**Cider Mill PTA Job Description**

Children's Enrichment

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| Outgoing | Claire CarbonierLisa Cawley | carbos@optonline.netcawleyt@optonline.net |
| 2016-17 | Nikita Saxena | saxena.nikita@gmail.com |

**Overview:**

The role involves organizing and coordinating school-wide events with a view of getting the students exposed to arts that relate to the school curriculum. The coordinators work within a PTA budget, along with the Assistant Principal in putting together the schedule of events. There is typically one event per grade. Over the past few years, the class specific events were very well received, and so we have continued to book the same artists.

**Timeline:**

Contact the Assistant Principal towards the end of the summer to figure out the timing of the events for the upcoming school year. A couple of events take place in early Fall (see details below), so booking of all the artists for these events needs to be done by the end of the summer/first few weeks of the school year.

**Payment:**

The coordinator needs to reach out to the PTA Treasurer regarding payment. A deposit typically needs to be sent to the vendor at the time of booking so the Coordinator needs to work with the Treasurer to get that mailed accordingly. A reimbursement/vendor payment form needs to be completed which will be provided to the Coordinator by the Treasurer.

At the time of the actual performance, the Coordinator should reach out the Treasurer for the final payment. Typically it can be arranged for the Treasurer to leave a check for the remaining amount in the school PTA box for pick up the morning of the event.

**Day of Events:**

On the day of the event, the coordinators need to be at the school to greet artist and generally be available if possible throughout the event. (there is not much to do typically since once the event is on the school calendar, the staff / artist take care of mostly everything themselves).

**Details of Past Events (past contracts, email communications can be found in Enrichment folder)**

We held the following three events during the 2013/2014, 2014/2015 and 2015/2016 school years.

**October- Fifth Grade Enrichment Program**

***Brain Challenge***

While this event is not tied to the curriculum, like the programs scheduled for the 3rd and 4th graders, this is an extremely fun event for the 5th graders and is so well received every year. We would highly encourage continuing it!

***Contact***- Allen Strauss, Hollyrock Entertainment

allen@hollyrockentertainment.com

***Cost***: In 2015, the cost of this event was $1300 ($400 deposit, $900 paid at time of performance)

\*\* Make sure the 5th Grade yearbook team is aware of this event, and a photographer from each house is able to attend and take pictures. This is a great opportunity to gets some fun pictures of the 5th graders for their yearbook.

**November- Third Grade Enrichment Program**

Clint Chartier has given a Native American presentation to 3rd graders for past six years (maybe longer). He brings an incredible amount of Native American artifacts, photos and clothing.

He performs four shows, one hour per house) He is willing to perform longer for substantially the same price. He needs to be reminded to allow the children to interact with his program and to be kept to his time limit as often goes over which makes it hard to keep to the time schedule for the four houses.

We paid $750 plus a hotel room for his appearance.

***Contact:*** Clint Chartier

Cell: 303-929-5045

Home: 719-489-3589

Email: hishorse@hotmail.com

***Cost:*** We paid $750 plus a hotel room for his appearance.

 He is well received by Mrs O'keefe. An email chain with feedback from the 3rd grade teachers for his 2015 performance can be found in the Enrichment folder.

There may be some issue as to whether he can make the trip from out East next year as he may not have enough schools booked. Check early with him.

**April- Fourth Grade Enrichment Program**

***Poetry in Motion***

***Contact:*** Lorraine Brown, Arts for Learning Connecticut

Loraine Brown lbrown@aflct.org

***Cost: In 2016, the cost of this event was $845***

This event should be booked at the same time as the other events as they fill up quickly. Typically this is scheduled for a morning the week before Spring break but again, dates needs to be confirmed with Assistant Principal, Catherine O’Keefe.

As of 2015, Doran Hamm took over as the performer for Poetry in Motion. Prior to that it was David Zucker. This is why the cost of this program was cheaper in 2015 and 2016, as compared to 2014.