

# Subcontractor Contract

## Contract/Memorandum of Understanding (Agreement)

between

**John Doe Arts**

and

**Choctaw County Board of Education**

### A. Purpose and Scope

The purpose of this Contract/MOU (A) is to clearly identify the roles and responsibilities of each party as they relate to School's name and targeted program. In particular, this agreement is intended to accomplish the following:

- Enable students to engage in art projects
- Teach them new art skills
- Encourage them to express themselves creatively
- Introduce them to techniques used by other artists
- Provide age-appropriate art history lessons

### B. Background

- **List specific qualifications/areas of expertise (I have been an artist for x number of years. My areas of specialty are...)**
- **List accomplishments**
- **List previous contracts with schools**
- **List any evidence of work on the impact of students**
- **List background clearance for working with students if applicable.**

### C. Duration or Term of Contract/MOU (A)

**This Contract/MOU shall commence \_\_\_\_\_ and will remain in effect until \_\_\_\_\_.**

### D. John Doe Arts shall be responsible for the following:

- **List requirements**
- Creating lesson plans for each session, teaching and inspiring the children to make art using the methods outlined in the lesson plan
- Providing materials needed for each session

### E. \_\_\_\_\_ School shall be responsible for the following:

- **List school responsibilities**
- Having a certified teacher in the class while instruction is happening.
- Handling any discipline issues.
- Coordinating with said Party when classes are scheduled

F. Meetings and Reporting

To accomplish the purposes and objectives set forth in the Contract / MOU (A), partners will meet \_\_\_\_\_ and discuss \_\_\_\_\_.

Reports and accountability will be provided through the following means:

- **List how reports and accountability will be accomplished**

G. Modification and/or Termination

It is mutually understood and agreed by and between the parties that the following procedures must be implemented for the modification and/or termination of this signed agreement

- Provide two week written notification of any major modifications

**List any additional requirements**

The terms for the termination of the agreement by either party are detailed as follows:

- It is understood that Title I funds are used to provide this service. Services shall be contingent upon the receipt of these funds.

H. Financial / Budgetary Considerations

All fiscal and budgetary matters will be conducted according to the following stipulations. **Compensation will not be awarded prior to the fulfillment of the promised goods/services.**

- Rate of pay shall be \_\_\_\_\_ per \_\_\_\_\_ up to but not to exceed \_\_\_\_\_.
- Compensation shall be based upon completion and submission of service documentation and invoice(s). Normal check runs occur around the 5<sup>th</sup>, 15<sup>th</sup> and/or the 25<sup>th</sup> of the month.

This Contract / MOU (A) is an **“At-will”** agreement and may be modified with the mutual consent of the authorized individual, and the Choctaw County Board of Education. Once signed by authorized officials of both groups, this Contract/MOU (A) will begin the \_\_\_\_\_, and will remain in effect until \_\_\_\_\_.

\_\_\_\_\_

John Doe

Artist

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Party B)

Superintendent

\_\_\_\_\_

(Date)

SAMPLE