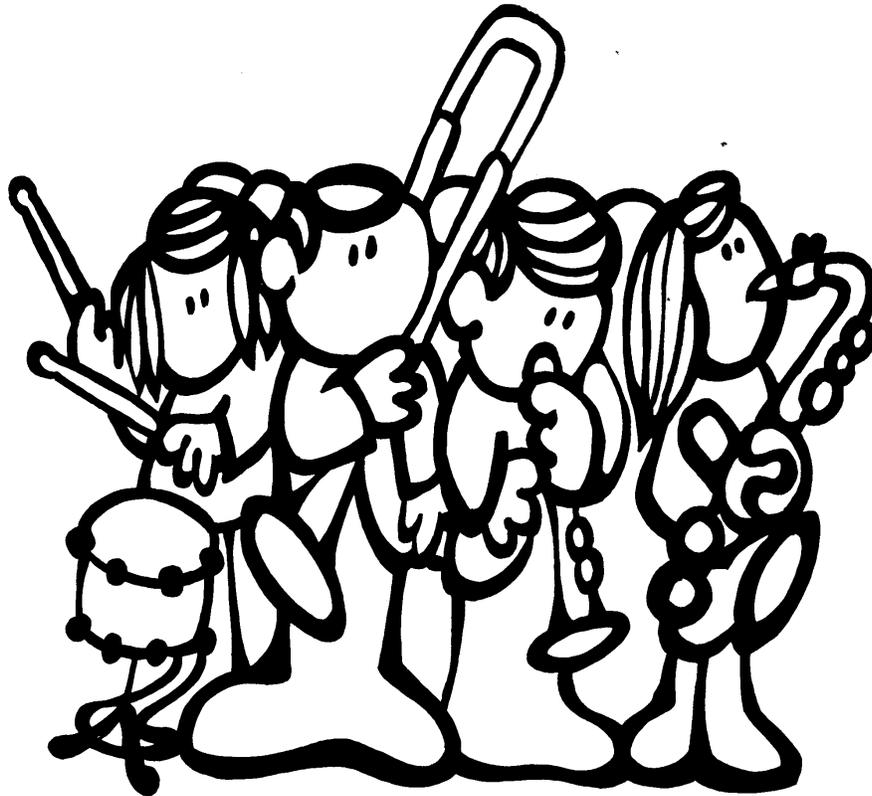


VSB

Vancouver Board of Education

# Vancouver Music Teachers' Information Booklet



*Handbook for Schools*

2019-2020

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*This Information Booklet has been put together by:  
The Purchasing Department, VSMTA &  
The Arts Department*

## **DISTRICT PERFORMING ARTS**

The Arts Coordinator, based at the Vancouver Board of Education, can provide you with information regarding a variety of programs and services such as mentors & clinicians, approved performing groups, community and commercial resources, and professional development, in addition to the district music events that occur throughout the year.

Band report cards are available in the forms catalogue at <https://printing.vsb.bc.ca>.

This booklet is designed to help you through routine matters and to familiarize teachers with facilities and services available to them.

The District Resource personnel are as follows:

- **Peggy Bochun**, Coordinator, District Arts, Learning Services, Tel: 604-713-5206
- **Jody Langlois**, Associate Superintendent, Learning Services, Superintendent's Office, Tel: 604-713-5100

### **THE VANCOUVER SCHOOLS MUSIC TEACHERS' ASSOCIATION**

With over one hundred schools in the District it is sometimes difficult to establish a clear channel of communication. That's where the VSMTA can help.

The VSMTA was originally founded in the late 1960's to present Vancouver School District Music Events. It includes the sharing of music at all levels of vocal and instrumental development, and is composed of persons who teach one or more music classes in Vancouver schools. The purpose of the VSMTA is to unify and strengthen the program of music education in the Vancouver district. It does so by acting as an advocate to the Vancouver Board of Education, Ministry of Education, and post-secondary institutions. It sets and implements guidelines, provides support to new and continuing teachers, provides information and promotes discussion on important topics concerning music education in Vancouver, assists teachers with networking for the purpose of making new professional contacts, assists with district music events and coordinates four music scholarships. The Roy Peter Hudson Memorial Scholarship is for an outstanding elementary student. Secondary students with exemplary achievement and who are continuing on in music education are eligible for one of three awards: the John Trepp Memorial Scholarship for Choir, the Dennis Tupman Music Scholarship for Band, and the Sherie Wilson Memorial Scholarship for String Orchestra.

The VSMTA holds two meetings a year, one in October and one in June, with additional meetings called as the need arises.

## PERFORMING ARTS GUIDE

A copy of the Performing Arts Guide of approved artists is sent to each school in March. This guide published in conjunction with ArtStarts in Schools contains the names and contact information for music, drama, and dance ensembles. Contact your principal about the possibilities of bringing performing groups to your school.

## MENTORS AND CLINICIANS

Occasionally music teachers may feel the need to improve their skills or enhance an area of their musical understanding or experience. The Arts Coordinator can assist by identifying a mentor who can work with a teacher over a brief period of time. It may also be possible to obtain some TOC funding in order to arrange a mutual time for classroom observation, demonstration and/or sharing of resources.

Sometimes a music teacher may want to perfect an area of performance with a class to prepare for a concert or other special event. The Arts Coordinator can help by bringing a clinician into the classroom for 2 - 3 sessions to work on a piece of music.

## PROFESSIONAL DEVELOPMENT

The VSB offers professional development workshops throughout the year. These may occur in partnership with other organizations. Workshops will be advertised through email or via Pro-D website at [www.vsb.bc.ca](http://www.vsb.bc.ca)

All funding for external workshops and conferences is distributed within the schools. Please contact your school Pro-D Committee for further information.

The Arts Coordinator welcomes any suggestions and questions you may have in the Professional Development area. To promote district workshops or other events and for information about resources, clinicians, workshops, or music mentors, please contact Peggy Bochun at 604-713-5206 or email: [pbochun@vsb.bc.ca](mailto:pbochun@vsb.bc.ca)

**If you register for a workshop, and are unable to attend, please be sure to notify the workshop contact of your cancellation.**

## SOCAN AGREEMENT



ERAC has renewed its agreement with the Society of Composers, Authors and Music Publishers of Canada (SOCAN). This agreement covers all non-educational uses of music in schools and means that schools will not be required to individually purchase annual “public performance of music” licences or acquire single-event licences for most individual events that are not covered under the Copyright Act “educational purposes” exemption.

More information can be found at: <https://bcerac.ca/agreements/socan-agreement/>

## CARE AND STORAGE OF EQUIPMENT

With class sets of guitars, ukuleles, other social instruments, and various hardware used by the music teacher, storage can be difficult. Because of the variety of classroom situations in the Vancouver school system, it is impossible to recommend uniform procedures for storage. Proper storage cupboards can be ordered. Please speak to your school Principal or Music PAC regarding, your plans as well as anticipated costs, etc. Teachers are encouraged to improvise storage racks and other procedures for proper storage.

Instruments such as guitars and ukuleles should be numbered and dispensed to students according to number. Maintenance problems are then reduced.

If you have trouble with ukuleles and guitars splitting or bridges popping off, they are probably drying out - it's a good idea to put a pail of water nearby. Keep away from direct sunlight or radiator heat.

With regard to disinfecting wind instruments, particularly recorders, District Health and Safety and the Operations Department have prohibited the use of liquid bleach. This is in keeping with Vancouver Coastal Health's, Communicable Disease Control's instructions to schools and the provision of cleaning supplies. "Home shopping" by staff for hazardous chemicals and cleaners is also discouraged and it is recommended that all such cleaners be purchased via VSB Purchasing at Education Center.

The recommended cleaner for disinfecting instruments is **Sterisol**. See the manufacturer or supplier's instructions for proper use. Mixing incompatible chemicals/cleaners can result in serious injury and even death.

## REPLACEMENT OF STRINGS, DRUM HEADS & STICKS

Please replace your own drum heads and strings on cellos, guitars, violins, violas, and ukuleles. These are consumable supplies and should not be charged to the repair budget. Strings or drum heads and sticks should be purchased through school funds.



## CONCERT BAND SHEET MUSIC FOR LOAN

1. African Folk Trilogy (544496), 2002
2. Celtic Air and Dance No. 2 (544488), 2008
3. Conundrum (544494), 2008
4. The Greatest Generation (544493), 2008
5. Heroic Fanfare and March (544490), 2008
6. A Medieval Quest (544489), 2008
7. Paso Flamenco (544492), 2008
8. Procession for a New Day (544491), 2003
9. Westminster Overture (544495), 2003



For further information, please contact Curtis Mathewson at Wolfe Elementary School, or email: [cmathewson@vsb.bc.ca](mailto:cmathewson@vsb.bc.ca)

## **INVENTORY REQUIREMENTS**

All VSB (Vancouver School Board) instruments must be engraved identifying the “VSB” and the school site number. All music cases and music stands must also be marked identifying the “VSB” and the school site number. Any new instruments and their cases are to be marked in the same manner.

It is expected that each teacher will ensure that an up-to-date and accurate inventory of music materials and instruments will be kept at the school (make, model, serial #, price paid, etc.).

If an instrument is borrowed by another school, the school loaning the instrument should record the whereabouts of the instrument and keep a copy of the loan agreement at the home school and also give a copy of the record to the teacher loaning the instrument.

A record (including a parent or guardian’s signature) of all VSB instruments and their cases rented or loaned to students is to be maintained by the school.

Every January, the schools are to provide an updated inventory list to VSB Material Services to be included in the District Repair Program. Instruments that are not found in the submitted inventory list will not be considered VSB owned instruments and qualified for the program. Schools shall also advise VSB Material Services on any additions to their inventory list throughout the year.

## **DISTRICT’S MUSICAL INSTRUMENT REPAIR PROGRAM**

### **Funding Source**

Provision of all repairs included in this section shall be funded from the VSB Purchasing Repair Budget. The VSB music repair budget is available to all VSB music teachers. The funds are used to upkeep and maintain our most valuable assets within our music programs.

## **FUNDING & DISTRIBUTION OF FUNDS**

### **How Much Funding is Available to Schools for Every School Year?**

The total allotment of funding for repairs of VSB musical instruments (excluding piano tuning) is \$60,000.00 (subject to change each year).

*If the musical instrument repair allotment for a school is exceeded, the school will be responsible for the cost of repairs.*

### **How does VSB Material Services distribute this amount to individual schools?**

The distribution of the budget allotment has been based on the previous year’s allotment.



## PROCEDURE FOR REPAIR

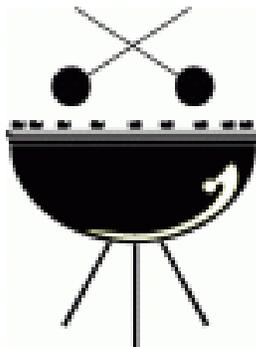
### **Which musical instruments will VSB Material Services accept (with limitations) for repair?**

The District Musical Instrument Repair Program only repairs **VSB owned** standard musical instruments and equipment (including pianos) that are normally used in K–12 music programs under the following conditions:

1. The instrument to be repaired has a value of at least \$750 when purchased new;
2. The equipment has been purchased through VSB Purchasing,
3. Donated equipment having been approved by VSB Purchasing , as per SD39 Policy # DJ-R2; and/or
4. Instruments are recorded in the submitted inventory list and engraved as noted in the “Inventory Requirements” section (*see page 5*).

### **Which musical instruments does VSB Material Services not pay for repair?**

1. Any musical instrument valued under \$750.00 when purchased new.
2. Violins, clarinets, trumpets, and flutes (repair services to be paid by the school funds and a COA is required upon submitting the repair request). Exception may be given to the professional grade instruments.
3. Any instruments and equipment belonging to an individual (i.e. Teacher or Parent) or organization, other than VSB.
4. Items considered “supplies” (i.e. electronic tuning devices, drum sticks, drum heads, strings, bows, mouth pieces, cork grease, swabs, valve guides, etc.) and items requiring replacement once a year (i.e. rubber feet on drum stands, etc.) will not be included as part of the repair services provided by VSB Material Services and must be replaced by the school.
5. Non-standard equipment that is normally not a part of a K-12 traditional band or orchestra program (e.g. world instruments), or equipment exceeding entitlement (e.g. piano).
6. Instruments that have reached the end of their life (see page 7 for definition).
7. Equipment requiring repair as a result of improper handling, including travel outside of the Lower Mainland, will be charged back to the submitting school.
8. Any instruments and equipment exceeding the allocated repair budget given by the District. The school must provide its COA to pay for those repairs.



## NEW INSTRUMENTS



### **Does the VSB repair budget cover the cost of purchasing “New” instruments?**

No, the VSB repair budget is used ONLY for repairs.

### **What happens once the service provider receives the instruments requiring repair?**

Upon receipt of a repair request, VSB Material Services will request a quotation from the approved service providers. When the quotation for repairs is received by VSB Material Services, the cost and work required is assessed and will be either:

- (a) approved and the service provider is given instructions to proceed with the required work; or,
- (b) not approved if/when the school has spent its allocated repair budget, or the instrument(s) are not approved for repair.

If the repair quote has not been approved, the school will be contacted to determine a solution.

Please Note: Any instrument, including pianos that require repair as a result of improper handling will be charged back to the submitting school.

### **What happens when an instrument has reached the end of its life?**

The service provider will advise VSB Material Services when a musical instrument is deemed “not worth repairing”, or the cost of repair outweighs the cost of a new instrument. VSB Material Services will then advise the submitting school to consider replacement. Schools are responsible for using their own funds to replace any instruments with new or pre-owned instruments.

## **MUSICAL INSTRUMENT DONATIONS (No Pianos Accepted)**

All donation requests are to be submitted using a VSB “donation form”. Donations will be accepted if instruments are:

- Standard musical instruments and equipment normally used in a K-12 music programs.
- Of good quality and are in good working condition (e.g. no extensive repair is required from the Board upon receiving the instruments).

NOTE: Any donated instrument(s) that do not meet these specifications will not be covered for repairs from the District’s repair budget.

Donors who wish to receive a tax receipt for their donation should ask the music teacher(s) to fill out a VSB Declaration Record of Equipment Donated (REC-PU-002), and submit this form along with a 3rd party evaluation that identifies the value and condition of the donated item(s) to VSB Purchasing for approval. A copy of the form can be found on page 13.



## PIANO TUNING & REPAIRS

The District's Musical Instrument Repair Program will cover piano tunings and minor repairs when needed. These charges will not come out of your music repairs allotment. Major piano repairs must be requested through VSB Material Services for review and approval prior to contacting the service providers.

It is essential that pianos be maintained and inspected on a regular basis and that any deficiencies be reported to the Repair Line to avoid undue safety issues (i.e. wheels falling off causing pianos to tip, covers collapsing or instability). Pianos should also be located in safe locations away from stairs and any exit doors.

The District's Musical Instrument Repair Program does not cover piano cleaning. If a cleaning is required, please let the service provider know when the technician is tuning the piano. It is recommended that cleaning of a piano is done every 5 years to keep it in a good working condition.

**Elementary schools** - only one piano tuning per year will be funded by VSB Material Services.  
**Secondary schools** - only two piano tunings per year will be funded by VSB Material Services

For schools exceeding this entitlement and requiring additional piano tuning, VSB Material Services will make arrangements with the approved service providers and the requesting school is to provide a COA number upon submitting the request.

To request a tuning or piano repair, please submit a School Dude request to "Support, Appliance" and provide a contact name, the name of school, the make of piano and its location (room #). Your school administrator, OAA or building engineer will be able to enter a School Dude request on your behalf.

**PIANO INVENTORY LIMITS** – maximum of 2 per elementary school and 1 per annex.

Please do not retain excess inventories and reduce when pianos are not in use. Free removal is provided as noted below.

To request a piano disposal, please make arrangements with Material Services at 604-713-5652. All requests for disposal must be entered into SchoolDude under "Support, Delivery". Either Material Services staff or a third-party mover will remove the piano from the site.

### **PIANO SAFETY** (*tip over avoidance*)

If your upright Piano does not have added safety wheels (outriggers) please arrange for these to be installed by means of a SchoolDude work request. In many cases these can be done at no cost to the school but should be installed for safety.



## FIRMS HANDLING INSTRUMENT REPAIR

### Who is approved to service our pianos?

Stephen Thomas Piano Service has been approved by the District. Schools must not contact unapproved technicians to service their pianos as the District requires all on-site technicians to meet the Board's policies and requirements (e.g. safety, liability). The same applies to the school funded repair/tuning services.

***\*Important*** – *It is preferable that you provide at least one week notice for tuning requirements.*

The following firms handle instrument repairs for the Vancouver School Board:

<b>Firm</b>	<b>Tel:</b>	<b>Contact (s)</b>
Ian Moar	778-708-7057	Ian Moar
Tapestry	604-538-0906	Dave Sabourin
Long & McQuade	604-734-4886	Steve Creighton
Windworks Music	604-728-6481	Chris Startup
Tom Lee Music Co Ltd	604-685-8471	Kimberly Chiu

**Reminder:** For insurance purposes and the protection of staff and students; only Vancouver School Board approved service providers are allowed access to school sites. If you are making arrangements to have repairs funded by the school, please ensure that you are using an approved service provider as noted above.

### Have Additional Questions?

Please email the repair desk at [materials@vsb.bc.ca](mailto:materials@vsb.bc.ca).



### PIANO MOVES

**Pianos should only be moved by trained personnel who are equipped to do so in order to avoid safety hazards.** Heavy lifting and moving tasks are to be planned in advance and are not tasks that fall under the daily duties of custodians, teachers, support staff, administrators or students. For larger moves, submit a SchoolDude to “Support, Delivery” indicating make, serial number, current location of piano, location it is to be moved to, number of stairs involved, date the move is required, date to move back (if needed) and a contact name with phone number. Requests received without this information may be delayed.

Occasionally pianos need to be moved small distances over level surfaces. Such moves are only to be undertaken by adults. In these cases, custodial staff may be asked to help.

If you have any questions about moves please call Material Services, 604-713-5652.

## PIANO AND INSTRUMENT REMOVAL

**Pianos will not be transferred between schools.** Material Services will remove any piano deemed a safety concern, unwanted or unrepairable. A SchoolDude to “Support, Delivery” indicating make, model, and location will initiate the pick-up. All pianos that are picked up will either be recycled or sent to BC Auction- Asset Investment Recovery (AIR).

Other instruments will be held for a short period of time to be assessed by the Fine Arts Coordinator before redistribution. Any instrument that cannot be redistributed or unrepairable will be recycled or sent to AIR. Reminder for School Administration: update the Music Inventory List at the shipping and receiving school.



## LOAN EQUIPMENT

### **Loan Equipment: Risers, Platforms, Special Lighting, Acoustical Shell**

To request a loan of the above items, a Loan Equipment Requisition (REQ-PU-014) must be completed, scanned and emailed to [materialservices@vsb.bc.ca](mailto:materialservices@vsb.bc.ca)

Requests are handled on the basis of date received in the Stores Department and cannot be made over the telephone. After the requisition is processed, a confirmation copy is returned to the school indicating what is available. Should you need to modify or **CANCEL** your request after you have received your confirmation copy, or have any inquiries, please call Material Services- Loans at 604-713-5653. Reminder for School Administration: Review and verify requisitions submitted by staff or administration who no longer work at the same school.

**Please Note:** Schools will be charged for items not returned in working order. For further details, please refer to the Loan Equipment Catalogue that is available in school offices.

## VANCOUVER SCHOOLS MUSIC TEACHERS' ASSOCIATION

This organization is composed of persons who teach one or more music classes in Vancouver schools on a full or part time basis. Its purpose is to unify and strengthen the program of music education in our schools. The executive for this school year 2019 - 2020 is as follows:

### PAST PRESIDENTS

**Michael Dirk**

Shaughnessy Elementary

**Les Nerling**

Killarney Secondary

### TREASURER

**Mark Reid**

Templeton Secondary

### SOCIAL CONVENOR

**Marlis MacAulay**

McBride Elementary

### VSB LIAISON

**Peggy Bochun**

Learning Services



### PRESIDENTS

**CJ Kumar**

Queen Alexandra Elementary

**Nick Francis**

Eric Hamber Secondary

### SECRETARY

**Ruth Anderson**

Lord Byng Secondary

### MEMBERS AT LARGE

**Monica Presley**

Livingstone Elementary

**Scott MacLennan**

Byng Secondary

**Stephen Fleming**

Point. Grey Secondary

**Mike Cavaletto**

Tupper Secondary

**Glenn De Verteuil**

McKechnie Elementary

## VSMTA SCHEDULE OF EVENTS 2019

Date	Event	School/Coordinator
Wednesday, November 13 6:30	<b>Secondary Choral Concert</b>	<b>Killarney Secondary</b> Coordinator: Lisa Reimer
Tuesday, November 12 6:00 pm	<b>Secondary Intermediate Concert Band</b>	<b>Eric Hamber Secondary</b> Coordinator: Nick Francis
Tuesday, November 19 6:30 pm	<b>Secondary Senior Concert Band</b>	<b>Magee Secondary</b> Coordinator: Chris Haas
Thursday, November 21 7:00 pm	<b>Secondary Jazz Festival</b>	<b>Point Grey Secondary</b> Coordinator: Stephen Fleming
<b>2020</b>		
Thursday, February 13 6:30 pm	<b>Secondary Int Concert Choir Night</b>	<b>Churchill Secondary</b> Coordinator: Campbell McLeod
Tuesday, March 3 6:30 pm	<b>Secondary Chamber Choir Concert</b>	<b>Magee Secondary</b> Coordinator: Greg Quan
March 9, 10, 11 7:00 pm	<b>Elementary Choral Festival</b>	<b>John Oliver Secondary</b> Coordinators: Glenn DeVerteuil/ Monica Presley
TBA 7:00 pm	<b>Elementary Night of Bands</b>	<b>Tupper Secondary</b> Coordinator: Curt Mathewson
May 14 6:30 pm	<b>Secondary String Orchestra Night</b>	<b>Vancouver Technical Secondary</b> Coordinator: Amanda Kilburn
June 3 1:00 pm	<b>Elementary Recorder, Ukulele &amp; Guitar Festival</b>	<b>Tecumseh Elementary</b> Coordinator: Tom Larson



**VANCOUVER BOARD OF EDUCATION  
DECLARATION RECORD OF  
EQUIPMENT DONATED**

**TO: PURCHASING DEPARTMENT**

**INSTRUCTIONS**  
 1. Send ALL copies of the completed form to Purchasing — the school and donor copies will be returned after processing.  
 2. Equipment must meet district standards in order to be placed on VSB inventory.  
 3. Part A and B must be completed in full. Incomplete submissions will be returned to the school.

School: \_\_\_\_\_ Department Receiving Equipment: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETE THIS SECTION IN FULL**

**EQUIPMENT DONATED (please list)**

PART A	DESCRIPTION	MAKE	MODEL	SERIAL #	PRESENT EST. VALUE	REMARKS
<b>TOTAL:</b>						

EQUIPMENT TO BE PLACED ON DISTRICT INVENTORY:  YES  NO

DATE \_\_\_\_\_ SIGNATURE OF PRINCIPAL (Must Be Signed) \_\_\_\_\_

**CONTRIBUTOR (please print)**

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Purchased from (name of company) \_\_\_\_\_  
 Please attach a copy of the original invoice to this declaration

Has service / maintenance work ever been performed on the equipment? By whom and when?  
 \_\_\_\_\_

Tax Receipt Required?  Yes  No Date: \_\_\_\_\_ Signature of Donor (must be signed) \_\_\_\_\_

**PURCHASING USE ONLY**

Approved:  Yes  No Comments \_\_\_\_\_

\_\_\_\_\_  
 Signature: \_\_\_\_\_

**DISTRIBUTION KEY:**  
 Forward ALL copies to Purchasing

**PURCHASING DISTRIBUTION KEY:**  
 White: Purchasing    Canary: Accounting  
 Pink: School        Goldenrod: Contributor

