



DISTRICT SCHOOL BOARD OF PASCO COUNTY  
OFFICE FOR LEADING AND LEARNING  
INTERNAL CONTRACT FOR ASSESSING AND/OR LEADERSHIP MENTORING

This agreement is made between \_\_\_\_\_ (DEPARTMENT)

And \_\_\_\_\_ (EMPLOYEE). The

EMPLOYEE shall, in a satisfactory, competent, and professional manner, as determined by the DISTRICT, perform the following assessor/mentoring services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Services to start on \_\_\_\_\_ (date).

Services to be completed by \_\_\_\_\_ (date).

Payment not to exceed \$ \_\_\_\_\_ will be remitted to the EMPLOYEE upon completion of services described herein.

Print Name \_\_\_\_\_  
EMPLOYEE

ID # \_\_\_\_\_

Signature \_\_\_\_\_  
EMPLOYEE

Date \_\_\_\_\_

Signature \_\_\_\_\_  
PDCP/LEADERSHIP COORDINATOR

Date \_\_\_\_\_

Signature \_\_\_\_\_  
SUPERVISOR OR DIRECTOR

Date \_\_\_\_\_

Upon completion of services, complete form below and distribute appropriately.

Cost Center Name \_\_\_\_\_

Cost Center Signature \_\_\_\_\_

Grant Manager Approval \_\_\_\_\_  
(if applicable)

Finance Approval Signature \_\_\_\_\_

Amount	Fund	Cost Center	Level	Project	Object/GL	Function	Group

Approval Chain: Cost Center, Grant Manager, Finance, Payroll