

**Below is the FAEA Renewal Application guidelines. The Draft of the Application follows. Please review and advise, Thank you Jose Hinojosa, Fine Arts Coordinator**

Completed ✓	Required Application Components
✓	Cover Page
	Table of Contents
✓	Measurable Program Goal(s) and Objectives
✓	Program Evaluation/Compliance
✓	Changes to the Program Plan
✓	Budget Worksheet—Complete expense records in-house and retain copies for your files
	Certification Forms A and B due in electronic file and in regular mail with signatures

The necessary content and forms (Cover Page, Table of Contents, Initial Program Goal(s) and Objectives, Program Evaluation, Proposed Changes to the Program Plan, Budget Worksheet, Certification Forms A and B) must be included in the order listed.

- Cover Page.** Complete all requested information and provide required original signatures by regular mail as soon as electronic document is submitted. **Please mail a hard copy of the cover page and Certification Forms A and B with signatures through regular mail as soon as you have electronically submitted your application.**
- Table of Contents.** Include a one page Table of Contents with page numbers. Submit application items in the order shown in the Application Checklist for Application Renewals and number the pages of the application. This will help reviewers find information.
- New 10 Year Plan with 3–5 Measurable Program Goal(s) and Objectives.** This narrative component is not to exceed one (1) page. List the Goals and Objectives from the prior year’s application (original goals) as the basis for this year’s application. The PED will use continuous monitoring for program compliance.
- Program Evaluation/Compliance.** The narrative component is not to exceed five (5) pages. Information to be included is as follows:

Describe the process used to present a review of the annual program evaluation to the local school board. This review should be based on the district’s evaluation of progress and appropriate recommendations for changes or revisions in next year’s program plan. This process should include recommendations from a parent advisory committee with an established role in the process. This part of the Renewal Applications fulfills the annual reporting requirement to the Public Education Department and includes:

- What is working well in your program? (Program effectiveness and progress toward measurable goals, objectives and Program Plan implementation).
  - What areas of the program need strengthening? How has your Parent Advisory Council been involved?
  - How have professional development and training opportunities been utilized?
  - Are student outcomes changing? (Based on student learning through the arts. Provide measurable student learning evidence.)
  - What changes or revisions, if any, will be made in your program plan?
  - Discuss how your budget reflects and supports your goals.
- Proposed Changes to the Program Plan.** This narrative component is not to exceed three (3) pages. Based on your current instruction and program evaluation, describe in detail the changes that will be made to the Program Plan and Budget in order to refine, improve, and strengthen the program. (If there will not be changes, please indicate that.)
  - Budget.** Use the Proposed Budget and Budget Worksheet in the Required Forms section. Complete the attached budget and budget worksheet by listing the planned expenditures that will support the 2013–2014 Elementary Arts Education Program. Include all other funding sources that will support the program. Work with your business office representative to complete records for program expenditures and retain copies for your files. All Program Directors should maintain a file for this and other purposes in order to implement, maintain, and cultivate this program.
  - Certification Forms.** Submit the Cover Page and Certification Forms A and B signed by the superintendent or charter school administrator, school board president, project director, *and* parent contact by regular mail after the electronic file is submitted

**Renewal DRAFT Elementary Arts Education Program 2013–2014 Request for Applications**

Name of Applicant	GADSDEN INDEPENDENT SCHOOL DISTRICT		
Please check one	<input checked="" type="checkbox"/> Local Education Agency (LEA) <input type="checkbox"/> Charter School	Please check one	<input checked="" type="checkbox"/> Application Renewal <input type="checkbox"/> Initial Application
LEA Applicant			
Applicant	Gadsden Independent School District		
Contact Person Day to Day Program Management	Yvonne Casillas		
Superintendent	Efren Ytrurralde		
Mailing Address	PO Box Drawer 70		
City/State Zip	Anthony, New Mexico 88021		
Telephone	575-882-6212	FAX	
Email	ycasillas@gisd.k121.nm.us		
Signature of Applicant Superintendent		Date	
Signature of LEA Business Manager		Date	
Charter School Applicant			
Applicant			
Contact Person Day to Day Program Management			
School District			
District Superintendent			
Mailing Address			
City/State/Zip			
Telephone			
Email			
Signature of the Authorized Representative of the Charter School		Date	
Elementary School(s) Being Served			
School (Form may be extended if additional space is needed)	Grade Levels to be included	Number of students served in SY 2012–2013	
Anthony Elementary	K-6	431	
Berino Elementary	K-6	544	
Chaparral Elementary	K-6	761	
Desert Trails Elementary	K-6	868	
Desert View Elementary	K-6	519	
Gadsden Elementary	K-6	537	
La Union Elementary	K-6	271	
Loma Linda Elementary	K-6	486	
Mesquite Elementary	K-6	404	
North Valley Elementary	K-6	413	
Riverside Elementary	K-6	665	
Residential Treatment Center	K-6	53	
Santa Teresa Elementary	K-6	676	
Sunland Park Elementary	K-6	376	
Sunrise Elementary	K-6	517	
Vado Elementary	K-6	479	
	Total	7996	

80 and 120 Day Count, ADS Average from SY 2012–2013 7996 (Funding of Program for 2013–2014 is based on the 80 and 120 Average from the prior year.)

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**TABLE OF CONTENT TO CHANGE  
ONCE ADDITIONS OR DELETIONS ARE  
IMPLEMENTED**

## Program Goal(s) and Objectives

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The Gadsden Independent School District (GISD) is requesting the maximum funding amount, a total of \$1,643,675.45 to continue a Fine Arts program at each elementary school. The **ARTES** program, **ART-Reaching and Teaching Every Student**, for 2013-2014 redefined the three main goals established in 2005: (1) maintaining Fine Arts instructors at all 15 elementary sites and Fine Arts Coordinator , (2) training the fine arts teachers and core teachers at these site, and (3) maintain parental and community involvement.

**Goal 1: Maintain Integrated Fine Arts Instruction at all Elementary Sites in school and after school programs.**

With the inception of the ARTES Program in 2005, licensed Fine Arts instructors have been established at all 15 elementary sites. Each student attends an Art and Music once a week for an average of 40 minutes. Each Fine Arts class is designed to integrate basic math and reading core components through the New Mexico Fine Arts Standards and Benchmarks. Objective is to maintain the focus of Fine Arts integration, with a review and restructuring each year. The review and restructuring will be held at regular Fine Arts Council and Instructors meetings.

**Goal 2: Provide Onsite and State Sponsored Professional Development**

Restructuring of the procedures of Professional Development for Fine Art and Regular class instructors will be implemented in the 2013-2014 school year. Objective is to have more on site After School sessions for professional development.

**Goal 3: Improve Parent and Community Involvement**

Maintaining varied opportunities for parent participation through the 2012-2022 Fine Arts Elementary Act Parent Advisory Action Plan School of recruitment and structured parent-student

activities. This will empower parents, as stakeholders, to make important arts related decisions for their children.

## Program Evaluation

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Monthly Fine Arts Committee meetings were held to update and provide information on status of the program at each site and within the district.

On March 6, 2013 the Fine Arts Coordinator, Fine Arts Committee representatives met to review and assess the Fine Arts Program.

On April 11, 2013 the GISD School Board and District Budget Committee were presented with the Elementary Fine Arts proposed budget and goals for 2013-2014.

### **Effectiveness and progress towards goals**

The **ARTES** program of Art Integration in the classroom was maintained through FAEA funding for a Fine Arts Coordinator and 15 Art Instructors and District funding of 15 Music Instructors.

The Professional Development component of the program is to be restructured so that training sessions are held during weekends and calendar breaks. With District focus on raising overall district grades, “out of the classroom” requests were put on hold and Teacher training days were geared to site EPSS and Common Core sessions.

The New Parent Advisory group created by the 2012 Parent Advisory Action Plan was initiated. The three objects for improvement: (1) Parent Advisory Group Recruiting and Restructuring; (2) Parent/Child After School Programs and Activities; and (3) Sustainability were address in monthly meetings. Parent participation in all three regions is still limited and a primary focus for 2013-2014.

Parent and Community involvement continued through the Memorandum of Agreement with the Concilio Campesino del Sudoeste (Concilio). The intent here is to maintain and establish new centers at all sites to work in collaboration with the district to enhance community involvement. In working with the Concilio, Fine Arts instructors and community volunteers initiated activities and training programs to enable the senior citizens and parents of the community to enhance the educational process and social development of the district students through volunteer service (Assisting in the classroom, Judges and Monitors for District Festivals and Events). In turn, these activities and training programs can strengthen and supplement efforts to enhance the senior citizens and parent's social and environmental well-being.

FAEA After-School Programs continue to extend the Fine Arts experience for students, parents, and community volunteers. These programs include:

- All State Honor Choir with representatives from two of the four regions within the district.
- Folklorico / Chiquitin Dance Groups in 4 of the 15 Elementary school sites. Site instruction had decreased due to the loss of instructors and addition of a new elementary site.
- Choir Club, String, and Percussion Programs at Anthony, Berino, Gadsden, Loma Linda, Santa Teresa, and Riverside Elementary
- Art Clubs at Sunland Park, Anthony, Desert View, La Union, and Loma Linda Elementary
- Fine Arts Core Subject Enrichment Programs
  - Digital Media Programs at 13 of the 15 Elementary sites. 10 sponsored by FAEA and 2 by new 21<sup>st</sup> Century Grant.
  - Readers Theater at Anthony, Desert Trail, Sunrise, and Vado Elementary.
  - Math Fusion at North Valley Elementary.

Student participation and achievement continues through the acknowledgements and awards received at the New Mexico Expo; Southern New Mexico State Fair; El Paso Community College K thru 12 Art Exhibit, November 2012; District Literary Festival, December 2012, the Concilio Campesino del Sudoeste Winter Social, December 2012; Permanent Gadsden District Display at the Dona Ana County Building in Las Cruces, Fall 2012 and Spring 2013; the District Art Show 2013; and performances at school board meetings held at each site.

Last year's budget funded the salaries for 15 Elementary Visual Art Teachers and a Fine Arts Coordinator; Fine Art After School Programs at all 15 elementary sites; plus supplies, equipment, materials, student travel, and Artist in Residence Sponsorship for each elementary site.

## Proposed Changes to the Program Plan

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For the next decade, ARTES has established these goals: (1) Maintain Integrated Fine Arts Instruction at all Elementary Sites in school and after school programs; (2) Provide Onsite and State Sponsored Professional Development; and (3) Improve Parent and Community Involvement

Each Fine Arts teacher will continue to focus on integrating the arts within each subject and grade level through theme-based units, co-operative integrated lessons, trainings and workshops with renewed focus on the Common Core strategies of the District and National Core Art Standards identified in the 2013 FAEA Winter Meeting.

Professional training will be structured toward the National Core Art Standards and Common Core strategies for Fine Arts integration. Regional committees of Instructors will be formed to develop weekend and calendar breaks training sessions. Requests will be made to send regional

representatives to the State and National Sponsored Art and Music Educators Association Conferences.

These representative will return to use the information obtain in structure future training sessions.

The New Parent Advisory group will continue addressing their goals of recruitment, parent-child programs, and funding. Instructors and site and administrators will seek new members; identify parent-child programs; and look into sources of funding.



## Proposed Budget 2013–2014

		THIS PROGRAM	OTHER FUNDING SOURCES	DISTRICT FUNDS	TOTAL
INSTRUCTIONAL	LICENSED PERSONNEL SERVICES				
SALARIES	FINE ARTS COORDINATOR	\$115,057.28			\$115,057.28
SALARIES	VISUAL ARTS INSTRUCTORS (15)	\$912,192.23			\$912,192.23
SALARIES	MUSIC INSTRUCTORS (15)			\$840,486.00	\$840,486.00
SALARIES	AFTER SCHOOL INSTRUCTORS (35) & FINE ARTS FACILITATOR (1)	\$84,000.00			\$84,000.00
SALARIES	CONTRACT SERVICES FOR DISTRICT LITERARY FESTIVAL, CHORAL CONCERT AND ART SHOW	\$6,766.00			\$6,766.00
SALARIES	SUBSTITUTE SALARY FOR FINE ARTS INSTRUCTORS TRAINING	\$16,089.08			16,089.08
PROFESSIONAL DEVELOPMENT	REGISTRATION FEES				
	INSTRUCTOR TRAVEL PER DIEM (\$2,000 PER SITE)	\$30,000.00			\$30,000.00
	INSTRUCTOR TRAINING (\$2,000.00 PER SITE)	\$30,000.00			\$30,000.00
	COORDINATOR TRAVEL PER DIEM	\$4022.27			\$4,022.27
	COORDINATOR TRAINING	\$4022.27			\$4,022.27
	CONTRACT SERVICES:	\$19,200.00			\$19,200.00
	OUTSIDE INSTRUCTORS FOR AFTER SCHOOL PROGRAMS	\$12,750.00			\$12,750.00
	ARTIST/CONSULTANTS	\$11,250.00			\$11,250.00
INSTRUCTIONAL SUPPLIES					
INSTRUCTIONAL RESOURCES	AFTER SCHOOL INSTRUCTIONAL SOFTWARE OR PROGRAM LICENSING FEES	\$15,000.00			\$15,000.00
	ARTIST IN RESIDENCE PROGRAM	\$56,396.00			\$56,396.00
STUDENT SUPPLIES	SUPPLIES AND MATERIALS FOR ELEMENTARY SITES FINE ARTS PROGRAMS	\$109,731.00			\$109,731.00
STUDENT SUPPLIES	EQUIPMENT FOR ELEMENTARY SITES FINE ARTS PROGRAMS	\$ 56,311.77			\$56,311.77
STUDENT TRAVEL	TRAVEL TO MUSEUMS, THEATERS, AND OTHER CULTURAL OR PROGRAM THEMED LOCATIONS	\$55,867.00			\$55,867.00
STUDENT TRAVEL	BUSES FOR ELEMENTARY AFTER SCHOOL PROGRAMS	\$96,534.45			\$96,534.45
STUDENT TRAVEL	DISTRICT STUDENT TRAVEL FOR COMPETITION AND DISTRICT / REGIONAL / STATE PERFORMANCES	\$10,000.00			\$10,000.00
OTHER	COORDINATOR OFFICE EQUIPMENT	\$5,750.00			\$5,750.00
OTHER	COORDINATOR OFFICE SUPPLY	\$15,000.00			\$15,000.00
OTHER	INSTRUCTOR TRAVEL PER DIEM TO SET UP STUDENT WORKS AT STATE EXPOS	\$3,000.00			\$3,000.00
OTHER	FEES FOR BUILDING USE AND FOOD SERVICES FOR DISTRICT FESTIVALS, CONCERTS, AND SHOWS	\$10,000.00			\$10,000.00
	TOTAL				\$1,608,908.00

Arts Education Budget Worksheet 2013–2014

LINE ITEM	DESCRIPTION	PROJECTED AMOUNT	%
11000.1000.51100.1020.019000.1610.21.1020	Salary + Benefits For 15 Elementary Art Instructors	\$912,192.23	55.50%
11000.2200.51300.1020.019000.1610.21.1020	Salary + Benefits For Visual And Performing Arts Coordinator	\$115,057.28	7.00%
11000.1000.53414.1020.019000.0000.21.1020	OTHER SERVICES		
11000.2200.53414.1020.019000.0000.21.1020	Contract Services For Elementary Sites: Monies For Site/District Workshops (\$1200 Per Site + \$1,200 For Coordinator)	\$19,200.00	1.17%
11000.2200.53414.1020.019000.0000.21.1020	Elementary Artist In Residence (\$7 X 80/120 Member Average) Monies For Fine Arts Enrichment Performances And Programs	\$57,528.64	3.50%
11000.1000.51300.1020.019000.1411.21.1020	After School Programs For 15 Sites (Avg Allocation Of \$3600 Plus \$972 Benefits Per Site (24wks X 6hrs Per Wk/Max Of \$25 An Hour). Additional Monies To Cover District Instructor Salary For 2 Sites With Save The Children) Focus On Math And Reading Thru Fine Arts Which Includes Dance, Music, Visual Arts.	\$84,000.00	5.11%
11000.2200.55813.1020.019000.0000.21.1020	Professional Development/Travel For Coordinator	\$4,109.19	0.25%
11000.2200.53300.1020.019000.0000.21.1020	Professional Development/Training For Coordinator	\$4,109.19	0.25%
11000.1000.55819.1020.019000.0000.21.1020	Travel For Elementary Instructors/ \$2000 Per Site	\$30,000.00	1.83%
11000.1000.53330.1020.019000.0000.21.1020	Professional Development/Training For Elementary Instructors/ \$2000 Per Site	\$30,000.00	1.83%
11000.1000.55817.1020.019000.0000.21.1020	All State Travel Funding: Monies To Also Include \$1000 Large Group Festival/ \$2000 District Winter Concert / \$3000 All State Choir / \$4000 District Literary Festival / /	\$10,000.00	0.61%
11000.1000.56113.1020.019000.0000.21.1020	After School Program Software Line To Purchase Packages Or Licenses For After School Programs \$1000 Per Site	\$15,000.00	0.91%
11000.1000.57332.1020.019000.0000.21.1020	Equipment For Elementary Sites:(Avg Allocation At \$5.50 Per 80/120 Attendance Avg) Monies To Include \$7500 For After School Programs (Approx \$500 Per Site)	\$51,396.00	3.13%
11000.1000.56118.1020.019000.0000.21.1020	Art Supplies And Materials For Elementary Sites:(Allocated At \$12.50 Per 80/120 Attendance Avg Per Site + \$7500 For After School Program Supplies (\$500 Per Site) + \$2000 For Medals And Ribbons For District Art Show And Literary Festival	\$109,731.00	6.68%
11000.2200.55817.1020.019000.0000.21.1020	Office Supplies For Program Office And Training Lab	\$15,000.00	0.91%
11000.2200.57332.1020.019000.0000.21.1020	Office Equipment For Program Office & Training Lab	\$5,000.00	0.30%
11000.2200.55915.0000.019000.0000.21.1020	Other Contract Services For Food Services For Literary Festival, District Art Show, And Other Performances	\$2,000.00	0.12%
11000.1000.55817.1020.019000.0000.21.1020	Student Travel To Art Museums, Theaters, Etc. Monies Allocated At \$7 Per 80/120 Attendance Avg)	\$57,528.64	3.50%
11000.2600.51200.0000.019000.1615.21.1020	Contract Services Fo Distric Literary Festiva, Winter Concert, And Distric Art Show To Cover Custodial	\$3,383.00	0.21%
11000.2600.51200.0000.019000.1623.21.1020	Contract Services Fo Distric Literary Festiva, Winter Concert, And Distric Art Show To Cover Security Overtime.	\$3,383.00	0.21%
11000.1000.55817.1020.019000.0000.21.1020	After School Bus Expense (Based On 2012-2013 Expenses) Covering Sites Needing Transportation For 24 Weeks	\$98,620.53	6.00%
11000.1000.51100.1020.019000.1611.21.1020	Salaries Substitute Fine Arts	\$16,436.75	1.00%
11000.2200.54620.0000.019000.0000.21.1020	RENTAL OF EQUIPMENT AND VEHICLES	\$0.00	
	Total	\$1,643,675.45	100%
	Total= 80/120/Avg X Faea Mem (1.0) X 0.0500 X T&E Index (1.077) X Unit Value (3817.55)	\$1,643,675.45	100.00%
	Balance Check	(\$0.00)	\$ (0)

**Certification Form A**  
 (Initial Applications and Renewals Submit Form A)  
 For implementation of the 2013–2014 Elementary Arts Program

Name of Applicant: \_\_\_\_\_  
 (District, State-Chartered School, or District-Chartered School)

If District-Chartered School, list district: \_\_\_\_\_

Projected number of students to be served by the 2013–2014 Elementary Arts Education Program: \_\_\_\_\_

**Certification by the Superintendent, State Charter or Charter School Director**

I certify that the information in this application and arts education plan is true and correct to the best of my knowledge and that, if funded, the district, state charter, or charter school I represent will:

- a. Implement arts education programs that provide for the educational needs of students in the areas of visual arts, music, theater, and dance and that integrate arts instruction across the curriculum.
- b. Aligned the elementary arts education program with the following:
  - a. NM Content Standards and Benchmarks
  - b. National Core Arts Standards
  - c. Applicable Common Core State Standards
- c. Provide sufficient classroom space, materials, and personnel to offer an elementary arts education program.
- d. Provide licensed instructors for the elementary arts education program in both teaching and supervisory roles. Non-certified instructors will have appropriate background checks and will be supervised by certified teachers at all times.
- e. Provide opportunities for instructors and other appropriate staff to participate in professional development, training, and technical assistance in the arts, including team participation in statewide summer or winter professional development that includes all approved Fine Arts Education Act (FAEA) applicants.
- f. Conduct an evaluation of their elementary arts education program.
- g. Form and work with a parental and community arts advisory committee to participate in annual reviews of the elementary arts education program and plan.

Name of Program Contact Person					
Mailing Address					
City		State	NM	Zip	
Telephone Number			Fax Number		
Email Address					

**Signatures**

Superintendent or Charter School Director		Date	
School Board President or Governance Council Chair		Date	
Project Director		Date	
Parent Contact		Date	

**Certification Form B of the RfA**

**Certification Form B**

(Submitted by Application Renewals only)

**Verification of implementation of 2012–2013 Elementary Arts Program**

Name of Applicant (District, State Charter, or Charter School): \_\_\_\_\_

If Charter School, list district: \_\_\_\_\_

Number of students served by the 2012–2013 Elementary Arts Education Program: \_\_\_\_\_

**Certification by the Superintendent State Charter or Charter School Director**

I certify that the information in this application and elementary arts education plan is true and correct to the best of my knowledge, and the district, state charter, or charter school met the following goals of the submitted program (SY 2012–2013):

- a. Implemented arts education programs that provide for the educational needs of students in the areas of visual arts, music, theater and dance and that integrate arts instruction across the curriculum.
- b. Aligned the elementary arts education program with the following:
  - i) NM Content Standards and Benchmarks
  - ii) National Core Arts Standards
  - iii) Applicable Common Core State Standards
- c. Provided sufficient classroom space, materials and personnel to offer an elementary arts education program.
- d. Provided licensed Instructors for the elementary arts education program in both teaching and supervisory roles. Non-certified instructors had appropriate background checks and were supervised by licensed teachers at all times.
- e. Provided opportunities for instructors and other appropriate staff to participate in professional development, training, and technical assistance in the arts, including team participation in local, regional, or statewide professional development that may have included other approved Fine Arts Education Act (FAEA) applicants.
- f. Conducted an evaluation of the elementary arts education program.
- g. Developed and worked with a parental and arts advisory committee, the local school board and the Public Education Department to review and approve the elementary arts education program and plan to date.
- h. Revised the plan and budget as appropriate to better meet district, community, and student needs.

Name of Program Contact Person					
Mailing Address					
City		State	NM	Zip	
Telephone Number			Fax Number		
Email Address					

**Signatures**

Superintendent or Charter School Director		Date	
School Board President or Governance Council Chair		Date	
Project Director		Date	
Parent Contact		Date	

### Renewal Evaluation Rubric 2013–2014

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Renewal applications will be read and evaluated through a Public Education Department (PED) review process. Applications that receive average scores of 0 or 1 on any section of the rubric will need to be completed or clarified through the Addendum Process as described in the RfA.

**Rubric:**

**0 = Information not included**

**1 = Information is included but lacks some specificity or relevance**

**2 = Information is included, accurate, and pertinent**

Requirements for Elementary Arts Education Renewal Application	0	1	2
1. <b>Cover Page</b> —includes contact information and accurate student counts			
2. <b>Table of Contents</b>			
3. <b>3 to 5 measurable Program Goals and Objectives</b>			
<b>Program Evaluation</b>			
4a. <b>What is working well?</b> —program effectiveness and progress toward measurable goals, objectives, and plan implementation			
4b. <b>What areas of the program need strengthening?</b>			
4c. <b>How has the Parent Advisory Council been involved?</b>			
4d. <b>How have professional development and training opportunities been utilized?</b>			
4e. <b>Are student outcomes changing?</b> —based on developmentally appropriate, process-oriented student learning in the arts. Provide measurable evidence.			
4f. <b>Describe how the budget supports program goals—</b> provide evidence.			
<b>Program Evaluation Totals</b>			
5. <b>Proposed changes to the program plan</b> —based on the current year of instruction and program evaluation, describe in detail the changes that will be made to the program plan and budget in order to refine, improve, and strengthen the program.			
6. <b>Budget Worksheet</b> —shows appropriateness of the budget in relation to the proposed activities			

Requirements for Elementary Arts Education Renewal Application	0	1	2
Evaluation Rubric Totals			