

I. Exploratory Enrichment Guidelines

Contract Guidelines

The downloadable “School District Request For Exploratory Enrichment” contract is available on the BOCES website, www.dcboces.org, in both Word and pdf. formats. On the home page, if you go to PROGRAMS on the left, scroll down to EDUCATIONAL RESOURCES, and over to EXPLORATORY ENRICHMENT, you can find the downloadable contract under FORMS, OR, click on the word contract in #1 below.

1. Schools should complete all areas of the contract and assure it is signed by the district coordinator/administrator before faxing/mailing to the BOCES coordinator, as listed below. **Contracts** need to be received by Maria DeWald, BOCES AIE Coordinator, *at least one month* prior (*8 weeks* prior for pre-payments for registrations, tickets, etc.) to the activity date. *It is possible that contracts received after the program occurs may not be accepted* . They can be sent as much as a year in advance but ***no later than April 15***.
2. Coordinators need to carefully check **contracts/W9** to assure everything is filled out and signed accurately. This contract does not need to be in original form but **MUST BE ACCOMPANIED BY A VENDOR INVOICE** which can also be a copy.
3. **PLEASE NOTE:** individual ticket prices are NOT aidable under the EE Co-ser but site-based fees are. Therefore, when filling out this section of the contract, please assure you list the total fee only even if it is ticket based. For example, if to utilize a site, the charge is \$5/student and there are 100 students attending, please list \$500 as the site based fee.
4. **In filling out the contract, the name of the vendor/organization should exactly duplicate the vendor’s IRS tax filing**, e.g. if the vendor files under their name and Social Security # (individual), fill the contract out this way; if the

vendor files under an organization name such as “Rachel’s Story” or uses a TIN# (group), fill the contract out this way. The W9 should match exactly. An *original* W9 MUST be sent/resent at least twice a year (July 1 and January 1) so that a current form is available dated within 6 months of the activity date.

5. The Exploratory Enrichment Co-ser is utilized for all activities supporting the curriculum **EXCLUDING** arts-in-education based activities which are covered under the Arts In Education Co-ser. Please see the chart above for more detailed information of the difference between the two co-sers. **Please note that, unless totally arts based, character education programs are Exploratory Enrichment activities,** e.g. Ryan’s Story is EE but Puppet People’s Bully Busters show is AIE as it is primarily an arts based activity in the form of a theatre puppet production.
6. As with AIE, BOCES becomes the agent of payment for all contracts. Therefore, BOCES must pay the vendor, not the school. However, districts must assure that the cost of the program, plus a 10% administration fee/contract, is made available to BOCES if the district is not maintaining a EE debit account for such purposes.
7. Since programs submitted under the EE Co-ser must be shared by at least TWO Dutchess County districts within the same school year to receive state aid, an EE calendar is available to check the status of booked programs for the year. Every attempt will be made by BOCES to help assure a match before processing the contract. The school district in question is also encouraged to try and investigate possible matches before submitting the contract.
8. If there is a **contract modification** before the date of the performance, fill out the **Contract Modification form**, in the places where it differs such as a new fee or dates, staple to a copy of the old contract and resubmit.
9. District Coordinators are to assure that vendors have a copy of the **Vendor Claim Form** to facilitate payment after the activity is completed. This form should be

submitted within 24 hrs of the performance. **NO PAYMENT CAN BE ISSUED WITHOUT THIS FORM.** The form is available electronically at the BOCES EE site or by clicking above.

10. Payment to the vendor normally should take no more than 6 weeks. However, budget modifications, W-9 forms either missing or not consistent with the contract and artist's IRS filing, business office payment schedule, no vendor claim form, emergency situations, etc. could hold this up. *In regard to budget modifications, it is much more effective if the school district maintains an EE debit account, separate from the AIE account, with BOCES so that billing for each individual contract, which requires extra time, does not hold up the vendor payment process.*

Standards for Approval

The following is a list of Dutchess BOCES Guidelines for program approval developed to assure the integrity of the aforementioned NYSED Program:

Compliance with the following standards is required for BOCES aid approval:

- Alignment with the New York State Standards in academic or occupational subject matter areas, excluding arts-in-education which is covered under Co-ser 5842, providing activities which exceed or are different from content offerings found in standard courses. For example, organizations like the Cornell Cooperative Extension Dutchess County, other scientists, environmentalists, historians, career development and character education specialists will provide students and teachers access to instructional resources and programs that are not available in a traditional classroom environment
- Activities occur at any time during the school year or during the months of July-August for activities such as Summer Scholars. They may include workshops, individual residential programs, residencies, etc.

- Activities may not generate school or college credit
- Activities may not be scheduled on weekends
- Activities may not involve extracurricular activities such as Olympics of the Mind although an activity that occurs during the school day and extends into after school hours MAY be aidable.
- No transportation/food/professional staff development costs are eligible for aid
- Admission tickets are not eligible for aid but the cost of specialized facilities are eligible (see site-based fee explanation above). Facilities may include BOCES facilities, shared district classrooms, or other out-of-district facilities such as, but not limited to, universities and colleges, museums, libraries, environmental centers, historic sites, estates, zoos, and gardens. In addition, this Co-ser shall include a summer enrichment program, High School of Excellence for Summer Scholars, which provides for a two-week in-residence enrichment study at the county's colleges.
- Approval is given for an EE activity is given on an individual contract basis according to curriculum appropriateness.
- Vendors and cultural organizations listed on the Exploratory Enrichment Website are recommended as a guide and are not meant to be restrictive or inclusive in any way.
- All vendors employed through the EE Co-Ser who are presenting an EE program for the first time in a district, will need to be fingerprinted prior to presenting the program if the vendor will be spending unsupervised time or have direct contact with children under the age of 21 or will be conducting a residency of five days or more. This is the responsibility of the district and artist.

For more information:

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Dutchess BOCES will provide **Service Plan**

A. Needs which the service will meet:

There is a demonstrated need for our Dutchess County students to have the opportunity to appreciate the scope of our NYS Learning Standards. Experts and institutions focusing on standards in Mathematics, Science, and History as well as Environmental, Career Development, Health and Character Education Issues, need to be made widely available. Again, this Co-ser will exclude Arts in Education enrichment which is outlined in Co-Ser 5842.

This program will provide authentic opportunities for these standards to come alive, be applied to real life experiences and educational issues and to have genuine meaning. There is a strong need to apply these standards to hands-on experiences.

B. Planning Process for Development of Service:

An advisory Council will be created and include coordinators from all component districts. Regular meetings will be held to develop programming and create schedules which are truly collaborative.

C. Measurable Goals and Objectives of the Service:

1. To provide students with hands-on authentic experiences that demonstrate the concepts of the NYS Learning Standards, excluding Arts in Education which is outlined in Co-Ser 5842.
2. To improve the knowledge and understanding of classroom and specialty teachers regarding authentic activities that enable students to better integrate and apply knowledge that is part of the traditional classroom experience.

D. Evaluation Measures to Determine Achievement of Goals and Objectives:

Evaluations of all programs will be completed by teachers noting the impact of the program on student learning and understanding of program objectives.

E. **Role of BOCES Staff in Providing Service – Describe Specific Tasks/Activities:**

BOCES administrators will collaborate with districts in the coordination, contracting, and evaluation of these programs and will meet regularly with the district representatives. Communications will be sustained through e-mail and meetings.