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/ Colleen G. Palia (SLUSD) Print Name / Colleen G Palia Signature / 11-13-18 Date

Name of Consultant/Organization: Strategies for Learning, Inc.

440 Grand Avenue, Suite 425	Oakland	CA	94610
Address	City	State	Zip

510-900-3121		
Telephone Number	Fax Number	Cell # or E-Mail Address

SCOPE OF WORK: To provide academic tutoring and mental health services for one SLUSD student.

LOCATION OF SERVICES: Agreed upon location by agency & parent

DATE(S) OF SERVICE: TBD – 6/30/19

ESTIMATED COST: not to exceed $11,000.00 (and/or hourly) Rate: _____

NAME OF PROGRAM: Special Services Department

BUDGET NUMBER: 010-5827-6500-5001-2100-049-49-441 (or ASB funds——)

Administrator/Program Manager Approval:

Colleen G. Palia / Colleen G Palia / Date: 11-13-18

Print Name Signature

Consultant/Contractor:

Phyllis Koppelman, Director / Phyllis Koppelman / Date: 12/10/18

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