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: Victoria Forrester / Tracey Lantz / 2/25/13
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: HIGH EXPECTATIONS (Teneh Weller)

303 Hegenberger Road Suite 309 | Oakland | CA | 94621
Address | City | State | Zip

5109228606 | 5109228607 | teneh@highexpectationsonline.com
Telephone Number | Fax Number | Cell # or E-Mail Address

SCOPE OF WORK: teacher workshop, parent workshops, African American Parent Advocacy

LOCATION OF SERVICES: Washington and Roosevelt

DATE(S) OF SERVICE: March 18- teacher inservice; varies dates in March, April and May for parent nights

ESTIMATED COST: $3,300 (and/or hourly Rate: $ Flat fee)

NAME OF PROGRAM: High Expectations

BUDGET NUMBER: Wash 010-5809-3010-1110-1000-008-08-320 $4,650.00
Roos # 010 5809 7090 1110 1000 007 07 322 $1,650.00
(or ASB funds ___)

Administrator/Program Manager Approval:
Tracey Lantz / Tracey Lantz / Date: 2/27/13
Print Name / Signature

Victoria Forrester / Date: 3/1/13
Consultant/Contractor:

Teneh Weller / Teneh Weller / Date: 2/25/13
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