



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**KATJANA BALLANTYNE**  
**MAYOR**

**MEMORANDUM OF UNDERSTANDING (MOU)**  
**INTERGOVERNMENTAL EVENT CONSULTING SERVICES**

This Memorandum of Understanding ("MOU") is entered into by and between the City of Somerville, Massachusetts ("City") and Somerville Public Schools ("SPS") for the provision of event consulting services related to the City's Inaugural Event.

**Parties**

City of Somerville, Massachusetts  
Department: Communications & Community Engagement

Somerville Public Schools  
Employee Assigned: Charles Jabour, Theatre Arts Teacher and Advisor of Highlander Theatre Co.

**Event & Term**

This MOU covers consulting services related to the City of Somerville Inaugural Event scheduled for January 3, 2026. Services may include pre-event planning, day-of event support, and post-event coordination as needed to ensure successful execution.

**Scope of Services**

Somerville Public Schools agrees to provide event consulting services through Charles Jabour, including but not limited to:

- Stage and performance coordination
- Technical and production advising
- Rehearsal planning and on-site execution support
- Coordination with City staff and vendors
- General event consulting support as requested by the City

**Compensation**

The City agrees to compensate Somerville Public Schools a lump sum consulting fee of \$3,000.00, calculated at an hourly rate of \$30.00 for 100 hours of service. This is a not-to-exceed amount and represents full compensation for services rendered under this MOU.

All compensation under this Memorandum of Understanding shall be processed by Somerville Public Schools as overtime compensation in accordance with Somerville Public Schools payroll policies and any applicable collective bargaining agreements. The City of Somerville shall not issue payment directly to the individual.

**Payment Terms**

Somerville Public Schools shall submit an invoice to the City of Somerville upon completion of services or as otherwise agreed by the parties. No additional expenses or reimbursements shall be permitted unless expressly authorized in writing by the City.

**Employment Status**

Charles Jabour shall remain an employee of Somerville Public Schools at all times. Nothing in this MOU shall be construed to create an employment relationship between the City of Somerville and Charles Jabour.

**Compliance & Conduct**

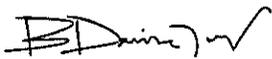
All services shall be performed in compliance with City of Somerville policies, procedures, and Massachusetts conflict of interest laws (M.G.L. c. 268A).

**Confidentiality**

Somerville Public Schools agrees that any non-public information obtained in the course of this work shall not be disclosed without prior written authorization from the City.

**Signatures**

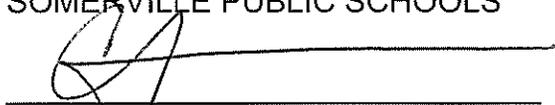
CITY OF SOMERVILLE



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Denise Taylor  
Director of Communications & Community Engagement

Date: 1/8/26

SOMERVILLE PUBLIC SCHOOLS



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Authorized Representative 1/9/26

Date: 11/9/26