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: Joanne Clark / [signature] / 12/18/18
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: CircleUp Education

22080 Cameron St. — Castro Valley — CA — 94546
Address — City — State — Zip

(510) 214-2951 — — tiffany@circleuped.org
Telephone Number — Fax Number — Cell # or E-Mail Address

SCOPE OF WORK: Please refer to Attachment A below.

LOCATION OF SERVICES: Lincoln High School

DATE(S) OF SERVICE: January 2019-June 2019

ESTIMATED COST: $8,950. (and/or hourly Rate: $_____)

NAME OF PROGRAM: RISA™ School Climate Support

BUDGET NUMBER: ~~$8950~~ ASSETS grant Resource 4124 AND Lincoln Site Funds (or ASB funds____)

Administrator/Program Manager Approval:
Joanne Clark / [signature] / Date: 12/18/18
Print Name — Signature

Consultant/Contractor:
Tiffany Hoang / [signature] / Date: 12-17-2018
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:
___Originating Department ___Human Resources ___Purchasing Department

Name	Price	QTY	Subtotal
Staff Relationship Building Meetings CircleUp Education will design and facilitate one meeting a month for Lincoln High School Staff during their weekly Monday morning meetings. These sessions will be focused on helping staff build relationships with one another in order to develop trust, support, and camaraderie as they work towards a shared vision for Lincoln staff and students. These meetings will also allow CircleUp Education facilitators to model Restorative Relationship Building Practices that staff can implement in the classroom in the future.	$1,400.00	4	$5,600.00
Early Release Trainings CircleUp Education will facilitate 2-3 hour Professional Development workshops that will be focused on providing staff with more extensive Relationship Building Experiences as well as skill development on how to design and facilitate circle and non-circle practices that will help to prevent conflict and develop social emotional learning in the classroom.	$2,800.00	1	$2,800.00
Relationship Building Cue Cards™	$9.99	12	$119.88
Executive Synergist Discount - Relationship Building CUE Cards™ A free gift to the staff from Tiffany Hoang because we appreciate all the hard work you are doing!	-$119.88	1	-$119.88
RISA™ Beginnings I - School Climate Analysis **Service Description** The RISA™ School Climate Analysis is a school climate survey tool that assesses staff and student climate by looking at qualitative data and monitoring changes over time. The climate survey is broken into four sections that reflect the three focus areas of school climate that our experts review prior to implementing RISA™ in a school. Our team will create a data analysis report from the data and use this to customize RISA™ services that we will be introducing to your school community. **The four sections of the survey include:** 1. Section 1 focuses on relationships, inclusion and trust. 2. Section 2 focuses on prejudice, discrimination, stereotypes and implicit bias. 3. Section 3 focuses on interpersonal issues, harm, conflict resolution practices and policies and processes used to resolve incidences between staff and students.	$550.00	1	$550.00
		Subtotal	**$8,950.00**
		Total	**$8,950.00**