

General Information

Welcome to the 2007-08 Catalog for the Cultural Council of Santa Cruz County's SPECTRA program. It is our hope that SPECTRA participants – artists, schools and parents – will engage with us during the coming year to help improve our services and suggest new classes or programs we might offer. We anticipate convening forums and circulating surveys to foster this two-way communication, and look forward to your involvement.

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This document provides general information about using SPECTRA. The information is presented in these parts:

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 - [Becoming a SPECTRA Artist](#)
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About SPECTRA

SPECTRA stands for **S**PECIAL **T**EACHERS **R**ESOURCE in the **A**RTS. This program was created in 1980 as a result of a year-long cultural planning process involving over 150 local citizens. Its goal is to assist schools in offering educational depth and breadth by providing quality arts programming. At its heart is the belief that art is the most universal of all human languages, providing the foundation for learning, and is a basic element of any child's education. SPECTRA is part of the Arts Learning initiative of the Cultural Council of Santa Cruz County.

The Cultural Council is the designated arts agency for the County of Santa Cruz. It is a private, non-profit agency committed to supporting, funding and advocating for the arts in our community. The Cultural Council is intent on implementing the recently completed strategic plan for arts learning; ***2006-2009 Arts learning Blueprint: Reframing Arts Education at the Cultural Council***, which provides a roadmap to:

- 🔗 Create public value and motivate public will for arts learning as an essential part of every child's education and development;
- 🔗 Evaluation and redesign the Cultural Council's arts learning programs to be proactive as well as responsive, relevant and adaptable.

About SPECTRA Artists

SPECTRA artists are selected by a panel consisting of Cultural Council Board members, staff, teaching artists, educators and community members. Selection criteria includes the quality of artistry, ability to teach, interest in mentorship and desire to work with children.

Each artist completes a State of California background check, including fingerprinting. They are employed as independent contractors, whose fees are negotiated directly with the schools.

BECOMING A SPECTRA ARTIST

For information about becoming a SPECTRA artist, please call 831-475-9600, ext 20 or [email](#) the Arts Education Coordinator.

About SPECTRA Programs

- 🔗 **Workshops:** These are short-term programs emphasizing curriculum enhancement and the creative process. Workshops last from 3 to 7 class periods, with the artist usually coming into the classroom one or two times a week. Workshops are related to specific curriculum goals, often to a classroom area of study.
- 🔗 **Residencies:** These are long-term programs providing a foundation in arts education. Residencies are standards-based and may be designed specifically for curriculum integration. They last a minimum of eight weeks and many are for twelve or more weeks. Residencies provide long-term exposure to an art discipline, with a more in-depth relationship developing between artist, teacher and students.
- 🔗 **Performances:** High-quality, interactive performances by local and nationally-known performing artists.
- 🔗 **Family Art Nights:** Designed to bring students and their families together to create art, these events may happen at schools, corporate locations or community halls. Several artists will conduct one-session workshops with the goal of providing families an opportunity for fun, working together as a team and interacting with other families and the artists.
- 🔗 **After School:** the Cultural Council works with schools and parent organizations to provide workshops for students ready to explore artistic creativity beyond the school curriculum.
- 🔗 **Artistically Talented Program (ATP):** Students are nominated by teachers and parents to participate in a short-term series of art immersion classes held at the studios of local professional artists. Popular classes include comic-book production, video production and pet portraiture.
- 🔗 **SPECTRA Children's Art Exhibit:** Curated by the Cultural Council, the works of children enrolled in the previous years' SPECTRA program are exhibited at the County Government Building at 701 Ocean St. in Santa Cruz. Usually held in May, the exhibit features an artist's reception with each participating child receiving a certificate in the Supervisors' chamber.

Hiring a SPECTRA Artist

To hire a SPECTRA artist, please follow these procedures:

1. Make sure a **Funding Agreement** for your school is in place with the Cultural Council (must be received by October 31st of the current school year).
2. Ensure a **Purchase Order Number** accompanies the *Funding Agreement*.
3. Complete an **Artist Request Form** for each artist hired and send to the Cultural Council.

Funding Agreement

Any school wishing to contract with SPECTRA artists **must** have a current, signed Funding Agreement on file with the Cultural Council. The Funding Agreement establishes a school's SPECTRA budget for the school year, facilitating the Cultural Council's management of invoices to the school and payments to the artists. It also allows staff to work with the schools regarding timely notification of balances, potential grants, etc.

The Cultural Council recommends site staff get together to discuss their SPECTRA needs as early in the school year as possible. Some supporting fund contributions up to \$800 are available on a first-come, first-served basis and are available to in-school programs only. [The Arts Education Coordinator](#) at the Cultural Council is happy to provide information and assistance in preparing a *Funding Agreement*.

Funding Agreements must be received by the Cultural Council by October 31st of the new school year.

Purchase Order Number

A District Purchase Order number must accompany the *Funding Agreement* and be received at the Cultural Council by October 31st of the new school year. Any payment schedule not including a District Purchase Order should be discussed with the Cultural Council's Arts Education Coordinator ahead of time and should accompany the *Funding Agreement*.

Artist Request Form

Talk With the Artist First

SPECTRA artists are independent contractors. The Cultural Council has established a MINIMUM hourly rate of \$30.00 per hour, but fees may range upward to \$75 per classroom period. Each artist negotiates her/his own rate and fees, level of class or performance integration with curriculum and dates. Talking with the artist to arrive at mutual agreement of the fees to be paid, the class to be taught and the date/s for the class/es is important to a smooth process.

NOTE: In addition to their normal hourly rate, artists may negotiate for compensation for such items as "long breaks" (30 minutes or more between classroom periods), kiln time and materials (see the Artist Request Form).

Artists are paid one hour of preparation time for every three classroom periods. Time must also be allowed for the artist to move, set up and clean up between classes. Onsite travel and clean-up times are paid for by the school and are calculated separately from the artist's preparation time(see the Artist Request Form).

TIP: You may find it helpful to have an [Artist Request Form](#) in front of you as you discuss the class with the artist.

Completing the Artist Request Form

You've sent in the *Funding Agreement* and agreed with your artist on dates, fees and other details – now complete the *Artist Request Form* and send it to the Cultural Council.

The *Artist Request Form* includes a calculation of Projected Costs section, which contains an MS Excel worksheet to perform the needed arithmetic. Be sure and keep a printed copy for your files.

CONTACT TEACHER

The *Artist Request Form* asks for Contact Teacher information. Although not required, schools benefit from having a SPECTRA Contact Teacher. A Contact Teacher smoothes the path by:

- ✓ Coordinating site workshops, residencies and performances
- ✓ Surveying fellow teachers about their arts education needs and experiences
- ✓ Keeping a SPECTRA binder containing communications, current budget, school master schedule, etc.
- ✓ Facilitating the selection of artists and serving as main contact
- ✓ Monitoring the SPECTRA budget and artist time at the school site
- ✓ Assisting with the completion of the *Artist Request Form*
- ✓ Scheduling orientations and in-service times
- ✓ Introducing visiting artists to the school and being a resource about the school's policies and procedures
- ✓ Providing and collecting artist evaluations and forwarding them to the Cultural Council via the COE *pony*
- ✓ Communicating with the Arts Education staff at the Cultural Council concerning any issues and relaying information about any upcoming school events which celebrate the arts

Once the *Artist Request Form* is received at the Cultural Council, the arts education staff will confirm the details with the artist. If there are conflicts in understanding, staff works with the school and artist to resolve them.

Once the details have been confirmed, the Cultural Council issues the artist a contract.

Family Art Nights

To hold a Family Art Night, please follow these procedures:

1. At least 3 months before the date you plan to have the Family Art Night:
 - a. Decide what art elements you would like to have
 - b. Create a preliminary budget using the [Family Art Night Preliminary Budget Form](#)
 - c. Discuss the elements and preliminary budget with other stakeholders at your school (principal, staff, site council, etc.)
2. Once you have agreement and approvals in place, set the date for the Family Art Night
3. Complete an [Artist Request Form](#) for each artist to participate
4. Once the artists have been confirmed:
 - a. Create the final budget.
 - b. Determine volunteer staff needed.
 - c. Discuss school funding ideas.
 - d. Create a timeline (from invitations to clean up)
 - e. Plan set up and clean up.

- f. Arrange with Cultural Council for use of arts advocacy materials and Cultural Council banner for display.
5. Have a great Family Art Night!

Policies

- ✓ Artist Evaluations
- ✓ Cancellations/Rescheduling
- ✓ Performance Requirements
- ✓ Teacher Orientations
- ✓ Teacher Participation

Artist Evaluations

Evaluations are an important part of the SPECTRA program. The feedback they provide helps the Cultural Council maintain the quality of the program. Evaluation forms for students 3-4 and 5-8 are available online and from the Contact Teacher.

Resident artists are evaluated twice: at the middle of the residency and again at the end.

Completed evaluations are maintained in each artist's SPECTRA file and copies are sent to the artist. You may review an artist's evaluations at the Cultural Council office by making an appointment.

Cancellations/Rescheduling

Once a contract has been issued by the Cultural Council, a cancellation or rescheduling on the part of either the school or the artist requires a 21 day notice.

If the School Cancels If the school cancels or reschedules dates without a 21 day notice, the Cultural Council reserves the right to pay the artist from the schools SPECTRA fund.

If the Artist Cancels If the artist cancels a contract without a 21 day notice and without sufficient cause (e.g., injury, illness, family emergency), the Cultural Council reserves the right to drop the artist from the program catalog. Admittance the following year requires a new application.

Performance Requirements

When booking performances, schools are required to:

- ✓ Have the stage cleared and ready for the performance at least 15 minutes before the scheduled start.
- ✓ Introduce the artist or group to the student body (usually done by the principal).
- ✓ Credit the Cultural Council of Santa Cruz County for facilitating the artist or group's performance through the SPECTRA program.

Teacher Orientations and In-Service

A teacher orientation is required for all workshops and residencies. Workshops are more effective when teachers and artists communicate their needs, expectations and curricular ideas and goals ahead of time. Workshop orientations last about 30 minutes and all of the teachers who request an artist in their classroom must be present. Orientations are scheduled when the details of the *Artist Request Form* are confirmed.

Teacher Participation

California state law requires classroom teachers to remain in the room while artists are giving instruction. One of the goals of SPECTRA is to enhance the art skills of classroom teachers so they can incorporate the arts into their classroom teaching. The Cultural Council encourages the teacher's active participation in the art lesson to facilitate their own professional growth as well as increase the level and quality of student participation.

Frequently Asked Questions

The artist I want isn't available. What do I do now?

When a selected artist isn't available, the Cultural Council will work with you and the Contact Teacher to find another artist. Once you've selected another artist, complete a new *Artist Request Form*, indicating that the current request is a SUBSTITUTION by checking the Substitution box next to the Artist Name.

How do I extend an artist's contract?

1. Call the Cultural Council to verify that the amount needed is available in the school's SPECTRA budget. If funds are NOT available, submit a PO requisition to your district, or seek alternate funding.
2. Create a signed addendum to the *Funding Agreement* and attach a copy of the new purchase order, if applicable, and send to the Arts Education Coordinator at the Cultural Council.
3. Call the Arts Education Coordinator at the Cultural Council to tell her to expect the addendum and to verify the artist's extension of time. The Arts Education will issue a contract addendum for the artist and deduct the extension from your SPECTRA budget or apply the new purchase order/funding.

NOTE: Artist may be paid for extended contract hours **only** if they have a signed addendum to their original contract in place **before** they begin additional work.

The SPECTRA artist called in sick? What now?

SPECTRA does not provide substitutes. Schedule a make-up class with the artist to happen as soon as possible. If rescheduling is not possible, ask the Contact Teacher to call the Arts Education Coordinator about the artist's reduced hours so that the artist's contract can be amended and your SPECTRA budget credited.

For assistance with ANY aspect of bringing a SPECTRA artist to your school, please contact Arts Education Coordinator Sonia Deetz at the Cultural Council: 831-475-9600 ext. 20 or email artsedcoord@ccscc.org