



MMEA ELEMENTARY MUSIC TEACHER HANDBOOK

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ELEMENTARY DIVISION MMEA HANDBOOK

INTRODUCTION

Welcome to the Elementary Division of MMEA. This handbook is designed to help all elementary school teachers in their endeavors for a successful music program for their students. Please be sure to read the entire handbook and continue to refer to it throughout the year. If questions or problems exist, contact your area site chair or the Division President.

PURPOSE

1. To introduce the elementary school student to the art of performing vocal literature and pedagogical styles:
 - a. Music representative of ethnic cultures
 - b. Music representative of the various seasons
 - c. Patriotic music
 - d. Sacred music
 - e. Folk music
 - f. Music of various historical periods.
 - g. Orff-Schulwerk
 - h. Dalcroze Eurhythmics
 - i. The Kodály Concept
 - j. The Suzuki Method

BUSINESS MEETINGS

These meetings are extremely important. You must be present to vote on business matters.

1. MEETINGS

a. 2 Official Meetings

1. September –this business meeting is held at the end of each fall workshop for all sites (northern, central, and southern division workshops)
2. MMEA/ACDA annual convention during the spring semester

2. VOTING

- a. Only MMEA members may vote – others may attend but cannot vote
- b. Officer elections require only one vote total – all other motions made must receive a majority positive vote at two business meetings before they are placed in effect.

3. WHAT WE DO

- a. Discuss old and new ideas, procedures, needs, regulations, etc.
- b. Make decisions
- c. Make and vote on motions
- d. Form committees as needed
- e. Elect officers
- f. Clarify and update MMEA Elementary Handbook
- g. Network

Mississippi Music Educators Association Leadership

President- Jennifer Davis
President-Elect- Andy Beasley
Past President- Tommy Creel
Secretary- Mary Leigh Ochoa
Treasurer- Rachel Landrum

BOARD OF REPRESENTATIVES

Elementary Division

President- Princess Thompson

President-Elect- Tab Keeton

Past President- Katie Chew

Honor Choir Chair- Celia Criddle

Honor Choir Co-Chair – Joey Coleman

Junior High Choral Division

President- Sue Carver

President-Elect- Ginger Partain

Past President- Andy Beasley

Secretary- Lynn Holliman

SSA Honor Choir Chair – Jamie Lee Moore

High School Choral Division

President- Jana Smith

President-Elect- Jordan Langworthy

Past President- Joel Hill

Secretary- Daniel Vernon

ADVISORS

2-Year Colleges -

Tri-M Advisor – Pertrina Judon

Arts Education and Advocacy – Jordan Langworthy & Hannah Gadd Ardrey

Coalition and Retired – Dr. Mark Malone

Collegiate Advisor – Dr. Joel Dunlap

Social Media Advisor – Jennifer Timidaiskai

State Arts Coordinator – Limuel Eubanks

Webmaster – Tab Ash Keeton

Band –

Conference Registrar – Joel Hill

Member at Large – Dr. LaDona Tyson

Early Childhood - Dr. Jennifer Campbell
Mentorship – Tommy Creel & Pam Moody
Membership - Kristy Brumfield & Pierrdro Gallion

MEMBERSHIP

To join National Association for Music Education (NAfME) visit www.nafme.org and complete the online application.

NAfME – The National Association for Music Education

1. National umbrella organization for choir, general music, orchestra, band, keyboard, research, guitar, jazz, history and theory and composition
2. Benefits teachers of students from pre-school through college and other involved in adult groups, music administration, private/studio instruction and teacher education
3. Membership of MMEA automatically makes you a member of NAfME (National Association for Music Education)

Solo and Ensemble Festival

(the most recent forms for Solo and Ensemble Festival will be on the www.msmea.org website)



Mississippi Solo and Ensemble Music Performance Assessment



Friday, Feb 2, 2024

North- Tupelo High School 4125 Golden Wave Dr, Tupelo, MS 38801
North- Horn Lake High School 3360 Church Rd, Horn Lake, MS 38637
Central- Mississippi College 200 South Capitol Street, Clinton MS 39056
South- Gulfport High School 100 Perry Street, Gulfport, MS 39507

The MS S&E MPA is a program designed to encourage students to learn repertoire to prepare for college auditions and offer performance opportunities. Efforts are made to create a positive and encouraging environment for the student. This year teachers may choose to attend one of the four locations and we have a virtual option.

All ensembles/soloists perform one selection for one judge. Soloists who score a Superior will earn a medal; Ensembles who score a Superior will earn a trophy (or medals if requested on registration form). Each performance must provide an original (with measures numbered) for the judge. Schools will need to provide their own accompanist or may use a track and provide their own bluetooth speaker (this is for a small space). Singers will not use mics. The location host will plan a special event for all participants that same day. Examples include a masterclass, recital/performance, seminar, etc. a possible schedule would be to compete in the morning, special event in the afternoon.

Categories:

Vocal solo (art songs, spirituals, folk songs)

Vocal musical Theatre/commercial music

Piano solo or duet (piano piece must be 16 measures in length; memorization is encouraged but not required)

Vocal Ensemble

- Any size
- Any grade or grade combination
- Any voicing

Non-Traditional Ensemble (piece must be 16 measures in length; memorization is encouraged but not required- see next page for suggestions)

- Any size
- Any grade or grade combination
- Any voicing and/or instruments

Registration:

Kindergarten-Ninth grade solos and ensembles are sponsored by MSMEA. Tenth-Twelfth grade solos and ensembles are sponsored by MSACDA. If an ensemble has a mixture of 7-12, the payment goes to the MAJORITY of that ensemble. For example, if an ensemble has 2 ninth graders and 4 tenth-twelfth graders then that payment is to MSACDA. Fee is \$5 per student per event. Forms are due January 19, 2023.

OUTSTANDING SOLOIST/ENSEMBLES- The judge at each location will choose at least one OUTSTANDING soloist and/or ensemble to be recognized on the MSMEA website and social media pages, and will receive a special award for their outstanding performance.

SUGGESTIONS OF BOOKS FOR SECONDARY VOCAL SOLOS (This list is not comprehensive)

- The “First Book” Series compiled by Joan Frey Boytim – collections for soprano solos, mezzo soprano/alto solos, tenor solos, baritone/bass solos
- The Heritage Solo series – High or Low
- Songs for Bass (or Low Voice) in A Comfortable Range by Leonard Van Camp
- The Young Singer Series by Richard Row

SUGGESTIONS FOR ELEMENTARY VOCAL SOLOS (This list is not comprehensive)

- Easy Songs for Beginning Soprano, Alto, Tenor, or Baritone/Bass - Joan Frey Boytim
- 36 Solos for Young Singers - Joan Frey Boytim
- Basics of Singing - Jan Schmidt

<https://www.brileemusic.com/bl/solos.html> has several excellent books for the young changing voices.

Brilee Solo Books-

- [Heros and Vagabonds](#) arranged by Mark Patterson
- [Let Nature Sing](#) Various Composers
- [Takes of Land and Sea](#) by Mark Patterson
- [Traveling On](#) arr. Ruth Elain Schram
- [My Heart Sings](#) by Mark Patterson

This is the solo list from the Florida Vocal Association:

https://docs.google.com/viewer?url=floridavocal.files.wordpress.com/2018/08/fva_music_list_vocal_solos.xls

OTHER FREE RESOURCES

- Artsongcentral.com
- Petrucci Music Library- https://imslp.org/wiki/Main_Page
- Public Domain- <https://www.cpdl.org/wiki/>

NONTRADITIONAL ENSEMBLES

- The philosophy behind this category is to encourage performances and support our current programs throughout the state. This list is not meant to be comprehensive, but to encourage creativity.
 - Bucket drumming
 - Guitar/ukulele
 - Elementary choirs/ensembles
 - Recorders
 - Orff ensembles
 - Piano Ensembles
- NONTRADITIONAL RESOURCES
 - Music K-8
 - Quaver
 - Teachers pay Teachers|



Mississippi Solo and Ensemble MPA Elementary/Junior High Registration

School Name _____ Director's Name _____
 School Address _____ School Phone _____
 City _____ Zip Code _____
 Preferred Director Phone _____ Email _____

Which Location are you going to (please circle):

NORTH (Tupelo HS) NORTH (Horn Lake HS) CENTRAL (TBA) SOUTH (GULFPORT) VIRTUAL

NAfME Membership and Expiration date (not required): _____

<u>LIST CATEGORY</u>	<u>NUMBER OF PARTICIPANTS/ ENSEMBLES</u>	<u>TOTAL AMOUNT (5.00 per student per event)</u>
Vocal Solos		
Vocal Music Theatre/Commercial		
Piano Solos or Duet		
Vocal Ensembles		
Other		

Please make payment to: **MSMEA**

Total Amount: _____

Awards- soloists who earn SUPERIOR will receive a medal.

Ensembles may choose medals or one trophy per group.

If you have an ensemble and they earn a SUPERIOR, which do you prefer? _____

Send payment to the following:

Lynn Holliman- MSMEA Junior High State Secretary
 3515 Hwy 1S, Greenville, MS 38701
 lmhmusicteacher@hotmail.com

For more information, please call Lynn Holliman at 662.822.7469

Mississippi Solo and Ensemble MPA

Evaluation Form

(Please fill out one form for each entry)

Solo/Ensemble Name: _____ Grade(s) in School _____
School Represented _____ City: _____
Category: _____
Title of Selection _____ Composer/Arr. _____
Indicate collection or volume, if applicable _____

Adjudication Instructions: Comment on the areas listed below.

<u>TONE</u>	<u>TECHNIQUE</u>	<u>INTERPRETATION</u>	<u>SELECTION</u>	<u>GENERAL EFFECT</u>	<u>ENSEMBLE</u>
control	attack/release	dynamics	suitability	stage presence	balance
intonation	rhythmic accuracy	tempo		memorization	blend
quality	pitch accuracy	phrasing		posture	
naturalness	diction	style		artistry	

CONSTRUCTIVE COMMENTS:

RATING: (Circle One) I (superior) II (excellent) III (good) IV (fair)

WRITE IN RATING _____

SIGNATURE OF ADJUDICATOR

Solo & Ensemble Virtual Submission Guidelines

Recording Location:

The video should be recorded in the spirit of a live audition or recital performance. You may record in a home, school, church, synagogue, recital hall, rehearsal room, or voice studio with good natural acoustics with or without an audience.

Recording Guidelines:

The camera should record from a fixed position as if the judge was seated in front of the student(s). Vocal soloists should face straight forward to the camera as they would appear to the judge in a live performance. Ensembles may face the director, but the director should not be in view in the video. Piano solos/duets may of course be faced toward the piano keyboard.

Collaborative Pianist or Recorded Accompaniment:

Vocal solos may sing with a live pianist, such as their teacher, or recorded/digital accompaniment. If the teacher is the accompanist, they should not be in view in the video. Suggestions for pre-recorded tracks: Appcompanionist, Hal Leonard's Virtual Library, YouTube Karaoke Tracks, Piano Trax, tracks recorded by the teacher, or any other medium that you can find.

Performance:

Introduce the selection at the beginning of the video.
For example: Vocal solos, or piano solos/duets can be introduced by the student(s) saying: "My Name is _____; "I will sing/perform—Title of Composition---by—Composer—and if appropriate—from---Title of Work". (The identity of your teacher, school, and region should not be revealed.)
Ensembles should be introduced by a student (not the director) using a similar format as above.

Submitting Your Videos:

You will be sent a link for a google folder with the name of your school on your google drive to submit your video(s). Please create a separate folder inside your school's google folder for each performance and label the folder with the student's or ensemble's name.
You can upload the performance video inside that performer's folder you created.

All vocal solos and choir ensembles are expected to perform their music from memory. Ensembles may be directed, but the director should be off screen. For vocal solos, any indication that the student is being coached off screen will result in the student being disqualified and their video will not be judged.

HONOR CHOIR MMEA/ACDA CONVENTION

(the most up to date forms are on the www.msmea.org website)

MMEA ALL-STATE ELEMENTARY DIVISION HONOR CHOIR

Information Packet

Celia Criddle, Elem HC Chair (Conference)

1026 CR 363

New Albany, MS 38652

ccriddle@nasd.ms

662-316-1520

Joseph Coleman, Elem HC Co-Chair (Auditions)

jcolemanedu516@gmail.com

601-260-6356

**MMEA/ACDA Annual Conference, January 18 - 20, 2024. University of Southern Mississippi
Hattiesburg, Mississippi**

Audition Requirements

- NAFME membership card or confirmation of renewal is required with audition registration.
- Video/Photo Release is required for each auditioning student. This release must be signed by parents,

scanned, and uploaded to student audition form on the google doc.

- \$10.00 audition fee per student.
- If you don't have a google/Gmail account, consider creating one for honor choir so you may have easy

access to forms and uploading the audition videos.

- When google form "[MMEA Elementary Honor Choir Audition Registration](#)" is complete, you will be

assigned a number (and a letter for each student) for your google drive folder so you can upload your

videos.

- Once the form “ [Student Audition Information Sheet](#)” is complete with the school number and the

student letter, you will upload your videos.

Who may audition?

Any student in fifth or sixth grade taught by MMEA (NAfME) members in good standing.

Students who are in foster care MAY NOT be photographed or videoed by state law or have their name printed in a program. Unfortunately, foster care children cannot participate in this choir without a release, and the state of MS will not authorize an exception for this. Please choose your representative students accordingly. **How many may audition?**

1. The number of students is based on per teacher, not per school. Teachers **cannot** submit students from their school and, for example, another school or a private studio. The teacher’s name will represent only **one** organization.
2. If the combined enrollment of your school's fifth and/or sixth grades equals 300 or less, you may audition 5 students.
3. If the combined enrollment of your school's fifth and/or sixth grade equals 301 or more, you can audition 3% of that number. ALWAYS round DOWN and provide documentation on school letterhead, signed by a principal. (9.50 to 9.99 is still 9) Auditions will be submitted online through Google Docs.

Updated 2023

What do the students sing? Please review judges’ evaluation on the last page. 1. Happy Birthday – (a **cappella**) Starting on "D" in the key of G - 5 points per judge –

A perfect score requires singing completely in key with no embellishments. Please sing at a good tempo (90 to 120 BPM).

Please visit this URL address for original notation:

https://en.wikipedia.org/wiki/Happy_Birthday_to_You

2. Path to the Moon - Eric Thiman - Boosey and Hawkes - JW Pepper 1511864 - 25 total points per judge Memorize the first verse, sing with accompaniment. Please work on accuracy of intervals and rhythms.

What is the setting of the auditions?

Teachers will be required to send an audio/visual recording of the two songs to Google Docs. Make one recording to include both songs, Happy Birthday followed by Path to the Moon. Students will be assigned a number, letter, or combination prior to recording your auditions. This will represent the student's name, teacher's name, and school.

Virtual Auditions: This is both a video and audio recording which can be made on your iPhone, iPad, or laptop.

1. Masks are not to be worn during recording. Articulation and expression cannot be seen or judged.

4. Accompaniment should be the same for everyone. Use the recording given by the honor choir chairs.
5. The camera should be still throughout the recording.
6. The camera should be level, not looking up to the student. The student should look straight ahead or

ignore the camera. Please include the whole body in the recording.

5. Please use a piano or piano app to give the pitch for "Happy Birthday" and play only one note. This song is to be sung a cappella. The note "D" should be given at the beginning and then the teacher should play "G" at the end. Make one recording with "Happy Birthday" followed by "Path to the Moon".
6. "Path to the Moon" should be memorized and sung in treble range.
7. The audition number and letter should be clearly visible in the recording. Avoid using the teacher's name when labeling each video. Name each video with the student audition number. (ex. 112-A)

7. Backdrops should be plain with no identifying colors or symbols that may identify the school.
8. Student's clothes should not be representative of the school in any way.

10. Movement during the audition was good overall. However, some schools use a lot of movement to help with expression. It should not be distracting during this recording. Too much movement does affect the score in relation to poise and posture.

11. Send your best recording of your best students. Behavior in your classroom should be considered before choosing a student to represent your school at All-State.

When is the audition packet information due?

We need your audition videos and information by August 31, 2023. This includes your student's Photo/Video release form, which is to be printed out from website, to be scanned, signed, and uploaded to the audition registration page. Checks/money

orders of \$10.00 per student are to be made payable **only** to **MMEA**. We cannot take cash. This fee is nonrefundable. Please mail audition fees to:

Celia Criddle, 1026 CR 363, New Albany MS 38652

Updated 2023

After the Auditions:

- 9. The list of accepted students will be released by the first of November. All selected students are**

required to have a chaperone/parent to accompany them during the honor choir weekend and pay honor the choir fee of \$75.00 per student. Teachers will receive additional chaperone information prior to the conference. Teachers don't forget about your \$15.00 music packet fee, as well.

- 10. Mail the student participation fees by October 13th, 2023, to Celia Criddle.**

- 11. Send one check/money order from your school or organization to Celia Criddle. Make the check or**

money order payable to MMEA. Personal checks or cash will not be accepted.

- 12. Completing the “[Honor Choir Teacher Registration Form](#)” does not register the teacher for the**

conference. The honor choir teacher registration form gives us the information needed to send you

the music for your students.

- 13. The teacher must be pre-registered for the MMEA/ACDA conference for their student(s) to be eligible**

to participate. Visit www.msmea.org for teacher registration prices.

- 14. Make sure your “[Participating Student Registration](#)” is complete with heights in inches for riser**

placement, t-shirt sizes and correctly spelled names. (*One Google form per student*) All lists will be generated with the spelling you submit on this form! It is strongly suggested that student T-shirts be ordered a size too big – the students grow!

15. The google drive folder used for auditions will be used to upload your all-necessary forms for student registration. Pay special attention to instructions on each form. Separate payment may be required.
16. J. W. Pepper will mail the music in October to the address listed on your teacher registration form. Music will not be mailed to you until you have registered your students for honor choir.
17. Student participation fees must be submitted in a timely manner. Late submissions could result in disqualification from the honor choir.
18. If you or parents would like to order a shirt, this is the form to order those on “Honor Choir T-Shirt Order Form For Director and Parents” (Student shirts are included on their registration . DO NOT INCLUDE STUDENT SHIRTS ON THIS FORM)

11. It is your responsibility to **teach the students their music**. Pay close attention to **voicing assignments**. *Practice tracks will not be available due to copyright laws.*

12. Hotel accommodations will be available on the MMEA website under the 2024 conference tab. www.msmea.org Please check the website frequently for information updates.

13. Honor Choir students will not be allowed to have a cell phone or other electronic devices on their person during rehearsals. Teachers, make parents aware of this guideline.

Send participation fees to:

Celia Criddle

1026 CR 363

New Albany, MS 38652 ccriddle@nasd.ms

What do students wear for the concert?

1. Students will wear choir T-shirts and SOLID BLACK from the waist down.
2. Girls and boys are to wear black pants or slacks. Black gauchos are acceptable if black.

hose/stockings are worn. Black skirts are allowed for religious reasons, be sure to have black.

hose/stockings as well. **No leggings. No jeans.**

3. **ONLY solid black, closed-toe shoes please. No heels. No tennis shoes.**

4. **Teachers must personally approve attire BEFORE coming to the Honor Choir weekend.**

Updated 2023

Photo/Video Release Form

AUTHORIZATION TO USE PHOTOGRAPHS AND/OR AUDIO-VISUAL

I, (parent's name) _____, hereby authorize The MS Music Educators Association, MMEA, to use, reproduce, and/or publish photographs and/or video that may pertain to my child (child's name) _____ including his/her image, likeness and/or voice without compensation. I understand that this material may be used in various publications, public affairs releases, recruitment materials, broadcast public service advertising (PSAs) or for other related endeavors. This material may also appear on the MS Music Educators Association Internet Web Page. This authorization is continuous and may only be withdrawn by my (parent) specific rescission of this authorization. Consequently, MMEA may publish materials, use my child's name, photograph, and/or refer to my child in any manner that MMEA deems appropriate to promote/publicize service opportunities.

Signature of Parent

Print Child's Name

Date

Music Teacher

Name _____

School

_____ Updated 2023

Teachers,

The judges are looking for the following when evaluating the singers:

Happy Birthday

It is sung *a cappella* with emphasis on pitch accuracy, diction, and moderate tempo. Remind students that it should be sung as if it were a classical piece.

Play a D at the beginning of your recordings, followed by a G at the conclusion of the song. The notes should be heard on the video.

Path to the Moon

- Accuracy of pitch, rhythm, and diction
- Vocal quality (resonant, clear, and natural)
- Musicality (phrasing, breath control, expressiveness)
- Diction (correct vowel sounds, clear consonants)
- Posture (poise, presence)

Updated 2023

Elementary Honor Choir Auditions Registration Form

Teacher Name _____

School/Organization _____

School/Organization Address (City, State, Zip)

Number of Students _____ x \$10.00 Total _____ Check #

Mail this page with your school check to:

Celia Criddle

1026 CR 363

New Albany, MS 38652

All checks and/or money orders are to be made out to MMEA. Remember, we cannot accept cash or personal checks.

MMEA ALL-STATE ELEMENTARY DIVISION HONOR CHOIR

Celia Criddle, Elem HC Chair 1026 CR 363

New Albany, MS 38652 ccriddle@nasd.ms

662-316-1520

Joseph Coleman, co-chair

Jcolemanedu516@gmail.com

601-260-6356

**MMEA/ACDA Annual Conference, January 18 - 20, 2024. University of Southern Mississippi
Hattiesburg, Mississippi**

Dear Administrators,

The Mississippi Music Educators Association would like to thank you for allowing your students to participate in this year's Elementary Honor Choir Auditions. This is a great opportunity for students across the state to be part of an ensemble that best represents Mississippi.

A fee of \$10.00 per student is required for the audition and should be mailed to the honor choir chair Celia Criddle. Please note that the vendor information that is required by your bookkeeper or financial department has a different name and address. If it is possible, please ask your financial person to give the check to your music teacher who will then mail it to Mrs. Criddle. Your music specialist will complete the honor choir packet and the audition registration page as found on the MMEA website. If you have any questions, please contact us at your convenience.

Sincerely,

Celia Criddle
Joseph Coleman
MMEA Elementary Division Honor Choir chairs

Vendor page:

https://www.msmea.org/files/ugd/80d403_13678bc0a1504176bd7ddeb7a8527cd4.pdf

MENTOR PROGRAM

MENTOR PROGRAM

The purpose of the mentor program is for experienced teacher to help less experienced teacher get their feet on the ground. To be a mentor you must meet the following requirements:

1. Have at least five years teaching experience
2. Be willing to remain in contact with your “mentee” and guide them through the yearly activities
3. Be willing to go to the “mentee’s” school at least twice a year and give hands-on assistance
4. Do not discuss the “mentee’s” issues with other people. You may, however, ask advice for varying situations.
5. Make sure your “mentee” understands all handbook information
6. Be willing to suggest appropriate literature for choral performance
7. Offer beneficial information about festival preparation
8. Offer sight reading tips
9. Encourage membership in professional organizations

The responsibility of the “mentee” is to sign-up for a mentor and then to ask them questions. You must also be willing to get involved. This is a chance for the “mentee” to build a quality choral music program.

Elementary Mentor Coordinator

Dr. Lynn Holliman
662-822-7469
Email: lmhmusicteacher@hotmail.com

Please complete it and return it to Dr. Lynn Holliman.

Teacher Name _____

School Name _____ District _____

School Address _____

School Phone _____ Home Phone _____

Email _____ Cell Phone _____

Check all that is appropriate:

- I would like to have a mentor
 I would like to be a mentor (must have at least five years classroom experience)
 I am interested in All State Honor Choir

Please describe your teaching situation.

Use the back of this page for additional space.

Elementary Division Leadership

Elementary Division Leadership

Elementary Leadership consists of Elementary President, Past President, President-Elect, Honor Choir Chair, Honor Co-Chair, Northern Site Chair, Central Site Chair, and Southern Site Chair

All positions in the Elementary Division are rotating positions to increase and enhance membership and leadership potential amongst the MMEA Elementary membership.

There is a contingency plan if/when a leader decides to no longer hold the position and their term is still ongoing. The incoming leader will immediately step up to complete the term. They can opt to complete the previous leader's term and their term or decide to complete their term as well. This may increase the number of years this person is in leadership.

MMEA Elementary President-Elect

Description:

MMEA Elementary President-Elect will be voted on at the State Convention every “even” year (ex: 2024, 2026, 2028) The President-Elect will serve as elect for 2 years. During their 2-year term as President-Elect, they will shadow the President, and assist with the All-State Elementary Honor Choir where needed.

This position is voted on every “even” year (2024, 2026, 2028, 2030).

Criteria:

Must have been a workshop Site Chair
Must be an active financial member of NAFME.

Duties:

Assist the President with any duties needed.
An active member of the MMEA Board.

Contingency:

If the President-Elect decides to no longer be a member of the MMEA, the current MMEA Elementary Division President will hold an immediate election to replace the President-Elect.

MMEA Elementary President

Description:

MMEA Elementary President serves 2 years as President-Elect, 2 years as President, and 2 years as Past President.

Criteria:

Must have been a workshop Site Chair

Must be a financial member of NAFME.

Serve 2 years as President-Elect and 2 Years as Past-President

Duties:

An active financial member of the MMEA Board

Conduct meetings for Elementary Division teachers, and Elementary Leadership Team

Get Elementary clinicians for fall workshops and state conferences.

Manage the Elementary budget for the division and work with the MMEA Treasurer.

Reply to emails related to the MMEA organization within 48 busy hours.

Contingency:

If the President decides to no longer be a member of the MMEA, the current MMEA Elementary Division President-Elect will immediately become President for the completion of the term and there will need to be an immediate election for a new President-Elect. The new President can choose to complete the previous President's term and their original term.

MMEA Elementary Past President

Description:

MMEA Elementary Past President serves 2 years as a mentor to the current Elementary Division President.

Criteria:

Must have been a workshop Site Chair
Must be a financial member of NAFME.
Served 2 years as President-Elect and 2 Years as President

Duties:

An Active financial member of NAFME
Be a mentor to the Current MMEA Elementary President.
Update the MMEA Elementary Handbook as needed (revise the years, forms, and leadership names and forms when needed).
Assist the Honor Choir Chair and Co-Chair with audition and judges.

Fall Workshop Duties of President

1. Set dates for the Fall Workshop in June and have updated the Fall Workshop Document and Dates, Places, and times posted on the MMEA website by July. Email all information (follow the format on the MMEA website and include a biography and picture of the clinician) to be published on the website to the current MMEA President.
2. Find and book a clinician. This needs to be done a year in advance.
 - a. Create a contract and scan/email it to the clinician and have him/her sign, scan, and email it back to you. The clinician's fee is \$500 per day for 3 days, along with a \$40 per day meal per diem for each day needed.
 - b. Email the clinician a blank W9 form, have them fill it out, scan it, and email it back to you. Once you have these documents you will need to email them to the current MMEA Treasurer.
3. Coordinate travel for you and the clinician.
 - a. Have the clinician book his/her flight and email you the receipt/s. Once you have these documents, fill out a Travel Request Form, scan it, and email it to the current MMEA Treasurer. The current MMEA Treasurer will then write a check and mail it directly to the clinician. Do this as soon as you get his/her flight receipt.
 - b. Either book a rental car OR take your own vehicle. If you book a rental car, fill out a Travel Request Form for the cost of the rental car and gas. Scan the form, along with all receipts, and email to the current MMEA Treasurer. If you take your own vehicle, fill out a Travel Request Form for mileage, scan it, and email it to the current MMEA Treasurer.
4. Arrange for hotels for you and the clinician at each of the sites. You will have to use your own personal credit card. Fill out a Travel Request Form, scan it, and email it, along with all receipts for each of the hotels to the current MMEA Treasurer. If need be, book a hotel Friday night for yourself. Consider that you may be too tired to drive home depending on where in the state the last workshop is held.
5. Make sure to reimburse any extra expenses to the clinician, such as extra baggage fees or Uber rides to/from airport.
6. Before the workshop, make sure of audio/visual needs, instrument needs, and any other needs the clinician may have. Arrange this with the site chairs.
7. Make copies of the clinician's notes, registration forms, and CEU forms for each site. I suggest going to Office Depot, etc. Fill out a Funds Request Form, scan, along with the receipt, and email to the current MMEA Treasurer.
8. Make sure the workshop site chair understands to have separate receipt books for Registration and CEUs. Before leaving the workshop sites, get copies of registration forms (with copies of checks on the back) and CEU registration forms (with copies of checks/cash on the back) for your records.
9. Have fall workshop chairmen create an email list for their sites. They can obtain the email addresses from the registration forms as they are mailed in. If you need to get information out, have the chairmen forward any emails from you.
10. Print out and bring copies of CEU sign-in/sign-out sheets for each site.

- a. CEU cut off time is 29 minutes past the start time of the event. **THERE ARE NO EXCEPTIONS OR EXCUSES THAT CAN CHANGE THIS POLICY.** Any attempt to allow for an exception could cause the organization to lose the ability to provide CEUs in the future and could void ALL CEUs that we have given for the past 5 years.
 - b. The Site Chairs will collect CEU forms and write receipts. You need to confirm that you have a form from everyone on the sign-in sheet and that everyone on the sign-in sheet has a form. **DO NOT STAPLE** checks to the CEU forms. Use a paper clip.
 - c. Attain and keep copies of CEU receipts from each of the site chairs.
 - d. Bring 3 large envelopes, labeled North, Central, and South, to keep CEU forms, money, and copies of receipts in.
 - e. Once you return home, take out receipts and keep them, then mail all 3 envelopes (you can combine the 3 envelopes and place in one large envelope) to the address listed on the bottom of the CEU form.
11. For the clinician's honorarium ("paycheck"), fill out a Funds Request Form, scan, and email it to the current MMEA Treasurer.
 12. Introduce the clinician at the beginning of the workshop.
 13. During the lunch hour, have a short meeting with all teachers. Announce the date of the conference and the headliner. Discuss any honor choir business. Elect new Site Chairs (every "even" year). Also, convey any other business that may be needed.
 14. At the end of the workshop, thank the clinician, site chair, and the attendees.

State Conference Duties of President

1. Find and book a clinician. This needs to be done a year in advance.
 - a. Create a contract and scan/email it to the clinician and have him/her sign, scan, and email it back to you. The clinician's fee is \$500 per day for 2 days (with 2 sessions each day), or \$1,000 for 1 day (with all 4 sessions on the same day). This also includes a \$40 per day meal per diem.
 - b. Email the clinician a blank W9 form, have him/her fill it out, scan it, and email it back to you. Once you have these documents you will need to email them to the current MMEA Treasurer.
 - c. Contact the MMEA President with the name of the clinician and how many sessions/days the clinician will be there.
 - d. Email a picture of the clinician and a brief bio, along with the names of the sessions with descriptions, to the MMEA President.
2. Coordinate travel for the clinician.
 - a. Have the clinician book his/her flight and email you the receipt/s. Once you have these documents, fill out a Travel Request form, scan it, and email it to the current MMEA Treasurer. The current MMEA Treasurer will then write a check and mail it directly to the clinician. Do this as soon as you get his/her flight receipt.
 - b. Book a rental car for the clinician. Collect receipts for the cost of the rental car and gas (if it applies). Scan these, along with a completed Travel Request Form, to the current MMEA Treasurer. You will have to reimburse the clinician for the rental car/gas after the conference.
3. Arrange for hotel rooms for you, the clinician, the Honor Choir Chairman and Co-Chairman, the Honor Choir Clinician, and the Honor Choir Piano Accompanist. Call the hotel and ask to speak to the sales manager. He/she can book rooms for you at a group rate. He/she will also let you reserve without a credit card and let you pay with an MMEA check. You can mail the check-in ahead of time or bring it with you when you arrive at the hotel. Otherwise, you will have to use your own personal credit card. Fill out a Travel Request Form, scan, and email, along with scanned copies of all receipts for the hotel to the current MMEA Treasurer.
4. Make sure to reimburse any extra expenses to the clinician, such as extra baggage fees or Uber rides to/from the airport.
5. For the clinician's honorarium ("paycheck"), fill out a Funds Request Form, scan, and email it to the current MMEA Treasurer.
6. Before the workshop, make sure of audio/visual needs, instrument needs, and any other needs the clinician may have and relay this to the MMEA President. You will be responsible for contacting teachers to bring Off instruments.
7. Make copies of the clinician's notes for each of the four sessions.

At the Elementary Division Meeting, announce the dates of the Fall Workshops and the clinician. Discuss any honor choir business. Elect a new President-Elect or Honor Choir Chairman/Co-Chairman if needed. Also convey any other business that may be needed.

Honor Choir Chair and Co-Chair Criteria:

Elementary Music Teacher or Music Teacher of Elementary Students

Must have taught 5th or 6th grade music students

Effective communicator, organized, works well with others, and willing to prepare and prep in the summer.

Term Length:

Honor Choir Chair and Honor Choir Co-Chair are separate positions that have a 2-year term. Once the new process has been put in place, there will be an incoming Chair and Co-Chair. They will serve in the position for 2 years and serve as Honor Choir Chair and Co-Chair for 2 years. Once their term is up, they will then serve 2 years as Past Honor Choir Chair and Co-Chair as a mentor and advisor. The current Honor Choir Chair and Co-Chair are both Board positions.

These positions are voted on every “even” year (2024, 2026, 2028, 2030).

Contingency Plan:

If the Honor Choir Chair cannot fulfill their term, the Honor Choir-Elect will immediately step in and complete the term. The new Honor Choir Chair can choose to complete the previous Honor Choir Chair’s term and their own or opt to only complete their term. An election for the Incoming Chair will need to be held immediately.

If the Honor Choir Co-Chair cannot fulfill their term, the Honor Co-Chair-Elect will immediately step in and complete the term. The new Honor Choir Co-Chair can choose to complete the previous Honor Choir Co-Chair’s term and their own or opt to only complete their term. An election for the Incoming Co-Chair will need to be held immediately.

The Incoming Elementary Division President will need to step in to make sure things run cohesively if this situation arises.

Elementary Honor Choir

Procedures

Calendar of events:

1. Acquire a conductor/clinician for the upcoming year. When the dates for the next conference are established, contact the conductor even if it's before the current conference.
 - a. Ask conductor to select 5 to 7 works for the honor choir.
 - b. Review music to determine compatibility with the choir – difficulty level and parts.
 - c. Send list to JW Pepper of Atlanta and check for availability, discuss when music would be available to send to participating teachers.
 - d. Acquire needed information from the conductor and accompanist in preparation for their fees, including their w-9 forms and contracts.
 - e. Fees or honorariums will be discussed and finalized before the contracts are given out.
2. Update Honor Choir Packet
 - a. Review dates and make changes for upcoming year.
 - b. Determine if price changes for auditions and participation fees are necessary.
 - c. Review any changes made in the past and determine if still necessary.
 - d. Make changes that were discussed during the last year.
 - e. Upon completion of the packet, send to web master for publication.
3. Email teachers about auditions, send packet through email.
4. Audition numbers will be sent out to participating schools at the beginning of the school year.
5. Audition fees will be taken through the mail.
6. Videos will be uploaded to a google drive folder.
7. Videos will be compiled and viewed by the judges at a pre-determined time frame.
8. Audition list will go out at a specified date. Voice parts will be determined and sent out asap.
9. Participation fees will be collected through the mail. A hard copy of the registration page for participation will be sent out via email to be mailed to the honor choir chair.
10. Music from JW Pepper will be sent out as soon as they receive the list of participating schools.
 - a. Participation fees will not determine when the schools receive their music.
 - b. JW Pepper will send a bill once all music is received.

11. All participating teachers are responsible for teaching all the music with the assigned voice parts.
12. The honor choir chairs will remain in constant communication with the Elementary Division president as preparations are made for the honor choir weekend. Rehearsal space, number of chairs, hotel accommodations, travel expenses, per diem and any other costs for the convention will be discussed and finalized beforehand. All check requests will be sent to the treasurer in a timely manner. Air travel must be reimbursed as soon as the tickets are purchased by the clinician.
13. The seating chart will be created in preparation for the rehearsals at USM.
14. A rehearsal schedule will be created and sent to the teachers in a timely manner.
15. Instrumentation will be determined by the conductor and the honor choir co-chair will contact the music department at USM to acquire the instrumentalists.
 - a. The honor choir co-chair will acquire instrumentalists' names to prepare check requests for the treasurer.
 - b. Checks will be given to the instrumentalists on the day of the performance.
 - c. Checks will be given to the clinician and the accompanist on the day of the performance.
16. Honor Choir Clinicians should not be repeated within 5 years unless an emergency arises.

Audition process:

Submitted videos are viewed by the judges and scored on a google drive folder. The rubric for the evaluation is in the folder which was based on the judge's sheet from past live in-person auditions. Scores will be reviewed by the HC chairs and a cut-off score will be set. A choir is selected, and the teachers are emailed the results.

Judges:

Judges must be musicians and/or music educators. Judges cannot have a family relationship with any member of the MMEA Board of Directors. Judges should rotate every 2-3 years.

Rubric:

The rubric used by the judges is as follows:

Happy Birthday (1 to 5 points)

It is sung *a cappella* with emphasis on pitch accuracy, diction, and moderate tempo. Remind students that it should be sung as if it were a classical piece.

Play a D at the beginning of your recordings, followed by a G at the conclusion of the song.

The notes should be heard on the video.

Path to the Moon (1 to 5 points for each section)

Accuracy of pitch, rhythm, and diction

Vocal quality (resonant, clear, and natural)
Musicality (phrasing, breath control, expressiveness)
Diction (correct vowel sounds, clear consonants)
Posture (poise, presence)

Forms:

Everything is in the Honor Choir Packet on the website. It is updated yearly.

HC Chorister T-Shirts:

Color and design are determined by the chair who works with someone local to her area.

Expenses:

Judges' expenses include per diem, mileage, and their fees. The total is no more than \$1,800.00.
(Audition fees will more than cover the judging process.)

The honor choir chair expenses include hotel costs for the convention.

The clinician fee is \$2,000.00, plus travel and per diem.

The accompanist fee is \$800.00, plus mileage and per diem.

Communications:

Honor Choir Chair and Co-Chair will establish a way to communicate with parents and teachers as we approach the conference.

Students will be "signed in" by their parents when they come to the first rehearsal. Roll will be taken at first rehearsal. If students are not signed up when the first rehearsal begins, they are not eligible to participate. No rehearsals can be missed for any reason. There are always extenuating circumstances that will be considered on an individual basis.

Volunteers:

Teachers are asked to sign up during honor choir rehearsals to help with participation.

MMEA Elementary Site Chair

Description:

Fall Workshop site chair positions will be held in the Northern, Central, and Southern areas of the state. The site chair is responsible for finding a free location for the workshop, handling and collecting registration forms and funds. The Site Chair will serve 2 years as elect and 2 years as site chair.

Criteria:

Must have been a music teacher for 3 years.
Must be an active financial member of NAFME.

Duties:

Find a free location for the fall workshop
Collect registration forms and fees
Coordinate volunteers for registration and CEU tables
Effectively communicate with teachers about fall workshop needs
Make sure the clinician has their requested needs (ex: sound system, instruments, water)
Provide light snacks and coffee

Contingency:

If the Site Chair decides to no longer be a member of the MMEA, the current MMEA Elementary Division Site Chair-Elect will immediately become Site Chair for the term. The Site Chair-Elect can choose to complete the previous Site Chair's term and their original term or an election will need to be held. There will be an immediate election to replace the Site Chair-Elect.

MMEA Elementary Site Chair-Elect

Description:

Fall Workshop site chair positions will be held in the Northern, Central, and Southern areas of the state. The site chair is responsible for finding a free location for the workshop, handling and collecting registration forms and funds. The Site Chair-Elect will serve 2 years as elect and 2 years as site chair.

This position is voted on every “even” year (2024, 2026, 2028, 2030).

Criteria:

Must have been a music teacher for 3 years.

Must be an active financial member of NAFME.

Duties:

Find a free location for the fall workshop

Collect registration forms and fees

Coordinate volunteers for registration and CEU tables

Effectively communicate with teachers about fall workshop needs

Make sure the clinician has their requested needs (ex: sound system, instruments, water)

Provide light snacks and coffee

Contingency:

If the Site Chair decides to no longer be a member of the MMEA, the current MMEA Elementary Division Site Chair-Elect will immediately become Site Chair for the term. The Site Chair-Elect can choose to complete the previous Site Chair’s term and their original term or an election will need to be held. There will be an immediate election to replace the Site Chair-Elect.

MMEA Elementary Fall Workshop - Site Chair Duties

1. Arrange for a location to hold the workshop. This should be a FREE location.
2. Collect all registration forms and money for your site and submit using the financial policy attached.

* **For Pre-Registered Teachers**, please make a copy of the check and the registration form. (Make the photocopy of the check on the back of the photocopy of the registration form.) We will need this information later. Please do not hold checks! I suggest mailing payment to the MMEA Treasurer weekly. Download the MMEA Deposit Form from the website and mail your deposit to MMEA Treasurer. Her email and mailing address is on the website.

* **BEFORE you place checks in the envelope to be mailed**, please organize the checks by groups (Money Orders, School Checks, Personal Checks) and then from the smallest to largest amount within the group. Also write a capital E at the bottom lefthand side of the check. This way we will know the check came from the Elementary Division.

*Purchase orders can be accepted. Purchase orders will need to be invoiced by the Site Chair upon receipt. Invoices are on the msmea.org website.

*Site Chairs should email registrants to let them know their payment has been received upon receipt of registration.

* Make sure you have a photocopy of the teachers' current NAfMA card. If needed, you can take a picture of the card with your phone and print later.

* If they do not have their card or proof that they are current (receipt from NAfMA) they **MUST** pay the Non-Member price.

3. Write receipts for all money collected for Registration and CEUs.

* **Write receipts for Registration and CEUs SEPARATELY.** The money for CEUs should be kept separate and given to the MMEA Elementary Division President. We **CAN** accept cash and personal checks made out to Mississippi College for CEUs.

*No person will receive CEUs once 30 minutes of the start time has passed.

*If any person receiving CEUs leaves early, they will forfeit their CEUs. The site chair will be responsible for giving them their form and CEU payment back prior to them leaving.

4. Arrange for all required material and equipment requested by clinician.

* If you see something on the clinician's list of requirements that you cannot supply, please email the MMEA Elementary Division President immediately. We may be able to bring the necessary equipment if you cannot supply.

- **Fall Workshop Fees are as follows:** Members \$45; Non-members \$75; Undergraduate Students \$20 *Updated 2023

6. If possible, arrange for door prizes. This is not a requirement, but it is welcomed and a responsibility that can be given to the Site Chair-Elect.

7. Fill out a Workshop Report form. You will do this at the workshop. Make sure you download and print the Workshop Report form from the MMEA Website and bring it to the workshop.

8. Please help us communicate efficiently and effectively. We will need to send out a Google Form link for everyone to update their information at the beginning of each year. This will help reach new teachers or transfer teachers across the state.

9. **COMMUNICATIONS:** You will be sent information to disseminate to your site attendees. Please remember to remove "FWD" and any non-pertinent information to keep emails clear and concise (i.e., FWD from subject line or previous message to you about sharing details). Also, please "BCC" when sending mass emails to limit scamming, sharing email addresses, virus spreading, etc. and CC the President.

10. Do NOT share email lists or any personal information that you collect with any outside entity. This is a violation of our bylaws.

Elementary Resource Page

Resources from the Mississippi Department of Education

The mission of arts education in Mississippi is to ensure that students know and experience the uniqueness of the arts, understand themselves and their world by creating, expressing, and communicating meaning through the arts, and value the arts as humanity’s most essential and universal language transcending culture, time, and place.

The Mississippi College- and Career-Readiness Arts Learning Standards for Dance, Media Arts, Music, Theatre, and Visual Arts are designed to be robust and relevant to the real world, reflecting the knowledge and skills that students need for success in college and careers and to compete in the global economy. The Arts standards also serve to empower and inspire arts educators and their students to explore the many facets of the arts and prepare them for a lifetime of engagement with art forms.

Ensuring a Well-Rounded Education means that all students have access to and the opportunity to experience high-quality instruction in the Arts (Dance, Media Arts, Music, Theatre, and Visual Arts).

The Arts Course Codes and Descriptions for Dance, Media Arts, Music, Theatre, Visuals Arts

Mississippi College- and Career-Readiness Arts Learning Standards

Note: It is recommended to print the following documents in color.

Dance (PreK-12)

- [Mississippi College- and Career-Readiness Arts Learning Standards for Dance 2017](#)

Media Arts (PreK-12)

- [Mississippi College- and Career-Readiness Arts Learning Standards for Media Arts 2017](#)

Music (PreK-12)

- [Mississippi College- and Career-Readiness Arts Learning Standards for Music 2017](#)
- [Approved K-12 Course Codes and Descriptions for Choral and Instrumental Music](#)
- [Arts Instructional Resources for Choral and Instrumental Music Revised June 2023](#)

Theatre (PreK-12)

- [Mississippi College- and Career-Readiness Arts Learning Standards for Theatre 2017](#)

Visual Arts (PreK-12)

- [Mississippi College- and Career-Readiness Arts Learning Standards for Visual Arts 2017](#)

Resources

- [Health, Safety and Well-Being Recommendations for PreK-12th Grade Considerations for Arts Education](#)

The Mississippi Department of Education has developed Recommendations for PreK-12th Grade Arts Education guidance for maintaining access to safe and meaningful arts experiences, arts educators will continue to support the artistic, academic, and social-emotional development of students, schools, and communities across Mississippi.

Training Resources

- [Mississippi College- and Career-Readiness Arts Learning Standards Handouts](#)
- [Mississippi College- and Career-Readiness Arts Learning Standards Training PowerPoint](#)

Technology Resources

- [Capturing the Journey: Creative Practices and Technology](#) (Recorded Presentation)
- [Capturing the Journey: Creative Practices and Technology](#) (Handout)
- [How-to video on FlipGrid](#)
- [How-to video on Seesaw](#) (Digital Portfolio Tool)

Artistic Literacy

To be literate in the arts, students need specific knowledge and skills in a particular arts discipline to a degree that allows for fluency and deep understanding. In all the arts this means discovering the expressive elements and knowing the terminology that is used to comprehend an art form. Students should also have a clear sense of embodying that art form and be able to reflect, critique, and connect personal experience to the arts.

Arts Integration

The Mississippi Department of Education values arts integration which is an approach to teaching in which students construct and demonstrate understanding through an art form in all subject areas. According to the Kennedy Center, Arts Integration promotes student engagement in a creative process in subjects outside the arts. This integration connects an art form and another subject area and meets evolving objectives in both.

Mississippi Whole Schools is a comprehensive statewide arts education program that uses arts as a vehicle for promoting high-quality instruction and learning for students in all disciplines. The Mississippi Whole Schools program provides statewide support to teachers on integrating

the arts to provide learning opportunities to improve students' academic achievement through the integration of the arts into the core curriculum.

Mississippi Arts Educators Listserv

Subscribe to the [MS Arts Educators Listserv](#) for (Dance, Media Arts, Music, Theatre, or Visual Arts).

More Resources

[National Association for Music Educators \(NAfME\)](#)

Founded in 1907 as the Music Supervisors' National Conference, we became Music Educators National Conference (MENC) in 1934. In 1998, our name was changed to MENC: The National Association for Music Education. In 2011, we became simply National Association for Music Education (NAfME), and today we represent more than 50,000 active, retired, and future music educators teaching millions of students.

[Mississippi Music Educators Association \(MMEA\)](#)

MMEA is the Mississippi affiliate of NAfME.

[Quaver](#)

Quaver is an online music education program.

[Mississippi Department of Education](#)

[Mississippi Music Standard](#)

[American Orff-Schulwerk Association \(AOSA\)](#)