NJPAC Arts Education

SERVICES AND RESPONSIBILITIES

RESIDENCIES

Classroom Sessions and Structure:

- STUDENTS: Organization will choose one classroom of children and their teacher(s) per residency that contains no more than twenty students for Early Learning Through the Arts residencies and no more than thirty students for all other programs.
- CLASSROOM TEACHER: Organization will ensure that a certified classroom teacher is present throughout the duration of all activities. Failure to comply will prohibit the residency and all NJPAC activities to continue.
- FACILITIES: Organization agrees to provide adequate facilities that meet the needs of the program. For Early Learning Through the Arts residencies, a "circle time" area with a rug in the classroom should be provided. For all other programs, a large multipurpose room or auditorium that is free of clutter should be provided. For dance and musical theater residencies, the floor cannot be concrete due to the physical nature of the art form. For theater residencies, the facility should also include a place for students to write.
- EQUIPMENT: Organization agrees to provide a piano or keyboard for dance and musical theater residencies as needed. A CD player or appropriate audio system is needed for Early Learning, Dancing Classrooms™, and Hip Hop Dance residencies.
- SCHEDULING CONFLICTS: Organization agrees to give the NJPAC Residency Coordinator and the teaching artist at least 48 hour notice if they must cancel a pre- arranged residency classroom session. NJPAC will make every attempt to coordinate with the In-School Coordinator and teaching artist given the advance notice. **NJPAC is not required to re-schedule any residency class that is cancelled less than 24 hours before the start of the residency class.**

Additional Residency Components:

- FAMILY WORKSHOP AND/OR ARTS JAM!: Organization agrees to make every effort to schedule the Family Workshop and/ or Arts Jam! in a timely manner, assist with the distribution of promotional flyers, and provide adequate facilities for these events.

Request for Cancellation of Residency Services

- Upon notification from Organization regarding any grievances that may arise from the residency, the NJPAC will ensure every effort is made to resolve them.
- If, however, the Organization wishes to cancel the residency, it must submit a letter of cancellation to NJPAC, signed by the Principal/Director to NJPAC Staff.
- Upon receipt of this letter, NJPAC will make every effort to further rectify the situation. If another solution cannot be found, NJPAC will send a return letter to the Organization to confirm cancellation of NJPAC residency.
- In addition, NJPAC reserves the right to cancel a residency, if the Organization is not able to honor the listed responsibilities.

ASSEMBLIES

NJPAC Staffing:

- ASSEMBLY COORDINATOR: NJPAC agrees to provide Organization with a coordinator as the liaison with the Organization to coordinate and confirm Assembly performance date, in partnership with designated school contact; communicate schedules and production needs of the assembly to designated school contact, communicate necessary logistics to the assembly performers and act as Point-of-Contact on-site for assembly logistics day-of event.
- ASSEMBLY PERFORMERS: NJPAC agrees to provide Organization with professional Assembly performing artists who are trained to implement performance content specific to the program purchased by the Organization. This engagement will take place at the school in a venue conducive to the art form

Organization Staffing & Participation:

- ASSEMBLY COORDINATOR: Organization agrees to designate one Point of Contact per school that will serve as the organization's liaison with the NJPAC Assembly Coordinator regarding all assembly logistics. The In-School Point of Contact will actively be involved in working with NJPAC to schedule performance date, coordinate and facilitate site walk-through, distribute flyers to promote Assembly Performance to the School Community, and communicate to NJPAC issues that need troubleshooting.
- SCHOOL ADMINISTRATOR/POINT OF CONTACT: Upon the selection of a specific Assembly performance, the Organization agrees to choose an Administrator or equivalent Point of Contact that will actively participate in the Assembly program. The School Point of Contact MUST be present at all times during the Assembly Performance, including site walkthrough, performance load-in and load-out. School Point of Contact, in concert with Organization, will be tasked to oversee the preparedness and behavior of the School Audience. NJPAC reserves the right to stop a performance if the audience's behavior endangers or disrupts the performance.

Assembly Structure:

- BOOKING AND CONFIRMATION OF PERFORMANCE DATE: The date of the Assembly performance will be determined, in consultation with Assembly Coordinator, School Point of Contact and Assembly Performers, with a minimum of four weeks advanced notice. The designated representative from the Organization must provide Assembly Coordinator a minimum of three viable performance dates and timeframes to offer Performers. After consultation with Assembly Performers, the performance date will be confirmed and endorsed in writing by NJPAC Administration and School Principal.
- CURRICULUM MATERIALS: Prior to the assembly performance, NJPAC agrees to provide the Organization Support materials classes for the classroom teacher. The curriculum materials include activities the classroom teachers can implement in the classroom after an Assembly performance.
- PRE-ASSEMBLY SITE WALK-THROUGH: NJPAC requires a Site Walkthrough of the venue, conducted by the NJPAC Assembly Coordinator and/or Assembly performer[s] and specified School Point of Contact to gather better understanding of venue's performance area including, but not limited to, Stage space, Production equipment on-site, potential dressing room spaces, and loading dock areas with access to Performance space. This on-site walk through meeting will determine the parameters of the assembly performance to ensure the safety of the assembly performers and quality of performers.
- DAY OF PERFORMANCE: On the date of performance, NJPAC Assembly Coordinator will arrive to the venue up to 90 minutes prior to the start of the performance to facilitate and coordinate load-in with performing artists and accompanying personnel. NJPAC requires an on-site Point of Contact to meet and orient NJPAC Assembly Team to performance venue, ensure that applicable spaces agreed upon during the site walk-through are unlocked, clean, well-lit and secure for the storage and holding of talent. NJPAC Assembly Coordinator will ensure timely arrival of Assembly Performers to ensure performance begins and concludes according to the agreed upon times. Performers reserve the right to not perform if the performance conditions vary from the agreement. This includes, but not limited to, increased audience size, and unsafe or unclean performance space.
- POST-PERFORMANCE TALK-BACK: Following the conclusion of assembly performance(s), NJPAC Assembly Coordinator will facilitate a brief question and answer session between the audience and the performers.
- POST-PERFORMANCE SURVEY: Following the conclusion of assembly performance(s), NJPAC will provide an electronic questionnaire(s) to the Organization within 48 hours to gauge student and teacher/administrator feedback, in order to maximize the impact of the assembly presentation.

Cancellation of Assembly

- If NJPAC cancels a performance, every attempt will be made to reschedule the assembly. If the performance cannot be rescheduled, a full refund will be issued.
- Organization is required to give 2 week notification for cancellation of an assembly. NJPAC will make every attempt to reschedule the performance. Organization will be invoiced for any costs incurred up to the date of cancellation.

SCHOOLTIME PERFORMANCES

Ticket Confirmation and Waitlisted

- Two emails will be sent to confirm SchoolTime orders: the first is automatically generated and will confirm the order has been received, the second will confirm seats with an invoice. Due to limited availability, seats are not confirmed until a confirmation email with an invoice has been sent. Please contact NJPAC at schooltime@njpac.org if no confirmation has been sent after two weeks.
- Prior to the performance an email with a SchoolTime Performance Series Voucher will be sent. NJPAC ushers will greet each school and bus upon arrival.
- If a performance is at capacity when an order is received, notification will be sent informing a waitlist status. We will notify you via email if seats become available.

ADA Accommodations

- Indicate any requests on the order form or contact NJPAC at schooltime@njpac.org to make a request. Please notify us 5 weeks in advance for any interpreter needs, and 2 weeks in advance for all other options. Current services include:
  - American Sign language interpreter
  - Assistive listening devices
  - Closer seats for students with vision impairments
  - Wheelchair accessible seating
  - Fewer stairs for those with other mobility issues
  - Monitors in the lobby for students who need to leave the theater

Cancellations

- NJPAC will only cancel a show if the building is closed, which occurs very rarely. Call us at 973.297.5828 after 6:30AM the day of the performance for any updates or cancellations. If NJPAC cancels a performance, every attempt will be made to reschedule the performance. If the performance cannot be rescheduled, a full refund will be issued.
- If your school is closed but the performance is not cancelled, no refund will be issued. However, NJPAC will attempt to accommodate your school at another NJPAC SchoolTime Performance during the current season, based on availability.

Performance Information

- Performances are approximately 60 minutes in length and include a 5 minute question and answer session with the artists afterward.
- Please plan to arrive a half-hour before the performance to allow for seating. Show time starts promptly and latecomers will be seated at the discretion of management. Your SchoolTime Performance Series Voucher will include parking and bus instructions.
- Approximately one month prior to the performance, you will receive an email with a PDF version of our teacher resource guide, designed to allow you to make the most of your trip to NJPAC before and after the show.
- Due to space limitations, groups may not eat meals on the premises. Please note that snacks and drinks are not permitted in the theater. Theater Square or Military Park located directly across from NJPAC is where meals can be eaten.

GENERAL PROVISIONS

Health and Safety

NJPAC employees are required to adhere to the health and safety protocols of NJPAC, which may impose additional restrictions beyond those of an individual school district, and which are subject to change. Clients are prohibited from asserting otherwise or enticing NJPAC employees to break protocols.

Payment

No NJPAC activities can take place until a signed contract and a purchase order or payment has been received by NJPAC. NJPAC must receive payment from a purchase order immediately upon completion of all services for the contracted school year. Failure to submit payment to NJPAC will result in the suspension of future services to the Organization.

Evaluation

Organization agrees to participate in any programmatic evaluation process conducted by NJPAC and/or its consultant groups in connection with any NJPAC program including but not limited to on-line surveying and focus groups. The Organization and its staff are not being evaluated.

Publicity

Organization agrees that any written or verbal announcements, publicity, programs or other promotion regarding NJPAC Residency Programs must be approved by NJPAC. Organization agrees to allow NJPAC or news media photographers and videographers to photograph and videotape for public relations and documentation purposes.

Indemnity Clause

Organization agrees to defend, indemnify and hold NJPAC and its officers, employees and agents harmless from and against any and all loss, expense, or liability, including reasonable attorney's fees, or claims for injury or damages arising out of its performance of this Agreement, but only in proportion to and to the extent such loss, expense, or liability, including reasonable attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the party, its officers, agents, or employees.

Background checks

All Teaching Artists are given a criminal background check through state or federal agencies and is in compliance of hiring practices outlined in State of New Jersey, N.J.S.A. 18A:6-7.6. NJPAC does not contract anyone who does not pass a criminal background check. If needed, the Organization can request documented proof from NJPAC that the Teaching Artist has been properly background checked. NJPAC will provide documentation as long as it does not violate the privacy of the Teaching Artist.

Force Majeure

In the event that the performance of any of the covenants of this agreement on the part of NJPAC or Employee shall be prevented by Act of God, both parties shall be relieved of their respective obligations; and further, upon such event, neither party shall be obligated for any expenses incurred by the other party in preparation for the duties described.

New Jersey Performing Arts Center
One Center Street
Newark, NJ 07102
Phone: 973-642-8989

Date: 09/22/2022
Quote Expiration Date: 10/31/2022

QUOTE

Quote To:	**Services Provided To:**
Walter O. Krumbiegel Middle School 145 Hillside Avenue Hillside NJ 07205 Phone: 908-352-7664 ex: 4401 Fiscal Contact:	Walter O. Krumbiegel Middle School 145 Hillside Avenue Hillside NJ 07205 Phone: 908-352-7664 ex: 4401

Qty	Description	Unit Cost	Discount	TOTAL
7	Hip Hop Emceein'/Rap - 6 Session	$1,100.00	$0.00	$7,700.00
	*** See Contract for Package Details**			
		TOTAL	**$0.00**	$7,700.00

Name: _____

Authorized Signature: _____

**By signing above, you agree to the prices outlined above and any applicable terms and conditions.*

Payment Process

A ***Purchase Order*** for the full amount is due prior to the start of any in-school program activities.

The payment is then due upon the completion of services.

Questions Regarding Quote?
Call
Your Program Manager/Coordinator
OR
Arts Education Department
973-353-7058

Notes: Hip Hop Rap/Emeecin
(7) 6 sessions
198 Students

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Background checks

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New Pathways

SIX-FLAGS OCT. 21. 2022

ED#35-09/22

HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover
Superintendent of Schools

Kimberly Cook
President - Hillside Board of Education

REQUEST FOR CLASS TRIP

School Name: Hillsid High School

"School Business" will be automatically recorded for teachers in charge. chaperones listed below.
"Request for Absence" not required

Destination: Town/State Jackson, NJ — Facility/Attraction: SIX FLAG GREAT Adventure

Date of Application: 9/19/2022 — Date of Trip: OCTOBER 21st

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):

Promote Team Bonding Amongst Students (FBLA - DECA - CLASS 2024-2025-2026-2023)

Number of Students: 40-45 Grade: 9-12th Means of Transportation: Villiani

Describe how students are selected to participate in Trip:

Grades 9-12 (MEMBER of Club or CLASS)

Time of Departure: 5:00 PM Expected Time of Return: 11:30pm Teacher In Charge: GRAHAM/

Chaperones accompany students: GREEN/SECURITY/

Name of Bus Company: Villiani Price Per Bus: _____ Total Cost for Buses: $1240-

(Company must be on current approved list of transportation contractors) Include chaperone

Paid By: Please check if Applies

Cost of Transportation Per Student: $30.00	___Bd of Ed	___School Fund	___Student	___PTA	___Other
Admission Fees Per Student: $39.99 +tax	___Bd of Ed	___School Fund	___Student	___PTA	___Other
Lunch Expenses Per Student: $_____	___Bd of Ed	___School Fund	___Student	___PTA	___Other
Other Expenses Per Student: $_____	___Bd of Ed	___School Fund	___Student	___PTA	___Other
Total Assessment Per Student: $70- (When paid by Student/Parent)					

Principal's Approval: Christine M Sedue (Signature) Date: 9/20/22

Out-of-State Trip Requiring Board Approval _____ (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) _____

Date of Board of Education Meeting to Take Action on Out-of-State Trips _____

Check One

Approved by Board: _____ Rejected by Board: _____

(Superintendent's Signature) (Date)

Office of the Superintendent, Hillside Public Schools
195 Virginia Street, Hillside, New Jersey 07205 2798
Ph 908/352-7664 x 6400, Fax. 908/282-5831; Email: eglover@hillsidek12.org