RECEIVED
OCT 23 2014
EDUCATIONAL SERVICES

SAN LEANDRO UNIFIED SCHOOL DISTRICT
CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:
1. Submit Contracted Services Agreement 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. Originating Dept. will follow up with HR once the contract is received.

Requested by: Jeannette McNeil (SLUSD) Print Name / JMcneil Signature / 10-17-14 Date

Name of Consultant/Organization: Soul Shoppe

111 Fairmount Ave. 503 Address / Oakland City / CA State / 94611 Zip

338-3231 Telephone Number / 338-3234 Fax Number / Shawna@Soulshoppe.com Cell # or E-Mail Address

SCOPE OF WORK: lead monthly trainings for Students. Training for parents + staff as well.

LOCATION OF SERVICES: James Monroe

DATE(S) OF SERVICE: 11/20*, 1/22, 3/12, 4/23, 5/21, 12/1 (Staff)
Parent Night as well

ESTIMATED COST: $16,200.00 (and/or hourly Rate: $_____)

NAME OF PROGRAM: Soul Shoppe

BUDGET NUMBER: _____ (or ASB funds____)

Administrator/Program Manager Approval:
Jeannette McNeil Print Name / JMcneil Signature / Date: 10-17-14

*Consultant/Contractor:
Vicki Abadesco Print Name / _____ Signature / Date: 10/21/14

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:
___Originating Department (Initials: _____) ___Human Resources ___Purchasing Department

REVISED 5-16-14 RA/RM/KC