

MUSIC DEPARTMENT PROCEDURE
EXTRA CURRICULAR PERFORMANCE ENSEMBLES

The extra curricular performance ensembles of the Findlay City Schools Music Department include the Findlay Indoor Drum Line, Pantasia, First Edition, Voices in Perfection, Shockwave, Northern Lights, Grand Central, and Fusion Show Choir. All ensembles will function under the following guidelines.

1. All ensembles will have an official director who will receive a supplemental contract from Findlay City Schools as outlined in the FEA Master Agreement. The official Director will supervise all activities of the ensemble. These activities will include, but are not limited to:

- a. attendance at all rehearsals and performances.
- b. process all necessary facilities requests and transportation requests.
- c. obtain the proper FBI/BCI checks; obtain necessary certification in AED/CPR training.

High School Ensembles will also:

- a. submit a student activity budget to the FHS principal in charge of student activities.
- b. submit all purchase order requests.
- c. pay all invoices.
- d. secure the building before and after rehearsals.

2. All money that is made through fund raising activities of the ensemble must be deposited into a Board of Education account.

3. The official Director of the ensemble may hire an outside individual to assist with the rehearsal process of the group. These outside contracted individuals will be viewed as “contracted services.” The Music Department and Board of Education agree that while a Director has many skills needed to direct the ensemble, outside individuals can add many specialized skills, which will add to the overall quality of the performing ensemble. Contracted services must follow the following set of guidelines:

- a. Individuals must be a Board-approved volunteer.
- b. Individuals must obtain BCI/FBI checks.
- c. Will be under the supervision by the official director and will not be entitled to keys or unlimited access to the buildings.

Payment for the contracted services shall come from the ensemble’s activity account, through donations from the Findlay Music Booster parents. It is the responsibility of the director, not the Findlay Board of Education, to secure funding to compensate the contracted service.

Music Department Procedures

Private Instructors

The Music Department of Findlay High School and the Findlay Board of Education realizes that private instructors are a major asset to our music program. However, the following guidelines must be used when considering opening the building for the use of private instruction.

1. All private instructors who use FCS facilities must be a Board approved volunteer. This includes completing the FBI/BCI checks.
2. Facilities requests must be completed in order to reserve a space to have private instruction.
3. A room rental fee will be paid to Findlay City Schools for the use of the room if a fee is being charged for lessons.
4. A Findlay City School staff member must be present to unlock the building and rooms used for private instruction. If lessons take place during weekend hours, the Findlay City School staff member must be present during all private lessons.
5. If the private instructor is under contract with Findlay City Schools, they may not receive payment for the lesson of a student for whom they are directly responsible.

EXAMPLE

FINDLAY FIRST EDITION
(FFE)

FINDLAY INDOOR DRUM LINE
(FIDL)

Director – (BOE paid supplemental duty)

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Choreographer – (FFE parents/Booster donation to account)

Head Clinician – (FIDL parents/Booster donation to account)

*** It is the responsibility of the FFE Choreographer and the FIDL Head Clinician to provide design of choreography/drum line and then teach or tutor the performance to all students in that ensemble (e.g. all FFE members not just one) and under the supervision of the Board of Education paid Director. This procedure assumes that when the contractual service stipend (paid from Booster's secure agreement to BOE Activity Account) is increased or decreased the Director is responsible for communication with the choreographer/clinician of the contracted services agreement to increase or decrease the stipend.

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