SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement to Assistant Superintendent, Educational Services, for Board Approval **at least 1 month prior to services.**
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Educational Services will facilitate this with HR once the contract is received.

Requested by: _____ / _____ / _____
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Silver Star Associates Diane Dragone, sole Proprietor

200 Sheridan Avenue, Palo Alto CA 94306
Address — City — State — Zip

650-384-6371 _____ _____
Telephone Number — Fax Number — Cell # or E-Mail Address

SCOPE OF WORK: Continue work to increase revenue at the Arts Education Center. Details in job description.

LOCATION OF SERVICES: Arts Education Center

DATE(S) OF SERVICE: 20 hours per week for 3 months with possible extension

ESTIMATED COST: Not to exceed $10,000.00 (and/or hourly Rate: $ 30)

NAME OF PROGRAM: Theater Marketing Consultant

BUDGET NUMBER: 010-5809-9033-0000-7200-030-30--407 (or ASB funds——)

Administrator/Program Manager Approval:

_____ / _____ / Date: _____
Print Name — Signature

Consultant/Contractor:

DIANE DRAGONE / Diane Dragone / Date: 9/5/12
Print Name — Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ **BOARD APPROVAL DATE:** _____
___ **Clearances with Human Resources: (Fingerprinting (TB**
___ Add as Vendor ___ W-9 Tax Form ___ EDD form (Employment Development Dept.)
___ Copy of Requisition ___ Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
___ Assistant Superintendent, Educational Services ___ Human Resources ___ Purchasing Department