

PART 6:

To-do list



TO DO LIST

- Formalize plan.
- Submit to district / admin / post on school website.
- Decide what analytics / data you want to collect as a part of this process and how you are doing to collect it.
- Reach out to colleagues at other schools to see if they want to use a shared reporting system and if they have any staffing portions they want to collaborate on.
- Verify that new positions are being created and posted. have your staff apply for those positions/contract hours.
- Work with purchasing to start the bid/procurement process for new equipment / instruments / FFE.



TO DO LIST

- Meet with your district HR and review all arts related positions.
- Ask about the process for converting any current itinerant staff to classified positions (see next slide) and creating new ones.
 - Ask about the legal implications (HR)
 - Ask about how to assign dollars and track spend.
 - Ask about the process for working with other schools to pool monies to hire staff/clinicians.
 - Ask about "arts-related organizations."
- Reach out to colleagues across your district and state to see what they are doing and how they are doing it.
- Create new district positions to fill future needs (see next slide).
- Consider district positions that could be shared (see next slide).



TO DO LIST

- Consider subsidizing a lessons program (see next slide).
- File for a variance (if you decided to do that).
- Start your Arts Partnership Group - could be synonymous with your booster group (see guidance on this as it is not clear as of yet).

