSD central office and submitted 4 weeks prior to the event for processing.

Detailed information on how to use the program can be found at the following link and in the subsequent documents. Included in this packet are instructions, FAQs, and a completed sample BOCES request form.

[HandbookforCulturalArtsRepresentatives.pdf \(pnwboces.org\)](https://www.pnwboces.org/HandbookforCulturalArtsRepresentatives.pdf)

**A completed form needs to be submitted AT LEAST 30 days prior to EVERY event.**

Completed forms can be submitted to the school office at PRES Attn: Adriana Pace

Before booking ANY vendor please reach out to the ASE Committee Head Wendy Forni (wendyforni@outlook.com) if you are unsure how to book a vendor using BOCES.

This includes vendors providing services such as:

ASE (Arts and Sciences Enrichment)

Assemblies

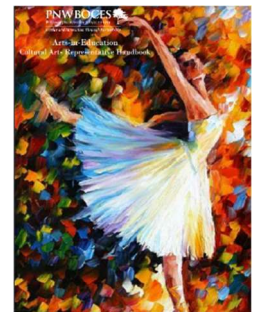
Author Visits

Field Trips

Fifth Grade Activities

PRIDE Vendors

PTA Events



In a nut shell is- if PRES books vendors through BOCES, PRES saves money. In a push to receive savings and maximize our fundraising efforts, **all vendors providing enrichment should be booked through BOCES.** We appreciate everything you do for the children at PRES and thank you in advance for your efforts here.

Stephanie Schneider & Liz Tegano  
PRES PTA Co-Presidents

# ARTS IN EDUCATION

## PROGRAM REQUEST FORM 2021 – 2022

### For Visiting Artists/ Virtual Programs/ Field Trips/ Theatre Tickets/ Arts Participation Fees

Completing this form starts the BOCES payment process for artists who have been approved and booked on behalf of your school and district. Please be sure to complete all sections and provide authorization as requested.

For in-school live or virtual programs, contact the artist to reserve the date, time and fee for the program.

For field trips, theatre/admission tickets, or school participation fees, be sure to include the vendor invoice with this request.

Complete this form and submit it to your Principal and your district's Arts-in-Education Administrator for approval.

This approved form should be received by BOCES at least **4 weeks** prior to the start date of the program or scheduled event.

Contact BOCES if your program is canceled or rescheduled.

June requests are due no later than **May 25, 2022**.

BOCES Contract # **H-** \_\_\_\_\_

<b>~ Complete All Sections ~</b>		Date _____
District _____	School _____	
District Arts Representative _____		
Phone _____	Email _____	
Person Who Arranged The Program _____		
Phone _____	Email _____	
School Building Contact _____		
Phone _____	Email _____	

Is Artist On File at PNW BOCES	New Artist/Organization	
Title of Program/Presentation _____		Grade Level(s) _____
Artist / Organization _____		
If Organization, Name of Artist or Instructor _____		
Is this Artist/Instructor Fingerprinted?	<input type="checkbox"/> YES <input type="checkbox"/> NO	An artist having direct contact with students <b>OR</b> a guest lecturer or performing artist working 5 times or more in a district is required to be fingerprinted & cleared <b>before</b> the program begins. For more information, visit <b>FINGERPRINTING</b>
Artist Address _____		
City/State/Zip _____		
Email _____		
Phone _____	Alt. Phone _____	

<b>Check All that Apply to the Art Program</b>							
In School -	<input type="checkbox"/> Performance	<input type="checkbox"/> Workshop	<input type="checkbox"/> Residency	Author Visit	Music	Dance	Virtual Program
Program Location -	<input type="checkbox"/> School Building Listed Above		<input type="checkbox"/> Other Location _____				
Out-of-School -	<input type="checkbox"/> Field Trip	<input type="checkbox"/> Tickets	<input type="checkbox"/> Participation Fee				
Include Vendor Invoice with Request for Field Trips, Tickets to Shows or Participation Fees. The Invoice is Required for Payment.							
BOCES will not pay for transportation, food, or lodging. <b>Do not pay artist or venue.</b> We cannot reimburse you.							

Program Start Date	Program End Date	Day(s) of the Week	Task Rate	Daily Rate	# of Days	Session or Student Rate	# of Students	# of Sessions	Total Program Fee or Total Ticket Cost
Additional Program Notes or Details									
<b>Total Program / Ticket Cost</b>									
<b>Total Program or Ticket Cost including 17% Coordination Fee</b>									

**~ YOU MUST COMPLETE NEXT PAGE FOR PROGRAM APPROVAL ~**

# ARTS IN EDUCATION

## PROGRAM REQUEST FORM 2021 – 2022

### ~ New York State Arts Standards ~

New York State Education Department requires schools demonstrate that the Arts-in-Education activities are integrated into the curriculum in order to be BOCES-Aidable. To be approved for Aid, select the learning standards that correspond to your activity.

**Arts Discipline** ✓ **Check One** \*required

DA-Dance     MA-Media Arts     MU-Music     TH-Theatre     VA-Visual Arts

For each Artistic Process box chosen, check at least one corresponding Anchor Standard plus any other applicable box

Artistic Process	Anchor Standards		
✓ Check All That Apply *required	✓ Check The Corresponding Box *required		
<input type="checkbox"/> <b>CR</b> <b>Creating</b> - Conceiving and developing new artistic ideas and work.	<input type="checkbox"/> 1. Generate and conceptualize artistic ideas and work.	<input type="checkbox"/> 2. Organize and develop artistic ideas and work.	<input type="checkbox"/> 3. Refine and complete artistic ideas and work.
<input type="checkbox"/> <b>PR</b> <b>Performing</b> - Music-Dance-Theatre <b>Presenting</b> - Visual Arts <b>Producing</b> - Media Arts	<input type="checkbox"/> 4. Analyze, interpret, and select artistic work for presentation.	<input type="checkbox"/> 5. Develop and refine artistic techniques and work for presentation.	<input type="checkbox"/> 6. Convey meaning through the presentation of artistic work.
<input type="checkbox"/> <b>RE</b> <b>Responding</b> - Understanding and evaluating how the arts convey meaning.	<input type="checkbox"/> 7. Perceive and analyze artistic work.	<input type="checkbox"/> 8. Interpret intent and meaning in artistic work.	<input type="checkbox"/> 9. Apply criteria to evaluate artistic work.
<input type="checkbox"/> <b>CN</b> <b>Connecting</b> – Relating artistic ideas/work with personal meaning and external context.	<input type="checkbox"/> 10. Synthesize and relate knowledge and personal experiences to make art.	<input type="checkbox"/> 11. Relate artistic ideas and works with societal, cultural, and historical context to deepen understanding.	

For details, visit the [New York State Learning Standards for the Arts](#)

Describe how this program will support your school's arts goals and/or arts curriculum objectives. Your description must support the [New York State Learning Standards for the Arts](#).

Only approved program request forms with signatures will be processed.

APPROVED: \_\_\_\_\_

*Signature of School Principal/Administrator, if required*

\_\_\_\_\_ *Date*

APPROVED: \_\_\_\_\_

*Signature of Superintendent or District's Arts-in-Education Representative*

\_\_\_\_\_ *Date*

Submit Approved Arts Program Request Form To

Stacy Chryssikos, Arts-in-Education Coordinator

Putnam | Northern Westchester BOCES | 200 BOCES Drive | Yorktown Heights, NY 10598-4399

PHONE: 914/248-2349 FAX: 914/248-2390

[schryssikos@pnwboces.org](mailto:schryssikos@pnwboces.org) Visit the [ARTS IN EDUCATION WEBSITE](#)

Districts use the Arts-in-Education service as a way to integrate the arts into their curriculum at all levels, Pre-K - 12. Activities may include one of the following arts disciplines: dance, media arts, music, theatre, and visual arts. Students visit museums, galleries, historical sites, performing arts centers, and movie theatres; participate in music and art competitions and music festivals; attend performances on Broadway, at Lincoln Center or at hundreds of other venues. Programs offering instruction in other settings outside the school include the Lincoln Center Institute, and collaborative programs with the Metropolitan Museum of Art and the Museum of Modern Art. Programs eligible for aid must support the district's ARTS curriculum goals and the New York State Learning Standards for the Arts to include one of the following Arts Disciplines:

**DA-Dance MA-Media Arts MU-Music TH-Theatre VA-Visual Arts**

Then include at least one Artistic Process and corresponding Anchor Standards.

Artistic Process	Description	Anchor Standard
<b>Creating</b>	<b>Conceiving</b> and developing new artistic ideas and work.	1. Generate and conceptualize artistic ideas and work. 2. Organize and develop artistic ideas and work. 3. Refine and complete artistic work.
<b>Performing Presenting Producing</b>	<b>Performing</b> (dance, music, theatre): Realizing artistic ideas and work through interpretation and presentation. <b>Presenting</b> (visual arts): Interpreting and sharing artistic work. <b>Producing</b> (media arts): Realizing and presenting artistic ideas and work.	4. Analyze, interpret, and select artistic work for presentation. 5. Develop and refine artistic work for presentation. 6. Convey meaning through the presentation of artistic work.
<b>Responding</b>	<b>Understanding</b> and <b>evaluating</b> how the arts convey meaning.	7. Perceive and analyze artistic work. 8. Interpret intent and meaning in artistic work. 9. Apply criteria to evaluate artistic work.
<b>Connecting</b>	<b>Relating artistic ideas and work with personal meaning and external context.</b>	10. Synthesize and relate knowledge and personal experiences to make art. 11. Relate artistic ideas and works with societal, cultural and historical context to deepen understanding.

For a detailed description of these Standards, click [HERE](#) to visit the NY State Dept. of Education website

### How the Service Works:

#### PTA or School Representative

1. Contacts the artist/organization to establish the service, date and rate for the program. If the program is a field trip, requests an invoice from the vendor, asks for the due date or deadline for payment. Allow at least 4 weeks to process all arts programs.
2. Completes **ALL SECTIONS** on the Arts Program Request form:
  - a. District, school, name and contact information for District Arts Representative, person arranging program and school building contact. To access a list of participating districts and the District Arts Representatives, refer to the PNW BOCES Arts-in-Education website.  
[http://www.pnwboces.org/artsined/participating\\_districts.aspx](http://www.pnwboces.org/artsined/participating_districts.aspx)
  - b. Artist/Organization information.
    - Is the artist new to BOCES or on file with the PNW BOCES Arts-in-Education Program Resource Directory? To search online, go to: <http://www.pnwboces.org/artsined/index.aspx>



- Title of program or presentation, grade level, name of artist or organization, and instructor's name. Is the artist fingerprinted? Per NYSED: *All instructors having direct contact with students; or a guest lecturer or performing artist working 5 times or more in a district are required to be fingerprinted and cleared.* Enter artist address, email, phone number(s).
  - c. Check all that apply, e.g. type of program, in school, or out of school; program location, etc.
  - d. Program Table: Program Start-End Dates | Day(s) of Week | Is this a Task Rate or Daily Rate? | # of Days | Session or Student Rate | # of Students or # of Sessions | Total Program or Ticket Cost
  - e. Arts Discipline: Check one.
  - f. Artistic Process: Check all that apply.
  - g. Anchor Standards: For each Artistic Process, you must check at least one corresponding box, plus any other applicable box.
  - h. Describe how your program will support your school's arts goals and/or arts curriculum objectives.
3. Submits Arts Program Request Form to Principal (if required), and District Supt. or Arts Representative for approval signatures. Only approved request forms are submitted to Arts Coordinator at PNW BOCES.

PNW BOCES Next Steps for Eligible Arts Programs

1. Field trips are processed immediately with a purchase order and pre-paid. A check is mailed to the vendor and a copy of the payment is emailed to the PTA or School Rep who arranged the trip.
2. For In-School programs, PNW BOCES will work directly with the artist/organization. For new artists, confirms fingerprint clearance status, obtains W-9 and all other required forms to enter artist/organization as a new vendor.
3. Emails the Contract, Invoice, Evaluation forms to the Artist/Organization to review and sign. The person who arranged the arts program is copied on the email to the artist.
4. The contract is signed and returned by the artist, and a purchase order is prepared.

Final Steps for Payment to Artist for In-School Programs

1. Artist/Organization brings or emails their invoice and school evaluation form to school representative.
  - Invoice should not be for more than the contracted amount and must be signed by the artist and authorized school contact or district representative.
2. School Evaluation form is completed by school representative.
3. Invoice and school evaluation form are sent to PNW BOCES to generate payment. These two forms are required for payment and the artist is relying on you to submit these forms promptly.

Thank you for your commitment to bring Arts-In-Education to your school for the education of the whole child. Should you have any questions or require additional information, do not hesitate to contact the Arts-in-Education Coordinator at PNW BOCES.

Stacy Chryssikos, Arts-in-Education Coordinator

[schryssikos@pnwboces.org](mailto:schryssikos@pnwboces.org) | 914/248-2349 | FAX: 914/248-2390 | Visit the PNW BOCES [ARTS IN EDUCATION WEBSITE](#)



## Arts-in-Education FAQs

### What is BOCES Arts-in-Education?

Districts use the BOCES Arts-In-Education (AIE) service to integrate the following arts disciplines - music, theater, dance, visual arts, and media arts into the classroom. Professional development for both arts and classroom teachers related to arts activities is also provided with 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.



### Who plans programs?

PTA or School Representatives should plan arts programs with the curriculum in mind. Start by discussing classroom needs with teachers, administrators, building/district arts staff and/or curriculum and instruction administrators.



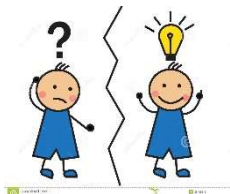
### Can we pay for transportation to events or food through BOCES Arts-in-Education?

Transportation and food costs are not eligible for BOCES aid. Therefore, buses and food cannot be contracted using Arts-in-Education monies.



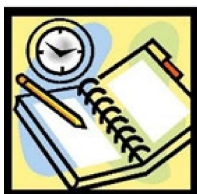
### Where can I find, review and select programs?

You can find programs online on the PNW BOCES Arts-in-Education program directory (<https://www.pnwboces.org/artsined/index.aspx>). Search the directory with a keyword, i.e. artist's name, program title, genre, etc. When you find a program of interest, click the link to the program title and there is a complete description of the program. You can view our multi-media program catalog with video clips of our artists in action and review school evaluations of arts programs.



### What if I can't find an artist/presenter in the PNW BOCES Arts-in-Education Program Directory?

Search for programs first. If you cannot find the artist or organization, call the Arts-in-Education Coordinator at PNW BOCES to check if they are registered but listed under another name. If they are not listed, the AIE Coordinator will invite them to join the service. The AIE Program Directory has Artist Instructions for new artists. <https://www.pnwboces.org/artsined/forms/index.aspx>



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

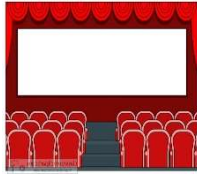
First, at least 6-8 weeks prior to the event, contact the artist/arts organization. Speak with them about the program and make the reservations – date(s), time(s), program details, etc. Then complete the Arts Program Request form and submit it for approval(s) at least 4 weeks prior to the event so that PNW BOCES can process the contract.



## Where can I find the Arts Program Request form?

Arts Program Request forms and Instructions are located in the AIE Forms section on the PNW BOCES Arts-in-Education program directory:

<http://www.pnwboces.org//artsined/forms/index.aspx>



## Are there programs that require advanced payment – Pre-Pays?

Yes. These programs, called Pre-Pays, require at least 5 weeks for processing. Pre-Pays are reserved for theater tickets, field trips, and tickets to Broadway, Lincoln Center and NYC Museums. You must submit an Arts Program Request form with an invoice attached for school and district approval at least 5 weeks prior to the event deadline to pay. The invoice must have the name and address of the venue, date, number of tickets and dollar amount and it should match the information written on the Arts Program Request form. Therefore, once you have reserved the tickets, immediately request the invoice, complete the Program Request form, attach both forms and submit for approval(s).



## Are FIELD TRIPS supported by my district's Arts-in-Ed Funds?

Yes. As long as your trips support the Arts-in-Education [Learning Standards of the Arts](#). 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.



## 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 and other organizations. Funds are eligible for NY State Aid Reimbursement based on your district's state aid ratio and are received the following school year.



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

Inform all personnel involved about the event. Secure study guides 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.

Stacy Chryssikos, Arts-in-Education Coordinator  
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