



School Partnership Manual

2018-19

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Introduction

Welcome to the 2018-19 school year. This guide will answer questions about who, what, when and why around The Right Brain Initiative (Right Brain).

Right Brain is a program of the Regional Arts & Culture Council (RACC), a nonprofit arts service organization serving the Portland metropolitan area, including Clackamas, Multnomah and Washington counties.

ABOUT THE REGIONAL ARTS AND CULTURE COUNCIL

RACC [advocates](#) for public and private investments in the arts, provides [grants](#) for artists and arts organizations, manages [public art](#), raises money through [workplace giving](#), conducts [arts education](#) in public schools, and provides [community services](#), including workshops for artists, organizational consulting, and a variety of printed and electronic resources. RACC is a 501(c)(3) nonprofit organization that receives funding from a variety of public and private partners to serve artists, arts organizations, schools and residents throughout Clackamas, Multnomah, and Washington counties.

ABOUT THE RIGHT BRAIN INITIATIVE

Right Brain is a sustainable partnership of public schools, local government, foundations, businesses and the cultural community, which brings creativity to over 30,000 students in 70 schools. The program's goal is to transform learning through the arts for all K-8 students in the Portland metro area. Right Brain's long term partnership with school districts facilitates an innovative, systematic, and equitable approach to education for K-8 students in the Portland Metro region. Our professional development and residencies will serve more than 1,500 classrooms, equipping them with the necessary tools to employ effective and on-going arts-based strategies for students. In fall of 2014, Right Brain released data connecting the program to an above-average increase in student test scores, with greatest results for English Language Learners. Read more online at TheRightBrainInitiative.org.

Operating Partners

SCHOOL DISTRICTS

School district partners include Corbett, Gresham-Barlow, Hillsboro, North Clackamas, Oregon Trail, Parkrose, Portland Public, and Reynolds. All are committed to collaborating with Right Brain, and to contributing ongoing financial support to the program so that all students, regardless of ethnicity or economic standing have access to the arts.

RESIDENCY PARTNER

Young Audiences Arts for Learning of Oregon & SW Washington is our region's most comprehensive arts in education non-profit organization, serving kids, teens and families in partnership with artists, educators and community organizations since 1958. Young Audiences provides workshops, residencies and performances across performing, media and visual arts disciplines for young people in school and community settings; offers training for artists to be more effective educators; gives classroom teachers the tools to integrate the arts into their teaching practice; and brings fundraising support to schools for arts education through the Run for the Arts. Young Audiences is a dynamic, forward-thinking organization with a dedicated, mission-driven, creative work culture. Visit www.ya-or.org for more information.

Right Brain Staff 2018-19

<i>Name</i>	<i>Title</i>	<i>Email</i>	<i>Role</i>	<i>Phone</i>
Regional Arts & Culture Council Staff				
Marna Stalcup	Director of Arts Education	mstalcup@racc.org	District relations	503.823.4698
Sinéad Kimbrell	Program Manager	skimbrell@racc.org	Overall program quality, support school-wide arts integration in CSD & OTSD	503.823.5014
Yessica Avila	Arts Education Coordinator	yavila@racc.org	Outreach, branding, communications, media	503.823.2965
Mia Reiko Braverman	Development Assistant	mbraverman@racc.org	Fundraising	503.823.5428
Mariam Higgins	Arts Integration Specialist	mhiggins@racc.org	Support school-wide arts integration in HSD & PPS	503.823.5406
Shannon McClure	Arts Integration Specialist	smcclure@racc.org	Support school-wide arts integration in HSD & NCSD	503.823.5406
Ashley Renfrew	Arts Integration Specialist	arenfrew@racc.org	Support school-wide arts integration in GBSD, PSD, PPS, & RSD	503.823.5406
Sarah Deal	Arts Education Administrative Assistant	sdeal@racc.org	Admin Support Committee Contact	503.823.5018
Young Audiences Staff				
Kim Strelchun	Residency Support manager	kstrelchun@therightbraininitiative.org	Residency and Teaching Artist Roster Support	503.225.5900 x229
Deann Dufrene	Teaching Artist Specialist	ddufrene@therightbraininitiative.org	Teaching Artist Roster Support	503.225.5900 x.234
Maia McCarthy	Teaching Artist Specialist	mmccarthy@therightbraininitiative.org	Teaching Artist Roster Support	503.225.5900 x.234
Josephine Kuever	Program Operations Manager	josephine@ya-or.org	residency contracts; fund balances	503-225-5900 x231

Arts Integration Leadership Teams

Each participating school in Right Brain has an Arts Integration Leadership Team (AILT) that is responsible for supporting school-wide arts integration. The team will meet during the school year to make decisions about how to structure the Right Brain programming at their school, including working closely with the Arts Integration Specialist and/or Program Manager in delivering school-based professional development, teacher lead arts-integrated experiences, and an annual artist residency.

School Teams	
AILT TEAM	<ul style="list-style-type: none"> Principal/Assistant Principal Representative from each grade level Specialist (optional) Instructional coach (optional)
AILT RESPONSIBILITIES	<ul style="list-style-type: none"> Plan and lead on-site professional development with support of Right Brain staff Schedule time for Arts Integration Specialist to work with grade levels or during peer-to-peer learning time. Select and contact artist(s) Schedule planning meetings Provide time for staff to reflect on partnership and teacher use of arts integrated teaching and learning.
AILT MEMBER CHARACTERISTICS	<ul style="list-style-type: none"> They are seen as a collaborative instructional leaders by their peers They have a desire to share Right Brain strategies with the entire school staff They understand the potential for Right Brain strategies to reach all learners They are focused on student centered learning
TEAM SERVICE	It is recommended that each team always contain at least 1 member who has been part of the team during the previous year to allow for continuity. At the same time, it is important to rotate different staff members onto the team so that participation and an understanding of the initiative spreads throughout the school staff.
TEACHER LIAISON	<p>The Right Brain Teacher Liaison is a member of the school's Arts Integration Leadership Team (AILT) who serves as the main point of contact for the Right Brain Arts Integration Specialist. The Teacher Liaison will primarily support Right Brain program evaluation, school-based teacher learning and artist residency scheduling.</p> <p>Stipend: up to \$300 per school year</p>
ARTS INTEGRATION SPECIALIST	<ul style="list-style-type: none"> Work in partnership with teacher leadership teams to support a school wide implementation plan for arts integration that increases student engagement, equity and success in the classroom. Assist schools in building an interactive classroom and school environment focused on the content and learning strategies embedded in Common Core State Standards in English Language Arts (ELA) and culturally-relevant pedagogy. Provide formal and informal staff development/training for classroom teachers and administrators around instructional strategies and student engagement. Provide support, modeling and guidance to teachers on arts integration and culturally-relevant practices.

TEACHER LIAISON:

Timeline of Key Tasks

Sept	Facilitate the completion of an online Right Brain <i>pre-survey</i> by all teachers.
Oct-Nov	Coordinate with the principal and AILT the launch of a Cycle of Implementation (during a staff meeting) for the whole school including the collection of exit slips from launch meeting
Nov-Jan	Work with the AILT and Right Brain Arts Integration Specialist to schedule and facilitate grade level PLCs for all teachers including the collection of exit slips from each PLC.
Feb	Coordinate with the principal, the AILT and Right Brain Arts Integration Specialist to schedule and facilitate a whole school reflection meeting at the conclusion of the Cycle of Implementation
April	Facilitate the completion of an online Right Brain <i>post-survey</i> by all teachers. Attend one AILT Teacher Liaison meeting/focus group

Additional tasks:

Ensure artist residency schedule is complete and teaching artist contract is signed by principal and submitted prior to residency start date

CHECKLIST FOR TEACHER LIAISON

Embedding the Arts into Everyday Teaching

- ☐ Throughout the year update School Map with arts education experiences
- ☐ Determine members of the Arts Integration Leadership Team
- ☐ Complete Right Brain Pre-surveys
- ☐ Meet with Arts Integration Specialist to plan first Cycle of Implementation
- ☐ Provide time for grade level or grade bands to meet with Arts Integration Specialist to support teacher instructional practice
- ☐ Observe teachers using Right Brain strategies in their classrooms
- ☐ Meet with Arts Integration Specialist to reflect on Cycle of Implementation
- ☐ Meet with RB staffer to reflect on the year and plan for the next school year.
- ☐ Complete Right Brain post-survey

Artist Residency Experiences

- ☐ Determine Residency Team(s)
- ☐ Communicate with Right Brain coach about goals around artist residency experience
- ☐ Submit a Fund Reservation Form as needed
- ☐ Complete Residency Request Form and submit
- ☐ Have conversation with Teaching Artist(s)
- ☐ Schedule Residency Pre-Planning Meeting with Arts Integration Specialist
- ☐ Schedule Residency Planning Meeting with Teaching Artist
- ☐ Residency team(s) members attend pre-planning and planning meetings
- ☐ Finalize residency schedule with Teaching Artist. Submit Residency Schedule Form to Teaching Artist and Arts Integration Specialist
- ☐ Support documentation of student learning during residency
- ☐ Residency team(s) reflects on residency with Arts Integration Specialist

School Wide Arts Integration-Supporting Equitable Learning

AILT

Teacher
Liaison

Cycles of Implementation

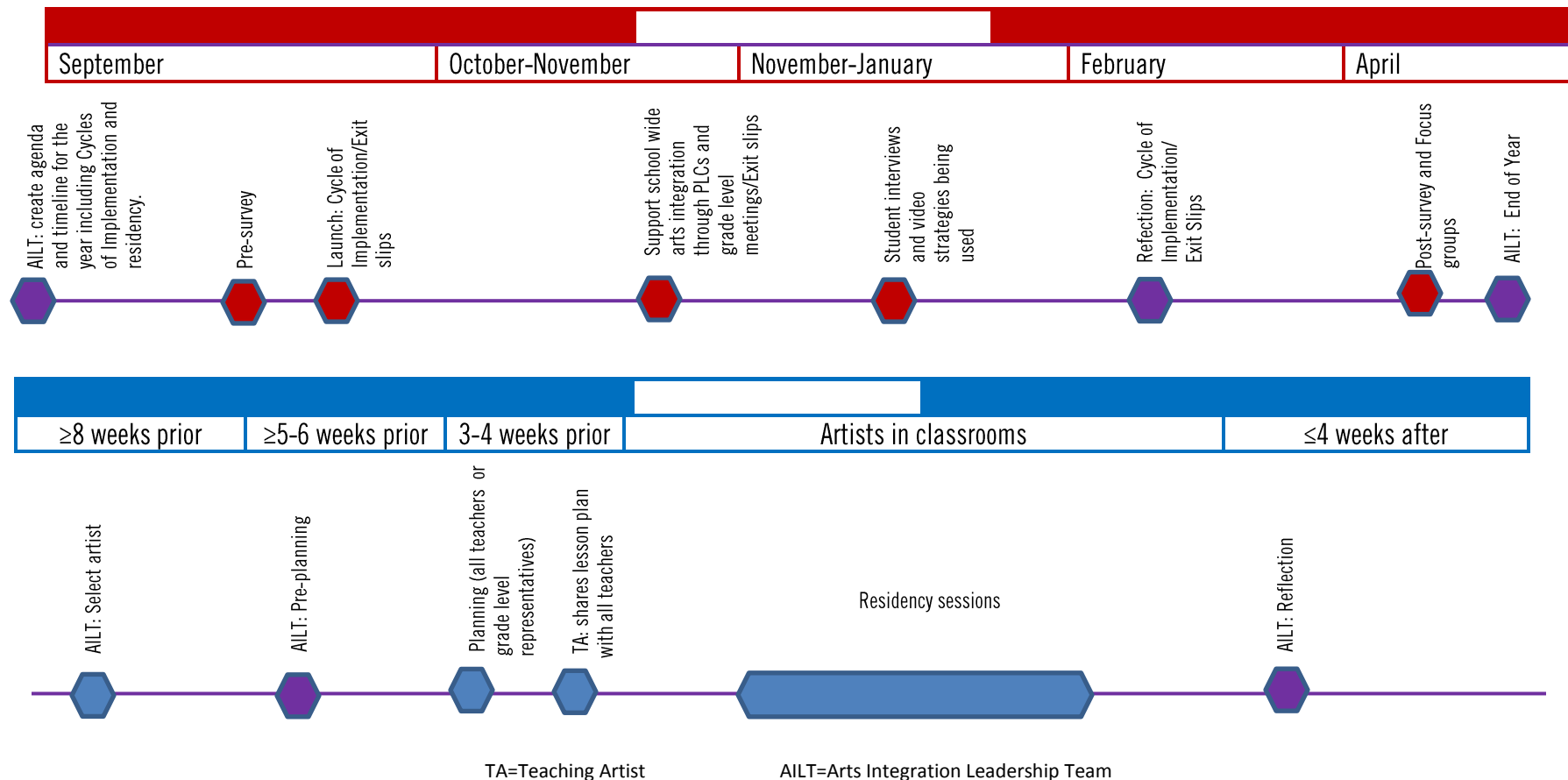
Staff meetings

PLCs/Grade
Level

Residency

Essential Question

Planning



Program Components

Professional Development

CYCLES OF IMPLEMENTATION:

ARTS INTEGRATED TEACHING & LEARNING

The Right Brain Initiative is designed to align with school district priorities by focusing on equity, arts integration, literacy, student engagement and creating collaborative cultures in schools. Arts integration is a powerful research-based approach to teaching core content and deepening student learning.

Right Brain partners with districts to build whole school implementation of effective instructional strategies that engage students and increase learning. Professional development is a key component of this partnership with Right Brain supporting schools in two or more Cycles of Implementation annually to help ensure the use of Right Brain strategies in all classrooms. A school-based Arts Integration Leadership Team (AILT) leads the effort in school wide implementation of arts integrated teaching and learning.

Right Brain Arts Integrated Residencies

Arts Integration Specialists can also support schools through the Right Brain residency planning process including helping to identify goals and content, and facilitate meetings with school staff and teaching artists. Each school works a little differently and the Arts Integration Specialist can support you in determining what is appropriate.

TEACHING ARTIST SPECIALIST

The Teaching Artist Specialist will coordinate administrative and instructional support for the Right Brain teaching artist roster. They may attend school meetings with teaching artists.

TEACHING ARTISTS

A Right Brain teaching artist provides meaningful and creative arts integration experiences in line with Right Brain values for students in participating schools. Right Brain teaching artists collaborate with classroom teachers in order to deepen the impact of their teaching on the students and the school. In addition, artists look for opportunities to share strategies that can be left behind and impact a student's arts education beyond the time the artist is in the classroom.

SCHOOL FUNDS

As the Residency Partner, staff at Young Audiences, process all paperwork regarding Right Brain residency scheduling, payments and budgets for schools. Schools will be provided with monthly budget updates via email to the Principal.

MANAGING BUDGET

Principals receive an estimate balance sheet in the fall, which will include any rollover funds from the previous fiscal year. The school districts use October 1st enrollment numbers to allocate funds at \$15 per student. (There are some exceptions to this in some districts and those will be noted in your balance letter.) Updated funds will be released after the October 1st statewide reporting of enrollment. How the budget is divided up is entirely up to each school.

It is important to remember when planning and choosing artists, to learn as much as the team can about all fees in order to create a plan that will serve all the students in a school. A [Budget Planning Tool](#) is available to help organize this process. If a school decides to have different grade bands work with different artists, it might be necessary to give each grade band a dollar amount to work within so all students are served and the school will not overspend its funds.

SUPPLIES

When planning with an artist, schools will need to work with them to estimate the cost of any supplies they will buy to support the plan that is developed. This will be especially true with visual artists. There may be ways to save money in this area. Schools can check to see if materials are available in a school's storage room or use a supply company that offers discounts to schools. Estimating the supply cost carefully with an artist will help keep the budget within a school's funds limits.

The limited funds are not sufficient to support temporary or permanent installations in school buildings. Schools can utilize their Right Brain funds to design a mural or installation projects, however, a school will need to utilize building discretionary funds to pay teaching artists for any installation. The school's Right Brain Team will need to coordinate any building improvements with the Principal and District Office.

ARTS SERVICES AND FEE FORM (Residency Contract)

This document will be used to create invoices and initiate the ultimate payment process for any services. *The Teaching Artist will generate the Art Service Fee form at your residency planning meeting. This paperwork must be signed by the school principal before being submitted to Right Brain.* It is everyone's best interest that it is filled out completely and accurately, signed by the TA and principal, and submitted **at least 14 days prior to the start of the residency**. It is better to find out about any financial miscalculations before you start, rather than after the residency.

Substitute Reimbursement and Teacher Extended Duty Pay

- Schools may reserve up to \$2 per student of their Right Brain school funds towards teacher extended duty pay to support the partnership.
- If the school plans to use a portion of their funds, the school will need to submit a [Fund Reservation Form](#) to Young Audiences at the beginning of the school year. Because these costs MUST be reimbursed with Right Brain funds, this form will ensure that funds are available whenever the invoices are received.

Evaluation

In the 2018-19 school year, Right Brain is working with researcher Victoria Lukich, former Director of the Center for Student Success at Portland State University, to measure the impact of our program on student learning and teacher practice of arts integrated teaching.

<i>Focus</i>	Tool	Participants	Timeline
<i>What is the impact of arts integrated teaching on student learning?</i>	Electronic Pre-survey	All teachers & specialists	Distributed by districts by Sept 10. Due by Oct 10 th .
	Electronic Post-survey	All teachers & specialists	Distributed by districts on April 27. Due by May 18 th .
	Exit Slips	teachers & specialists	Oct-Nov, Jan-March, May
	Focus group	Principals	April-May 2019
	Focus group	Teacher liaisons	April-May 2019
	Student Interviews	Students K-8 (each school)	Oct-May 2019

EVIDENCE OF STUDENT LEARNING

Important to Right Brain is reflecting on and learning from student work. We seek opportunities to make student learning visible not only to fuel discussions at the school or across schools, but also to provide stakeholders with a close up view of the immediate effects of Right Brain. Student work, interviews with students, classroom observations and teacher discussions all work together to reveal the learning in Right Brain schools.

STUDENT INTERVIEWS

Right Brain staff and researcher will conduct interviews. Some student interviews will be selected to be highlighted to share with teachers and some in our evaluation report.

VIDEO AND PHOTOGRAPHS

Right Brain staff will observe residency sessions throughout your residency. During their observations, they will capture photos and video footage of the residency. They will share any images they take through Google Drive with the school. Staff may also contact teachers to video how Right Brain strategies are used in classrooms.

PERMISSION FORMS

Throughout the year, Parent Permission slips may be delivered to your school so we may document and share your student's residency work. These forms are necessary for sharing work post residency. The permission slip will help us share student work and photos in our Annual Report and possibly at future professional development sessions. We are able to provide the permission form in the five languages – English, Spanish, Somali, Vietnamese, Russian, and Mandarin Chinese. **These forms are also available online at anytime. See table of content for links.**