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: Debbie Wong / [signature] / 9-22-11
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Pacific Educational Group, Inc. (Diana Levy)

466 Gearv Street. Suite 550 — San Francisco — CA — 94102
Address — City — State — Zip

415-346-4575 — Telephone Number
Fax Number
Cell # or E-Mail Address

SCOPE OF WORK: Provide professional leadership development, coaching, and a learning platform through "Creating Equitable Bay Area Schools" (CEBAS) Principal Racial Equity Professional Learning Forum

LOCATION OF SERVICES: Meetings will be held at District Office

DATE(S) OF SERVICE: full days--Oct 13, 2011; Jan 19 and Apr 19 2012; 3 after school sessions--Nov 17, 2011; Mar 15 and May 17, 2012

ESTIMATED COST: $11,635 (and/or hourly Rate: $)

NAME OF PROGRAM: $10,740 District Title II PD; $895 from GEAR UP grant

BUDGET NUMBER: Title II 010-5809-4035-1110-1000-040-40--391 ~~Gear Up 010-5809-5810-1110-1000-045-40--399~~ (or ASB funds)

Administrator/ Program Manager Approval:

Debbie Wong / [signature] / Date: 9-22-11
Print Name — Signature

Consultant/ Contractor:

_____ / _____ / Date: _____
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