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: Jeannette McNeil / [signature] / August 16, 2013
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Soul Shoppe

470 Athens Street	San Francisco	CA	94112
Address	City	State	Zip

510-338-3231	510-338-3234	vicki@soulshoppe.com
Telephone Number	Fax Number	Cell # or E-Mail Address

SCOPE OF WORK: Work in classrooms with teachers and students at Monroe Elementary School on anti-bullying behavior strategies and how to problem solve situations, and work with parents on same behavior strategies.

LOCATION OF SERVICES: Monroe Elementary

DATE(S) OF SERVICE: TBD

ESTIMATED COST: $7,400.00 (and/or hourly Rate: $_____)

NAME OF PROGRAM: Title I

BUDGET NUMBER: 010-5809-3010-1110-1000-006-06-320 (or ASB funds____)

Administrator/Program Manager Approval:
Debbie Wong / [signature] / Date: 8-27-13
Print Name — Signature

Consultant/Contractor:

Vicki Abadesco / _____ / 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