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**Proposal for Developing and Implementing Arts Integrated Media in NYC Schools
July 18, 2018**

Summary

Upon advisement from Chancellor Carranza on April 24, 2018, Dan Gordon, creator of Take the Stage, has met with Paul King and then spoke with Esther Friedman about the development and dissemination of Take the Stage media in NYC elementary schools.

This document shall serve as proposed timeline for the NYC Department of Education to approve before Take the Stage commences the development and filming of new Take the Stage educational videos.

This timeline defines the scope of the working relationship between the NYC Department of Education and Take the Stage with the estimated commitment and information that would be requested over one academic year.

Take the Stage consists of interactive videos, worksheets and lesson plans that teach the core academics through arts activities for grades K-5. All Take the Stage media aligns with the curriculum, is bilingual (English/Spanish), and is completely free to use.

Take the Stage is funded by grants and donations through the non-profit, Gordon Education Initiatives for the Performing Arts.

Memorandum of Understanding Request

If the attached timeline is approved by the NYC Department of Education, Dan Gordon with Take the Stage requests a Memorandum of Understanding from the NYC Department of Education that formalizes the working relationship between Take the Stage and the NYC Department of Education.

The purpose of this letter will be two-fold for Take the Stage. First, to include with grant applications and potential donors as they will want to be assured that their financial support will have a positive impact on students. Secondly, to share with partnering TV production companies so they also know that their production investment and in-kind production support will have a positive impact and a viewing audience.

No Financial Arrangement

Take the Stage does not request any money or financial arrangement from the NYC Department of Education. Take the Stage provides this service for free as it fulfills the nonprofit's mission to make arts education free, fun and accessible to all kids.



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Timeline

Phase I: Identifying Curricular Content and forming a Teacher Advisory Board

NYC DOE:

- Provides a list of elementary curriculum standards for Take the Stage to use for new educational videos. The standards are determined by the school district with respect to where students need the most supplemental academic support.
- Connects the curriculum directors for each academic department (math, science, language arts, social studies) with Take the Stage. These curriculum directors will provide curriculum advice and guidance when they are available.
- Identifies a team of 5-10 elementary teachers that will serve as the Teacher Advisory Board to provide input for Take the Stage videos.

Phase II: Review of scripts and research dates confirmed

NYC DOE:

- Curriculum Directors review and provide editorial comments on completed video scripts and worksheets to determine if educational standards have been met and the learning modalities are effective. The scripts are estimated to be 5-7 pages each.
- Selects four elementary schools to conduct pilot research testing once videos are complete. Once initial contact is made with the elementary schools, Take the Stage will coordinate directly with each school to schedule the research studies.

Phase III: Dissemination

NYC DOE:

- Advertises final Take the Stage Media in e-mail communications, literature, listing on school district website and any other promotional means that would allow elementary school teachers the ability to access Take the Stage media.

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