



Department Playbook

(Updated January 2023)

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McALLEN

INDEPENDENT SCHOOL DISTRICT

CUSTOMER SERVICE STANDARDS

"Your Child is Family"

THE 5 DOMAINS

- **SELF AWARENESS** – Having a deep knowledge of yourself and understanding of your beliefs, values, emotions, fears, joys, strengths, weaknesses, ambitions and how they affect others.
- **SELF REGULATION** – The ability to manage disruptive emotions and impulses and maintain composure.
- **MOTIVATION** – The desire or willingness of someone to do something. Passionately, loving work and achievements for their own sake.
- **EMPATHY** – The ability to be sensitive to other people's emotions. To be able to imagine what someone might be feeling or thinking.
- **SOCIAL SKILLS** – Ability to build positive relationships and trust with others by communication and interactions, and able to mobilize them for collective good.

COURTESY & RESPECT

- Treat customers with respect and dignity.
- Be polite, calm, and understanding.
- Be a good listener.
- Be courteous and respectful.

GREETING & COMMUNICATION

- Greet customers with a smile and make eye contact.
- Speak in a pleasant tone of voice and in a friendly manner.
- Be mindful of non-verbal communication (facial expression and body language).
- Be a good listener and attend to customer needs.
- Be open and honest.

GO THE EXTRA MILE

- Assume responsibility for assisting and directing customers.
- Answer phone calls as promptly as possible.
- Don't leave customers waiting. Acknowledge them as soon as possible.
- Return phone calls promptly.

ENVIRONMENT

- Create a safe work environment.
- Create a neat and clean work environment. Avoid mess and clutter.
- Create an inviting and family-friendly environment.
- Appearance is important. Dress in a professional manner.

OUR VISION

The McAllen Independent School District is a multicultural community in which students are enthusiastically and actively engaged in the learning process. Students demonstrate academic excellence in a safe, nurturing and challenging environment enhanced by technology and the contributions of the total community.

OUR VISION

OUR MISSION

What we do

OUR MISSION

The mission of the McAllen Independent School District is to educate all students to become lifelong learners and productive citizens in a global society through a program of educational excellence utilizing technology and actively involving parents and the community.

PHONE ETIQUETTE

Helpful Tips to ensure customer service:

- Greet customers with the uniform McAllen ISD greeting of : "Good Morning/Afternoon! Thank you for calling McAllen ISD. This is _____ (office or school), _____ (name) speaking. How may I help you?"
- Put a "smile" in your voice.
- Be responsive, empathetic and understanding.
- Answer questions. Be knowledgeable about information pertaining to your campus or department.
- Maintain a professional tone of voice.
- Address callers in a professional manner such as Mr., Mrs., Sir, Ma'am.
- Be respectful and allow the caller time to speak.

E-MAIL ETIQUETTE

Always be professional when communicating through email. Helpful Tips:

- Acknowledge all received e-mails.
- Provide your contact information in your signature.
- Stay positive and professional in your messages.
- Avoid all caps and red print.
- Use correct grammar and review email before sending.
- Don't e-mail when angry or upset.
- Never email confidential or sensitive information.

**SECTION A –
ADMINISTRATION AND
PERSONNEL**

1. CHAIN OF COMMAND

Because of the Fine Arts program's specialized characteristics, it is organized under two distinct chains of command. The **administrative** chain of command and the **program** chain of command are separate, complementary systems.

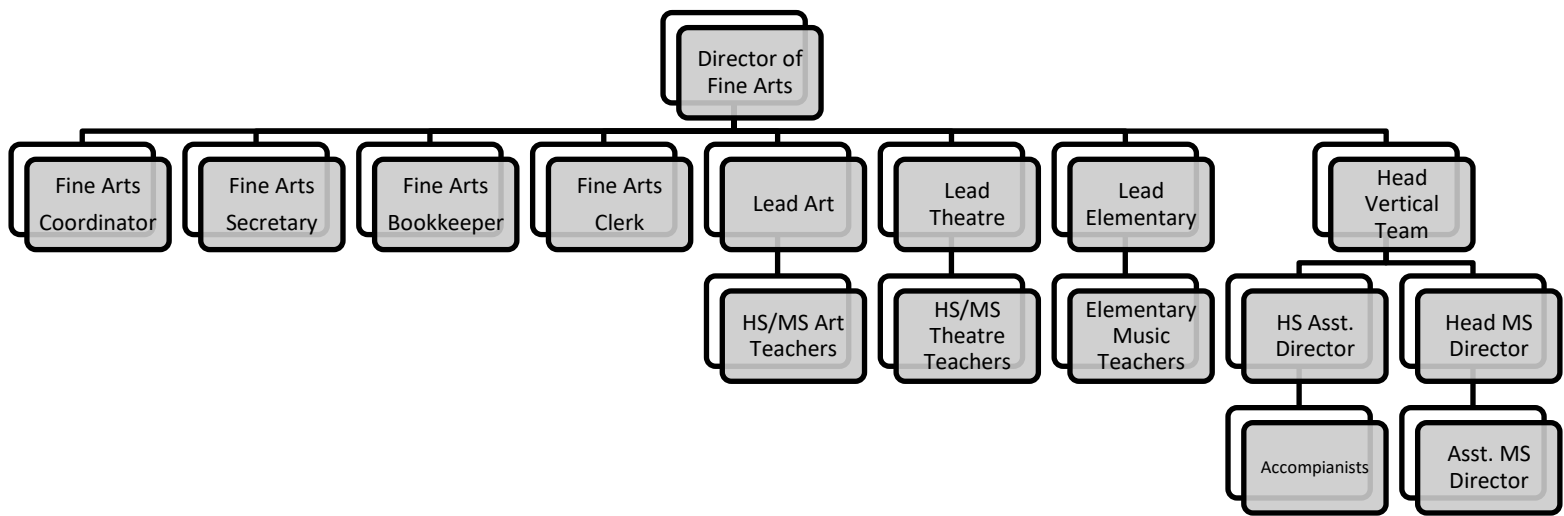
- a. **Administrative** - The home campus principal is the teacher's primary supervisor, even though assistant directors report to head directors on a day-to-day basis. The following areas/items are primarily within the principal's jurisdiction:

- Activity funds
- Building/room keys (elementary schools)
- Class scheduling (elementary - within guidelines)
- Extra duty assignments
- Fire safety/emergency procedures
- Fund raising
- Grade books and grading
- Lesson plans
- Parent booster clubs
- Parent conferences
- Pep rallies
- PTA activities
- Student discipline
- Teacher appraisal
- Work orders (repairs - routine and emergency)

- b. **Program** - "Program" authority refers to the specialized chain of command within the Fine Arts Department itself. The Director of Fine Arts (DFA) is primarily responsible for:

- Bids for equipment
- Budget operations
- Building keys (secondary schools)
- Census
- Class schedules (secondary) w/principals
- Curriculum (except lesson plans)
- In-district travel
- Inventory
- Out-of district travel
- Recruitment of beginners
- Teacher procurement (assist campus principal)
- Work orders (building improvements)

FINE ARTS DEPARTMENT ORGANIZATIONAL CHART



2. Activity Funds

Each campus operates an activity fund, the use of which is governed by TEA policy, MISD policy, and campus policy. Fine Arts sponsors are expected to manage activity fund sub-accounts in a manner which adheres to established policy and accounting procedures. Please work closely with the campus bookkeeper/secretary on all matters that pertain to activity funds.

Monies collected from students must be properly receipted and safeguarded. Regular deposits should be made to the school bookkeeper. At no time should cash or checks be left in filing cabinets or desks.

Examples of funds deposited in activity accounts include:

- Monies collected from fund raising
- Gate receipts for certain performances (plays, musicals)
- Monies collected from students for bulk purchases, such as
band shoes and T-shirts

Items or services purchased with activity fund monies are to **directly** benefit the students which the program serves. All activity account purchases should be approved and reflected in the student organizational meeting minutes. (See Fund Raising)

NOTE: Sales tax must be collected for all items which are resold to individuals.
Examples: T-shirts, band shoes, fund-raising goods, music accessories.

3. Building Keys

Keys to secondary music facilities are issued by the Fine Arts Department. Other keys are issued by principals. The key scheme provides music teachers with access to outside doors, major rehearsal areas, and shared practice facilities. Access to offices and storage areas is restricted to primary users.

Since most secondary music teachers serve two or more campuses, extra care must be taken to safeguard keys. When a set of keys is lost, it might be necessary to re-key scores of locks at considerable expense. Your program budget might be used to pay this expense.

4. Class Schedules (Elementary)

MCALLEN ISD
ELEMENTARY MUSIC STANDARDS (Adopted 2012-2013)

Guidelines:

Grade	Minutes per Week	Frequency per Week
K	40/60	2 - 3
1	60/90	2 - 3
2	60/90	2 - 3
3	60/90	2 - 3
4	60/90	2 - 3
5	60/90	2 - 3

Translated to a day one, day two schedule the following times would be allotted every other day:

Grade	Per Class
K	20
1	30
2	30
3	30
4	30
5	30

Teacher loads should not exceed five ½ hours or 330 minutes of instructional time per school day. Teachers with two or three campuses should be allowed to include travel and set-up time as part of the five ½ hour limit.

5. Class Schedules (Secondary)

The task of formulating an effective District-wide secondary fine arts class schedule has become more complex with each passing year. Obviously, the stakes are high; a well-coordinated schedule provides for

efficient use of staff and places specialists when and where they are needed. Conversely, a poorly planned schedule can degrade the benefits of adequate staffing, budgeting, curriculum, and facilities.

Among the many difficulties are:

- Lack of “slots” within advanced high school diploma plans
- Conflicts with athletic periods
- Conflicts with academic singleton courses
- Coordination between campuses sharing team teachers
- Music classes with multiple grade levels

Availability of facilities

In spite of obstacles, MISD remains committed to a secondary fine arts schedule with a strong team-teaching component and to a structure which is vertically organized. Each staff member can contribute to the success of this vital process by assisting in the following ways:

- Make informed suggestions to your head director or lead teacher.
- Take time to understand the total scheduling process.
- Let your head director or lead teacher know about difficulties you have encountered in the past.
- Make every effort--every school day--to honor your team-teaching commitment.
- Give some thought to priorities--you may be called on to help make difficult choices.

Remember the DFA’s job is to negotiate the best overall schedule for the entire program.
Try to gain an understanding of what is possible for all concerned in a “win-win” atmosphere.

6. Census

The annual census of secondary fine arts students yields data which is essential to our program. The matrix format provides enrollment counts by grade level and instrument for band, orchestra and mariachi, by grade level and gender for choir and by course and level in visual and theater arts. The published report, which includes information dating back several years, is made available to music teachers, administrators, and board members. The census should be taken on the first Wednesday of October and is due to the Fine Arts office on Friday of that week.

7. Communication

In a program such as ours, the ability to communicate with each other at all levels and in all directions is great and presents many challenges. Our greatest virtue--strong vertical organization--brings with it our greatest problem: physical distance and dispersion. We must depend on a strong “program” chain of command and a variety of well-organized communication modes to help us cope with this problem.

Personal visits, use of the telephone, texting, E-mail and other forms such as Google Classroom are some of our communication tools. Staff meetings of various types and levels are also necessary. Some of the more formal types are:

- a. Head Director Meetings - Monthly
- b. Program Level Meetings - Three to five per year

These meetings are published in the departmental calendar. **Staff meetings assigned by the DFA are listed in the annual calendar. NO OTHER NOTICE WILL BE GIVEN.** In addition, meetings of staffs led by head directors should occur approximately once per month. These meetings can be brief. They should be scheduled for the year and should allow ample opportunity for dissemination of information as well as the sharing of concerns.

8. Eligibility

It is the fine arts staff member's responsibility to adhere to ALL eligibility rules. You must keep up this each student's eligibility throughout the school year and know all rules. It is also your job to help your student to remain eligible all year.

9. Extra Duty Assignments

Although principals recognize the difficulties inherent in assigning extra duty (e.g., bus duty) to itinerant staff, there is no policy which exempts fine arts faculty from such duty. Where possible, it is in everyone's interest for staff members to pull a reasonable share of such duty. For itinerant staff, duty should only be assigned at the home campus.

Experience has shown that those who are heavily involved in before and after school teaching of Fine Arts students on a year-round basis are less likely to be assigned regular duty.

10. Fund Raising

Fund raising projects involving Fine Arts students must have the principal's approval and should be scheduled at the beginning of the school year. Monies received must be receipted and deposited regularly in the activity fund, according to campus policy.

Some "do's and don'ts":

- Do secure parent permission for student to fund raise.
- Do secure parent volunteers to assist with collection of forms and money.
- Do make daily deposits.
- Do write receipts.
- Do keep accurate records.
- Do charge sales tax on items sold to individuals.

- Don't leave cash or checks unattended - **EVER.**
- Don't begin until you have identified needs and goals.
- Don't use class time except when absolutely necessary.
- Don't sacrifice team teaching.

Fund raising, especially at the middle school level, should be viewed as a necessary evil--if it is indeed necessary at all. MISD activity accounts are often reviewed by the internal auditor. You must keep all documentation about your activity fund and fund raising.

11. Grade Books and Grading

Grade books shall be maintained according to campus policy. It is important that every fine arts teacher establish and maintain a defensible grading system that can be easily understood by administrators, parents and students. Make sure that your grading policy is in your handbook or syllabus that is given to all students at the beginning of the year.

Secondary performing arts grading involves considerations which have been complicated by the “no-pass-no-play” rule. It is important to ensure that students who become ineligible are not placed in double jeopardy; that is, students should not receive grade penalties which are based in any way on eligibility restrictions. At the same time, it is recognized that traditional inclusion of co-curricular activities within grading criteria should be maintained. Grading criteria for secondary performing arts classes may include but are not limited to:

- . overall progress
- . progress in “pull out” lessons or sectionals
- . penalties for unexcused co-curricular absences
- . penalties for unexcused co-curricular tardiness

Students shall not be penalized for absences arising from conflicts between two school activities, provided that they have followed the procedure described in the “Guidelines for Resolving Conflicts Between Extra-Curricular Activities”.

12. Instrument Maintenance Fees

For Band and Orchestra, the current instrument maintenance fee is \$40.00 per year. Collection of this money should be done in a timely manner. The collected funds need to be deposited into the activity account and a transfer should be issued to the Fine Arts Department. This money will then be transferred into the repair account of each band and orchestra program. Most of this money should be collected and deposited by early October.

13. Lesson Plans

Lesson plan procedures are established by principals. At present, there is no uniform lesson plan format for fine arts classes; however, sample lesson plans from various sources are available from the Fine Arts Department.

14. Parental Relations/Student Discipline

Communication with parents is essential to any quality educational program; fine arts is no exception. Although parental relations lies primarily within the principal's domain, the Fine Arts Department is available to serve in an advisory capacity.

Words to the wise:

- a. Establish a few well-advertised, reasonable rules and routines early in the school year. (Rules that work are more easily enforced than rules that don't work).
- b. Dress and act to gain the respect of your students.
- c. Treat students with respect. (Ask yourself: "Would I act the same way toward this student if his or her parents were present?")
- d. Don't avoid or delay contacting a parent when contact is needed.
- e. Have proper documentation of grades, disciplinary matters, and prior communications.
- f. Don't approach a parent conference thinking in terms of mandatory winners and losers. Successful conferences should end with everyone a winner - even when you find it necessary to stand your ground. Avoid "preaching".
- g. Remember - parents don't have to behave the same as you in a conference situation. Also, remember that parents may enter the chain of command at any point they choose.
- h. Use every legitimate opportunity for sincere praise.
- i. Be willing to admit to an occasional mistake (and try not to make the same one again).
- j. Keep your principal informed.
- k. Keep the Fine Arts Department and/or your head director informed.

15. Pep Rallies

Band Directors should see their principals in early August in order to determine pep rally dates, times, and exact expectations. Team teaching should not be compromised by pep rallies.

16. School Trips – Secondary

School trips can be positive educational experiences if carefully planned and organized. Some important general guidelines need to be considered as directors work on organizing trips.

- a. TEA and UIL eligibility rules apply.
- b. Use MISD standard permission and medical release forms and using MISD travel guidelines. Teacher liability for student safety is of paramount concern. For this reason, the fine arts office must be advised of all overnight trips. In addition, high school trips out-of-country present a particular liability because of different customs and laws. Such trips should be avoided and only considered after approval by the MISD Board of Trustees.
- c. In budgeting for a trip, review detailed trip itineraries from experienced directors in order to budget completely and adequately.
- d. Plan for an adequate number of chaperones.
- e. Organize a detailed itinerary, list of rules, and “need to bring” checklist several weeks before the trip.
- f. Middle school fine arts groups may not engage in overnight trips. Exception: TMEA honor groups.

High school overnight in-state trips must have the written approval of the DFA and the principal.

High school overnight out-of-state trips must have the written approval of the DFA, the principal, and the superintendent. (See Board Policy FMG local and approval form)

High school out-of country trips (or Alaska or Hawaii) must receive board approval.

Please refer to the MISD “Guidelines for Field Trips” which is located on www.mcallenisd.org. Here is a direct link: <https://1.cdn.edl.io/cC3Gui3BZaza15O6Rm1apIACqOqclMRV82waEBPnbM5zfp37.pdf>

All Fine Arts Personnel are responsible for all information located on this document.

McAllen ISD Fine Arts Bus Transportation Travel Guidelines

It is of the utmost importance to follow these guidelines as you transport MISD students on buses to various events.

- ALWAYS check roll when students load the bus. Make sure that you not only call the name of the student but also check VISUALLY that the student is on the bus. Verification must be made that all students are on the bus.
- The teacher is ultimately responsible that ALL students are accounted for.
- You should also have a count of total number of people on the bus and check this number each time that you check roll. Also check that ONLY those on the bus list are on the bus.
- No bus should leave unless ALL students are on the bus and accounted for.
- The parental contact information (such as cell phone number) must also be up-to-date prior to the trip and with the sponsor. All emergency numbers must be with the sponsor.

In the event that a student is left on-site after the bus leaves, please follow this protocol:

- Pull over at the safest exit point and stop the bus to evaluate how to proceed.
- Call the site and make sure that the student is safe and with security. It is your responsibility to contact the location.
- Send the bus back to pick up the student.
- Contact the parents ASAP and give them as much information that is available.
- Contact the campus principal after you have secured the safety of the student and made (or attempted to make) contact with the parents.
- Keep both the parents and campus principal up-to-date with all information.
- You may need to contact MISD Transportation and inquire if a MISD bus can be sent for the student if the original bus cannot be sent back to pick up the student in a timely manner.
- The teacher is to be on duty until the student is returned to his/her parents.

17. Senior Jackets

Senior jackets are earned through satisfactory participation in performing arts organizations (band, choir, orchestra, mariachi, art, dance & theatre). These are senior jackets not varsity letterman jackets. Jackets, complete with the organizational letter, are funded by the District. Additional items such as patches, bars, or lettering, must be purchased by the student.

Eligibility for end-of-year juniors includes a minimum of two full year credits of a Fine Arts course (in the same strand – Art, Dance, Music or Theatre) and pre-registration for the Fine Arts course their senior year. If the student is not a member in good standing their senior year, the jacket will be forfeited.

Juniors in good standing will be measured in April for issue in the Fall. Underclassmen selected for All-State organizations shall be issued jackets as soon as possible after certification of academic eligibility to attend All-State. The student MUST turn in the signed jacket application by the deadline to be measured.

Students transferring to MISD from other school districts may receive credit for prior service through verification of transcript.

Students who have received an award jacket in another activity are not eligible to receive a second jacket; however, they are eligible to receive the award letter.

Sponsors will be notified as to the date which vendors will be on campus to measure for jackets.

18. Student Travel for Competition

Our students are involved in many competitions both individual and group. This includes but is not limited to TMEA, UIL, VASE and RGVDE. Please read through the **School Trips – Secondary** section on page 10.

For entry fees, please plan well in advance to make sure that the check is delivered by the due date. Any penalty fees will be covered by your personal funds or your budget. You must fill out a Travel Form with the Fine Arts Secretary to start the check process.

After the event, all paperwork is due to the Fine Arts Office on the next school day. It is very important that the travel is closed in a timely manner.

19. Substitutes

All MISD teachers shall follow procedures required by Skyward when reporting absences and arranging for substitutes. The funding of subs (unless for convention) is covered by the campus not the Fine Arts Department.

In addition, secondary music teachers will notify head directors and others who must cover classes according to requirements of the head director.

20. Supervision of Students after hours

It is very important to always assure the safety of students when students are in your care after hours. If you return from an event after hours, the fine arts staff member along with another adult will stay with the student until they are picked up by their parents or have left the school. The other adult can be another staff member or parent. It is the program director's responsibility to secure the additional adult to help with supervision.

21. Teacher Appraisal

The Fine Arts Department no longer participates in routine teacher appraisals for all fine arts teachers. Instead, the focus will shift to clinical visitation at the request of the teacher, the principal, or the head director. The new Texas Teacher Evaluation and Support System (T-TESS) is supported by the Fine Arts department through consultation with teachers and principals.

22. Teacher Assignments

Home campus assignments are made by the Personnel Department in consultation with the Director of Fine Arts and the receiving principal. Changes in class loads and other factors sometimes make involuntary transfers necessary.

23. Travel – Teacher In-District

Fine Arts Staff is often expected to travel to other campuses for team-teaching. The only compensation is through the Fine Arts Stipends.

24. Travel – Teacher Out-of-District

MISD supports attendance at the state convention for professional learning. Funding is now set up for financial support every other year for all Fine Arts Teachers. If you are “required” to attend and it is not your year to attend, funding will only cover the day(s) that you are required to attend. This is pending approval of the DFA.

Out-of-district travel by teachers who accompany students on field trips (e.g., area auditions) is funded through local field trip accounts.

Since those not on rotation for the summer convention are not on duty at that time, it is obviously permissible to attend without compensation. **Teachers not on rotation for TMEA may be granted professional leave to attend at their own expense, provided that they pay the cost of their substitutes and receive permission from their principals.**

A standard allowance is paid after-the-fact to those on rotation:

- **Hotel** - based on double occupancy up to the max amount. This will include all expenses at the hotel including parking. For example, San Antonio max rate is \$124.
- **Meals** – receipts **MUST** be provided to receive reimbursement. If there is alcohol and or item that sounds like alcohol the receipt will not be valid. The rate is \$37.50 on travel days and \$50 on other days.
- **Registration** – The Fine Arts Office will pay this amount upfront based on the lowest amount, such as early registration. The if the paperwork is delivered to the Fine Arts Office with adequate time.
- **Transportation** – this amount will be determined by DFA. It will be approximately the mileage divided by 3. Since mileage is based on three persons per vehicle, drivers are expected to collect the transportation allowance from each passenger receiving an allowance.
- **Based on budgetary concerns, the amounts mentioned above may be lower if needed.**

If you are serving as a student sponsor at TMEA or another convention, your meal allowance will be the same as the student (\$9 per meal – no receipts needed) and your housing total (based on double occupancy) will be paid in full. This includes parking as well. You will also be able to have the check up front and not have to be reimbursed.

The FA Department will issue lists of those authorized to travel as early in the school year as possible. Participants are expected to attend as team members under the leadership of head directors, lead teachers, or fine arts administrators as appropriate.

Each staff member traveling should complete the MISD Travel Form immediately upon returning. Required attachments are (1) your original hotel receipt, (2) your original convention registration receipt and (3) receipts for all meals. (You should provide the hotel with a completed tax-exempt certificate in advance in order to avoid paying state tax. City/hotel taxes must be paid.)

Additional guidelines for TMEA convention:

1. Teachers may not miss school on the Wednesday of convention unless they are needed to judge auditions, transport students, or attend a required state committee meeting. We will not cover the cost of a substitute for Wednesday.
2. The FA Department will pay for substitutes for teachers on rotation for Thursday and Friday only if truly needed. Please utilize your vertical team to cover classes. Teachers not on rotation may be permitted to attend at their own expense (head director and principal permission needed) and must pay the cost of their substitute.
3. If the Fine Arts Department is paying for the registration fee, **DO NOT pre-register for TMEA Convention**. A PO will be issued in November/December to cover the Convention Registration.

25. Work Orders

Work orders for routine building repairs should be submitted to the building principal.

Emergency work orders (e.g., air conditioner failure) may be submitted via telephone so long as the building principal is notified.

Work orders for building improvements (e.g., requests for shelving) and requests for movement of equipment from one location to another (either temporary or permanent) should be submitted to the Director of Fine Arts.

26. Courtesy Fund

Courtesy Fund dues are \$20.00 per staff member per year and will be collected at departmental meetings. If these funds are depleted before the end of the school year, we will take up another collection. The dues will be reviewed every August and adjusted as needed. Your contribution will be much appreciated by those who will be receiving a token of our thoughtfulness in their time of need.

Any fine arts staff member should notify Belinda Rosa (Brown MS Brown Director) should one of the following circumstances occur:

1. HOSPITAL/ILLNESS

Any staff member requiring hospitalization or having a serious illness will have a plant or flowers sent to the hospital or home. (Limited to \$25.00 to \$30.00)

2. DEATHS

Any staff member or member of their immediate family who deceases (spouse, parents, or children, guardian or current household members) will have flowers and a sympathy card sent. (Limited to \$45.00 - \$55.00)

3. SPECIAL EVENTS

- a. Wedding - A gift certificate or gift and card not to exceed \$25.00.
- b. Baby – A gift certificate or gift and card not to exceed \$25.00.
- c. Retirement - A gift presented at school or at end-of-year not to exceed \$50.00.
- d. Condolence Cards – A card should be send as a need is identified.

When you email or call, please be sure to give us the pertinent information (hospital room, funeral home, etc.) needed for us to send the flowers or gifts to the correct destination. Thank you for your time and cooperation with this matter.

27. Extra Fine Arts Assignments

There are numerous district-wide activities which are facilitated by the appointment of chairpersons. Since responsibilities are shared by a number of staff, administrative burdens are more evenly distributed throughout the year. Those who have been appointed to chair events such as festivals and solo-ensemble contests should understand that, while responsibility for the activity rests on one or two persons, efficient delegation of the work among other staff is expected.

Suggestions:

- 1. Make sub-appointments early and make sure that tasks are agreed upon and clearly understood.
- 2. Don't be afraid to ask questions so that you clearly understand the job's scope and what is expected of you.
- 3. Keep appropriate persons informed.
- 4. Don't wait until the last minute to do the work.

28. Performance Planning

In planning for successful performances:

- a. Negotiate dates and locations of performances far in advance at three levels (1) all district fine arts, (2) campus, and (3) team teachers.
- b. Inform the Fine Arts Office and your campus in writing if a performance date needs to be changed with as much notice as possible.
- c. The standard starting time for evening concert times is 7:00 p.m. Other starting times are acceptable with justification.

29. Copy Machine Guidelines

Even though copy machines have become necessary in many fine arts facilities, their presence carries the potential for waste, inappropriate use, and the violation of copyright laws.

In order to control cost and to increase accountability and cost awareness, the following procedure will be initiated as soon as possible following the implementation of a new district-wide fine arts lease agreement:

General

1. Funds set aside for the operation of copy machines will be allocated to individual programs (MHC, BRB, etc.).
2. Security codes might be issued to each user. It is essential that codes be given only to authorized users.
3. Copy machine counts are now done electronically.

Copyright

Account Holders will take steps to ensure that copy machines are not used to violate copyright laws.

1. Temporary copies made in an emergency situation are acceptable, provided that originals are on order. Copies must be destroyed once originals are in place.
2. An original of every part must be on hand for each member of the group. If a choir has forty members, there must be on hand at least forty copies of each piece performed or rehearsed.

SECTION B – BUDGET

1. General - Budget Records

The Fine Arts Department, through its Account Holders, maintains a centralized budget in support of the Fine Arts programs. All music, art, theater, and dance accounts are serviced directly by the DFA.

Account Holders are required to maintain the following budget records:

- A. Budget Expenditure Journal
- B. Requisition File Journal

All purchase orders are processed through Skyward Business.

All Staff must send requisition forms to the Fine Arts Department for processing. **You must have a purchase order before orders are placed.**

All requisitions must include shipping and follow bid requirements and purchasing guidelines.

All purchase orders are emailed to vendors and teachers. **You cannot call orders in or order without a PO.** If you call the order in and the PO shipment is duplicated, you will be responsible for payment of one of the shipments or charges accessed.

All returns on damaged or wrong merchandise must be processed through Fine Arts.

Account holders are allowed 4 budget transfers per year (2 in Fall semester and 2 in Spring Semester) to move funds into appropriate accounts.

2. Expenditure Purposes and Procedures

A. Clinicians

This includes but is not limited to expenditures for tryout judges, clinicians, soloists, guest conductors, accompanists serving in support of solo and ensemble contests and individuals writing music, instrumentalists, choreography, light technicians, back drop painting, etc.

Requisition procedure: Clinician is to quote an all-inclusive fee (travel expenses included), Background clearance, Car Insurance, Workers Comp or Affidavit. Invoice is to be emailed to the Fine Arts Department or dropped off after service is completed. Check is mailed after service is completed directly to the clinician.

A Few Important Guidelines for Clinicians

Clinicians cannot provide service until PO is produced. Invoice is due after service is performed.

Professionals do not receive additional compensation for accompanying students in their own department; however, it is permissible to be paid for accompanying duties within another program, provided that the additional work does not infringe on regular duties and occurs outside regular duty hours. Extra payment to district employees must be made through payroll. Transfers from Clinician Account to Payroll Account must be made prior to employee clinician service. Payroll payments are made the month following the event provided appropriate paperwork (Invoice with EIN#) is turned in according to payroll deadline.

Example: A band director in the Memorial area would not be compensated for accompanying solos performed by students in the Cathey band.

Example: A choral accompanist in the McHi area would be compensated for accompanying solos performed by Rowe Band if the rehearsal times did not conflict with regular work hours and duty.

Account Holders are encouraged to negotiate with clinicians for a flat rate. Especially involving numerous days or solo work with students.

B. Repairs/Uniform Cleaning

This includes expenditures for repair of musical instruments and equipment, piano tuning and uniform cleaning.

Funds cannot be moved out of this account. If you need more funds than allotted, they can be transferred from supply or other accounts.

See Department of Fine Arts for Bids with the list of approved repair vendors.

Requisition procedure: Submit original repair receipts to Department of Fine Arts, unless vendor agrees to email it. No instruments or uniforms should be released to vendors for repair or cleaning without a ticket/receipt. Original invoices must be turned in immediately upon receipt of service. Invoices must be dated, signed, and must specify the nature of the repairs example: “chemical cleaning on euphonium”. Marching band repairs should be done as soon as marching season is completed.

Summer Repairs – Department of Fine Arts will have a due date for summer repair estimate forms early May.

Piano Tuning – These funds to be used first semester only. Funds are swept in January. Only major repair will be considered for summer repair estimates. Contact a technician to arrange for an appointment once PO is in place. The technician is responsible to return invoices to the Fine Arts Department after the work has been done.

Dry Cleaning - Monies need to be in this account to cover expenses. Dry cleaning requisition must be entered online and be approved prior to cleaning being done. Teachers are responsible to get the invoice to Fine Arts Office.

Work not completed or invoiced by June 30 will come out of the next year's budget for your campus.

C. General Supplies

This includes expenditures for general supplies, sheet music, accessories, replacement parts, scripts, fabric, stage props and building materials (lumber).

Requisition Procedure: Process a requisition through the Fine Arts Department in advance from approved bidding vendor. Orders cannot be placed prior to having a purchase order.

See Fine Art Bid Summary for sheet music vendors and discounts. Purchases must be from approved bidding vendors. All approved bidding local vendors require a Purchase Order.

All orders should be shipped to Fine Arts Department 2112 N. Main St. Rm G20 (NOT TO YOUR CAMPUS). Please notify the Fine Arts Department if any packages are received at your campus. Invoices or packing slips should be forwarded to our department for processing of payment.

Sheet Music - Convention - Teachers may pick up sheet music at certain conventions, (TMEA, TBA, TCDA, TODA) and at displays in McAllen, provided that the following conditions are met:

- Teachers must enter the requisition and have the Purchase Order copy **PRIOR** to event date.
- Absolutely No Back Orders - purchase is only what is picked up; absolutely no returns for credit.

Invoice is to be submitted to the Fine Arts Department immediately following the event.

Purchases received without a purchase order number will be your responsibility and PO's will not be processed after receipt of merchandise.

D. Awards

Process a requisition through the Fine Arts Department for all awards and engraving with an estimate cost. As always, once the work is complete, you must turn in an invoice.

E. Musical and Theatre Performance

Rental & Royalties

Shows should be planned with allowable time to work with royalties' agreements. Monies must be transferred to appropriate accounts and PO's issued. Rentals include scripts, parts, costumes and security deposit. Royalties include performance fee. Purchase of scripts and parts will come out of your supply account.

Allow reasonable time to obtain PO's then to process payment for royalties.

Invoice for royalties is usually e-mailed to teacher. Teacher must forward to the Department of Fine Arts to process payment prior to show. You are responsible for the return of all rented materials and costumes. Make sure you have funds in your postage account if needed.

F. Vehicle Rentals

This includes expenditures for the rental of commercial vehicles such as vans, tractor/trailer, and “Penske” type trucks.

Requisition procedure: The purchase order needs to be requested on a travel form. This would include date, location, and an estimated cost of the trip. As soon as the purchase order is approved, you will be notified of the purchase order number to use. Invoices should be turned in immediately following the trip. This also applies when renting a truck for carrying equipment. PO is needed prior to trip.

If vehicle rentals are to be paid through other sources (Band Boosters), make sure vendors are paid on a timely basis.

All rentals of vehicles to transport students must be on a travel form.

G. School Buses

This is expenditures for the use of vehicles owned by the District. (buses)

Procedure for Secondary Music teachers: Input request into InfoFinder system at least 5 school days prior to trip. It is strongly suggested to enter ALL trips at the beginning of the year. You can always adjust day and time as needed.

Procedure for Elementary, Dance, Art, and Theatre teachers: Submit school bus request form to FA secretary/clerk no later than 5 school days prior to trip.

Department of Fine Arts only budgets for approved UIL, TMEA, and FA’s school related events. This account is not to be used for “Reward/Field Trips”.

H. TRAVEL AND SUBSISTENCE-STUDENTS/ FEES AND DUES

This includes expenditures for student meals and housing and expenditures for UIL fees, TMEA fees, and other fees associated with approved fine arts events.

Meals will be provided to only students and directors during events where students are performing over a meal period. Chaperones will not be provided meals thru Department of Fine Arts funds.

If advanced meal check is needed, submit travel form and backup according to check writing schedule.

Otherwise, provide a restaurant vendor that will bill with a purchase order.

Student Related Travel Requisition procedure: Sign a travel check list, travel form, submit an invitation (memo, flyer/agenda) from requesting party with date, time, and place, registration/hotel backup, and list of anticipated students and sponsors with enough time to process prior to a check run (see check writing schedule). Meal allotment is \$8 within Region One area and \$9 outside of Region One including out of state. All expected expenses will need to be noted on travel form so purchase order can be done prior. Reimbursements cannot be made without a prior PO. Have the students sign a meal allowance log indicating date and amount issued **as they receive the money or before the meal is taken**. Turn in the log and excess cash **immediately following the trip**. Signature log and any travel related receipts must be submitted to DFA within 3 school days. Sponsors who hold signature logs, receipts, and excess cash more than ten days may be subject to no more advance checks. If cost is over the authorized per student limit, a check will be necessary from the supporting organization (boosters) or cash from director.

Convention Travel procedure (not including students): See convention rotation for approval. Registration and Hotel fees may be advanced and paid directly to vendor if backup and travel form are submitted according to check writing deadline. Meal allotment will be reimbursed after trip, based on itemized original receipts submitted. All expected expenses will need to be noted on travel form so purchase order can be done prior. Reimbursements cannot be made without a prior PO.

Refreshments for Festivals: If you are providing a meal for judges, directors, and working students the limit is \$8.00 each. An anticipated list of all workers must be turned in prior with copy of festival schedule, and designated restaurant providing the meal. If you are providing snack items, the estimated amount is given and entered on a HEB PO so HEB credit card can be used. Fine Arts Director approval is needed.

District Advancement (Play-off games): – Approval from the Business Office must be obtained for travel to these type of events if district funds will be used. Same backup is required.

I. Capital Outlay Funds

Musical Instruments/Equipment/Uniforms

Capital outlay expenditures are administered by the Director of Fine Arts. Requests for these items are given consideration within the overall budget once submitted beginning of school year.

SECTION C – INVENTORY

1. General

The McAllen ISD Fixed Assets Inventory is a computerized system for equipment accounting. The fine arts portion of that inventory is a sub-system intended to assist teachers in managing equipment used in the instructional program. Documentation and activities necessary to maintain and update the inventory are described in this section.

2. Inventory Calendar

August	Account Holders (AH's) receive copies of updated printouts from DFA.
During Year	DFA Clerk enters new equipment as it arrives.
Early May	DFA Clerk forwards two copies of updated printout to AH's.
Late May/Early June	DFA or designee conducts physical inventories by appointment with AH's. Correct printout copies are turned over to DFA.

3. Fixed Assets Printout

The fixed assets printout, which is generated in the fall and spring, is produced in two formats - Campus and Consolidated. The Consolidated version, used by the DFA and the insurance carrier, lists equipment in catalogue order without regard to campus or program (see example page C.EX.01). The Campus version, used by AH's lists equipment by program (BAND, ORCH, CHOR, FOLK, FA, DANCE DRAM, ART, MARI, & MUSC), by campus, and by catalogue number. Below is a description of the printout's essential features.

A. Item Number

The Item No., the 10-digit number presented in the printout's first column, is a sequential identification number assigned by the accounting office when the item is entered in the inventory.

B. Catalogue Number

The 8-digit catalogue number controls the order in which inventory items appear in the printout. Here is the list of catalogue numbers:

COMMON EQUIPMENT

10001123	CHAIR EXECUTIVE SWIVEL
10001132	CHAIR FOLDING
10001172	CHAIR SECRETARIAL SWIVEL
10001185	CHAIR STUDENT
10001192	CHAIR STUDENT PADDED

MISC. MUSICAL EQUIPMENT

10014925	CRADLE TUBA
10014930	FRONT STAGE BAND
10014935	FRONT STAGE BAND COND
10014937	HOLDER CYMBAL FLOOR STAND
10014940	METRONOME ELEC

10001198 MARKER BOARD DRY
 10001454 TABLE CLASSROOM
 10001484 TABLE TYPEWRITER
 10001562 DESK SECRETARIAL MODULAR
 10001521 DECK COMPUTER
 10001584 DESK TEACHER DOUBLE PEDESTAL
 10001595 DESK SINGLE WING
 10001607 BOOKSHELF
 10001620 CABINET FILING LATERAL 2-DR
 10001632 CABINET FILING 4-DR LETTER
 10001633 CABINET FILING 4-DR LEGAL
 10001634 CABINET FILING 4-DR LEGAL W/LOCK
 10001640 CABINET STORAGE 4-LEVEL
 10001691 STAND TYPEWRITER
 10001705 CART BOOK
 10001823 CHALKBOARD PORTABLE
 10004515 CAMCORDER
 10008142 FIRE EXTINGUISHER
 10008254 VACUUM SWEEPER

KEYBOARD INSTRUMENTS

10014501 HARPSICORD
 10014502 KEYBOARD ELEC PORTABLE
 10014505 PIANO UPRIGHT
 10014510 PIANO GRAND
 10014515 PIANO ELEC
 10014522 OMINICHORD ELEC
 10014530 SYNTHESIZER
 10014532 KEYBOARD ELEC
 10014535 KEYBOARD MIDI

MISC. MUSICAL EQUIPMENT

10014900 BACKRAIL STANDING RISER
 10014901 BENCH PIANO
 10014903 CABINET CHORAL FOLIO
 10014905 CABINET B/O FOLIO
 10014906 CABINET MARCHING BAND FOLIO
 10014908 CABINET MUSICAL INST STOR
 PERCUSSION
 10014911 CABINET STRING ACCESSORY
 10014912 CABINET
 10014913 CABINET UNIFORM STO
 10014914 CART RISER STOR
 10014915 CART MUSICAL INST STOR
 10014916 CART MUSIC STAND
 10014917 CASE EQUIP
 10014918 CASE TRAP
 10014919 CHAIR MUSICIAN
 10014920 CHAIR CONDUCTOR
 10014921 CHAIR SOUSAPHONE
 10014923 CHAIR TUBA

ELECTRONIC EQUIPMENT

23019900 (OTHER AUDIO DEVICES)
 23019901 SING MACHINE
 23019902 SEQUENCER
 23040102 VIDEO RECORDER
 23040205 LASER DISC VIDEO PLAYER
 23040500 CAMERA VIDEO
 23040700 TV RECEIVER TELEVISION (MONITOR)
 23049900 TRANSFORMER IN-LINE
 23050199 CAMERA POLAROID
 23050500 LIGHT SYSTEM
 23050600 TRIPOD
 23061501 PROJECTOR EIKI

10014945 PODIUM DR MAJOR
 10014946 PODIUM CONDUCTOR
 10014948 RACK VIOLIN/VIOLO
 10014950 RACK CELLO
 10014952 RACK SOUSAPHONE
 10014953 RACK BASS
 10014954 RACK UNIFORM STOR
 10014957 RISER MODULAR ELEM
 10014958 RISER STANDING
 10014959 SOUND REFLECTOR UNIT
 10014960 STAND MUSIC COND
 10014965 STAND MICROPHONE
 10014968 STAND SPEAKER
 10014970 STAND MUSIC
 10014971 STAND TUBA
 10014972 STAND KEYBOARD
 10014973 STAND CYMBAL CRASH
 10014974 STAND EQUIP
 10014975 STOOL BASS
 10014978 TABLE PERCUSSION TRAP
 10014981 TRANSPORTER STUDIO PIANO
 10014982 TRANSPORTER GRAND PIANO

OFFICE EQUIPMENT

10001172 TYPEWRITER ELEC
 10002122 CALCULATOR
 40030400 TELEPHONE
 10002195 COPIER
 10002333 FAX MACHINE

ELECTRONIC EQUIPMENT

23010101 TAPE RECORDER R TO R
 23010102 CASSETTE RECORDER (OR DECK)
 23010205 CABLE ASSEMBLY
 23010500 STEREO SYSTEM
 23010501 TURNTABLE
 23010502 COMPACT DISC PLAYER
 23010503 COMPACT DISC PLAYER/CASSETTE 10014910 CABINET
 RECORDER
 23010702 AUDIO TAPE DUPLICATOR
 23010800 CONSOLE AUDIO
 23010900 AMPLIFIER
 23010901 PA SYSTEM
 23011000 AUDIO MIXER
 23011200 RECEIVER STEREO
 23011400 HEADSET
 23011500 SPEAKER
 23011600 MICROPHONE
 23011700 PREAMPLIFIER
 23011800 LOUD SPEAKER PORTABLE
 23012000 TUNER AM/PM
 23014530 DRUM MACHINE ELEC

BRASS INSTRUMENT

30014205 CORNET
 30014210 TRUMPET
 30014215 FLUGEL HORN
 30014220 FRENCH HORN F SINGLE
 30014225 FRENCH HORN B FLAT DOUBLE
 30014230 FRENCH HORN DOUBLE
 30014235 FRENCH HORN MARCHING
 30014240 MELLOPHONE MARCHING
 30014245 TROMBONE
 30014250 TROMBONE W/ROTOR
 30014255 BASS TROMBONE

23060800	PROJECTOR OVERHEAD
23080100	TABLE PROJECTION
23080200	SCREEN PROJECTION
23080300	TRANSCEIVER PORTABLE
23090100	SIGN ELECTRONIC MOVING
23012000	TUNER ELEC

ART EQUIPMENT

10001253	STOOLS
10001433	ART/DRAFTING DESK
10014389	EASEL ART
10001861	KILN
10001870	ART DISPLAY PANELS
10001899	VENT SYSTEM

WOODWIND INSTRUMENTS

30014105	PICCOLO
30014110	FLUTE
30014112	ALTO FLUTE
30014113	BASS FLUTE
30014115	OBOE
30014120	ENGLISH HORN
30014125	BASSOON
30014130	CONTRA BASSOON
30014133	A CLARINET
30014135	E FLAT CLAR
30014140	B FLAT CLAR
30014145	E FLAT ALTO CLAR
30014150	B FLAT BASS CLAR
30014155	E FLAT CONTRA ALTO CLAR
30014160	BB FLAT CONTRA -B CLAR
30014165	B FLAT SOPRANO SAX
30014170	E FLAT ALTO SAX
30014175	B FLAT TENOR SAX
30014180	E FLAT BARI SAX
30014185	B FLAT BASS SAX

STRING INSTRUMENTS

30014405	VIOLIN 1/2 SIZE
30014410	VIOLIN 3/4 SIZE
30014412	VIOLIN 7/8 SIZE
30014415	VIOLIN 4/4 SIZE
30014420	VIOLA 14 INCH
30014425	VIOLA 15 INCH
30014429	VIOLA 15 1/2 INCH
30014430	VIOLA 16 INCH
30014435	CELLO 1/2 SIZE
30014440	CELLO 3/4 SIZE
30014445	CELLO 4/4 SIZE
30014447	STRING BASS 1/4 SIZE
30014450	STRING BASS 1/2 SIZE
30014455	STRING BASS 3/4 SIZE
30014460	HARP
30014463	VIHUELA
30014465	GUITAR ACOUSTIC
30014468	GUITARON
30014475	GUITAR ELEC

30014260	VALVE TROMBONE
30014265	BARITONE HORN
30014270	BARITONE MARCHING
30014274	EUPHONIUM 3V
30014276	EUPHONIUM 4V
30014280	EUPHONIUM MARCHING
30014282	EUPHONIUM CONVERTIBLE
30014285	SOUSAPHONE FIBER
30014290	SOUSAPHONE METAL
30014295	TUBA 3V
30014296	TUBA 4V

PERCUSSION INSTRUMENTS

30014304	SNARE DRUM PICCOLO
30014305	SNARE DRUM CONCERT
30014310	SNARE DRUM FIELD
30014315	SNARE DRUM FIELD
30014317	DRUM MARHCING QUINTS
30014318	STEEL DRUM SET
30014320	TOM TOM
30014325	BASS DRUM CONCERT
30014326	BASS DRUM MARCHING
30014330	BONGOS W/STAND
30014332	CONGA DRUMS
30014335	TEMPLE BLOCKS
30014340	TIMBALES
30014345	TIMP TOM OUTFIT SET OF 3
30014346	TIMP TOM OUTFIT SET OF 4
30014347	TIMP TOM OUTFIT SET OF 5
30014350	TIMPANI
30014355	DRUM TRAP SET
30014362	BELL KIT STUDENT
30014365	BELLS MARCHING
30014370	ORCHESTRA BELLS
30014372	GLOCKENSPIEL
30014375	CHIMES
30014380	MARIMBA
30014382	VIBRAPHONE
30014385	XYLOPHONE
30014390	XYLOPHONE MARCHING
30014395	GONG W/STAND
30014396	CYMBAL SUSPENDED W/STAND
30014397	CYMBAL HIGH HAT
30014398	CYMBALS PAIR
30014399	CROTALES

ELEMENTARY INSTRUMENTS

30014801	AUTOHARP
30014803	BELLS RESONATOR
30014805	CHIME BARS TREBLE
30014806	CHIME BARS SOPRANO
30014807	CHIME BARS TENOR-ALTO
30014808	CHIME BARS DEEP BASS
30014809	CHIME BARS CONTRA-BASS
30014815	GLOCKENSPIEL SOPRANO
30014816	GLOCKENSPIEL TENOR-ALTO
30014817	GLOCKENSPIEL CONCERT
30014825	METALLOPHONE SOPRANO
30014826	METALLOPHONE TENOR-ALTO
30014827	METALLOPHONE BASS
30014828	METALLOPHONE DEEP BASS
30014835	XYLOPHONE SOPRANO
30014836	XYLOPHONE TENOR-ALTO
30014837	XYLOPHONE BASS
30014838	XYLOPHONE DEEP BASS
30014350	TIMPANI

30014480 GUITAR BASS ELEC
30014464 GUITAR ACOUTIC 1/4 SIZE

30014865 CONGA DRUM
30014875 BONGO DRUMS
30014880 SLIT DRUM
30014885 GONG ORIENTAL
30014890 DOUMBK
30014895 WIND TREE CHIME

UNIFORMS

30014710 BAND UNIFORM
30014711 CHEERLEADER UNIFORM
30014712 DANCE TEAM UNIFORM
30014713 FOLKLORICO UNIFORM
30014714 MARIACHI UNIFORM
30014715 SHAKO
30014720 BLAZER
30014722 BLOUSE
30014730 FLAG CORPS UNIFORM
30014740 CHOIR UNIFORMS BOYS
30014750 TUXEDO
30014760 DRESS
30014770 VEST

COMPUTER EQUIPMENT

40000001 DVD PLAYER
40010100 IPOD/3MP (AUDIO/VIDEO)
40010250 DIGITAL CAMERA
40010400 CPU APPLE
40010450 MONITOR
40010500 LAPTOP
40010550 I APPLE
40010650 PRINTER
40010700 SCANNER
40020200 PC COMPUTER
40020300 DISK DRIVE
40029900 OTHER COMPUTER ACCESSORIES
40020900 LCD PANEL
40030300 MODEM

THEATER ARTS EQUIPMENT

30014000 BLACKLIGHT
30014005 FLOODLIGHT, BORDER
30014010 FLOODLIGHT, SCOOP
30014015 FOG MACHINE
30014020 LIGHTING SYSTEM PORTABLE
30014025 PROJECTION SYSTEM MODULAR
30014030 RINGING DEVICE TELEPHONE THEATRICAL
30014035 SPOTLIGHT, AUTOMATED
30014040 SPOTLIGHT, ELLIPSOIDAL
30014045 SPOTLIGHT, FOLLOWSPOT
30014050 SPOTLIGHT, FRESNEL
30014055 STROBELIGHT
30014060 UNIT SET UIL BASIC
30014065 UNIT SET UIL FULL

C. Nomenclature, Make, Model

These three descriptions form the third general column and are confined collectively to 45 spaces. Nomenclature is uniform for each equipment type. The remaining space is dedicated to make and model descriptions.

D. Serial Number

Most musical instruments and certain other equipment have "factory engraved" serial numbers (typical exceptions: string and certain percussion instruments). In cases where no factory serial number exists, AH's will permanently mark the equipment with a local serial number, using the appropriate prefix:

	Band	Orch	Choir	Mari	Dance	Art	Theatre
McHi	MHB	MHO	MHC	MHM	MHD	MHA	MHT
Memorial	MEB	MEO	MEC	MEM	MED	MEA	MET
	RWB	RWO	RWC	RWM	RWD	RWA	RWT
Lamar Aca.						LAA	LAT

Brown	BRB	BRO	BRC		BRA	BRT
Cathey CAB	CAO	CAC		CAA	CAT	
De Leon	DLB	DLO	DLC		DLA	DLT
Fossum	FOB	FOO	FOC		FOA	FOT
Morris	MRB	MRO	MRC		MRA	MRT
Travis	TRB	TRO	TRC		TRA	TRT

School (Elementary Music)

Alvarez.....ALV	Hendricks....HEN	Rayburn.....RAY
Bonham.....BON	Houston.....HOU	Roosevelt.....ROO
Castaneda....CAS	Jackson.....JAC	Sanchez.....SAN
Escandon....ESC	McAuliffe....MCA	Seguin.....SEG
Fields.....FIE	MilamMIL	Thi/Zav.....THI/ZAV
Garza.....GAR	Perez.....PER	Wilson.....WIL
Gonzalez....GON		

For example, CAB-3 happens to be a bass drum belonging to Cathey Band. Equipment which consists of several major components may be marked in series. For example, a set of concert cymbals might be marked MEB-14A and MEB-14B, respectively. In this case, the printout would read: MEB-14(A-B). Equipment purchased in quantity may be marked likewise. Three identical filing cabinets acquired on one purchase order could be marked TRC-50 (A-C). This system allows each item to have a distinctive serial number but confines the group to one line in the printout.

The following equipment is exempt from the local serial number requirement and may be listed in bulk:

Uniforms
 Music Stands (except for large "conductor" type)
 Chairs
 Art Desks
 Art Stools

E. School Number

The following school (or location) numbers are used to identify the campus:

McHi	001	Alvarez	101	McAuliffe	123
Memorial	002	Bonham	103	Milam	111
Rowe	006	Castaneda	126	Perez	128
Lamar Aca.	007	Escandon	119	Rayburn	120
Brown	044	Fields	114	Roosevelt	121

Cathey	047	Garza	122	Sanchez	127
De Leon	046	Gonzalez	124	Seguin	116
Fossum	048	Hendricks	129	Thi/Zav	130
Morris	045	Houston	106	Wilson	112
Travis	042	Jackson	107	Fine Arts	805

F. Program

The terms "program" and "room" are used interchangeably to denote location within a particular campus:

MUSC (Elem. Music), BAND, ORCH, CHOR, MARI (Mariachi), ART, DRAM, DANC (Dance), FA (Fine Arts)

G. Quantity

Most inventory items are listed singly so that serial numbers will appear in the printout. See D. Serial Numbers (above) for exceptions.

H. Unit Value

Unit value is the invoice cost of a single item. This value is not adjusted for *depreciation* (due to age and/or condition) nor is it adjusted for *appreciation* (due to rising replacement costs).

I. Total Value

Total value is unit value multiplied by quantity.

J. P.O. Number

The Purchase Order number (located immediately below the nomenclature) is assigned by the business office when a piece of equipment is ordered from a vendor. The inclusion of this number is sometimes helpful in resolving inventory discrepancies.

K. Acquisition Date

The acquisition date is the date the equipment was received by the District.

Month	Day	Year
02	30	81

Since the inventory was not computerized until 1977, many of these dates are estimates. The date February 1 (e.g., 020175) for years prior to 1980 has been used to indicate that the actual age is unknown and has been estimated.

L. Fund

The fund number indicates the fiscal year in which the item was acquired. Examples: 119 = 1988-89, 110 = 1989-90. All acquisitions prior to 1977 are listed as 117.

M. Date Entered on Inventory

The "add" date is the date the item is entered on the inventory. An item does not have to be posted in order to be covered by insurance.

N. Procedure for Marking Printout

Corrections, deletions, and additions should be made in red ink. Missing items should be marked by a series of asterisks (*****) following the nomenclature. A note in the left-hand margin should explain the circumstances.

4. Student Instrument Maintenance Agreement

The Student Instrument Maintenance Form (printed in triplicate on NCR paper) is used as follows:

- A. Complete the form to include signatures of student and director.
- B. Send the top two copies home; retain the third copy as a temporary record.
- C. The parent signs the form, retains the second copy, and returns the first copy to the director.

Any school instrument that is loaned to a student or MISD school must have a IMF on file. This includes temporary use as well. The use of all school owned instruments **MUST** be tracked via the IMF.

A fee of \$40.00 is charged for school-owed instruments issued during the school year. No fee is charged for use of instruments during the summer. AHs shall deposit these monies in their campus activity fund.

By end of the First Six-Weeks, AHs work with their campus secretary or bookkeeper for the transfer of these funds to FA and a copy of the forms will be delivered to the Fine Arts Department.

5. Burglary/Vandalism/Loss Report

Use the following procedure for reporting the loss of an inventoried item:

- A. If the loss occurs before the end of the year, please file a report on the “PD – MISD PD Incident Report” link on RapidIdentity. This will trigger a search of local pawn shops and the PD will investigate the loss.
- B. Before Inventory is held, every effort should have been made to locate the lost item. At the time of inventory, should NOT be the first time that the fine arts staff member is aware of the loss. Complete McAllen ISD form 319-00 (Burglary/Vandalism/Loss Report). The police will assign a case number when they investigate. The police report will be available 7 to 10 days after investigate report. You must pickup a copy of the report from the MISD Police Department and submit to Fine Arts.
- C. If the item is still missing at the time of Inventory, a McAllen ISD Police Department – End of the Year Inventory Form must be filled out. You should make two copies, one for your records and one for the person that is conducting the Inventory, which will then be turned into the Fine Arts Department. (Make sure that your principal is informed of any loss concerning fine arts equipment.)
- D. Notify the Fine Arts Department any time a piece of equipment which has been reported missing is recovered.

6. Stenciling/Marking

Please make sure that all equipment is marked clearly with either a stencil or paint pen. These are used to mark equipment with school and program identification. Below is a typical arrangement:

McHi Orch or MHO
McAllen, Texas

Stencils/paint pens should be used to mark cases, stands, chairs, etc. - virtually every piece of equipment within reason. Discretion should be used in marking items such as podiums, risers, and stands, so that marks are not placed on the "audience side".

In addition, serial numbers should be neatly painted (in white or silver) on cases and covers. This measure saves much time and worry in managing an inventory. A permanent, black felt-tip marker may be used to mark local serial numbers on string instruments, provided that the ink penetrates the varnish; otherwise, the serial number must be engraved in the wood with a sharp tool. (Example: A cello is marked just to one side of the end pin hole.) Cymbals must be engraved under the dome with an electric engraver.

7. Control and Security

Proper accounting of school-owned equipment is meaningless without adequate physical control and security. To begin with, there are many obstacles:

- the equipment is largely portable

- the equipment is checked out to individuals
- the equipment is housed in high-traffic areas
- the equipment is attractive to thieves
- the equipment is sometimes transported on school buses

The following steps are vital to assure a reasonable degree of control and security:

- A. Do not store inactive instruments side-by-side with those which are checked out. Inactive equipment should be stored elsewhere under lock and key.
- B. Use appropriate documentation all the time - not just before an inventory.
- C. Do not put keys in the hands of students.
- D. Do not leave classrooms, rehearsal halls, or offices unlocked unless teachers are present.
- E. Do not allow students to congregate around open storage areas, especially before and after school.

8. Salvage

Equipment which has been assigned the condition code "poor" will be picked up by the Fine Arts Department following the spring inventory. The staff member that oversees inventory will need to enter the appropriate paperwork and work with the Fine Arts Clerk to enter the work order for disposal.

Items must be marked "Salvage" during physical inventory.

Items marked "Stolen" or "Missing" must be accompanied with a police case number or police report before removal from the inventory.

Items will be removed from the inventory, taken to auction or disposed of at the end of the school year. Damaged and/or broken items must be reported to Fine Arts for pick up or disposal.

SECTION D - BEGINNER RECRUITING

1. General

The Fine Arts Department recognizes the need for a strong program dedicated to the recruitment of beginning band, choir, orchestra, theatre arts and visual art students. The annual recruiting cycle begins in September with the planning of visits to elementary schools and ends the following August after sixth grade fine arts classes are under way. No fine arts program can be successful without a year-round, year-after-year effort by the entire staff. While it is essential that specific activities in the September-to-August cycle be accomplished correctly, we should also be aware that the crucial and decisive element in recruiting--the overall perception of our program in the eyes of the community at large--is determined (for better or worse) by on-going public contact.

A few items to check:

- Are my group's public appearances first-rate (from the first moment to the last)?
- Are my present students "sold" to the extent that they will act as recruiting agents for younger brothers and sisters?
- Are the parents of my present students willing to encourage their younger children to join?
- Do I have the support of my campus administrators and classroom faculty? Are some of their children in my group?
- Have I presented myself well to the community?
 - When a student decides to leave the program, do I handle the parting so as not to create a long-term detractor?

2. Recruiting Timetable

The following general timetable shall govern the recruiting of fifth grade students for sixth grade fine arts electives. Every MISD sixth grader must choose one of the five fine arts electives.

September - to October	Each middle school music staff will meet to plan visitation to their assigned elementary schools. Permission of the elementary music specialist and his/her principal is required.
October up to Time of February Recruiting Presentations	Elementary schools will be visited by secondary fine arts teachers and/or students. Grade levels to be visited, length of visit, presenters, etc., will be negotiated among staff and must have administrative approval at the campus level. The DFA will not regulate these visits unless it becomes necessary. Keep in mind that impact on team teaching and student time on task should be kept to a minimum.

No set of rules can replace the high level of trust and confidence which is needed among all concerned parties.

Note: No recruiting contact with fifth graders is permitted after the formal spring recruiting presentations. Directors of groups wishing to perform for elementary students after the recruiting presentations must ensure that no fifth graders will be in attendance

January	Fine Arts Department sends parent letters to elementary music specialists for distribution to all fifth-grade students.
February	Recruiting presentations at middle schools. ("Rules" will be discussed at staff meetings.)
Day of Concert	(After presentation) - Classroom teachers send home sixth grade elective preference material. Elementary music specialists will help to coordinate.
Next school day	Elementary music specialists collect returns. EMS supervise student online scheduling of FA choice. While the form includes an opportunity for a second choice, students should only select their first choice. EMSs will deliver returns to the Fine Arts Department by 5:00 p.m. on the deadline day.
March/April	Printouts by program and by middle school campus will be made available to MS, fine arts staff, and administrators. Mailing goes out to prospective band and orchestra students.
April	Recruiting drives for band and orchestra are held at selected campuses. These are "come and go" meetings in which parents and students confer with staff about instrument choices. Parents may attend any time between 5:00 and 7:00 p.m. Locations will appear in the letters of invitation.
Immediately	Middle school fine arts staff note changes which have resulted from the instrument drives and report final
After Drives	results to principals. This adjusted listing will result from input by all programs and will be used to schedule sixth grade music classes.

SECTION E - COMMUNITY INFORMATION

1. General

Great public relations can be a big asset to any fine arts program. You are encouraged to contact MISD Community Information with any information for your program. Below is the link to the form “What’s news”. Please utilize this resource. This is also the link that is used to set-up MITV at your event.

https://www.mcallenisd.org/apps/pages/index.jsp?uREC_ID=1078711&type=d&pREC_ID=form.MCAI.qRtW7M4.zq

MISD COMMUNITY INFORMATION

The MISD Community Information Department is located in the main building of the central office complex. Although there is no requirement to route press releases through that office, many teachers have found the community information staff to be of great help in taking photographs and in expediting delivery of news releases to the media.

Contact: Norma Zamora Guerra
 Director for Community Information
 618-6023

Jessica Riojas, our Fine Arts Clerk, is the person in charge of keeping the MISD Fine Arts Calendar and website up to date. Please let Jessica and the DFA know about any changes or additions to your events. She also handles the Fine Arts Facebook and Twitter accounts.

SECTION F – ELEMENTARY MUSIC ADDENDUM

1. Choral Festival Guidelines

A. Purpose:

- To promote the development of skills, knowledge and appreciation of choral music.
- To promote MISD elementary music programs and to highlight “Music in Our Schools Month”.
- To promote the recruitment of students into the secondary choral programs.

B. Song Selection & Guidelines:

- **Opening/Light Song** - easy two-part, folksong, round or partner song; not pop music; non-movement piece (this includes body percussion)
- **Art Song** - UIL Prescribed Music List grade 1 (PML) or comparable two-part song/folksong, non-movement piece (this includes body percussion)
- **Pop Song** - mostly unison or easy two-part with choreography/movement/body percussion; only pop song allowed in the program

C. Songs Selection Criteria:

- Age Appropriate
- Choral sheet music must be available and used
- Overall message being delivered, story of song; wholesome text
- Words should not be substituted to become appropriate
- Contrast of pieces, styles, tempo (tempo of opening/light song vs. art song need to be contrasting)
- Range and tessitura
- Connection to theme
- Accompaniment of high quality; no “sweetener” or karaoke tracks

D. Elementary Music Teacher Expectations:

- Teach songs with sheet music on solfege or with piano
- Each music teacher is responsible to display best singing practices of high caliber
- If recordings are desired by a teacher, they should be made by each campus music teacher and used as a supplemental tool to guide student-initiated practice, not as a teaching tool

E. Zones Important Deadlines:

- Zone conductor must be selected at the beginning of the school year
- Collaborate with Zone conductor on selected music options
- Song selections must be emailed to Lead Elementary Music Teacher (LEMT) and DFA for approval by the end of the third week of school or sooner (progress report time)
- Song accompaniment purchase or accompaniment arrangements must be approved by DFA by time of submission

- Song selection order form must be emailed to Fine Arts Secretary by the first Monday of October or sooner
- Song selections are final and no changes may be made once submitted on/by the first Monday of October
- Narration is due on last Friday of October
- Props ordered or made by the last Friday of January
- Choreography set and distributed within Zone by the last Friday of January

F. Narration Guidelines:

- The Lead Elementary Music Teacher (LEMT) will send out a template to each of the zone chairs
- Make sure that all schools in the zone are listed
- Tie the theme of the Choral Festival and music advocacy into the narration
- Make sure that any special performers such as accompanists are acknowledged (this will include mention in the program)
- Zone narration is due to the LEMT by the last Friday of October

G. Housekeeping Items:

- Have front of the house clear for evening performance, removing props and personal items to backstage locations.
- After Choral Festival performance and when students have been picked up by parents, elementary teachers need to go back and check with secondary music teachers for any help that they may need.
- If any special effects, such as confetti, glitter, steamers, etc. are used, the zone teachers, not secondary staff, are responsible for cleanup once the students have been picked up

H. Fourth Grade Choral Festival TIMELINE

- **May (previous year)**
 - Set Date and Reserve location: Thursday, March 25, 2021 at MPAC
- **September/October**
 - DFA Contact Emcee
 - Submit name of Zone Conductor to DFA
 - Music Selections must be finalized and submitted: Friday, October 16, 2021
 - Song selection order form must be emailed to Fine Arts Clerk by Wednesday after the Song Selections are finalized or sooner: Wednesday, October 21, 2021
 - Narration due to LEMT & Fine Arts Office
- **December**
 - T-Shirt Design approved
- **January/February**
 - Student Info Form due to Fine Arts: Friday, January 15, 2021
 - Print and sort tickets for pick-up
 - PO for T-shirts is prepared
 - Meet with site host to make arrangements
- **March**

- All permission forms turned in
- Buses arranged for pick up by Fine Arts Clerk
- Shirts delivered to Fine Arts; organized and distributed to campuses
- Work order done for pick-up of risers, etc.
- Program assignments sent to Elementary Music Teachers and Choir Staff by DFA.

2. Music Memory Guidelines

A. Purpose:

- To promote an appreciation and awareness of the arts through the study of a variety of styles and genres of music.
- To development a life-long appreciation of classical and other styles of music.

B. General Procedures: Teachers will be provided music memory lists and recorded tracks that are grade appropriate for grade levels 2nd thru 5th. The lists for grades 2nd, 3rd, 4th and 5th will all include 10 selections. Students in grades 3rd and 5th will participate in a district-wide competition for music memory. The district-wide music memory competition for grades 3rd and 5th will include selections of all the designated pieces. Each selection will be a minimum of 10 seconds in length. The 3rd grade level test will include a word pool and correct spelling will be required. The 5th grade test will not include a word pool and correct spelling will also be required. Correct spelling will be graded to the degree that the intent of the student to form a letter be given utmost consideration. Teachers are encouraged to use the music memory recordings and lists with all specified grade levels as a classroom teaching tool. Teachers may use music memory as part of their curriculum and assignments may be graded as per the guidelines for the selection of students. The music memory competitions for grades 3 and 5 will be conducted either at three separate campuses or a central location on the same day. The elementary campuses will be divided into three zones and schools will participate according to their zone assignment. The competition will be held in April or May of each year. Each campus music teacher will select six students from grades 3 and 5 to represent their campuses at the competition. Students will be selected through an elimination process.

C. Selection process: The music teacher has complete authority to set up the tests and the elimination process using the following guidelines and criteria. The teacher will include all students in the first test which concentrates on main themes of the music memory selections. This test will be graded. The students with the highest scores will move on to the next levels of the elimination process. All subsequent tests will be used for selection purposes and will not be used for six-week grades. The teacher may develop and administer as many tests as necessary to select their six representatives from grades 3 and 5. The teacher may determine whether students will be issued recordings for home use. No student may participate twice for the same grade level competition.

SECTION G – VISUAL ARTS ADDENDUM

1. Exhibiting Students Artwork

A. Proper Display

- Include Name Tag on all works (can use one for all exhibits)
 - see editable documents in Playbook
- Include artist's statement or reflection on all works (a QR code can be used)
 - see editable documents in Playbook
- Must be hang ready – able to hang without warping or falling
 - ALL 2-D artwork (except for canvas, canvas board, wood etc.) must be matted.
 - ALL 2-D artwork (except for canvas, canvas board, wood etc.) must have a sturdy backing that will prevent artwork from warping.
 - All 2-D artwork must have a secured string or wire that won't get loose or detach while hanging.

B. Exhibitions

- “A Season of Hope” Student Exhibition
 - Last Friday in November or first Friday in December (December 4, 2020)
Reception at 6:30pm
 - Art Village on Main – Events Center Bldg. A
 - Set-up the Tuesday before the event from 4:30pm-8:00pm (December 1, 2020) Tear-down at the end of the show (9:00pm)
 - Scholarships will be awarded during the reception (Six for high school level and six for middle school level)
 - Scholarship Awards 9-12
 - Drawing
 - Mixed Media
 - Painting
 - Photography/Digital Media
 - Printmaking
 - 3-D
 - Scholarship Awards 6th Grade
 - Best of Show
 - Best of Show
 - Scholarship Awards 7th Grade
 - Best of Show
 - Best of Show
 - Scholarship Awards 8th Grade
 - Best of Show
 - Best of Show
- “Young At Art” Student Exhibition
 - Last Sunday in February through first Sunday in April (TBD) Reception at 3:00pm TBD
 - IMAS

- Drop off artwork at IMAS **TBD** between 9:00am - 5:00pm
- Set-up on **TBD** from 9:00am – 5:00pm (during conference)
- Pick-up artwork on **TBD** from 9:00am – 3:00pm
- Number of artworks to display (per teacher)
 - High School – 11 = 121
 - Middle School – 8 = 64
 - 3-D – 15 total for MS & HS
 - Elementary 1 per campus = 19
- Art On Display (AOD)
 - Artwork Displayed on a rotational basis
 - see AOD-Board Room/HR and AOD Admin schedule in playbook
 - Board Room and Human Resource Building
 - See AOD-Board Room/HR map in Playbook
 - Administration Building
 - See AOD Admin map in Playbook
 - At the start of a rotation, artwork should be set-up on Friday
 - At the end of the rotation, artwork should be picked-up on Thursday

2. TAEA District of Distinction

Celebrating Excellence in the Visual Arts

- See TAEA District of Distinction Rubric in Playbook

What is a District of Distinction?

District of Distinction is a “new” annual recognition program created by Texas Art Education Association and run by the Administration and Supervision division to honor school districts that are leading the way in the visual arts. The TAEA Administration and Supervision would like to recognize districts with outstanding leadership (be that formal or informal) in promoting the arts in their district and community. We are looking to recognize districts that are active participating members in the TAEA and beyond the confines of TAEA sponsored events. The rubric is differentiated by number of students in the district, has exemptions on regions that do not have sponsored events and allows for each district submitting to meet 12 out of the 14 criteria (excluding exemptions). A district may receive the award more than once.

If your school district is engaged in advocating for the visual arts your district could be a TAEA District of Distinction.

When will we announce the 2020 winners?

Winners will be announced at the TAEA Conference 2019 and highlighted in the association journal. (October 2020 – November 2020)

How does TAEA promote honorees?

- Districts of Distinction honorees will:

- Be identified in TAEA magazine and on the association's website
- Receive a District of Distinction plaque along with a letter of commendation from the association
- Receive a press release template to promote their recognition to local media

Who will choose the winners?

The Administration and Supervision Chair and Chair Elect will check the criteria and mark whether the district submission meets the qualifications to receive the designation of a TAEA District of Distinction. All districts fulfilling the rigorous criteria will be awarded the title of a District of Distinction.

What is my responsibility as a District of Distinction?

The winning district(s) as part of the award will write an article for TAEA publication highlighting why they were awarded the District of Distinction.

The winner(s) will also be asked to make a short video to be posted on the organizations website promoting their district accomplishments, but also providing inspiration for others. In addition, the winning district(s) will speak at the Administration and Supervision Meeting.

3. Creative Mind Art Challenge

- Each MS and HS art teacher nominate five of their top art students to compete
 - See Entry/Parent Permission form in Playbook – Due to Arts Coach two week prior to competition
- A still life is on display and the students are given a prompt.
- Students have three hours to create a new art work based on the elements of the still life and the prompt.
 - Teachers monitor the rooms on a rotation schedule
- A panel of art teachers judge the art work based on the technical skill, use of the prompt, and creativity.
 - MS art teachers judge HS
 - HS art teachers judge MS
- The top five middle school and high school students, along with their teachers, are recognized at a board meeting, along with their art work.
- All the students that compete are named as an MISD Creative Mind Art Challenge Honor Artist and will receive a pin/patch commemorating their selection to this event

4. Vase/Jr. Vase

The mission of the TAEA Visual Arts Scholastic Event (VASE) is to recognize exemplary student achievement in the Visual Arts by providing art students and programs a standard of excellence in which to achieve.

- MS and HS teachers must be TAEA members
- Each teacher can enter up to 25 students (flexible with prior approval)
- Vase Students that advance to state will be recognized at a board meeting, along with their artwork.
- <https://www.taea.org/VASE>

SECTION H – DESTINATION IMAGINATION

1. Destination Imagination

Conduct a local district competition, ***Creative Team Challenge***, to provide a large group of McAllen ISD students with the opportunity to experience critical thinking, teamwork, problem solving, and the DI creative process and to identify teams that will advance to the regional ***South Border Bridge Destination Imagination*** competition.

- Date for district competition is set for the third or fourth Saturday in October.
 - Request Facility
 - Security
 - Custodians
- Each elementary principal will select four team managers, at the beginning of the school year, to represent their campus. (Approx. 72 teams & 504 students)
 - Teams will be given a team challenge and sample rubric to prepare and present at the competition.
 - Each team has a budget of \$150.
- Fine Arts department purchases 21 Destination Imagination Teams and 21 Background checks
- ***Creative Team Challenge*** District Competition
 - 4 appraisers per vertical team (12 total)
 - Rowe Vertical
 - McHi Vertical
 - Memorial Vertical
 - Early Learning Challenge
 - Teams perform at their scheduled times.
 - Top 7 teams, per vertical, advance to regional competition.
- ***South Border Bridge Destination Imagination*** Regional competition
 - Advancing team managers
 - Complete Background Check
 - Register team on the Destination Imagination website.
 - 1 team manager
 - 7 team members
 - Submit 2 appraisers per team (volunteers)
 - Select a challenge
 - Weekly practices
 - Attend regional competition in February
- ***Lone Star Finals*** State Competition
 - Held in March
- ***World Finals*** Competition
 - Held in May