

PART 5:

Additional meetings /
building your plan



ARTS TEAM MEETING #2



ARTS TEAM MEETING #2

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Hey friends:

Thanks for attending our most recent Prop 28 meeting.

As was mentioned, we will need to continue to meet in order to develop a cohesive and actionable plan. Please find the schedule for future meetings below.

(insert date and times for all meetings).

At our next meeting, we are going to be discussing how the funds should be allocated for year 1. You don't want to miss that one!

Let me know if you have any questions.

(insert your name)



ARTS TEAM MEETING #2

Points of discussion (45 minutes)

- The two most common ways to assign the funds in schools are per-program and per-pupil. Per-program is where the funds follow the needs (equity), per-pupil is when the funds follow the students (equality).
- Program funding is helpful in areas where the per-student costs are high (band/orchestra) and are not based on enrollment. i.e. The tympani/choral risers/stage lights costs are the same regardless of enrollment or use.
- Per-pupil funding is best for programs that are needing additional staffing because of high enrollment numbers or programs that use a great deal of consumables (art supplies/sheet music/materials).
- Which approach is the best fit for years 1-3 and why? Discuss, don't decide.



ARTS TEAM MEETING #3



ARTS TEAM MEETING #3

Prep work / considerations

- Have each teacher compile a list of potential positions and programs (certified/classified - full/part-time) they could realistically see themselves utilizing in the next three years.
- Keep in mind the following:
 - The 80/19/1% requirement
 - Any certified positions would be budgeted for annually.
 - Once you hire an “arts” teacher, you have to account for that budget moving forward.
 - Certified positions carry no such liability and are less costly.
- Ask them to contact colleagues in their sister/feeder schools to see if the positions could be shared.
- Ask them to email you these numbers in advance.



ARTS TEAM MEETING #3

Copy / paste email content

Hey everyone:

Our next meeting is coming up on (insert date and time).

Don't forget our shared homework. We need everyone to bring their program wish list/goals/budget outline. You do not need to be overly specific. This is so we can all better understand each others world.

Let me know if you need anything.

(insert name)



ARTS TEAM MEETING #3

Points of discussion (45 minutes)

- Ask each teacher to present a high-level overview of their plan. Allow time for discussion.
- Discuss any common needs (shared spaces/equipment) that needs to be accounted for.
- Remind the group that students are required to fund a program and that just having the funds does not mean a class will make.
- Given the desires, discuss what type of approach you want to take with year one funding (per-pupil, per-program, combo).
- Spend some time talking about whether applying for a variance would make sense for your school and department.



ARTS TEAM MEETING #4



ARTS TEAM MEETING #4

Prep work / considerations

- Now that you have a better understanding of you want to approach the funds (per-pupil / per program), ask each program director to build off their one sheet, and provide an action plan which outlines their one, three, and five-year goals, financial obstacles (things to buy / replace), and desired future program offerings. Have them use the Budget Request Generator (www.bepartofthemusic.org/frg) – they will be shared at the next meeting. Ask them to email you their one sheet request in advance so you can provide feedback and copy. They should be prepared to discuss / present and answer questions. This is not a formal presentation, it is a “get to know my program” activity.
- Ask them to compile a three year list of things they would need and possible classes/programs offerings that would want to offer. Ask them to place them in priority order and attach costs to each item for year one.



ARTS TEAM MEETING #4

Prep work / considerations *CONTINUED...*

- Try to rough-out a three year plan for the funds. This will help show a more balanced approach to the budgeting process. For instance – someone may have an immediate need that requires a lion's share of the year-one funding. The other department members will want to see when they will recoup their shared sacrifice.



ARTS TEAM MEETING #4

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I am so impressed with all of you. As we mentioned at the last meeting, it is time to start looking at real programs and real dollars. Can you please use the Funding Requisition Generator (www.bepartofthemusic.org) and build a specific plan for year 1?

Keep in mind the following:

- The 80/19/1% requirement.
- Enrollment comes before funding. (The class has to be enrolled in order to hire someone.)
- Staffing has to be sustained annually. (If we hire a teacher this year, we carry that forward to next year.)
- Unused funds can be “banked” for two years.

This is the time to start being realistic with our requests for year 1. Since every dollar we spend is one less dollar someone else can spend, we want to be smart and efficient with our budgeting process.

Our next meeting is at (insert date and time). I would schedule an hour as we have a lot to cover.

(insert name)



ARTS TEAM MEETING #4

Points of discussion (60 minutes)

- As you get closer to the decision making process about offering new programs, answer the following questions:
 - When would we like to start them (year)?
 - How do we drive enrollment to them?
 - What are the capital costs to start them?/ space for it?
 - Do we have the facilities?
- How do we want to utilize the 1% oversight?
- Who will be responsible for collecting the data and creating the annual report?
What metrics are we using for show back?
- Are there other schools we would want to partner with in developing and costing these programs (shared staff)?
- What is achievable in year one?



ADMIN / FAC / HR MEETING #2



ADMIN / FAC / HR MEETING #2

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Dear (insert name),

Since we last spoke, our department has been hard at work preparing a plan.

Prior to finalizing our plan, I wanted to meet with you to get your thoughts, ideas, and gather input.

Is there a day and time that would work best for you?

(insert your name)



ADMIN / FAC / HR MEETING #2

Points of discussion (20-30 minutes)

- Share with them:
 - the process used to get to this point.
 - spending philosophy (per-pupil vs per-program)
 - current requests
 - obstacles and opportunities
- In that meeting, ask how they see the process moving forward and if they had any additional thoughts.
- Ask them for dates, deadlines, parameters for the final plan submission.
- Ask for them to attend the next meeting
- Provide a list of potential classified positions HR books.



ARTS TEAM MEETING #5



ARTS TEAM MEETING #5

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Hey all:

I have met with (insert name and title), and they are excited about what we have come up with. He/she would like to attend our next meeting to share some thoughts, ideas, and feedback

Our next meeting is at (insert date and time). I would schedule 30-40 minutes for this. We might be close to dialing in our plan for year 1.

I look forward to seeing you all there.

(insert your name)



ARTS TEAM MEETING #5

Points of discussion (40 minutes)

- Let your admin speak.
- Tell everyone that if they would feel more comfortable, they can meet with them in private for the next week. No final decisions will be made until every voice is heard.
- Give people a week to schedule a meeting.
- Ask your admin to share with you the outcomes of any meetings so the plan can be adjusted.
- Begin to finalize your year one plan.
- Once you have dialed it in (but not finalized it), schedule 10 minutes with each teacher to review it and hear any final concerns.



ARTS TEAM 1:1 MEETING



ARTS TEAM 1:1 MEETING

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I am very proud of not just our Prop 28 product, but the process we used. You were all professional colleagues and team players. I consider myself lucky to work with every one of you.

I have been asked by the admin team to finalize our plan for year 1. Prior to submitting it, I wanted to schedule some time to meet with each one of you, review the plan, and gather any final feedback.

Can you respond to this email with a date and time that works for you?

(insert your name)



ARTS TEAM 1:1 MEETING

Points of discussion (10 minutes)

- Show them the final version of the plan.
- Address any questions or concerns.
- Remind them that this is just year one in a long journey.
- Tell them you want them to be comfortable, and remind them that your door is always open.

