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 / JMcNeil / 9/21/15
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Soul Shoppe

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

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

SCOPE OF WORK: 6 gradelevel workshops, 1 staff training and 1 parent night event.

LOCATION OF SERVICES: Monroe Elementary School

DATE(S) OF SERVICE: 10/29/15, 11/2/15, 11/19/15, 1/7/16, 2/1/16, 2/25/16, 3/24/16, 5/5/16

ESTIMATED COST: $6,200.00 (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:

Jeannette McNeil / JMcNeil / Date:
Print Name / Signature

Consultant/Contractor:

Shawna Jones / Shawna Jones / Date: 9/9/15
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