

# Hartford Performs

Arts Provider Meeting

## Facilitators and Speakers:

Emily Waniewski, Programming Director

Jeanika Browne-Springer, Marketing and  
Development Manager

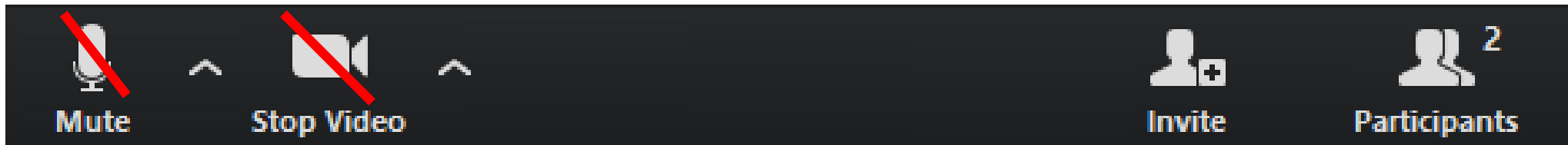
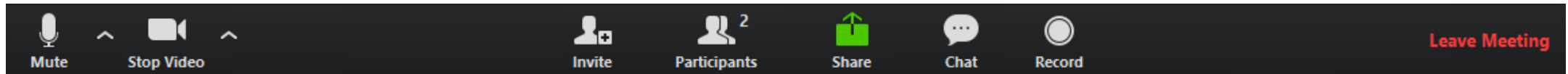
Quiana Grant, Program Assistant

Rie Poirier-Campbell, Executive Director

# Wednesday April 15, 2020 Agenda

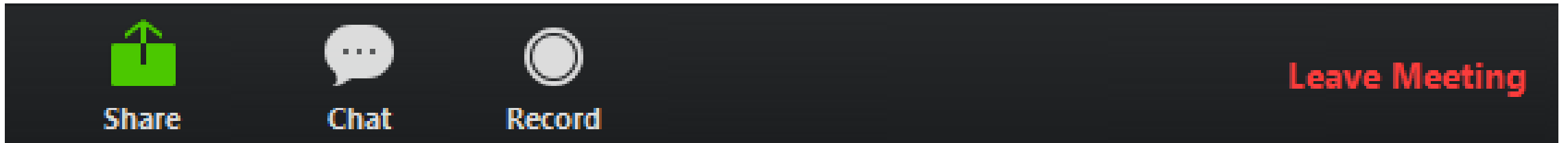
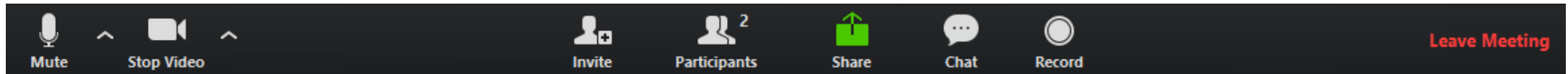
- Welcome to Zoom
- Check-in
- HP & HPS Updates re: COVID-19
- 20-21 School building changes
- Program description revisions
- Roster Reload
- Arts Provider Digital Handbook
- Answer Questions

# Attendee Controls Tool Bar

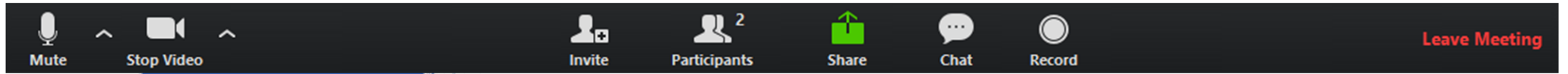


\*Please stay muted and video off during the meeting\*

# Attendee Controls Tool Bar

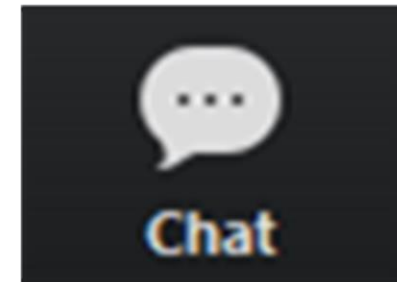


\*This meeting will be recorded  
to be shared with those who  
could not attend.\*



# Arts Provider Check-in using Chat

1. Click the chat button on your control bar
2. Type your answer to our Check-in Question: **“How are you?” “What is one way you are coping during social distancing?”**

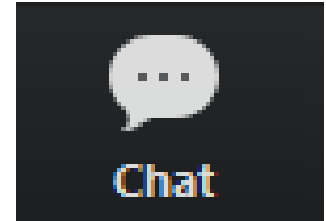




**WE'RE**  
*in this*  
**TOGETHER**

# How to Ask Questions Throughout the Presentation

1. Click the chat button
2. Type your question in the chat
3. Questions will be monitored & answered during the last 20 minutes



# Updates re: COVID-19







- 17 food distribution sites
- 9am-noon
- Mondays: two days of meals
- Wednesday: two days of meals
- Fridays: three days of meals

*Hartford and students and families waiting for food while physical distancing.*

# Distance Learning

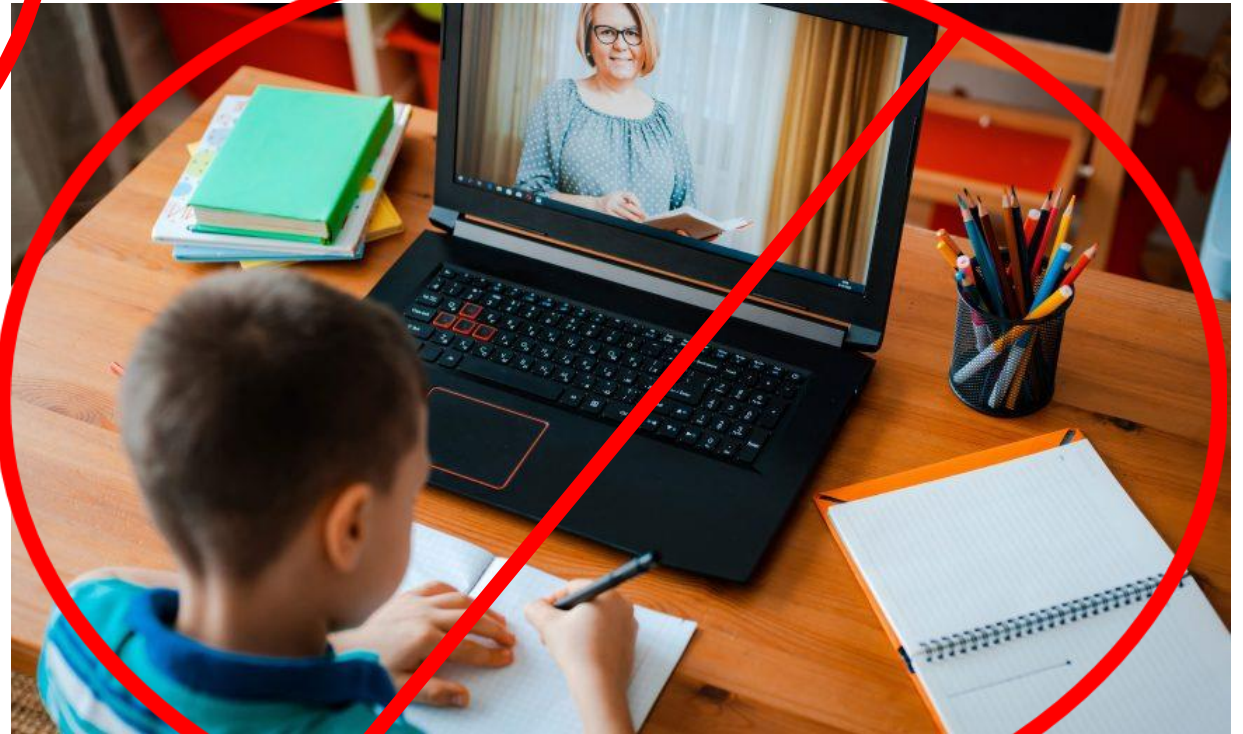
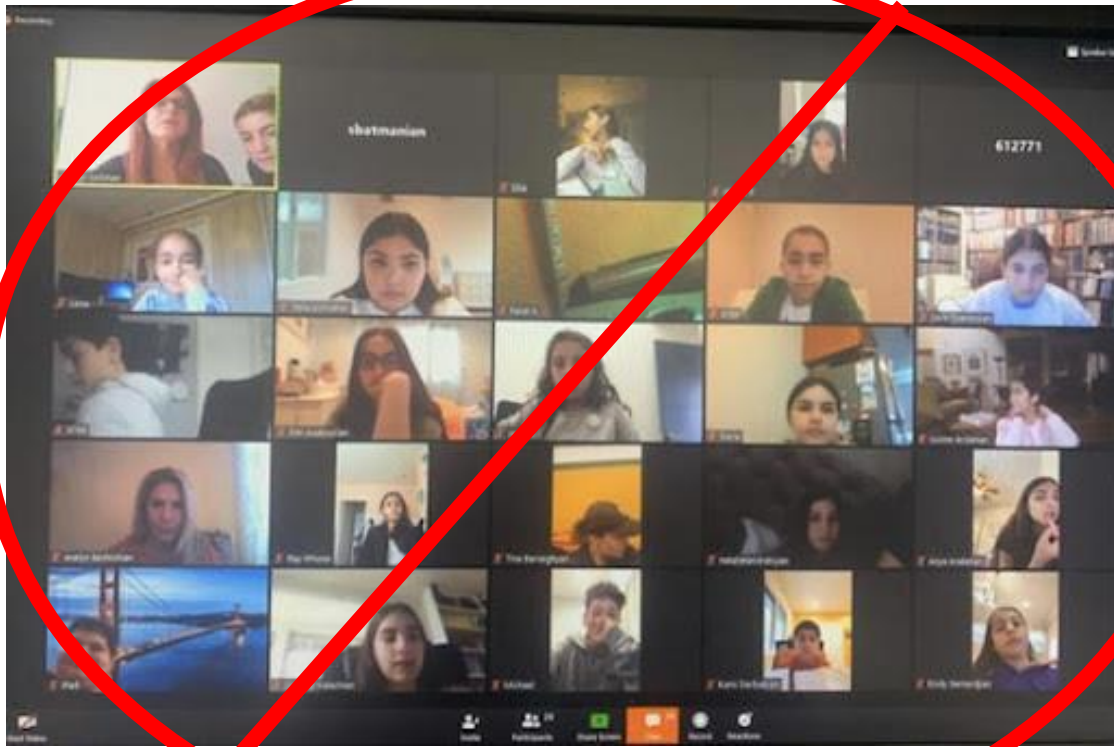
## Challenges:

- Lack of devices
- Lack of internet
- Language barriers
- Lack of familiarity with technology (*both families and teachers!*)

## Options:

- Printed learning packets
- Google classroom with phone & email support







**At the end of the day, it is about doing your best work - controlling what you can control and not trying to control what you can't.**

Nina Tassler



## School Implementation & Transitions for School Year 2019-2020 (continued)

DME Strategic Plan 2018-2022



SCHOOLS	TRANSITION EVENTS	IMPLEMENTATIONS BY JUNE 2020
<b>Renzulli</b>	Family Info Night – January 2020 Open House at TBD – February 2020	Relocates to Classical or Capital Prep
<b>Asian Studies</b> (new name pending)	Family Info Night – January 2020 Open House – March 2020	Remains as PK-8 Begins Offering Dual Language Program
<b>Pre-K Magnet</b>	Family Info Night – January 2020 Open House at Global – February 2020	Relocates and co-locates at Global
<b>Pre-K Magnet @ Burns</b>	Family Info Night – January 2020 Open House at Burns – February 2020	Co-locates at Burns
<b>Betances STEM</b>	Family Info Night – January 2020 Open House at Burr – February 2020	Co-locates at Burr
<b>Adult Ed</b>	Family Info Night – January 2020 Open House at Global – February 2020	Relocates and co-locates to Global

# 2020-2021 School Year Grade Changes

---

School	Current	New in 20-21
M. D. Fox	PreK – 8	PreK – 5
Burr School	PreK – 8	6 – 8
Global	K – 12	K – 8
Naylor School	PreK – 8	PreK – 5
West Middle	PreK – 8	PreK – 5



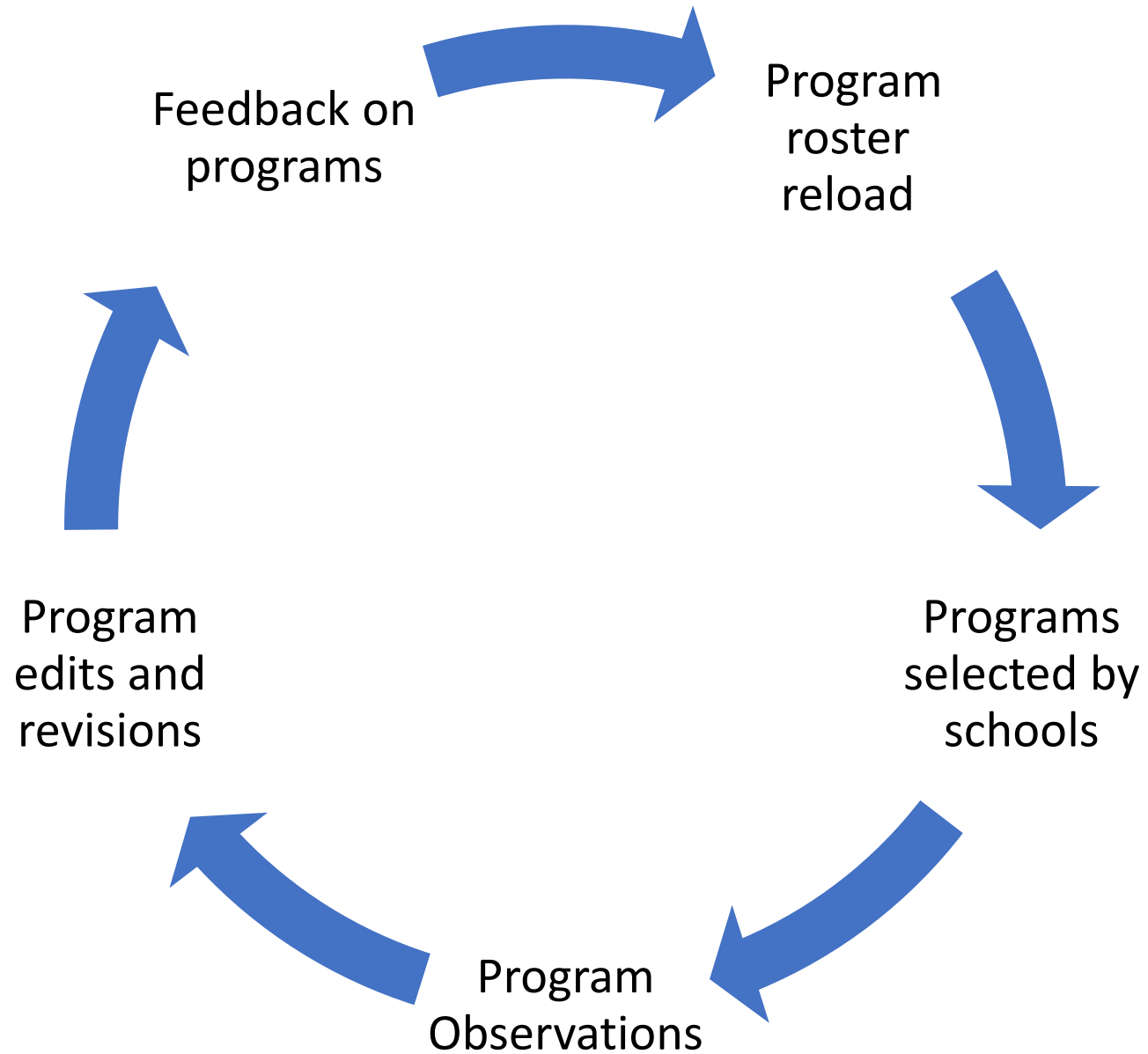


# 2020-2021 School Building Changes\*

School	New Address
Betances STEM	400 Wethersfield Ave.
MLK Jr. Middle School	25 Ridgefield street
Breakthrough North	25 Ridgefield Street
Hartford PreK @Global	85 Edwards Street
Hartford PreK @Burns	195 Putnam Street
Renzulli	85 Woodland Street (Classical Magnet)

\*As always, confirm the address with the school or teacher before heading out.

# Program Cycle






# Program Revisions for a Strong Program Descriptions

- **Title** is short and clearly connects to the content of the program.
- **Description** is brief, teacher-friendly, and clearly describes what takes place during the program.
- **Learning targets** are measurable and achievable within the time frame.
- **Curriculum standards** align to the content of the program.
- Program length, grade levels served, and cost all align.
- **Pictures** are exciting, colorful and reflect the program, the artist, (age level of students).



# Program Description Feedback

- Arts Providers can submit 1 program to receive feedback from the Programming Director prior to June 1 Roster Reload.
- Request must be received by email between **April 15 – April 30.**
- **Consider partnering up with another Hartford Performs teaching artist to give one another feedback.**



## Who should consider getting program feedback?

---

- Open to anyone
- If you are making edits to an existing program based on teacher feedback, self-reflection, or experience
- If you have a program that is selected infrequently year to year



# Program Description Feedback

- 1 program per arts provider for feedback
- Request must be received between **April 15 – April 30**
- Email: [ewaniewski@hartfordperforms.org](mailto:ewaniewski@hartfordperforms.org) with the subject **“Program Feedback Request”**
  - Include the TITLE of the program you’d like me to review.
  - Attach any revisions you have already made.

# Survey for the Roster Reload 2020-2021 School Year



May 1, you will receive a survey,

Asking:

- Are planning to reload your current program for the 20-21 school year?
- Tell us what program titles you will reload
- Option to sign-up for technical help
- Respond to this survey **by May 17, 2020**

# Roster Reload for School Year 2020-2021

STARTING JUNE 1 everyone must do the following to be VISIBLE on the 2020-2021 Program Roster

- A “COPY” of your program will go to the DRAFT FOLDER of the 2020-2021 School Year on your database dashboard.
- Find and review your program in the draft folder.
- Delete the word “COPY” from your title.
- Click “Submit for Review” to make your draft visible on the 20-21 Roster.
- Complete all of this **before June 15, 2020 at 5:00 PM.**





TECHNICAL HELP WILL BE OFFERED DURING ROSTER RELOAD

# Technical Help June 1 – June 12

30 minute appointments over the phone with Quiana or Emily.

You can get help with:

1. Finding the draft of your program in the new school year folder.
2. Selecting “Submit for Review” to make your draft program visible for the new school year roster.
3. Changing pictures.
  - Pictures MUST be emailed ahead of time
4. Typing edits and revisions in the correct database boxes.
  - Edits and revision must be sent by email ahead of time



# Important dates

## APRIL

### Program Revisions & Feedback

- For feedback from Emily send requests between **April 15 – April 30**

## MAY

### Survey for Programs on the Roster

- Survey sent by email on May 1
- **Respond by May 17**

## JUNE

### Roster Reload for 20-21 SY

- Open June 1
- **Submit by June 15**
- Tech help available June 1 – June 12

# Arts Provider Digital Handbook

## **What will be included:**

- HP contact lists & location
- HP mission & vision
- Program policies
- Requirements & forms
- How program selection works
- Booking emails & communications
- Vouchers & Payment process
- Evaluation, feedback & observations
- Quarterly Meetings
- School Calendars
- Database Guidebook
- List of Schools and addresses
- List of Arts Providers

## **What else would be helpful in the handbook?**





Addressing Questions

