

Memorandum of Understanding

Between
San Carlos Elementary School District (SCSD)
And
Music for Minors (MFM)
Respecting
Voice Box – San Carlos Middle School Choir

This memorandum of understanding is hereby entered between the two parties indicated below and for the purpose as stated in the scope of work:

Sonja Palmer, Executive Director
Music for Minors
1100 Industrial Road, Suite 10
San Carlos, CA 94070

Craig Baker, Superintendent
San Carlos School District
1200 Industrial Road, Unit 9
San Carlos, CA 94070

Preamble: This Memorandum of Understanding (MOU) sets forth the terms and understanding between SCSD and MFM regarding activities related to Voice Box – San Carlos Middle School Choir in the San Carlos Elementary School District.

Scope of Work: MFM and SCSD intend to work together toward the implementation of providing Voice Box – San Carlos Middle School Choir, an after middle school choir group with an MFM conductor and MFM accompanist to SCSD 6th, 7th, and 8th grade students registered through the SCSD SMART-E Program.

SCSD commits to:

1. Financially support the Voice Box – San Carlos Middle School Choir (Exhibit 1 Fee Schedule).
2. Support student registration through SCSD SMART-E program.
3. Collect registration fees through SCSD SMART-E program

Music for Minors commits to:

1. Provide and oversee MFM trained conductor and accompanist to:
2. Prepare 34 rehearsal sessions from September 2015 to June 2016, to teach a minimum 90 minutes to 100 minutes per rehearsal session, according to SCSD, Tierra Linda and Central school calendars.
3. Prepare and lead five (5) performances (Winter, Spring Showcase, Hometown Days, Spring, Graduation)
4. Manage necessary equipment, volunteers, and other needs for concerts and other performances.
5. Manage communications with parents, students as necessary.
6. Prepare and lead performance at Disneyland in Spring 2016
7. Select, order, and distribute all sheet music.
8. Select, order, and distribute choir t-shirt apparel.
9. A yearly evaluation of conductor and accompanist by MFM staff.

**Exhibit 1 Fee Schedule
of
Memorandum of Understanding**

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**VOICE BOX - SAN CARLOS MIDDLE SCHOOL
CHOIR**

2015-16

MFM Personnel Expenses		Conductor	Accompanist	<i>rate: \$45 & \$35</i>
34 Rehearsals	68 hrs	\$3,060.00	\$2,380.00	
Prep Time	34 hrs	\$1,530.00		
5 Dress @ 1.5 hr/each	7.5 hrs	\$337.50	\$262.50	
5 Performances* @ 2 hrs/each DisneyLand (4 days)	10 hrs	\$450.00	\$350.00	
Subtotal:		\$5,377.50	\$2,992.50	\$8,370.00
Program Expenses				
Piano Tuning (shared w 5th grade Choir)				\$200
Music copies/binders (72)				\$2,000
T-Shirts (72)				\$750
MFM Oversight				\$1,000
Total:				\$12,320.00

SCSD agrees to pay MFM \$12,320.00 at the time of execution of this Agreement and pay the invoice upon receipt of invoice for the term of the agreement. The term of this agreement is for the period September 9, 2015 through June 8, 2016.