

# 2010-2011



*Kansas City, Kansas  
Public Schools*

## *Music Department Handbook*

Additional resources can be found on COMPASS

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## **Integrated Arts Resource Center (IARC)**

**1620 S 21<sup>st</sup> Street  
Kansas City, KS 66106  
[www.kckps.org/iarc](http://www.kckps.org/iarc)**

(913) 627-6850

Fax (913) 627-6884

The Integrated Arts Resource Center houses much of the Art, Music, and Physical Education resources. IARC is located on the extreme Southeast corner of Argentine Middle School, and may be reached from the North by taking I-70 to the 18<sup>th</sup> Street Expressway South. Get off on the Metropolitan/ Ruby exit and you will see the cars parked in the parking lot on the South side of Argentine Middle School. You are welcome to use the front door (underneath the big I.A.R.C. letters), or you may do as many folks do and walk in through the brown double doors on the South side of the building.

*The mission of the Integrated Arts Resource Center is to provide services and resources to enable school staffs to address the needs of a diverse student population by integrating the music, art, theatre, dance & physical education into the educational experience.*

### **Administration**

Jean Ney ([jeney@kckps.org](mailto:jeney@kckps.org)) is the Coordinator of Fine Arts (Music, Visual Art, Theatre, and Dance) and Physical Education for the school district. Jodie Lin ([jolin@kckps.org](mailto:jolin@kckps.org)) is the Coordinator for Curriculum Activities and Scheduling.

Both of these people are employed to help make your job as a teacher easier. They both can help with instructional support, equipment and materials purchases, curriculum needs, advice, running interference, programming, etc. Their schedules tend to fill up, so when you want to see them before or after school make sure you call before you make the trip to IARC.

### **Administrative Assistant**

Dottie Novak is the Administrative Assistant of IARC, and is aware of the detailed operation of the departments. She is extremely efficient, personable, and professional. Dottie can assist you in finding the help you need. Find Dottie at [donovak@kckps.org](mailto:donovak@kckps.org).

### **Repairmen**

Forest Stewart and Del Kapitan are the band instrument repairmen. Tom Parle and Tim Snyders are the string instrument repairmen. All of these gentlemen are real craftsmen who take pride in their work. Find more about the repair procedures in the repair section of this handbook.

The band repair shop number is 627-6864. The string repair shop number is 627-6863. It may be easiest to reach the repair guys by e-mail: [fostewa@kckps.org](mailto:fostewa@kckps.org), [dekapit@kckps.org](mailto:dekapit@kckps.org), [toparle@kckps.org](mailto:toparle@kckps.org) and [tisnyde@kckps.org](mailto:tisnyde@kckps.org)

### **IARC Hours**

IARC is officially open from 7:30 AM to 4:30 PM daily. Jean, Dottie, and our repair shop personnel can accommodate your professional needs during those hours. Jodie will be working in this department part of the time, and in scheduling part of the time. Please don't

expect Dottie, or the repair guys to stay later than 4:30 PM. Many times Jean or Jodie will be at IARC early or late, but call to check before you make the trip.

## **Audio Visual Library**

The AV resources at IARC are increasing yearly. You are welcome and encouraged to check out these videos, recordings, and print media. Sign and date the checkout card on the item, then give that card to Dottie. Return the item ASAP (no more than one week, please) so that others can use it.

## **Audio Visual Equipment**

If you are in need of audio-visual equipment for your program you may check it out from IARC or from the Central Office AV Department.

Equipment available from IARC includes:

- Yorkville PA system (4 channels, 4 mics, 2 speakers w/stands)
- Two self-contained Fender PA Systems (4 channels, 4 mics, 2 speakers)
- One singing machine w/one mic
- Anchor PA (1mic, 1 speaker on a stand)
- Two digital camcorders
- Four mic stands
- Digital sound recorder capable of CD recording. See Jean for the use of this equipment.
- Cassette Tape high speed reproduction machine
- CD (compact disc) high speed reproduction computer. This duplicates eight CDs at once. This is for use at IARC, only.
- In 2007-08 Edirol R-09 digital recorders were purchased for each secondary music department. These handy pieces of technology can be used to record everything from daily rehearsals to concerts. They are extremely easy to learn to operate. If your department is not using the Edirol, there are plenty of departments that would like to have more than one. Please see Jean and the technology can be redirected.

You should reserve this equipment with Dottie or with Tom Parle far in advance of the dates you will need it. Prompt (next day) return of the equipment is expected.

If the equipment you need is already reserved you might try the Audio Visual department at the Central Office. Talk to Angie Pittman (279-2272) to reserve equipment downtown.

## **Instrument and Equipment Repair**

If a school-owned band or orchestra instrument needs repair you must bring it to the repair shop at IARC. The instrument(s) will be repaired after which you may pick it up. **Most minor to medium repairs will be ready in two days or less.**

**Do not ever take, or allow to be taken, a school instrument in need of repair to a repair shop other than our district repair shop.**

Many extensive, time-consuming repairs can be avoided if you will bring the instrument in as soon as it isn't playing right. Don't assume that the student is just a bad player; it could be that the instrument needs repair. Make checking instrument playing condition a regular part of your lesson plans. **All marching band equipment in need of repair must come to the repair**

**shop by January 15 yearly.** Marching band equipment brought in with the summer repair will receive attention after all of the high school and middle school instruments are repaired.

Do not yield to the temptation to “fix it yourself.” It often happens that those temporary repairs actually make the problem worse in the long run.

Follow these guidelines for **bringing in instruments for repair:**


1. Bring the instrument to IARC
2. Blue tag the instrument; date the tag
3. Write the **symptoms** (i.e., low C doesn't play; string hits fingerboard when second finger is down, etc.) on the tag. Do not try to diagnose the problem. Sometimes this points the repairman in the wrong direction resulting in wasted time or overlooked additional problems.
4. Place the instrument on the gray shelves outside the repair shop.
5. You will receive an e-mail when the instrument is repaired. When you come to get the instrument, sign it out on the pad outside the storage room door.
6. Do not stockpile blue-tagged instruments. Bring them in as they need repair and before the problem gets worse. Students will be successful only if they play on instruments that are in good working order. Blue-tagged instruments that are currently not being used should be notated as such and sent in.

## **Inventory**

It is necessary to keep complete and accurate **inventory records of everything in your room.** All instruments and equipment bought by the music department should be listed on the music department inventory. Keep in mind that one reason such a thorough inventory is kept is so that in the event (heaven forbid!) your school burns down or a robbery occurs your instruments can be replaced. Any instrument or piece of equipment not listed on the inventory officially ever existed so it cannot be replaced.

Our district subscribes to the online CHARMS Music Office Assistant program. Find CHARMS on the web at <https://www.charmsoffice.com> If you need a refresher about how to use CHARMS, just let Jean know and she will try to help. We are really realizing the potential for efficiency in the music office, especially regarding instrument inventory and record keeping. This web-based system is really nifty if you use it. It is a very expensive waste of money if you don't. If you have questions, use the on-line help to immediately e-mail the system manufacturer, or (after you do that) call Jean, Forest, or Tom.

A complete inventory of all instruments and equipment in your room must be taken at the beginning and the end of the school year. Our new CHARMS Inventory System allows you to continually check on the status of your inventory.



**All instrumental music directors are to enter user information into CHARMS for any person who is using an instrument. Instruments that have no user indicated may be removed from your building at any time. Remember, the amount of user fees you collect should match the number of instruments being used.**

Our Repair Staff and Specialists will be conducting formal inventories for the high school bands and orchestras at the end of marching season and near the end of the year. Middle School instrumental departments will be inventoried early in January and in May.

During a formal inventory any instrument that needs repair will be blue-tagged. These instruments should be brought to IARC immediately after a mid-year inventory is completed. Instruments tagged at the end of the year should remain in your room for pickup and return during the summer.

## **Formal Inventory Procedure (Middle/High School Instrumental Music)**

1. Carefully prepare for inventories by following the procedure below. Your inventory will be rescheduled by Mrs. Ney in the event you are unprepared.
2. Reconcile the serial number on the case with the serial number on the instrument. Students sometimes switch instruments in cases.
3. Make sure all of the parts of the instrument are from the same instrument (don't laugh—it happens a lot).
4. On the day of the inspection you should lay out your instruments in rows in the same order as they are listed on your inventory. Have the cases open so that time is not taken doing that.
5. The Inspection Team will arrive at your scheduled inspection time. Be prepared to read the serial numbers to the inspection team if requested.
6. Inspections will be planned with you to accommodate your schedule whenever possible. Know that year-end scheduling gets pretty tight, so get your bid in early!

## User Agreements

The user fee for school instruments is \$35.00. The school's treasurer (secondary) will write a receipt, and your student will bring the receipt to you as proof of payment. Elementary strings teachers should collect the money from the student, write a receipt, then turn it in to Dottie Novak. Secondary school treasurers will send those monies to Charlotte Batrez in the Business Office at the Central Office at the beginning of each month..

A fee must be paid and a user agreement (see appendix) must be filled out and signed for each instrument a student uses. Percussion players must pay the \$35.00 fee and fill out the user form listing "percussion" as the instrument. If secondary instrumental teachers intend to have students pay for a book with their instrumental user fee, they should figure the cost of the book, add it to the fee, then call Mrs. Ney and tell her of this procedure. If Mrs. Ney is not informed your sheet music budget will be charged for the cost of the books. Elementary string students pay \$60.00, which includes a music stand, method book, and shoulder rest or rock stop. Copies of all forms may be found at <http://www.kckps.org/calendars/finearts.php>

## Checking Equipment and Instruments In or Out of IARC

Any equipment or instrument that is taken in or out of IARC must be accounted for via the check in and check out forms located in the Forms Storage Cabinet located outside the shop door. If you are picking up repaired instruments, please initial and date the form outside the repair closet. Failure to follow procedures on this matter means there is not an accurate inventory in the case of a disaster.

## Ordering Equipment for Concerts (Risers, etc.)

You may wish to order choral risers, shells, or platform risers for your elementary school concert. As soon as you know the date for your concert, determine your equipment needs, then e-mail Jean. She will compose the work order and coordinate delivery on the day you designate. **If you do not get verification by return e-mail, the reservation has not been made.** In that event, please e-mail to check!

Because of the decreased number of maintenance workers, the advance notice for all such requests should be at least three weeks, and can be filled out as much as one year in advance. Do not expect miracles if you fail to stick to that time line!

## Music and Equipment Purchasing

If you have equipment requests you should fill out a purchase request form (see Appendix) and send it to Mrs. Ney. Your proposal will be evaluated as to how it fits into your curricular needs. Mrs. Ney will make all equipment purchases unless you are otherwise instructed.

In some cases monies from individual school fund raising efforts may be used to purchase instruments. **DO NOT DO THIS UNTIL YOU TALK TO JEAN.** All instrument purchases must be approved to make sure they meet district standards. No school checks may be written. All purchases must be processed through the Purchase Order system. You also must make sure that those instruments are routed through the district repair shop for inventory and marking before you put them in students' hands.

The sheet music budget is allocated on a per-student enrolled. Currently middle school teachers are allotted \$7.00 per student and high school teachers are allotted \$7.50 per student. Your music budget will be calculated on the number of students enrolled in your classes as of September 20.

Secondary teachers may make opening of school music purchases prior to receiving a specific sheet music budget. Be sure to tell the folks at Senseney Music (Wichita), at JW Pepper (Overland Park), or at American Music (Independence) what school you are from and that it is to

be billed to Jean Ney at IARC. **Any bills that are in excess of your allotted amount will be sent to you for payment.**

Wish lists for materials and equipment not included in the sheet music budget can be received at any time of the year, but must be in by January 15, 2011. Prioritize the legible list, and indicate preferred vendors and costs. Don't forget shipping costs. Wish lists that do not have vendors and prices attached will be returned to you.

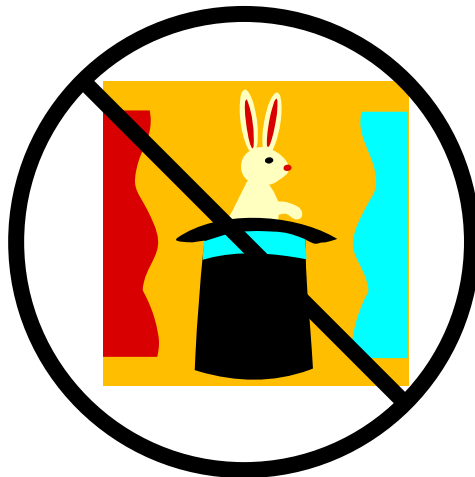
Elementary teachers are allotted \$100 in supply monies. This may be used for musicals, classroom supplies, and the like. All orders must be received at IARC by January 15, 2011.

## **Piano Tuning**

Your piano will be tuned at the beginning of the year, and possibly once more. Accent Piano Service, Rick Wolff proprietor, has been engaged to tune our district's acoustic pianos. Rick will tune pianos near the beginning of the year (secondary choral first, elementary vocal next, then the rest), and as needed for the duration of the year.

To have your piano tuned, call Jean at least 2 ½ weeks prior to the date you need it (concert, etc.). She will contact the Mr. Wolff. All messages and requests must be routed through Jean.

# PLAN AHEAD



# Curriculum

The Standards, Benchmarks, and Indicators (SBI's) for the music department are aligned with National and State Standards. These are minimum standards for what each student should know and be able to do at the conclusion of each grade level. When planning your lessons you should indicate the number of the indicator on which you are working.

We are increasing the number of lesson plans and other resources connected to the Standards and Benchmarks in our COMPASS on-line library.

It is your job and you are held accountable for teaching the Standards, Benchmarks, and Indicators! This is our Guaranteed Viable Curriculum. It is your job to make sure that students master the minimum indicators for each standard and benchmark at each grade and course level.

## Instrumental Music

The instrumental music Scope and Sequence was developed by Kansas City, Kansas band and orchestra directors over a period of four years starting in 1991. The standards, benchmarks, and indicators that have been developed are aligned in levels that coordinate with the Scope and Sequence.

The Scope and Sequence for instrumental music is a guide for all band and orchestra teachers. It addresses the information and skills that each student should know and be able to do in each of six levels. Assessment tools are provided.

Band and Orchestra teachers will discover that diligent attention to the requirements of each Scope and Sequence level when picking out music will lead to higher student success rates. This document will make the director's job easier.

The following texts have been adopted:

Beginning Band Classes:  
*Essential Elements for Band 2000*  
Hal Leonard, Publisher

Beginning and Intermediate String Classes:  
*Essential Elements for Strings 2000 Edition*  
Hal Leonard, Publisher

The elementary text is standard throughout the district. Elementary students use  
*Essential Elements for Strings 2000 Edition*  
Hal Leonard, Publisher

Secondary Instrumental Music teachers may obtain cardstock folders at IARC. Figure on one per student per year. See Jean, Forest, or Tom for the folders.

## Choral Music

During the 2002-2003 school year *Share the Music* texts by Macmillan-McGraw Hill were adopted for grades 2, 3, 4, and 5. In 2008 the kindergarten texts were purchased. Each elementary school should have a complete set of books, CDs, and video tapes.

Secondary Choral teachers may request 3-ring choral folders by e-mailing Jean. These folders are substantial and should last more than one year.

High School Choral teachers have access to the Patti DeWitt Sight Reading Level I. See Jean for more information.

## Especially for Elementary Vocal Music Teachers

Elementary vocal music teachers have some unique events and functions. Find below a handy list composed by teachers last year:

### Lyric Opera Express

#### **Every Other Year**

The Lyric Opera of Kansas City, in cooperation with Fine Arts funding through the district, presents a workshop and performance to enable elementary students to experience opera “first-hand.” All elementary schools are on a schedule for performances every other year. If you have multiple schools, be aware that your schools may, or may not, be on the same rotation! Plan accordingly.

#### **Teacher Workshop**

At the beginning of each year, the Lyric will provide information and necessary materials to help teachers prepare students for the experience. This is done first at the district level; however, there is also a scheduled date when one may attend a workshop at the Lyric for preparation.

#### **Materials/Costumes/Props Provided**

Teachers are given packets with the necessary tools to prepare the students (libretto, CD, Video, etc...). The Lyric provides the costumes and set.

#### **Number of Students Involved**

Teachers should plan for approximately 25-30 students’ participation. Teach the music to fourth and fifth graders, then choose the best singers.

#### **Day of Performance**

The Lyric requires approximately 3 hours of time the day of the performance. They need time to set up, one hour for a student workshop (rehearsal), and approximately 45 minutes for the performance.

#### **Preparation**

Music teachers will schedule the performance dates and times. Music teachers will teach and rehearse the music, as well as any spoken dialogue. **THE PIANO MUST BE TUNED PRIOR TO THE PERFORMANCE** (Call Jean at least 2 ½ weeks prior to your performance).

### Spring Music Festival

#### **What?**

Each year in May, the Music Department of USD 500 presents evening concerts to showcase elementary music students’ talents.

#### **When?**

The event is usually scheduled for the first Monday and Tuesday of May. There is a schedule. Half of the schools perform on Monday evening; the others perform on Tuesday evening. **Teachers must attend both evenings** (even if their school is not performing). Directors are chosen in advance by Jean Ney.

#### **Who?**

Vocal teachers are to prepare **8 students from each fifth grade classroom** for the performance. Student parts should be equally divided. (Half sing Part I, the other half, Part II. If there are descants, etc... teach equal numbers of students for each part.) The morning of each school’s performance, there will

be a rehearsal. **TEACHERS DO NOT NEED TO MAKE UP THE CLASSES THEY MISS OR REARRANGE THEIR TEACHING SCHEDULES. HOWEVER,** they must accompany their students to rehearsal on the morning of their schools' concert. Be sure that principal(s) are aware that you will be out of the building that morning.

 **How?**

Music teachers and students are transported to the rehearsal by bus. Each student will need the district's permission form filled out and signed before they may attend. The form may be **downloaded from the district website**. Be sure to **schedule transportation well in advance**. Strings students may need to ride over with you and your vocal students, however, so coordinate this with the strings teachers.





 **Where?**

Kansas City, Kansas Community College at the Fieldhouse. This is just south of 73<sup>rd</sup> and Parallel Parkway.

 **Music selection:**

At one of the Fall Content Wednesdays elementary vocal music teachers will bring suggested pieces. The performance list will be reached by consensus.

### **Programs and Special Events**

-  Be sure to schedule the date and time **WELL** in advance.
-  Check with "feeder" schools and try to avoid scheduling conflicts. Parents do not want to have to try and be two places at the same time!
-  Order risers, chairs, and Audio/Visual equipment through IARC well in advance.
-  See the District's Music Event Calendar for more scheduled events!

### **Equipment that can be Checked Out!**

As of 2010-2011 our district owns three sets of World Drums. A set may be reserved for two weeks for your elementary school during the year. A sign up list will be distributed at the opening of school inservice. You will need to get the set from the previous school on the designated day, then be prepared to pass it on when it is another school's turn.

## **Arts Partners**

The Kansas City, Kansas school district is fortunate to participate in the Arts Partners program. A branch of Young Audiences, Arts Partners provides systematic and systemic opportunities for all students in the areas of music, visual art, dance, and theatre. The Arts Partners program is funded almost entirely by our district. Our district's program has traditionally set the standard for other programs in the nation. We are fortunate to have this nationally respected program as a further aid to arts education.

The preparatory materials for Arts Partners events that will be held in individual schools will be sent to the appropriate staff member for dissemination. Preparatory materials for music events held in central locations will be sent to individual teachers well in advance of the performance.

A listing of most 2010-2011 Arts Partners events will soon be available, and will be sent to both you and your principal. Elementary vocal music teachers, particularly, should check this listing early in the year and make arrangements for any event (i.e., *Lyric Opera Express*) they are responsible for scheduling.

There are discretionary Arts Partners funds available for both choral and instrumental music. If you would like to have a special clinician or soloist work with your group discuss it with Mrs. Ney and together you will assess how it fits with your curriculum. There is a good chance that Arts Partners can assist with the cost of that person. **Do not ever hire someone and assume that it will be funded!** If you choose to do that, you will assume the cost personally. Go through the right channels, though, and everyone benefits.

## Extended Opportunities for Students

### **All-City Children's Chorus**

The All-City Children's Chorus is an auditioned group of 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students who live in the Kansas City, Kansas School District attendance area. It is known for its musicality and quality. ACCC performs several times a year and practices after school one night a week at West Middle School.

Auditions will be held in the first weeks of school by appointment. Vocal music teachers K-6 will receive a packet of information at the beginning of school inservice.

### **All-City Honor Orchestra**

The All-City Honor Orchestra is comprised of top 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade string students from our school district. It is directed by a cadre of elementary string teachers, and meets each one night a week at West Middle School.

Students in the Honor Orchestra are auditioned and recommended by their own orchestra directors. The group performs at many functions and events throughout the school year. For more information see Penny Fish.

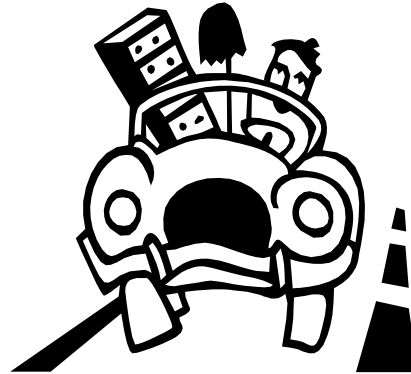
## Kansas City, Kansas Harp Ensemble

This unique program is comprised of students in grades 3 – 12 who wish to study harp. Directed by Aimee DeSotel, and assisted by Bridget Gish, and, this group practices one night a week and has a rigorous performance schedule. Interested students should call 913-627-6850 (IARC) and leave a message for Mrs. DeSotel.

### In-District Travel Reimbursement

You can be reimbursed for your in-district travel expenses. This year the rate is \$.55 per mile. Travel forms are available on line at <http://www.kckps.org/purchasing/mileage.pdf> **NO travel forms will be accepted that are not completed on line.** If you need help see Jean.

Travel forms must be turned in to Jean at the **beginning of every month.** Reimbursement will occur after the next board meeting.



### Attendance

Nobody knows and teaches your class as well as you can. It is, however, conceivable that you may occasionally be sick or required to take a childcare day. There are two good ways and one poor way to register your absence:

1. You may register your absence on-line. Go to <https://kansascity.subfinderonline.com/login/login.asp> and log in using your last name for the User name and your Employee ID number for your password. There is a tutorial you may take if you have not done this previously.
2. You may register your absence on the telephone. If you have never done so, register with our computerized Sub-Finder System immediately. Call (913) 279-2040 and carefully follow the prompts.
3. Both of the above methods must be completed prior to two hours before your work day begins. If you fail to do this, you must call your building principal (all secondary and those elementary teachers who teach in only one building) OR Jean Ney (elementary traveling teachers, specialists, repairmen) at home (913 441-3842) before 7:00 AM.

Several highly qualified retired music educators have agreed to sub. You will get notice about their sub numbers so that you can request their services.

You may report an absence on-line or in Sub-Finder two weeks in advance.

**It is imperative that you leave detailed plans on the Sub-Finder recorder so that your sub will be as prepared as possible. Include your schedule for the day, reporting time at each school, and any instructions you want followed.**

When you return from being absent you must fill out an attendance reporting form. Building based teachers may get the form in the school office. Elementary Instrumental Music

teachers and Specialists may get the form from Dottie. **All traveling teachers should send this form to IARC for Mrs. Ney's signature.**

The importance of written, daily lesson plans cannot be over-emphasized. We want your classes to go on as normally as possible in your absence. Videos are not always advisable or appropriate and should be used only if they fit into the curriculum of the course (showing the movie *Batman* after playing the music does not meet that criteria; it is also highly illegal).

Make a substitute teacher folder and include current seating charts and procedures for each class.

## **Music Education Professional Development**

### **Music Inservice Days**

We are fortunate to have been allocated four half days and seven Wednesday afternoons for music department inservice this year. During the August 10 inservice we will plan the rest of the year staff development to accurately reflect the learning that you both need and want. We will be modeling our staff development on the work of Richard DuFour, and will be developing learning communities of teachers centered around subjects taught.

This year our Content Wednesday Inservices will be on September 15, November 17, February 16, April 20, May 18. High school teachers report at 1:00, Middle school at 1:30, Elementary Schools at 2:30. The ending time is two hours after the report time. Be sure to check your e-mail for specific locations for those events.

District three hour inservices will be at Schlagle HS August 12, October 20, January 5, March 11.

### **IDP/PD Points**

You may receive credit towards recertification and salary advancement for participating in and attending various approved professional functions. You must have an IDP form on file at the Professional Development Center. The PD representative for IARC is Pam Garrett. See Jean for assistance in filling out the form.

### **Professional Leave**

All professional leave requests must be submitted to your building principal. The Elementary String teachers and the Specialists should submit the forms to Jean Ney. Professional leave forms may be obtained from Dottie or from any school office.

In 2010-2011 there will likely not be monies available for you to go out of district for professional development. Remember that even if you pay your own expenses, the cost of the substitute is still an issue. We'll hope this turns around as the economy improves.

## Professional Organizations

You are strongly encouraged to become a part of your professional organization(s)! In addition to the many activities available through the organizations you will receive the fine publications. Below is an abbreviated list of professional music organizations.

### **MENC (The National Association for Music Education) / KMEA (Kansas Music Educators Association)**

Jean Ney is the current KMEA Vice-President. If you have let your membership lapse or have never been a member, please join!

MENC membership is open to all persons engaged in music teaching or other music educational work. Opportunities for student involvement exist at all levels. MENC dues include membership in KMEA. A membership application may be found on line at [www.menc.org](http://www.menc.org)

See the KMEA website [www.ksmea.org](http://www.ksmea.org) or the Northeast District KMEA website [www.neksmea.org](http://www.neksmea.org) for a listing of activities and events for 2010-2011. **All entry forms are available on the site and may be downloaded. They will NOT be mailed to your school.**

### **American String Teachers Association (ASTA) with National String Orchestra Association (NSOA)**

#### **Kansas affiliate: KASTA**

This is a professional organization serving string teachers, orchestra directors, players, educators, and, through them, the general public. A membership application may be found on their website: [www.astaweb.com](http://www.astaweb.com)

The local affiliate is EKODA (Eastern Kansas Orchestra Directors Association. If you are a member of ASTA you are automatically a member of KASTA and EKODA. The EKODA members meet during the Northeast District KMEA functions and have a great Summer Conference.

### **American Choral Directors Association (ACDA) Kansas American Choral Directors Association (KACDA)**

ACDA is a professional organization of choral directors from schools, colleges, and universities; community, church, and professional choral ensembles; and industry and institutional organizations. KACDA is the state affiliate. Information about the organization and how to join may be found at [www.acdaonline.org](http://www.acdaonline.org) The summer KCDA Conference in Topeka is incredible. Becky Thomas is the Treasurer for KCDA.

### **American Bandmasters Association/Kansas Bandmasters Association**

Website for ABA: <http://homepage.mac.com/ksbandmasters>

Website for KBA: <http://homepage.mac.bandbob/kba/main/html> If you are a band director and have never been to the Kansas Bandmasters Convention you need to put that in your next summer plans.

### **American Orff Schulwerk Association (AOSA) Kansas Affiliate: Heart of America Orff Chapter**

Website: <http://www.aosa.org/>

### **Organization of American Kodaly Educators (OAKE) Kansas Affiliate: Heart of America Kodaly Educators (HAKE)**

## **Links to District Music Resources**

- Instrument Repair and Replacement Costs
- Request for Purchase Form (copy and use for any music department purchase request)
- Fine Arts Calendar 2010-2011  
<http://www.kckps.org/calendars/finearts.php>

## **Forms on the Web**

The following forms are commonly used in the music department and in this district.

### **Forms at [http://www.kckps.org/forms/#music\\_a](http://www.kckps.org/forms/#music_a)**

- Secondary User Agreement form (no book) in English and Spanish
- Secondary User Agreement form (with book) in English and Spanish
- Elementary User Agreement form in English and Spanish
- Request for Purchase Form (you have been e-mailed one of these, too)

## **APPENDIX**

- **Repair and Replacement Cost list**

To: All Instrumental Music Instructional Staff  
 From: Jean Ney, Coordinator of Fine Arts & Physical Education  
 Date: August 3, 2010  
 Regarding: School-owned instrument repair and replacement costs

Use the following charts as guides for assessing costs of repairing/replacing school-owned instruments. There should be no assessment made for normal use and routine maintenance. These prices are effective immediately.

***String Instrument Repair***

Repairs not listed require shop estimates

<b>Repair</b>	<b>Violin</b>	<b>Viola</b>	<b>Cello</b>	<b>Bass</b>
Bridge	20.00	20.00	25.00	45.00
Peg replacement (each peg)	8.00	8.00	15.00	Shop estimate
Fingerboard reglue	15.00	15.00	25.00	35.00
Neck (reset)	40.00	40.00	55.00	75.00
Tailgut	8.00	12.00	15.00	25.00
Endpin/Button	10.00	10.00	35.00	45.00
Soundpost set	5.00	5.00	7.00	7.00
Bow repair (caused by neglect)	25.00	27.50	30.00	35.00

***String Equipment Replacement***

	<b>Violin</b>	<b>Viola</b>	<b>Cello</b>	<b>Bass</b>
Bow	25.00	28.00	36.00	45.00
Case/Bag	35.00	35.00	55.00	90.00

**String Prices**

	<b>E</b>	<b>A</b>	<b>D</b>	<b>G</b>
Violin	2.50	4.50	4.75	5.50

	<b>A</b>	<b>D</b>	<b>G</b>	<b>C</b>
Viola	5.25	5.50	6.50	7.00

	<b>A</b>	<b>D</b>	<b>G</b>	<b>C</b>
Cello	8.25	11.00	12.00	13.00

	<b>G</b>	<b>D</b>	<b>A</b>	<b>E</b>
String Bass	17.15	18.25	20.30	23.00

**Instrument Replacement:**

Violin -----	350.00	French Horn (Double -----	2429.00
Viola -----	450.00	Trumpet -----	924.00
Cello -----	850.00	Flueglehorn -----	829.00
String Bass -----	3985.00	Marching Baritone -----	1575.00
Piccolo -----	717.00	Baritone Horn -----	1199.00
Flute -----	418.00	Trombone (Tenor) -----	920.00
Oboe -----	1909.00	Trombone (Bass) -----	2209.00
Clarinet -----	795.00	Trombone (F Attachment) ----	1849.00
Bass Clarinet -----	1642.00	Tuba (Conn) -----	2199.00
Contra Bass Clarinet -----	2750.00	Tuba (Miraphone) -----	7159.00
Alto Saxophone -----	989.00	Sousaphone -----	6679.00
Tenor Saxophone -----	1219.00	Snare Drum (concert) -----	379.99
Baritone Saxophone -----	3389.00	Snare Drum Stand -----	89.50
French Horn (Single) -----	979.00		

***Mouthpiece Price List***  
**(Student Replacement)**

<b>Instrument</b>	<b>Mouthpiece</b>	<b>Ligature</b>	<b>Cap</b>
Flute	125.00		
Bb Clarinet	26.00	5.75	6.50
Bass Clarinet	50.00	8.00	9.50
Soprano Sax	23.00	6.75	6.50
Alto Sax	27.00	6.75	6.75
Tenor Sax	35.00	8.00	8.00
Baritone Sax	45.00	25.00	25.00
Trumpet	20.00		
French Horn	20.00		
Baritone/Trombone	25.00		
Tuba	42.65		
Tuba Bits (pair)	62.50		
Neckstrap	12.00		