



community school *of* music and arts

MEMORANDUM OF UNDERSTANDING
between
MVWSD Preschool Program and the Community School of Music and Arts

This non-binding Memorandum of Understanding ("MOU") summarizes the principal terms that **MVWSD Preschool Program** located at **1850 Latham Street, Mountain View, CA 94041** ("MVWSD Preschool Program") and **The Community School of Music and Arts** located at 230 San Antonio Circle, Mountain View, CA 94040 ("CSMA") have been discussing with respect to implementing the Art4Schools Program ("Program") at Graham Preschool, Theuerkauf Preschool, and Latham Preschool during the **2019-2020 school year**.

1. Program Description. CSMA will hold in-school art classes as specified in the attached Addendum provided from **August 2019** through **June 2020**. The program will be held at Graham Preschool, Theuerkauf Preschool, and Latham Preschools in their Mountain View, California, locations unless the parties agree otherwise.
2. Instructors. The students will receive an art curriculum by professional arts educators/teaching artists ("Instructors") selected and vetted by CSMA. Before being allowed to teach at MVWSD Preschool Program, all Instructors will be given a tuberculosis test, fingerprinted and undergo a criminal background check in accordance with Department of Justice guidelines.
3. Rescheduling of classes. If the Instructor is unavailable to teach a scheduled class and no substitute is available, the class will be made up at a later date within the school year. If MVWSD Preschool Program or a Classroom Teacher needs to cancel a class, they must provide at least 24-hours' notice to receive a make-up class. If MVWSD Preschool Program or a Classroom Teacher cancels a class with less than 24-hours' notice, no make-up class will be given. If, after all attempts have been made to make-up a class and no make-up time was found, there will be no refund for the missed class(es).
4. CSMA Responsibilities. In connection with the Program, CSMA will: (a) develop the Programs' curriculum such that it meets the California Visual and Performing Arts Standards; (b) supply the necessary materials for each class it conducts; (c) hire and pay the Instructors; (d) perform any necessary project management related to the program; and (e) organize one school-wide art show.
5. MVWSD Preschool Program Responsibilities. In connection with the Programs, MVWSD Preschool Program will (a) provide facilities, including adequate space, working sinks, tables, chairs and secure storage; (b) participate with CSMA in the planning and implementation of the program; and (c) ensure classroom teacher is present in the room and shares responsibility for student behavior.
6. Insurance Coverage. CSMA agrees to maintain an insurance policy in the minimum amount of \$1,000,000 to cover any negligent acts committed by CSMA or its Instructors while providing services to MVWSD Preschool Program schools and shall name MVWSD Preschool Program as an additional insured.
7. Non-Solicit. MVWSD Preschool Program agrees that during the Program and for twelve (12) months thereafter, MVWSD Preschool Program will not, directly or indirectly, recruit, or attempt to recruit any instructor.

8/13/19

MEMORANDUM OF UNDERSTANDING: ADDENDUM A
Art4Schools Programs

I: Facilities Support for the A4S Program

MVWSD Preschool Program provides the location(s) and facilities for the Art4Schools program:

- Classroom setting for teachers to conduct instruction to students, such that adequate space is allocated for class size of up to 18 students.
- Classroom with tables and chairs for each student in art
- Classroom with working sink
- A separate teacher-preparation space which includes sink access
- Secured storage space for art supplies

MEMORANDUM OF UNDERSTANDING: ADDENDUM B
Art4Schools Programs

This is an agreement between the Community School of Music and Arts and MVWSD Preschool Program confirming that CSMA will provide a quality, curriculum-based art and music program for the MVWSD Preschool Program at Theuerkauf, Latham, and Graham preschool sites. For 28 weeks, students from 11 classes will alternate between an interactive, hands-on art or music experience led by 2 CSMA teachers each Friday.

Art4Schools	Music lessons	Art lessons
Duration of class	1 hour	1 hour
# of weeks	14	14
Cost per classroom (\$99 x 14 wks)	\$1,386	\$1,386
# of classes	11	11
	\$15,246	\$15,246
Total Cost for MVWSD Preschool Art and Music Program		\$30,492
Subsidy from CSMA		-\$28,492
For these services, MVWSD Preschool Program will make payments to the Community School of Music and Arts in the total amount of		\$2,000
Due upon receipt of invoice September 15, 2019		\$2,000