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 / [signature] / 7.3.14
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Easter Seals Bay Area - Kathryn J. Ketchum, M.A. CCS-s

391 Taylor Boulevard, Suite 250, Pleasant Hill, CA, 94523
Address — City — State — Zip

510-910-3362 — Telephone Number
Fax Number
KKetchum@esba.org — Cell # or E-Mail Address

SCOPE OF WORK: Provide Occupational Therapy twice per week for 45 to 60 minutes during summer (July 1 thru August 15) for 14 sessions and one time per week for 31 weeks for the 2014-2015 school year.

LOCATION OF SERVICES: Child's Home

DATE(S) OF SERVICE: 7/1/14 – 4/24/15

ESTIMATED COST: Not to exceed $5,625.00 (and/or hourly) Rate: $125

NAME OF PROGRAM: Special Services Department

BUDGET NUMBER: 010-5809-6500-5750-1180-049-49-240 NPA funds (or ASB funds——)

Administrator/Program Manager Approval:

Victoria Forrester / [signature] /Date: 7/3/14
Print Name — Signature

Consultant/Contractor:

SUSAN ARMIGER / [signature] /Date: 6/30/14
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