

Proposition 28: Arts and Music in Schools Act Inventory of Arts Education Programming and Expenditures

Background

The Proposition 28: the Arts and Music in Schools (AMS) Act provides an annual source of funding for arts education in California, between \$800 million and \$1 billion each year. This document, the Inventory of Arts Education Programming and Expenditures template, can be completed by schools, districts, county offices of education, or charter schools (collectively referred to as LEAs) to plan for Proposition 28 AMS implementation.

Document Purpose

This Inventory of Arts Education Programming and Expenditures is intended to support LEAs in identifying and documenting arts-related expenditures from the year prior to receipt of Proposition 28 AMS funds. **This template is intended to assist LEAs that need support in determining the total amount of funding spent on arts programming in the prior year¹. LEAs may already have existing documentation of what was spent regarding arts education the prior year and therefore may not need to use this tool.** One additional way this tool may be used is to support LEAs in identifying gaps in current services.

Disclaimer: These documents are for planning purposes only; they are not official compliance documents. None of the content should be construed as legal advice or interpretation of the education code requirements for Proposition 28 AMS. Schools and LEAs are encouraged to use these items in a manner best suited for their unique situation.

Before diving into the template, LEAs can consider the following questions at a high level:

- What does arts education look like in our LEA?
- Which arts disciplines are being offered in our elementary schools? Middle schools? High schools?
- Who is providing arts education to students in our LEA?
- How many of our school sites offer the arts and how many do not?
- How many students in our LEA have access to arts education and how many do not?
- What funds are allocated for equipment, materials, and supplies?
- What is currently missing in our arts education offerings?
- What arts partnership programs are currently funded by our LEA?
- What are we spending on administrative capacity for the arts?

¹ Note: LEAs should reference CDE for guidance on what is considered their “prior year.”

Directions:

The instructions below guide LEAs through capturing expenses related to arts education. LEAs can use the related Excel workbook to fill in information outlined in the instructions below. All cells highlighted in yellow require data to be entered by the user. The information below provides an example.

Step 1: Identify Systems Used to Capture LEA Staffing Data

Begin by identifying existing systems the LEA uses for monitoring and reporting data related to arts education staffing. Many LEAs use AERIES Portal/PowerSchool or a similar system may have this information in their LCAP or state dashboard to track enrollments and staffing assignments.

Step 2: Identify Funding Sources

Next, identify ways in which the LEA currently funds arts education programming. Indicate the revenue source for each expenditure item. Examples include:

- State - Local Control Funding Formula (LCFF)
- Federal (e.g., categorical, grant, Title I)
- External philanthropic grants (e.g., foundations, booster clubs, donations)

In addition, identify whether these funds are one-time funds, ongoing funds, or funds with an expiration date (such as grant funds). Once the LEA has identified the data systems and the funding sources, use the Excel file template to establish expenditures in four main areas outlined below.

LEA Information Tab

Begin by filling out the “LEA Information” Tab in the related Excel workbook.

LEA Information				
LEA Name	County Code	District Code	Charter Number (if applicable)	Fiscal Year
Bear Town High School	12	1234	N/A	2023–24
LEA Superintendent or Administrator Name:				
Teddy A. Bear				
Address		County Name		
1234 Animal Drive		Bear County		
City		State	Zip Code	
Bear Town		CA	12345	
Contact Name	Title	Phone	Email	
Grizzly Bear	School Principal	123-456-7899	g.bear@beartownhighschool.org	

Rollup Summary Tab

No information needs to be entered in this tab. The Rollup Summary Tab will be automatically filled in after the plan is complete.

Total Expenditures	
Staffing	[\$0.00]
Equipment, Supplies, Materials, Training, and Contracts	[\$0.00]
Administrative Costs	[\$0.00]

School Tabs

Use one tab to enter all fiscal information per school in the LEA based on each category below.

Category 1: Staffing

Identify the number of full-time equivalent (FTE) teachers, classified personnel, and teaching aides who teach the arts within the LEA.

- Identify the arts discipline or course supported. Examples may include dance, drama (theatre), music (instrumental, vocal), media arts, and visual arts. If a course is identified, enter the course number.
- Identify the number of FTE staff involved for each program and note whether staff are credentialed, CTE credentialed, classified, or an arts education teacher's aide.
- Identify the grade levels each arts course serves, the number of students served within the program, and the estimated cost of staffing, including salary and benefits.
- Finally, identify the funding source that was used.

EXAMPLE:

STAFFING

This section captures all staffing within the LEA that provide arts education.

School Site Name	Arts Discipline or Course	Course Number	Staffing FTE or fraction	Credentialed	CTE Credentialed	Classified	Teacher's Aide	Grade Levels Served	Number of Students Served	Estimated Cost (Salary + Benefits)	Funding Sources
Bear Town High School	Instrumental Music	1234	2	Yes	No	No	No	9-12	220	\$300,000	State
	Vocal Music	2345	1	Yes	No	No	No	9-12	100	\$110,000	State
	Dance	3456	.5	No	Yes	No	No	9-12	60	\$60,000	State
	Visual Arts	4567	3	Yes	No	No	No	9-12	640	\$360,000	State
	Media Arts	5678	1	No	No	No	Yes	9-12	200	\$50,000	External Grant
	Theatre	6789	1	Yes	No	No	No	9-12	220	\$120,000	State
TOTALS			8.5	4	.5	0	1		1440	\$1,000,000	

Category 2: Equipment, Supplies, Training, & Materials

Identify the equipment, supplies, training, and materials purchased the prior year and used to implement arts education programming within the LEA. Focus on those items dedicated for formal arts programming, such as instruments for music programs, kilns and clay for ceramics, music and lighting for dance and theatre programs, and training or professional development provided for teachers.

Note: For LEAs with more than 500 students, no more than 20% of funds can be spent on training supplies, curriculum, professional learning, materials, and arts education programs. In this template, Category 2: Equipment, Supplies, Training, & Materials and Category 3: Arts Partnership Programs roll up together to make up the 20%.

- Identify the arts discipline or course supported. Examples may include dance, drama (theatre), music (instrumental, vocal), media arts, and visual arts.
- Describe the item.
- Identify what grade levels the program supports, the number of students served, the estimated total cost, and funding source.

EXAMPLE:

EQUIPMENT, SUPPLIES, TRAINING, & MATERIALS

This section captures expenditures such as the money spent on equipment, supplies, training, and materials relate to arts education. LEAs can look back at past budget documents for these estimates.

School Site Name	Arts Discipline or Course	Item Description	Grade Levels Served	Number of Students Served	Estimated Cost	Funding Sources
Bear Town High School	Instrumental Music	Student instruments	9-12	220	\$880,000	State
	Vocal Music	Music Stands	9-12	100	\$2,500	State
	Dance	Stereo System & AV setup	9-12	60	\$3,000	External Grant
	Visual Arts	Student supplies: drawing	9-12	640	\$24,000	State
	Media Arts	Student supplies: photography	9-12	200	\$10,000	State
	Theatre	Staging and set supplies	9-12	220	\$15,000	State
TOTAL				1440	\$934,500	

Category 3: Arts Partnerships

Next, identify any arts partnership programs currently paid for by the LEA. This may include partnerships with arts or cultural organizations providing teaching artists or residencies, partnerships with organizations providing arts enrichment, or other partnerships with visual or performing arts education organizations. These costs will be rolled up with costs related to equipment, supplies, training, and materials in the “Rollup Summary” tab.

Note: For LEAs with more than 500 students, no more than 20% of funds can be spent on training supplies, curriculum, professional learning, materials, and arts education programs. In this template, Category 2: Equipment, Supplies, Training, & Materials and Category 3: Arts Partnership Programs roll up together to make up the 20%.

- Identify the arts discipline or course supported. Examples may include dance, drama (theatre), music (instrumental, vocal), media arts, and visual arts.
- Describe the contract by providing a description.
- Identify the arts partner.
- Identify what grade levels the program supports, the number of students served, the estimated total cost to the LEA, and the funding source.

EXAMPLE:

ARTS PARTNERSHIP PROGRAMS

This section captures expenditures such as contracts with external service providers and lease/rental agreements. These costs will be rolled up with costs related to equipment, supplies, training, and materials in the “Rollup Summary” tab.

School Site Name	Arts Discipline or Course	Contract Description	Arts Partner	Grade Levels Served	Number of Students Served	Estimated Cost	Funding Sources
Bear Town High School	Dance	Artist in residency program (6 week visiting artist program)	Central CA Dance Company	9-12	60	\$53,000	External Grant
TOTAL						\$53,000	

Category 4: Administrative Costs

Finally, identify costs associated with administrative costs, such as staff time dedicated to overseeing external consultants or providers, contract reviews, or accounts payable work. If other administrative costs were expended, such as stipends or indirect costs, include the applicable cells in this section.

- Identify the oversight provided and the staff involved (such as an arts coordinator).
- Describe the service provided.
- Identify what grade levels the program supports, the number of students served, the estimated total cost, and the funding source.

EXAMPLE:

ADMINISTRATIVE COSTS

This section captures expenditures such as contract reviews, purchase order and accounts payable processing, and monitoring of external providers.

School Site Name	Administration/Oversight Provided	Arts Coordinator/District Level Coordinator/Arts Leads, etc.	Service Provided	Grade Levels Served	Number of Students Served	Estimated Cost	Funding Sources
Bear Town High School	Teacher Stipends	Arts Leads	Annual stipend provided to arts leads for developing training materials.	9-12	1440	\$40,000	State
TOTAL						\$40,000	