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ACTION REQUESTED

Office of Curriculum and Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

July 31, 2014

MEMORANDUM

To: Elementary School Principals

From: Erick J. Lang, Associate Superintendent 

Subject: ACTION: Musical Instrument Repair and Piano Tuning Allocations

Summary of Account for Musical Instrument Repair

- The elementary musical instrument repair process remains the same as school year 2013–2014. Note that the process for requesting piano tuning or piano repair is outlined in the section below.
- Mr. Rick S. Penix, coordinator, Fine Arts, will manage elementary school musical instrument repair requests for band and string instruments.
- When musical instrument repairs are needed, elementary instrumental music teachers will complete the attached form, *Musical Instrument Repair Request Form Fiscal Year 2015*, and e-mail the form to Mr. Penix with a copy to the principal.
- Mr. Penix will approve each instrument repair request on a case-by-case basis.
- Once the approval is granted, Mr. Penix will send the instrument repair request to the repair vendor who will then complete the repair and invoice Mr. Penix directly.
- Repair requests may be submitted to Mr. Penix from September 10, 2014, to May 22, 2015.
- At this time, it is expected that any countywide budget freeze will not impact these accounts.

Summary of Account for Piano Tuning

- The process for requesting piano tuning remains the same as the 2013–2014 school year.
- Each school will be granted one piano tuning for the 2014–2015 school year paid from accounts managed by central office.
- Schools will be assigned a specific month for the piano tuning. Music teachers will receive the Piano Tuning Schedule from Ms. Katherine A. Murphy, content specialist, Fine Arts, on August 29, 2014.

- This process serves the interests of maintaining the pianos in the school system. If a piano needs to be tuned closer to a concert date, it will be the responsibility of the school to fund this.
- Schools will contact vendors to arrange tunings within their scheduled times.
- Schools will be billed for any additional piano tunings and/or piano repairs they request.
- At this time, it is expected that any countywide budget freeze will not impact these accounts.
- For any pianos that need to be surplussed, please contact Ms. Murphy via e-mail to obtain written approval.

Action

- Share this information with instrumental and general/choral music teachers.
- Consult with instrumental and choral/general music teachers on the process for determining instrument repair schedules and piano tuning needs for your school.

Questions

- For questions about instrumental music repair requests, contact Mr. Penix at 301-279-3250 or via e-mail.
- For questions about piano tuning and piano repair requests, contact Ms. Murphy at 301-279-3250 or via e-mail.

EJL:bts

Attachment**Copy to:**

Dr. Statham
Associate Superintendents of Elementary Schools
Ms. Adams
Mrs. Camp
Mrs. Collins
Mr. Creel
Mrs. Diamond
Elementary Directors of School Support and Improvement
Elementary School Administrative Secretaries

Mrs. Lazor
Ms. Murphy
Mr. Penix
Dr. Steinberg
Mr. Koutsos
Mr. Prouty

Approved:


Larry A. Bowers, Chief Operating Officer
Maria V. Navarro, Chief Academic Officer