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] / _____
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Cynthia Peterson, Ph.D.

2372 Ellsworth St., Suite F	Berkeley	CA	94704
Address	City	State	Zip

(510) 843-2005	(510) 843-2012	cynthiadpeterson20@gmail.com
Telephone Number	Fax Number	Cell # or E-Mail Address

SCOPE OF WORK: To evaluate in the area of social-emotional; intellectual development; academic achievement and processing skills. Observation of student in the school setting, and attend an IEP. "A copy of the report will be provided to the District and family following the receipt of payment. Once payment is received, an IEP can be scheduled. An invoice will be sent following the IEP meeting separately."

LOCATION OF SERVICES: School Site/Agency

DATE(S) OF SERVICE: 5/20/16 – 12/31/16

ESTIMATED COST: not to exceed $6,500 (and/or hourly) Rate: $250

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: _____
Print Name — Signature

Consultant/Contractor:

Cynthia Peterson / [signature] /Date: 6/7/16
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