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: Debbie Wong / Debbie Wong / 12-14-12
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Dina Hatchuel/Hatchuel Tabernik and Associates

2560 Ninth Street, Suite 211 — Address
Berkeley — City
CA — State
94710 — Zip

510 559 3193 — Telephone Number
559-3166/C 697-0002 — Fax Number
dinahatchuel@htaconsulting.com — Cell # or E-Mail Address

SCOPE OF WORK: Work with District to build infrastructure and transition to pilot and scale up Full Service Community School

LOCATION OF SERVICES: District Office

DATE(S) OF SERVICE: TBD

ESTIMATED COST: $19,388 (and/or hourly Rate: $_____)

NAME OF PROGRAM: funds from the SF Foundation Community Schools Planning Grant

BUDGET NUMBER: _____ (or ASB funds____)

Administrator/Program Manager Approval:
Debbie Wong / Debbie Wong / Date: 12-14-12
Print Name — Signature

Consultant/Contractor:

_____ / _____ / Date: _____
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 Note:**_____
___ 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