

Subject line: Teaching Artist Town Hall Feb 21, 2020 Update

February 25, 2020

Dear ArtStream Teaching Artist,

Thank you to the Teaching Artists, Board members and staff who joined us at the Town Hall meeting on February 21 to review the 2019-2020 Season Contracts, Statement of Values, Late Fee Stipend procedure, and Standard Operating Procedures. We appreciate the good ideas, specific examples, and collaborative discussion. You can listen to a recording of the meeting using this link <https://fccdl.in/j4QoxY28C0>

Thank you to the Task Forces for their work reviewing and revising the documents and procedures.

1. The revised contract and a glossary of legal terms are attached for final review.
2. The Statement of Values (formerly Code of Conduct) will be reviewed again by the Task Force. Statement #4 was revised at the Town Hall Meeting. Statement #8 is being revised by the Task Force. A copy with those notations is attached.
3. The Late Fee Stipend is approved, and the procedure is in effect as of March 1, 2020. If you have additional questions about how to request the stipend, contact Lyndsey Medlin or Sarah Sandifer. Please see attached.
4. The Standard Operating Procedures Task Force Members (Kathryn Hamilton, Patty Krauss, Wendy Lanxner, and Nicolette Stearns) will continue their work based on the feedback provided at the Town Hall meeting. They are developing templates for classroom access resources, managing problem situations, an onboarding process, and improved training for new Teaching Artists. We will seek additional feedback as their work continues.

Thank you to the Task Force members and everyone who participated in this process by sharing ideas, questions and comments.

We look forward to continued communication.

Sincerely,

Heller An

## **Teaching Artist Task Forces 2020**

### **Contracts**

Penny Russell  
Luke Scaros  
Natalie Zanin

### **Code of Conduct**

Leah Kocsis  
Sandy Roachford  
Annetta Dexter Sawyer

### **Standard Operating Procedures**

Kathryn Hamilton  
Patty Krauss  
Wendy Lanxner  
Nicolette Stearns

**ArtStream, Inc.**  
**Agreement for Independent Contractor Services as of 2/21/20**  
**Edits following the 12/13/19 and 2/21/20 Teaching Artist Town Halls and the 2/10/20 and 2/17/20 Task Force**  
**Meetings are highlighted.**

This Agreement for Independent Contractor Services (the “**Agreement**”) is made and entered into on this day of {\_\_\_} between **ArtStream, Inc.** a Maryland not for profit corporation headquartered at 8401 Connecticut Ave, Suite 1230, Chevy Chase MD 20815 (“**ArtStream**”) and [**name of Artist**] (hereinafter the “**Artist**”).

**Section 1. Parties:**

**1.1** ArtStream conducts programs for people with intellectual and development disabilities including autism (hereinafter “**IDDs**”), intended to improve communication and social skills useful in daily life and encourage collaboration through the performing arts. Principal among ArtStream’s programs are the following:

1.1.1 Inclusive Theatre Companies: ArtStream has inclusive theatre companies in which people with **IDDs** participate in developing and performing original musicals over a period of approximately six months.

1.1.2 Cabaret Companies: ArtStream has Cabaret companies in which people with **IDDs** agree on a theme for ensemble music and dance performances, and then work with choreographers and music directors to develop solo and small group music, dance and drama performances over a period of approximately 12 weeks.

1.1.3 Inclusive Drama and Social Skills Classes. ArtStream conducts inclusive classes for the development of acting techniques and communication skills for people with **IDDs**.

**1.2** Artist [**this briefly describes the Artist’s skill set as it is relevant to the Statement of Work. EG: Artist has experience teaching theatre.**].

**AGREEMENT**

ArtStream and the Artist, intending to be mutually bound, agree as follows:

**Section 2. Nature of Contracted Services:**

ArtStream and Contractor agree that during the term of this Agreement, Contractor will provide [*insert general nature of services to be performed*], as set forth on the Statement of Work, attached hereto and incorporated herein as Exhibit A (the “**Services**”).

**Section 3. Additional Artist Responsibilities.**

3.1 Artist shall furnish at Artist’s expense, the equipment, supplies and materials used to perform the **Services** set forth in Section 2; except for pre-authorized purchases to be used in productions or classes as set forth in Section 4.2. Artist shall exercise independent judgment in performing the **Services** set forth in Section 2, and nothing in this Agreement shall be construed as giving ArtStream control over or the right to control, the means by which Artist provides the **Services**.

3.2 Artist and ArtStream agree that this Agreement does not contemplate the maximum amount of Artist’s time to be devoted to performance of the **Services** set forth in Section 2 or that the performance under this Agreement is to be construed as one of exclusive contract or exclusive agency.

3.3 During the term of this Agreement, Artist is free to enter into similar agreements with other parties, *provided that*, **Artist does not allow any** those additional outside contracts do not unreasonably interfere in any respect with Artist’s duties and responsibilities to ArtStream under this Agreement, including but not limited to those set forth in Sections 6 and 7 of this Agreement.

- 3.4 Artist shall abide by all rules and regulations of the facilities at which Artist performs services covered by this Agreement.
- 3.5 Upon departure from a facility, Artist shall ensure the facility is returned to the same or better condition in which it was found.
- 3.6 Artist shall have no right, power, or authority to bind ArtStream, its subsidiaries or affiliates to the fulfillment of any condition, contract or obligation to create any liability binding on ArtStream.
- 3.7 Prior to start date of the assignment, Artist shall submit:
- 3.7.1 Original W-9 form
  - 3.7.2 Proof of CPR certification. For new certifications, ArtStream shall reimburse the Artist 50% of the cost, or a maximum of \$40.00. Artist may submit a reimbursement request according to billing procedures outlined in section four (4).
  - 3.7.3 A signed Teaching Artist **Statement of Values** attached hereto and incorporated herein as Exhibit B.
  - 3.7.4 A signed Vehicle Use Agreement-attached hereto and incorporated herein as Exhibit C **if Artist is a potential driver.**

#### **Section 4. Payment:**

- 4.1 ArtStream shall pay the Artist for services rendered in [insert number stipends] or [monthly invoices] according to the following schedule:

Artist shall submit an invoice to ArtStream for a portion of the stipend according to the following schedule [insert schedule].

OR

Artist shall submit a monthly invoice to ArtStream within seven days of the completion of services for each calendar month.

Invoice should be sent via email to [billing@art-stream.org](mailto:billing@art-stream.org), or by mail to the ArtStream office.

- 4.2 For authorized purchases, Artist should submit a reimbursement request on monthly invoice or within the first fifteen (15) days of the month following the authorized purchases. Mail the *original* receipt to ArtStream.
- 4.3 For late fee payments [procedure to be clarified by Standard Operating Procedure Task Force]
- 4.4 Payment will be issued within 10 business days of receipt of invoice barring late submission, any errors on the invoice, missing paperwork, holiday closings, office closures due to inclement weather, or other causes beyond our control. For re-issues due to check misplacement, ArtStream will deduct the amount of its bank's "stop payment" fee from the original payment amount.

#### **Section 5. Ownership of Intellectual Property.**

Ownership of all intellectual property rights in connection with any original material created by the Artist under the terms of this contract (the "Joint Intellectual Property") will be shared equally by the Artist and ArtStream, Inc. The parties agree not to file any patent, trademark, or copyright applications relating to the Joint Intellectual Property, without first notifying the other party. Notwithstanding anything else contained herein, in the event Artist uses the Joint Intellectual Property, the Artist must provide attribution to ArtStream using the following language: "Original material

commissioned by ArtStream, Inc." In the event ArtStream uses the Joint Intellectual Property, ArtStream will provide attribution to the Artist using the following language: "Original [script/composition/direction] by [***name of Artist***]."

## **Section 6. Confidentiality:**

- 6.1** Both during the term of this Agreement and for a period of ~~five (5)~~ **two (2)** years from the date on which this Agreement terminates for any reason whatsoever, the Artist shall not, directly or indirectly (**through a third party**), use for any purpose whatsoever or disclose to any person, corporation, or other entity, other than as authorized in the performance of Artist's duties for ArtStream during the term of this Agreement any Confidential Information (as defined in section 6.2), unless compelled to use or disclose confidential information by law.
- 6.2** Confidential Information includes, in whatever form, written or otherwise, all information concerning people with IDD's who are current, former or prospective participants in any ArtStream Program, including their family members or caretakers, or concerning any ArtStream former, current or prospective volunteer, **Teaching Artist**, donor or employee, except to the extent such information is generally available to the public, including information made generally available to the public by ArtStream. Confidential Information also includes, without limitation, any materials, including scripts or musical compositions not written by the Artist, and curricula developed as work-for-hire specifically contracted by ArtStream. ~~Or for use in providing ArtStream services, including any performance or class.~~
- 6.3** Upon termination of this Agreement for any reason whatsoever, the Artist shall return to ArtStream all books, records, lists, and other written, typed, or printed materials, and any computer equipment, computer software, participant information, including contact information, and shall delete electronically stored information, whether furnished by ArtStream or prepared by the Artist, which contain any Confidential Information of ArtStream, proprietary information relating to ArtStream, its business, or its current or former participants. In addition, the Artist expressly promises neither to make any copies of such materials during the term of this Agreement (except as reasonably necessary in the performance of Artist's services under this Agreement) nor to retain any copies of such materials after termination of this Agreement without the prior written consent of the Executive Director of ArtStream.
- 6.4** ~~Both during the term of this Agreement and for a period of two (2) years from the date on which this Agreement terminates for any reason whatsoever, ArtStream shall not, directly or indirectly (through a third party), disclose to any person, corporation, or other entity, other than as authorized by the Artist, any Contact Information (including but not limited to phone number, email address, and mailing address), unless compelled to use or disclose this Contact Information by law.~~

## **Section 7. Nonsolicitation and Disclosures:**

- 7.1** During the term of this agreement, Artist shall not persuade or attempt to persuade any donor, participant, sponsor, supplier, contractor, or any other person or entity with an actual or potential relationship with ArtStream to terminate, curtail or not enter into its relationship to or with ArtStream, or in any way to reduce the financial or other benefits to ArtStream of such relationship, without prior approval of the Executive Director of ArtStream.
- 7.2** Prior to entering this Agreement and during the term of this Agreement, the Artist agrees to disclose to ArtStream any schedule conflicts Artist has with the schedule contemplated by the Agreement, and any schedule conflicts the Artist believes are reasonably possible for Artist to have.

~~7.2. Prior to entering this Agreement and during the term of this Agreement, the Artist agrees to disclose to ArtStream the name of any person or organization for which he/she performs services similar to the services he/she is to perform for ArtStream.~~

## **Section 8. Reasonableness of Terms and Remedies:**

- 8.1 The Artist acknowledges and agrees that in order to provide the services set forth in Section 2, ArtStream will provide Artist with specialized knowledge and information which, if disclosed or used in competition with ArtStream, could cause ArtStream substantial loss. The Artist also acknowledges that an important part of Artist's services will be to develop goodwill for ArtStream through Artist's personal contact with others having ~~business~~-relationships with ArtStream. There is a danger that this goodwill, ~~a proprietary interest~~ **an asset important to ArtStream and the ArtStream community**, may be lost if this Agreement terminates and the Artist uses the specialized knowledge and ~~interpersonal~~ relationships **developed during the time Artist performs services for ArtStream to compete with** ArtStream. Accordingly, the Artist acknowledges and agrees that the terms of Sections 6 and 7 of this Agreement are reasonable and necessary to protect ArtStream's legitimate ~~business~~ interests. The Artist represents to ArtStream that the terms of Sections 6 and 7 of this Agreement will not adversely impact Artist's ability to earn a living. The Artist specifically represents to ArtStream that Artist has skills and experiences in matters other than the business of ArtStream, which will enable him/her to obtain other employment that does not conflict with Sections 6 and 7 of this Agreement, immediately following the termination of this Agreement.
- 8.2 In the event of a breach or threatened breach by the Artist of any of the provisions of this Agreement, ArtStream shall have the right, in addition to any other remedies at law or equity, to an injunction or restraining order from a court of equity enjoining the Artist from violating such provision or provisions.
- 8.3 The Artist expressly agrees that the obligations imposed by Sections 6 and 7 of this Agreement shall survive the expiration or termination of this Agreement.

#### **Section 9. Taxes and Benefits:**

- 9.1 Artist expressly acknowledges and agrees that Artist is an independent contractor and not an employee of ArtStream.
- 9.2 Artist has the responsibility and agrees to make all filings required by law in connection with Artist's performance of services pursuant to this Agreement. Artist further agrees at all times to abide by applicable federal, state and local law requirements, assuming the sole liability for all self-employment and income taxes due on income earned pursuant to the Services.
- 9.3 ArtStream will pay for workers compensation insurance covering the Artist in connection with Artist's performance of services covered by this Agreement. Artist acknowledges that Artist is not entitled to any additional rights or benefits, including, but not limited to, vacation, sick time or other insurance. ArtStream will not be responsible for payment of unemployment compensation or disability insurance.
- 9.4 ArtStream is not responsible for withholding or paying employment related taxes on the Artist's behalf based on the Services provided under this Agreement.
- 9.5 ArtStream will provide Artist with 1099 tax forms.

#### **Section 10. Force Majeure:**

- 10.1 The obligations of either party to fulfill the terms of this Agreement shall be waived in the event of a "force majeure" (such as, but not limited to war, terrorism, public emergency or calamity, strike, labor disturbance, fire, breakdown of mechanical or electrical equipment, casualty, physical disability, illness, earthquake, flood, Act of Nature, or other disturbance, or any governmental restriction) that prevents either party from fulfilling the party's obligations under this Agreement.
- 10.2 Should force majeure prevent the Artist from fulfilling their obligations set forth by this Agreement, both parties

shall use reasonable efforts to reschedule or extend the Agreement to complete services.

### **Section 11. Assignment:**

Artist shall not transfer or assign contracted duties without written or verbal consent from ArtStream's Theatre and Events Manager or Program Manager. Verbal consent must be confirmed in writing within twenty-four (24) hours. Any transfer of duties without consent will render this Agreement null and void. All schedule changes or substitute instructors must have approval from the Theatre and Events Manager or Program Manager. Artist will help ArtStream find substitute teachers when necessary. If the Artist is absent without notice and approval, there will be no compensation from ArtStream.

### **Section 12. Termination or Cancellation:**

12.1 ArtStream may terminate this Agreement if the Artist breaches or threatens to breach any of the terms of this Agreement or if the Artist is unable to perform the Services for two consecutive rehearsals or classes without prior written approval from ArtStream's Theatre and Events Manager or Program Manager. ArtStream reserves the right to terminate this Agreement if, in its sole judgment and at its sole discretion, the Artist may pose a danger or threat to the organization. In addition, ArtStream may terminate this Agreement if the Artist is unable to perform the Services.

12.2 ArtStream reserves the right to cancel its program due to low enrollment, or other unforeseen circumstance, at any time. If the Agreement is terminated for any reason, the Artist shall only receive compensation for services rendered prior to the date of termination.

### **Section 13. Conduct Warranty:**

Artist represents and warrants that Artist has never been convicted or pled guilty to: (i) child abuse, neglect or molestation; ~~(ii) sale or possession of an illegal substance;~~ or (iii) any other felony. Artist must notify ArtStream if during the term of this Agreement Artist is charged with, pleads guilty to or is convicted of: (i) child abuse, neglect, or molestation; ~~(ii) sale or possession of an illegal substance;~~ or (iii) any other felony, no later than five (5) days after such charge, guilty plea, or conviction.

### **Section 14. Emergency or Weather Cancellation:**

14.1 In the event of inclement weather or another emergency situation, the program will follow the cancellation policy of ArtStream and the rehearsal and performance venue. If ArtStream and/or the venue are closed due to emergency or weather conditions, the session for that day will be cancelled. In the event of a two-hour delay, the program will be held as scheduled. It is the responsibility of the Artist to check for weather warnings and closing, as applicable, in the event that ArtStream is unable to notify the Artist of cancellation or closure.

14.2 ArtStream may also make its own determination regarding cancellations. If choosing to cancel a session, ArtStream will make reasonable efforts to notify the Artist at least three hours prior to scheduled session. In extenuating circumstance, sessions may be cancelled with little or no notice.

14.3 In the event the Artist determines that weather conditions make it unsafe or otherwise prevent Artist from traveling to perform services under this Agreement, Artist shall notify ArtStream ~~within three hours prior to scheduled session~~ as soon as possible prior to rehearsal, performance or class by either (1) e-mail or (2) telephone call to the Theatre and Events Manager, followed by a confirmation e-mail.

14.4 ArtStream will not compensate Artists for emergency or weather-related cancellations.

## Section 15. Program Contacts:

**Theatre and Events Manager** Sarah Sandifer, s.sandifer@art-stream.org, (w) 301-565-4567 (c) 301-751-8685  
**Program Manager** Lyndsey Medlin, l.medlin@art-stream.org, (w) 301-565-4567 (c) 571-212-7420

## Section 16. Photo Release:

I do\_\_\_\_\_/do not\_\_\_\_\_ grant ArtStream the right to use photographs, audio and videos of me in programs and performances for any purpose including promotional, educational, and commercial uses.

## Section 17. Resolution of Disputes:

Any action or proceeding by either party to enforce or challenge this Agreement shall be brought in the United States District Court for the District of Maryland unless that Court does not have subject matter jurisdiction, in which case, any litigation relating thereto must be brought in the Circuit Court for Montgomery County, Maryland, or such other court of Maryland as shall have subject matter jurisdiction over the matter, and the Artist expressly consents to, and expressly agrees not to challenge, such jurisdiction and venue. The Artist expressly waives any right that Artist has or may have to a jury trial in connection with any legal action filed with respect to this Agreement.

## Section 18. Miscellaneous:

18.1 Artist understands and agrees that successful completion of ArtStream's criminal and Motor Vehicle Record background check is required before Artist is permitted to perform the Services and Artist authorizes ArtStream to perform criminal/MVR background checks both prior to and throughout the duration of this Agreement. Artist agrees to provide ArtStream with all authorizations required for conducting these criminal background checks.

18.2 This Agreement shall be construed and enforced in accordance with the laws of the State of Maryland, exclusive of its conflict of laws, provisions and those of any other State. ~~The parties agree to the exclusive jurisdiction of the state and federal courts located in Montgomery County, Maryland.~~ Captions and headings utilized in this Agreement are for convenience only and are not of legal significance in interpretation of this Agreement. No modification or waiver of any of the terms and conditions of this Agreement shall be effective unless it is in writing and signed by both parties. Failure of either party to exercise any right in the event of breach or default by the other party shall not constitute or operate as a waiver of any right of either party.

18.3 This Agreement is divisible and separable so that, if a court finds any of its provisions to be unenforceable, such court shall modify that provision to the extent necessary to make it legally enforceable or strike it, so that the rest of the Agreement will be enforceable.

18.4 The parties agree to execute any and all such other and further instruments and documents and take such other measures which are reasonably required to effectuate the purposes of this Agreement.

18.5 This Agreement contains the entire understanding and agreement between Artist and ArtStream and cannot be amended, modified, or supplemented in any respect except by a document executed with like formality. In addition, this Agreement supersedes any and all other agreements, either oral or in writing, between Artist and ArtStream with respect to the subject(s) of this Agreement and contains all of the covenants and agreements between Artist and ArtStream with respect to such subjects. Artist acknowledges that no representations, inducements or agreements, oral or otherwise, have been made by ArtStream, or anyone acting on behalf of ArtStream, which are not embodied herein, and no other agreement, statement or promise not contained in this Agreement shall be valid or binding.



18.6 This Agreement may be executed by original, electronic or facsimile signatures and in counterparts, each of which shall be deemed an original but all of which together shall constitute a single instrument.

*[Signatures on the following page]*

ACCEPTED AND AGREED:

**Conflict dates: The Artist is unavailable** \_\_\_\_\_

By: \_\_\_\_\_  
**[name of Artist], Artist**

By: \_\_\_\_\_  
**Sarah Sandifer, Theatre and Events Manager**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

Return signed Agreement to: ArtStream, Inc. **8401 Connecticut Ave, Suite 1230, Chevy Chase MD 20815.**

**Exhibit A  
Statement of Work**

The services to be performed by the Contractor include, but are not limited to, the following:

- 1.
- 2.
- 3.

ADD AS APPLICABLE

**[*position, location*] for adults with intellectual and developmental disabilities - including autism\_ for ArtStream.**

**Rehearsal / Audition Location:**      [*lorem ipsum*]

**Auditions:**                              [*lorem ipsum*]

**Rehearsal Dates:** [*lorem ipsum*]

**Excluding:**                                [*lorem ipsum*]

**Times:**                                    7:00 - 9:00 pm

**Tech Rehearsals / Performance Location:** [*lorem ipsum*]

**Tech:**                                      [*lorem ipsum*]

**Performances:**                        [*lorem ipsum*]

Strike immediately follows final ITC/Cabaret performance.

**The [*position*] agrees to meet all of the following duties:**

[*lorem ipsum*]



## Teaching Artist Statement of Values

**ArtStream's Mission:** Through collaborative performance and lifelong learning opportunities, people with intellectual and developmental disabilities gain the skills and confidence to engage with the world.

**ArtStream's Philosophy:** We believe that when people make their own choices and are engaged, stimulated, challenged and inspired, they surpass both their own and others' expectations.

**ArtStream's Vision:** To build an inclusive world where everyone can perform their art out.

This document reflects ArtStream's values: passion for mission and vision; integrity; accountability and trust; treatment of people with respect and dignity; diversity; neutrality; and social responsibility.

### General Expectations

1. Teaching Artists shall make decisions in the best interests of the ArtStream community (ArtStreamers, families, caregivers, Teaching Artists, partner organizations, donors, Board of Directors and staff).
2. Teaching Artists shall contribute to a collegial, inclusive, professional, positive, and respectful work environment for everyone in the ArtStream community.
3. Teaching Artists shall know, understand, and support ArtStream's mission, vision, core values, purpose and goals and become familiar with and follow ArtStream Teaching Artist policies, procedures, and guidelines.
4. Teaching Artists shall not discriminate against any person on the basis of age, sex, race, color, national origin, sexual orientation, gender identity including transgender status, disability, political or religious opinion or affiliation, or other characteristics protected by law when representing ArtStream.
5. Teaching Artists shall at all times follow all applicable laws and regulations of the relevant government authorities, including all laws and provisions that govern appropriate conduct in the workplace while acting on behalf of the ArtStream community.
6. Teaching Artists shall take all reasonable steps to protect their own and others' health and safety, and to notify ArtStream staff of any risks to their own or others' health and safety that come to their attention.
7. Only information deemed public knowledge may be shared or discussed outside ArtStream, unless specifically authorized to do so by the Executive Director and/or the Chair of the Board.

Approved \_\_\_\_\_(revised as of 2/28/20)\_\_\_\_\_

No Teaching Artist shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of ArtStream and each Teaching Artist will uphold the strict confidentiality regarding any information discussed at meetings or any other deliberations and communications. Questions regarding the confidential nature of ArtStream information or documents shall be directed to the Executive Director or Board Chair.

8. By mutual agreement, Teaching Artists may speak on behalf of ArtStream or the Board to external parties, including but not limited to the media. This is not intended to limit Teaching Artists from speaking on their own behalf.

9. All contractual agreements are the responsibility of the ArtStream office. Teaching Artists will not make such commitments on behalf of ArtStream, except in accordance with established ArtStream policies.

10. All communications to the ArtStream community, regardless of the medium, reflect on ArtStream. E-mail or other communications shall follow the same professional standards as verbal communication.

**Conflict of Interest**

12. Teaching Artists are expected to act in the best interest of the ArtStream community and not for personal or third-party gain or financial enrichment.

13. Teaching Artists will not accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor or to any person identified by the donor with respect to matters pertaining to the ArtStream community.

Approved \_\_\_\_\_(revised as of 2/28/20)\_\_\_\_\_

## Standard Operating Procedure

### Facility Incident

[January 16, 2020 | January 16, 2020]

A facility incident will include anything such as a missing or broken key, minor damage to property, missing chairs, room was already booked or not booked at all

What you, the teaching artist, should do in the moment...

1. Call office staff immediately.
2. Call the point of contact for your specific facility.
3. Get the actors to a safe space to rehearse.
4. Ensure that all participants stay calm.

What you, the teaching artist, should do afterward...

1. Follow up your call to office staff with an email. Please send an email within 24 hours. Provide as much detail as possible in your email.

What we, the office staff, will do...

1. As soon as we receive the call from you, the teaching artist, we will call the appropriate entities to resolve the situation.

Resolution or plan for continuing action...

1. Office staff (if available) will attend the next ArtStream program with you to ensure that the situation is resolved.

How the information/resolution will be communicated back to you, the teaching artist...

1. The teaching artist will be kept in the loop for all developments regarding the situation's resolution. This will include being CC'd on emails, invited onto phone calls when appropriate, and meetings as needed.
2. The office will send you an update at least once every 24 hours.
3. The teaching artist should feel free to contact the office staff at any time to talk, over email, phone, or face-to-face.