SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONSULTANT/INDEPENDENT CONTRACTOR AGREEMENT

INSTRUCTIONS:

1. **Submit Form to Assistant Superintendent, Educational Services, for Board Approval prior to services.**
2. **Form must be completed with all required signatures and 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 start of services.**

Requested by: Belen Magers / _____ 1/28/14
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: "PIQE" Parent Institute for Quality Education

3760 Blume Dr. #310 Richmond CA 94806
Address / City / State / Zip

(510) 245-7210 (510) 869-1416 elopez@piqe.org
Telephone Number / Fax Number / Cell # or E-Mail Address

SCOPE OF WORK: 9 week 1 day a week of parent engagement workshops

LOCATION OF SERVICES: John Muir Middle School

DATE(S) OF SERVICE: Every Tuesday starting 1-28-14 through 3-25-14

ESTIMATED COST: ~ 10,800 Max Rate (and/or hourly Rate: $ _____)

NAME OF PROGRAM: PIQE / Title I + ELA

BUDGET NUMBER: 010-5809-3010-1110-1000-012-12--320 ; 010-5809-3010-1110-1000-012-12--322 (ASB funds)

Administrator/Program Manager Approval:

BELEN MAGERS / _____ / Date: 1/28/14
Print Name / Signature

Consultant Approval/Signature:

Edwin Lopez / _____ / Date: 1.28.14
Print Name / Signature

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

The Consultant/Independent Contractor 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/Purchase Order

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

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