

## April 15, 2020 Meeting FAQ

### **Suspended vouchers from March 16 – May 20 and alternative ways to do programs**

**Q: If by chance HPS is able to offer summer school programs, is there any possibility of Hartford Performs being involved in that?**

A: Hartford Public Schools has suspended all contracts with community partners for the 19-20 school year. They haven't determined if summer school will be happening yet or if school will simply resume in the fall. If Hartford Public Schools is going to do summer school and they are able to fund programming, then we will absolutely be involved!

**Q: Can our suspended bookings from March 16 – May 20 from this school year be completed in the fall?**

A: No, grant funding for programs is VERY specific with deadlines and how funding is to be used. Each fiscal year has its own life! Additionally, teachers and students select programs from the roster that are specific to the students' needs and curriculum for that current year. Next Fall those students will be in a different grade level and with a different teacher with different curriculum. A new school year will include a new year of bookings. Perhaps the teacher will select your program again since they missed out this year, but programming is determined by the teachers' & students' selections, always.

**Q: If we have free downloadable/printable arts resources that can be shared with teachers and students, can you help us communicate those resources to the right audiences? If so, which one of you should we be in contact with?**

A: If you have *free resources* that you are *willing* to share with teachers, send an email to Emily letting her know that at [ewaniewski@hartfordperforms.org](mailto:ewaniewski@hartfordperforms.org). We are just starting to compile a list and a way to best share resources with teachers without overwhelming them. Thank you!

**Q: I have had discussion with some of the teachers who said it would be helpful to have video that the students could use to support the work the teachers are trying to teach. Currently I have completed a video footage on YouTube which teachers and children that can use and do have access. How do I share those?**

A: Again, if you have free resources that you are willing to share with teachers, send an email to Emily letting her know that [ewaniewski@hartfordperforms.org](mailto:ewaniewski@hartfordperforms.org). We are just starting to compile a list and a way to best share resources with teachers without overwhelming them.

If Hartford Performs has a way to pay arts providers for content for the remainder of this school year, we will reach out to you. We are looking for ways to make this happen. We understand and believe that your work is valuable and we are not asking or requiring arts providers to create any additional online content unless we can pay you.

## Getting Ready for Next Year 20-21 FAQ

### Q: What do I need to do to register for 2020 21 roster?

A: You must respond to the **Roster Reload survey**, which will be sent out on May 1. Then in June you must submit your program for review to be visible on the 20-21 Roster.

**What to do now:** Arts providers should be revising their program descriptions offline

Arts Providers open to peer-to-peer review:

Ruth Lewis [srlewis32@comcast.net](mailto:srlewis32@comcast.net)

Jedda Williams [jeddalarue59@yahoo.com](mailto:jeddalarue59@yahoo.com)

Sonia Plumb [sonia@soniaplumbdance.org](mailto:sonia@soniaplumbdance.org)

Barbara Washer [bwasher@comcast.net](mailto:bwasher@comcast.net)

Until April 30, arts providers can submit a request for feedback on 1 program description. Email Emily Waniewski [ewaniewski@hartfordperforms.org](mailto:ewaniewski@hartfordperforms.org)

**What to do on May 1:** EVERYONE must respond to our “**Roster Reload survey**” to tell us which programs you plan to list on the 20-21 roster, or if you plan not to list programs.

**Arts providers can request database technical help in this survey.**

**What to do on June 1:** The database is open to make ONLINE edits and revisions to your programs

**EVERYONE must submit ALL programs ONLINE by June 15 to be visible on the 20-21 Roster.**

**Q: Are we not revising in the database on our own - we are emailing changes to you?**

A: No, do not email changes to me or Quiana. You are revising your program in the database on your own. Everyone must make revisions of their own programs online. If you need some technical help, then we can help you. Please request that in the May survey.

**What to do on August 1:** Check the public Roster to make sure your programs on it! This is your marketing tool to Hartford Public Schools, teachers, and students.

Please **do not** email blast Hartford Teachers you have worked with in the past. The district trusts that Hartford Performs roster will provide all available programs to them. **If we overwhelm teachers with emails we could lose our contract with Hartford Public School entirely!**

**Q: Will HP be expanding into high school in the near future?**

A: No, not in the near future. But it is a goal we are working towards! If Hartford Public Schools is able to fund programming at the high school level then we will expand to high school. In addition to having the funding to support high school, our next steps also include modifying middle school programs to meet the middle school model and schedule. This is also true for the grade 6 - 12 schools we currently do not work with like, Classical Magnet and HMTCA.

## Taking Photos and Using Photos Online

**Any photo or video that includes students faces MUST have parent/guardian permissions in order for you to post online publicly (including social media, a website, or on the HP roster).** Students' first and last names on work must also not be used visible unless you have parent/guardian permission. **This is a student safety issue.**

**Photos of you, your instruments, costumes, set, artifacts, objects, and materials are all great photos to share! Photos of you with the lead teacher, the principal, or outside a school building are wonderful to share too!** Enthusiastic hands & feet of students and colorful student work is also acceptable. Please tag @HartfordPerforms on photos like this that you post on social media.

Hartford Performs does NOT encourage or endorse creating legal documents or asking teachers or parents/guardians for photo release permission.

### **Q: Then why does Hartford Performs have photos of students on social media and your website?**

A: Hartford Performs encourages site coordinators, teachers and schools to take photos of our programs and to share them with us. Teachers and schools collect photo release forms at the start of the year and they know who can and cannot be photographed. Again, this is a student safety issue.

If a teacher takes a photo during your program (with students in it) and shares it with you, you must credit the owner of the photo (the school or teacher that took the photo) and then you *could* use the photo, *at your own discretion*.

## New Program Submissions for 2020-2021 School Year

### **Q: If we submitted new program offerings will we hear if they have been approved soon, or did we miss the approval?**

A: New program applications are currently being reviewed by the selection committee. Notifications about your application will be sent out by email by May 1.

### **Q: I have an idea for a new program that I want to submit for the 20-21 Roster, is it too late?**

A: Yes. The pre- application for new programs close on January 28, 2020 at 5:00 pm. The full application closed on March 10, 2020 at 5:00 pm to be considered for the 20-21 Roster.

The next round of applications for new programs will begin on December 15, 2020 to be considered for the 21-22 school year.