

PDLC Site Coordinator Handbook

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SITE COORDINATOR JOB DESCRIPTION

(a bit about the importance of the role)

There is a lot to do as site manager and the success on the course, along with the experience of the participants rests greatly on how completely you follow these instructions. If you have any questions along the way, please do not hesitate to contact the Education Commission Chairperson and/or the Executive Director; their contact information is below. The site manager manages more than the site; he/she is also taking care of the needs of the faculty and the participants. Some of these needs may entail housing, computer and/or internet access, printing capabilities, dining resources, etc.

SITE PLAN AND PROPOSAL INFORMATION

In order to provide an equivalent educational experience for all those seeking Music Learning Theory Professional Development Levels, regardless of the site at which the course is completed, the Gordon Institute for Music Learning has established an application process through which potential sites may seek approval to hold a Music Learning Theory Professional Development Levels Course (PDLC). Only those sites approved by GIML can award Music Learning Theory Professional Development Levels. Music Learning Theory Professional Development Levels are available in four tracks: Early Childhood, Elementary General, Instrumental, and Piano, and two levels: Level 1 and Level 2. A site may choose to offer one or more of these specializations and levels.

Requirements

All site managers must complete the attached educational plan in order to host a GIML PDLC. In order to be considered for the following summer, this plan should be submitted to the Education Commission Chairperson no later than October 15 of the calendar year.

Sites and financial plans will be approved during the November board meeting. Site managers will receive confirmation of their approval within two weeks of the November board meeting. Once a site has received approval, an instructional packet with policies and operational deadlines will be mailed out to each site manager. All site managers will also need to complete a final business report ***no later than two weeks*** after the completion of the course. They must ensure that participants complete the online course evaluation that will be emailed to participants by either the Executive Director, or the Education Commission Chairperson on the second to last day of the course. In appreciation of the time and effort required to coordinate a course, site managers will be compensated at 10% of the profits of the course—**up to, but not to exceed \$750.00**. Site managers who do not submit financial reports and checks within the given timelines, or who fail to follow guidelines within the handbook, forfeit any claims to this site manager compensation. ***Furthermore, the Board will not approve any future PDLC proposals submitted by a site manager who has failed to complete the financial report within two weeks of the completion of the PDLC.***

Time

The PDLC must be ten instructional days in length, with at least one day of break within. (Optional instructional activities may be offered during the weekend as well as beyond required length of the instructional day.) Every instruction day must have at least 7 hours of instructional time, excluding breaks for meals. During this time, a specific portion of the day must be set aside for theoretical instruction and the remainder should be dedicated to the application of theory to practice. Participants must be physically present for the entirety of each day. **Recording of any kind is prohibited at all PDLCs.**

Faculty

That every participant works extensively with two faculty members is what makes the PDLC experience different from a non-leveled workshop. This provides participants with a broader viewpoint and a more in-depth experience. To that end, each specialization and level must have two designated faculty members drawn from the list of current and approved faculty. It is the responsibility of the Site Manager to confirm each proposed faculty member is current in his/her membership through contacting GIML Executive Director at execdir@giml.org. Each of the faculty members is responsible for approximately half of the instruction for the specialization and level. One faculty member must be responsible for the theoretical portion of instruction, and the other must be responsible for the instruction related to practical application. It is possible for a single faculty member to spend half of the day with one level or specialization and the other half of the day with another. Prior to submitting this proposal, the site manager must have contacted the proposed faculty members and gained their approval for the proposal. Salary for each instruction should be based on \$2,500 per week for full time teaching (7 hrs per day), \$5,000 for two weeks of full-time teaching, \$1,250 per week for 3.5 hrs/day of teaching, \$833 per week for 2-3 hrs. per day of teaching, and \$1,666 per week 4-5 hrs per day of teaching. In addition, faculty may be reimbursed for up to \$1000 travel, housing and food expenses.

In order to provide participants with a high-quality educational experience that includes individualized feedback, it is recommended that the site manager consider adding an additional faculty member if enrollment in a Level reaches 26 participants. If adding extra faculty is not possible, it is left to the site manager's discretion to choose a "cut-off" number at which point no additional participants will be accepted.

Should the site plan entail a complex sharing of the teaching requirements among faculty (e.g., if a faculty member will be teaching portions of multiple specializations at the same site), it is recommended that the site manager anticipate possible last-minute adjustments that may be necessary in faculty assignments and have a back-up plan in mind.

Laboratory Experience

For Early Childhood Levels, participants must have the opportunity to observe and work with children during the course. Arranging this opportunity for the participants is the responsibility of the site manager. Early Childhood sites must offer a minimum of four, 30-45 minute classes per week. Laboratory experiences should also be considered but are not required of the other specializations.

Financial Responsibility

Proceeds from PDLCs provide a substantial portion of GIML's working budget. Therefore, PDLCs must at least break even and should generate income for GIML (NOTE: the \$100 registration fee does not count toward a site's "break even" amount because it accounts for participants' membership dues and GIML administrative costs), and each site is responsible for its own financial planning. Every student obtaining a level must pay a \$100 registration fee to GIML. PDLCs can be offered for university credit through the hosting university. Site managers are responsible for arranging university credit. If a student is paying for university credit, fees beyond the \$100 registration fee to GIML may be waived to prevent the course from being cost prohibitive. In this case, it is expected that the university hosting the course will be partially responsible for the payment of faculty. However, if a student is not registering for credit, the minimum fee due to GIML for that student is the \$100 registration fee as well as \$650 course fee. In other words, the minimum cost for a student to obtain the Professional Development Level should be \$750. However, the cost can be more than that, depending upon the needs of the site and the cost of university credits. Sites can grant GIML scholarships for students in need of financial support, but this is only possible if the site is making a profit beyond the break-even point.

Advertising

GIML will prepare a brochure listing all sites for each calendar year and will distribute this at conferences and to its membership. In addition, GIML will post all PDLC information on its web site. The cost of advertising beyond this is the responsibility of each individual site.

Bookstore

All sites may offer a bookstore containing materials needed for the PDLC. Each site manager is responsible for contacting GIA Publications for all materials within their bookstore. All materials should be sold at list price. Any profits from a site's bookstore may be used in the following ways: 1) hospitality expenses, 2) financial support to state or regional chapter, 3) financial support to GIML National.

Hospitality

Traditions at many sites have been established in terms of hospitality. It is up to the site manager as to how facilitate this (i.e. picnics/lunch). There are no monies available through GIML for PDLC hospitalities, though local GIML Chapters may choose to support and/or arrange hospitality and social gatherings.

Prerequisites

Advance preparation is absolutely necessary to complete the PDLCs. Before enrolling for Level 1, participants should be able to sing rote songs in a variety of tonalities and meters and chant in a variety of meters. Participants should also be able to sing tonal patterns in major and minor tonalities with tonal solfege (moveable *do*, with a *la*-based minor) and chant rhythm patterns in usual duple and triple meters with rhythm solfege as demonstrated on the Tonal and Rhythm Skills Development CD available through GIA Publications. It is extremely important that students be familiar with all of the reading and teaching materials prior to arrival at the

PDLC; instructors will send out information prior to the course.

SITE COORDINATOR TASKS

1. Before beginning the application process, be sure to read the enclosed material in full. There are many details and protocols that must be followed in order to maintain standards around the educational and business plans.
2. Decide what specialization and level you would like to hold. For example, Early Childhood Level 1 or 2, Elementary General Music Level 1 or 2, Instrumental Level 1 or 2, or Piano Level 1 or 2.
3. Secure your GIML Faculty from the attached list of Certified Faculty Members (attached).
4. Complete the Site Plan Proposal (educational plan and business plan) and submit to the Education Commission Chairperson by October 15. You will be notified of your approval status from the GIML board by the end of November.
5. If applicable, send all necessary information (link to university website, etc.) to the Executive Director by February 1. If an extension is needed, contact the Education Commission Chairperson.
6. For Early Childhood Levels, secure practical experience with young children.
7. Send PDLC deposit slip (*use GIML template) and checks due to executive director each month as they begin to arrive.
8. Two weeks prior to the start of the Course, inform Education Commission Chairperson and Executive Director of any necessary staffing changes due to enrollment. The Education Commission Chairperson will notify GIML Board of any changes or requests and the Board will vote on any changes/requests and notify you of approval status within one week.
9. For site managers who would like to host a bookstore, orders may be placed by emailing custserv@giamusic.com or by calling GIA at [1-800-442-1358](tel:1-800-442-1358). Mention the materials are for a GIML PDLC. If you have a local chapter, you may want to coordinate with them.
10. On the first day of the course, obtain list of participants names exactly as they wish them to appear on their certificates; email this list right away to the Executive Director, who will print and mail certificates to the Site Manager.
11. In the first week of the course, send list of participant's emails to Education Commission Chairperson so that online evaluation forms may be sent out the second to last day of the course.
12. Collect signed faculty contracts, faculty expense reports (template attached) and faculty receipts and send along with final business plan, and participant information lists (GIML template sent separately) and mail in one package to the Executive Director within two weeks of the completion of the course.

TASKS BY DATE

October 15 All educational and business plans due to education commission chairperson. (EC sites must include children's classes)

November 30 All site managers are informed of their approval status from GIML board.

Monthly PDLC deposit slip (*use GIML template) and checks due to executive director

2 weeks prior to scheduled PDLC

- Site managers will inform education commission chairperson and executive director of any changes to staffing due to enrollment
- Education commission chairperson will notify GIML board of any changes or requests
- GIML board will vote on any changes or requests and notify site manager of approval status within one week
- EC sites, confirm children's classes

Day 1 of PDLC

- Obtain list of participants names exactly as they wish them to appear on their certificates; email list right away to executive director, who will print and mail certificates to site manager
- Email participant emails to Education Commission Chairperson for online PDLC Evaluations

Day 9 or 10 of PDLC

- Provide time for participants to complete online GIML PDLC Evaluation

2 weeks after scheduled PDLC, site managers will submit to executive director

- final business plan
- faculty contracts
- expense vouchers
- participant information list (*use GIML template)

*Separate Attachments:

GIML Deposit Slip Template and Participant Information Template

PDLC CONTACT INFORMATION

GIML Education Commission Chairperson

Heather Kirby
GIML Education Commission Chair
44 Maplewood Rd.
Stoughton, MA 02072
HeatherKirbyMusic@gmail.com

GIML Executive Director

Cory Mays
GIML Executive Director
PO Box 866
Jackson, MI 49204
execdir@giml.org

APPROVED PDLC FACULTY AND SPECIALIZATIONS 2021

Terry Bacon, <i>Churchville-Chili (NY) Central School District</i>	Inst	baconterr@mac.com
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Wendy Valerio, <i>University of South Carolina</i>	EC, EGM	wvalerio@mozart.sc.edu

EDUCATIONAL PLAN

SITE INFORMATION

Proposed site:

Site address:

Proposed dates:

Specialization(s) & level(s) of professional development:

SITE MANAGER INFORMATION

Site manager:

Home phone:

Work phone:

E-mail:

PROPOSED FACULTY

Theory:

Practical Application:

GENERAL SCHEDULE:

(Early Childhood Courses also list schedule of children's classes: minimum of 4, 30-45 minute classes per week with children)

BUSINESS PLAN

PROJECTED INCOME:

Projected enrollment:

Participants *not* receiving university credit:

Participants receiving university credit:

Total projected participants:

Projected money to be remitted to GIML:

Registration fees (\$100 per participant):

GIML tuition fees: (\$650 per non-credit participant):

Less projected scholarship money:

Total dollars generated for GIML:

Projected money to university:

Cost per credit:

of credits per student enrolled for credit:

Dollars generated through credit:

Instrumental:

EGM:

ECM:

Piano:

Matriculation/registration fees:

Dollars generated through fees:

Total dollars generated for university:

PROJECTED

EXPENSES (please itemize by faculty member):

Proposed salaries:

Proposed travel/housing expenses for each instructor:

Total expenses:

FINAL FINANCIAL REPORT

**Due no later than two weeks after the final day of the workshop.*

Site Information

Site:
Site Address:
Dates:
Specialization & Level of PDLC(s):

Workshop Income

Actual Enrollment:
Participants *not* receiving university credit:
Participants receiving university credit:
Total participants:

Actual money to be remitted to GIML:
Registration fees (\$100 per participant):
GIML tuition fees:
Less scholarship money awarded:
Total dollars generated for GIML:

Actual money to university
Cost per credit:
of credits per student enrolled for credit:
Dollars generated through credit:
Matriculation/registration fees:
Dollars generated through fees:
Total dollars generated for university:

Faculty Income & Expenses:

Actual salaries
GIML faculty salaries:
University faculty salaries:

Actual travel/housing expenses
GIML travel expenses:
Individual expense reports:
University travel expenses:

Total expenses
Total expenses to GIML:
Total expenses to university:

***Please attach a list of all participants, their addresses, telephone numbers, e-mail addresses, specializations/levels and state affiliations (Use GIML template given).*

GIML PDLC EXPENSE VOUCHER

Name: _____ Date _____

Address: _____

City: _____ State: _____ Zip: _____

Meeting/Business location: _____

Purpose of Trip: _____

Transportation

Total Miles _____ @ .54/mile _____

Tolls: _____

Other Approved Transportation: _____

Transportation Total → 1. _____

Meals

(Maximum Allowable for Meals)

<u>Date</u>	<u>(Maximum Allowable for Meals)</u>			<u>Total</u>
	Breakfast = \$6.00 <u>Breakfast</u>	Lunch = \$10.00 <u>Lunch</u>	Dinner = \$20.00 <u>Dinner</u>	

Meals Total → 2. _____

Lodging

3. _____

GRAND TOTAL:

\$ _____

Please attach all receipts and submit within thirty (30) days. Mail to: Cory Mays
 PO Box 866
 Jackson, MI 49204