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 / Debbie Wong 11-22-11
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Dina Hatchuel/Hatchuel Tabernik and Associates

2560 Ninth Street, Suite 211 — Berkeley — CA — 94710
Address — City — State — Zip

510-559-3193 — 559-3166/Cell697-0002 — dinahatchuel@htaconsulting.com
Telephone Number — Fax Number — Cell # or E-Mail Address

SCOPE OF WORK: Develop a full service community schools approach. Develop the foundation for a district-wide Community Schools strategy--involving district, city, schools, parents, and community partners.

LOCATION OF SERVICES: District Office

DATE(S) OF SERVICE: TBD

ESTIMATED COST: $13,390.00 (and/or hourly Rate: $)

NAME OF PROGRAM: funds from the SF Foundation Community Schools Planning Grant

BUDGET NUMBER: _____ (or ASB funds — —)

Administrator/Program Manager Approval:

Debbie Wong / Debbie Wong /Date: 11-22-11
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 Note:** _____
___ 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

12/6