

INSTRUCTIONS FOR SCHOOL STREAM SERVICE AGREEMENT FORM

Log in to SchoolStream:

The School Stream Staff Log in is available on the CPSD website. Go to the *Teachers & Staff* page. Under the heading “On-line Forms and Services” select **SchoolStream Staff Login**.

The screenshot displays the Cambridge Public Schools website's navigation menu and main content area. The navigation bar includes links for 'FOR STUDENTS & PARENTS', 'FOR TEACHERS & STAFF', 'ADMINISTRATIVE DEPTS.', 'ACADEMIC DEPTS.', 'SCHOOL COMMITTEE', and 'HOME'. Below the navigation bar, there are search boxes for 'Our Schools' and 'Quick Links', both with 'GO' buttons. The main content area is titled 'TEACHERS & STAFF' and features a 'Calendar of Events' widget. The main content is organized into several sections: 'Academics', 'Learning Opportunities', 'Online Forms & Services', 'Rules & Policies', 'Teacher Resources', and 'Working for CPS'. A 'Highlights' section is also present on the right side. An arrow points to the 'SchoolStream Staff Login' link under the 'Online Forms & Services' section.

TEACHERS & STAFF

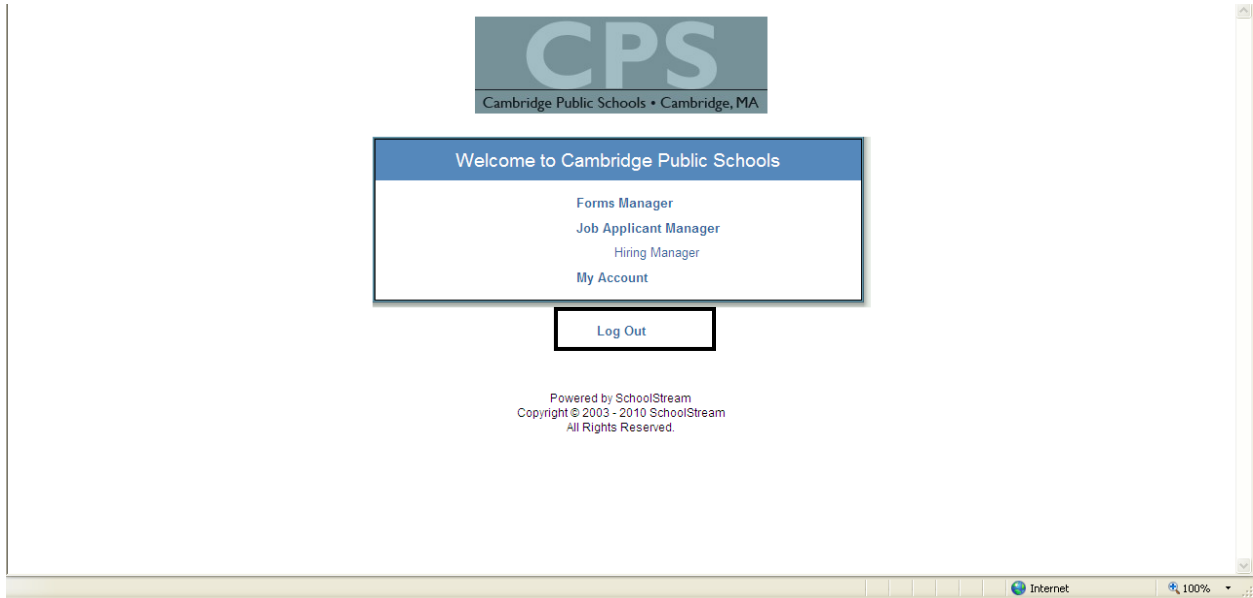
Online Forms & Services

- SchoolStream Staff Login

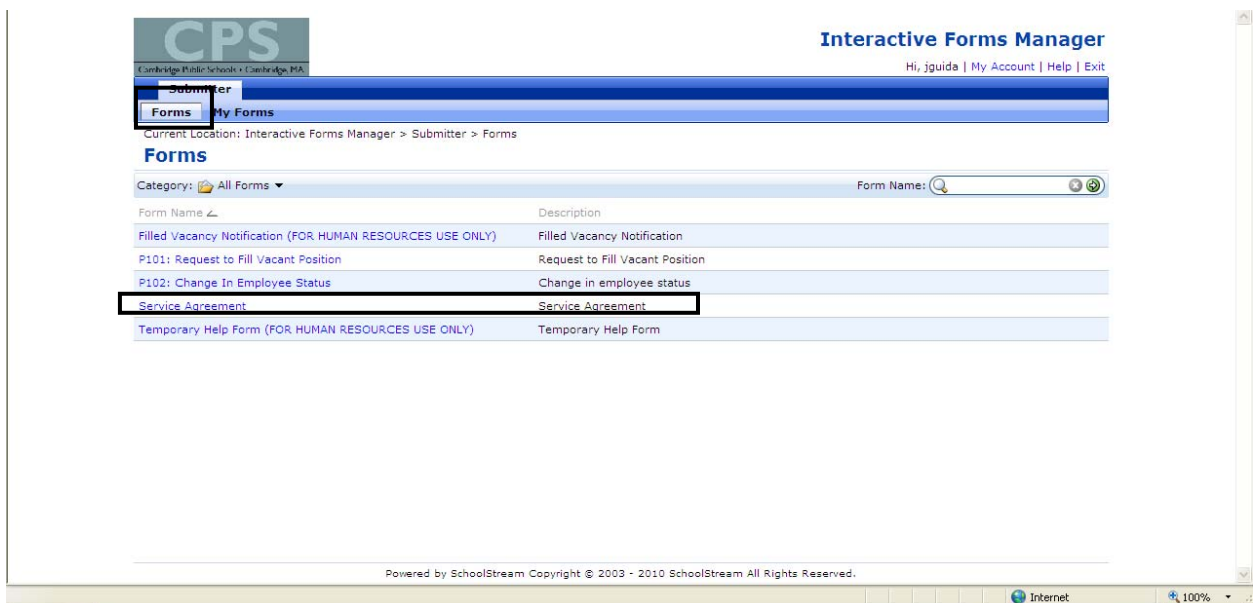
If you do not have a SchoolStream username and password, contact Joan Ranaghan in the Cambridge Public Schools Human Resources Department .

CREATING A SERVICE AGREEMENT & POSTING A SERVICE OPPORTUNITY

1. After logging into the SchoolStream system, choose the “Forms Manager” option.



2. Choose the “Forms” folder and then select the “Service Agreement” option.



- You will then gain access to the interactive Service Agreement form.

The screenshot shows the 'Interactive Forms Manager' interface. At the top left is the 'CPS' logo with 'Cambridge Public Schools • Cambridge, MA' below it. To the right, it says 'Interactive Forms Manager' and 'Hi, jguida | My Account | Help | Exit'. Below the logo is a navigation bar with 'Submitter' and 'Forms My Forms'. The current location is 'Interactive Forms Manager > Submitter > Forms > Submit Form'. The main heading is 'Submit Form'. There is a 'Form Instructions' icon and another 'CPS' logo with 'Cambridge Public Schools • Cambridge, MA' below it. To the right of this logo is the text 'Cambridge Public Schools Service Agreement 7/29/2010'. The main form area is titled 'Cambridge Public Schools Service Agreement' and contains several input fields: 'Title of Service Opportunity' (required), 'Name of Service Provider', 'Current CPS Employee?' (dropdown), 'Employee ID', 'Street Address', 'City', 'State', 'ZIP', 'SSN Last 4', and 'Paygroup ID'. There is also a question 'Was this job posted? (Posting required for Agreements over \$1,000)' with 'Yes' and 'No' radio buttons. The browser's taskbar at the bottom shows 'Internet' and '100%' zoom.

- Enter the descriptive title of the service opportunity in the "Title of Service Opportunity" field. This is a required field.

This screenshot is identical to the previous one, but the 'Title of Service Opportunity' field is now filled with the text 'CRLS Club Advisor: Young Women's Social Action Club'. A black rectangular box highlights this text. The rest of the form and interface elements remain the same as in the previous screenshot.

5. If the Service Opportunity is valued at \$1,000 or more, the position must be posted before an individual is selected. Therefore, if the Service Agreement will be for more than \$1,000, *do not enter name or address information at this time*. With this interactive form, you are requesting that Human Resources reviews and posts a needed service opportunity. This is the first step in hiring for a service opportunity position. Once the service opportunity has been posted and the hiring manager selects an applicant, Human Resources will enter the service provider's name, social security and address information as well as whether the job has been posted, in the interactive form.
6. If the Service Agreement is for LESS than \$1,000, you may enter the name and address information now.

[Submit Form](#)

[Form Instructions](#)

CPS
Cambridge Public Schools • Cambridge, MA

**Cambridge Public Schools
Service Agreement
7/29/2010**

Cambridge Public Schools
Service Agreement

CRLS Club Advisor: Young Women's Social Action Club

Title of Service Opportunity

Name of Service Provider

SSN Last 4

- Select -

Current CPS Employee?

Employee ID

Paygroup ID

Street Address

City

State

ZIP

Was this job posted? (Posting required for Agreements over \$1,000) Yes No

A Club Advisor is responsible for: (a) meeting regularly with club members; (b) supervising club meeting times, dates and locations; (c) participating in the annual Club Day activities; (d) supervising club activities including all field trips; and (f) attending meetings of the Club Advisors. A Club Advisor is responsible for all club events. The Club Advisor must keep attendance reports, fundraise and monitor club funds.

Description of Service Opportunity

Internet 100%

For Agreements of more than \$1,000 Human Resources will complete this section once an applicant is selected and recommended for the service

7. Enter a "Description of the Service Opportunity" in the field provided. This is a required field.

Cambridge Public Schools
Service Agreement

CRLS Club Advisor: Young Women's Social Action Club
Title of Service Opportunity

Name of Service Provider
SSN Last 4

- Select -
Current CPS Employee? Employee ID Paygroup ID

Street Address City State ZIP

Was this job posted? (Posting required for Agreements over \$1,000) Yes No

A Club Advisor is responsible for : (a) meeting regularly with club members; (b) advertising club meeting times, dates and locations; (c) participating in the annual Club Day activities; (d) supervising club activities including all field trips; and (f) attending meetings of the Club Advisors. A Club Advisor is responsible for all club events. The Club Advisor must keep attendance reports, fundraise and monitor club funds.

Description of Service Opportunity

Knowledge of the subject area, and experience working with high school students.

[Note: One-half of payment will be distributed to the contractor in December 2010, and the remaining one-half payment will be distributed in June 2011.]

Minimum Requirements / Job Qualifications

Terms and Agreements

Period of Contract: Beginning Date End Date

Amount of Contact: \$ Not to exceed

8. Enter the "Minimum Requirements/Job Qualifications" of the service opportunity in the field provided. This is a required field.

- Select -
Current CPS Employee? Employee ID Paygroup ID

Street Address City State ZIP

Was this job posted? (Posting required for Agreements over \$1,000) Yes No

A Club Advisor is responsible for : (a) meeting regularly with club members; (b) advertising club meeting times, dates and locations; (c) participating in the annual Club Day activities; (d) supervising club activities including all field trips; and (f) attending meetings of the Club Advisors. A Club Advisor is responsible for all club events. The Club Advisor must keep attendance reports, fundraise and monitor club funds.

Description of Service Opportunity

Knowledge of the subject area, and experience working with high school students.

[Note: One-half of payment will be distributed to the contractor in December 2010, and the remaining one-half payment will be distributed in June 2011.]

Minimum Requirements / Job Qualifications

Terms and Agreements

Period of Contract: Beginning Date End Date

Amount of Contact: \$ Not to exceed

Payment Terms: \$ At a rate of per

CORI Authorization The undersigned AU Administrator hereby certifies that the services do/do not require a criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.

CORI Required CORI Not Required

AU Administrator Name School or Department

9. Under the "Terms and Agreements" section of the interactive form, enter the beginning and ending dates of the service opportunity. This is a required field.

When entering the "Period of Contract", be sure to use the date format mm/dd/yyyy.

- Select -
Current CPS Employee? Employee ID Paygroup ID
Street Address City State ZIP
Was this job posted? (Posting required for Agreements over \$1,000) Yes No

A Club Advisor is responsible for : (a) meeting regularly with club members; (b) advertising club meeting times, dates and locations; (c) participating in the annual Club Day activities; (d) supervising club activities including all field trips; and (f) attending meetings of the Club Advisors. A Club Advisor is responsible for all club events. The Club Advisor must keep attendance reports, fundraise and monitor club funds.

Description of Service Opportunity
Knowledge of the subject area, and experience working with high school students.
[Note: One-half of payment will be distributed to the contractor in December 2010, and the remaining one-half payment will be distributed in June 2011.]

Minimum Requirements / Job Qualifications

Terms and Agreements

Period of Contract: * 09/01/2010 Beginning Date * 06/30/2011 End Date

Amount of Contact: * 600.00 Not to exceed

Payment Terms: * 600.00 At a rate of * flat per

CORI Authorization The undersigned @caeAU Administrator@ hereby certifies that the services do/do not require a criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.
 CORI Required CORI Not Required

AU Administrator Name School or Department

10. For how much will the service provider be compensated? Enter the total amount of compensation that will not be exceeded under the agreement in the "Amount of Contract" field. This is a required field.

Was this job posted? (Posting required for Agreements over \$1,000) Yes No

A Club Advisor is responsible for : (a) meeting regularly with club members; (b) advertising club meeting times, dates and locations; (c) participating in the annual Club Day activities; (d) supervising club activities including all field trips; and (f) attending meetings of the Club Advisors. A Club Advisor is responsible for all club events. The Club Advisor must keep attendance reports, fundraise and monitor club funds.

Description of Service Opportunity
Knowledge of the subject area, and experience working with high school students.
[Note: One-half of payment will be distributed to the contractor in December 2010, and the remaining one-half payment will be distributed in June 2011.]

Minimum Requirements / Job Qualifications

Terms and Agreements

Period of Contract: * 09/01/2010 Beginning Date * 06/30/2011 End Date

Amount of Contact: * 600.00 Not to exceed

Payment Terms: * 600.00 At a rate of * flat per

CORI Authorization The undersigned @caeAU Administrator@ hereby certifies that the services do/do not require a criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.
 CORI Required CORI Not Required

AU Administrator Name School or Department

Funding Source

* 51201 Account * Fund * Department * Proj/Grant

Financial Operations Use Only

11. Enter the payment terms, which include the rate of pay and how often. These are required fields.

Minimum Requirements / Job Qualifications

Terms and Agreements

Period of Contract: * 09/01/2010 Beginning Date * 06/30/2011 End Date

Amount of Contact: * 600.00 Not to exceed

Payment Terms: * 600.00 At a rate of * flat per

CORI Authorization The undersigned AU Administrator hereby certifies that the services do/do not require a criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.

* CORI Required CORI Not Required

Chris Saheed, Principal AU Administrator Name CRIS School or Department

Funding Source

* 51201 Account * Fund * Department * Proj/Grant

Financial Operations Use Only

P/R COMBO CODE

Complete the information below to route your form [Show Instructions](#)

Your Name:* Julia Guida Your E-mail:* jguida@cpsd.us

12. Select whether the contractor will be subject to a CORI check. This is a required field.

Minimum Requirements / Job Qualifications

Terms and Agreements

Period of Contract: * 09/01/2010 Beginning Date * 06/30/2011 End Date

Amount of Contact: * 600.00 Not to exceed

Payment Terms: * 600.00 At a rate of * flat per

CORI Authorization The undersigned AU Administrator hereby certifies that the services do/do not require a criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.

* CORI Required CORI Not Required

Chris Saheed, Principal AU Administrator Name CRIS School or Department

Funding Source

* 51201 Account * 15000 Fund * S30246 Department * n/a Proj/Grant

Financial Operations Use Only

P/R COMBO CODE

Complete the information below to route your form [Show Instructions](#)

Your Name:* Julia Guida Your E-mail:* jguida@cpsd.us

Send to Approver:* Budget Office

Submit Save Print Back

13. Enter the AU Administrator's name and school or department.

Minimum Requirements / Job Qualifications

Terms and Agreements

Period of Contract:
Beginning Date End Date

Amount of Contact:
Not to exceed

Payment Terms:
At a rate of per

CORI Authorization The undersigned AU Administrator hereby certifies that the services do/do not require a criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.

CORI Required CORI Not Required

AU Administrator Name School or Department

Funding Source

Account Fund Department Proj/Grant

Financial Operations Use Only

P/R COMBO CODE

Complete the information below to route your form [Show Instructions](#)

Your Name:* Your E-mail:*

Send to Approver:*

14. Enter the funding source (or budget codes) for this service opportunity. Please be sure to include the account, fund, department, and project/grant codes, if applicable. These fields are required.

Minimum Requirements / Job Qualifications

Terms and Agreements

Period of Contract:
Beginning Date End Date

Amount of Contact:
Not to exceed

Payment Terms:
At a rate of per

CORI Authorization The undersigned AU Administrator hereby certifies that the services do/do not require a criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.

CORI Required CORI Not Required

AU Administrator Name School or Department

Funding Source

Account Fund Department Proj/Grant

Financial Operations Use Only

P/R COMBO CODE

Complete the information below to route your form [Show Instructions](#)

Your Name:* Your E-mail:*

Send to Approver:*

15. Once all the information has been completed, "Submit" the interactive form.

Minimum Requirements / Job Qualifications

Terms and Agreements

Period of Contract: * 09/01/2010 Beginning Date * 06/30/2011 End Date

Amount of Contact: * 600.00 Not to exceed

Payment Terms: * 600.00 At a rate of * flat per

CORI Authorization The undersigned AU Administrator hereby certifies that the services do/do not require a criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.

* CORI Required CORI Not Required

Chris Saheed, Principal AU Administrator Name CRLS School or Department

Funding Source

* 51201 Account	* 15000 Fund	* 830246 Department	* n/a Proj/Grant
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Financial Operations Use Only

P/R COMBO CODE

Complete the information below to route your form [Show Instructions](#)

Your Name:* Julia Guida Your E-mail:* jguida@cpsd.us

Send to Approver:* Budget Office

16. After submitting the form, you will receive a notice that it was submitted successfully.

The form is routed to the following Departments for review and approval:

- Budget Office: reviews funding availability.
- Human Resources: posts any positions which will pay an annual amount of \$1,000 or more.
- Payroll: Issues final approval.

After each level of approval, you will receive an email informing you of the approval progress

17. If the service agreement is more than \$1,000, and requires posting, Human Resources will post the opportunity . Once you have made a hiring decision, you must notify Human Resources.

Human Resources will enter the name and address of the successful candidate.

18. Human Resource will approve the Service Agreement and it will be forwarded to Payroll

19. Payroll will issue the final approval of the Service Agreement.

20. After receiving email notification of FINAL APPROVAL (Payroll Approval) , you should print and sign the form and give it to the service provider for his/her signature. Please keep a copy of the signed form in your files. **NOTE:** There is no official signature line on the form. However, you should get a signature from the service provide to insure that he/she understands the parameters of the Service Agreement.

There is NO NEED to send a signed copy to Payroll or any other office located at Thorndike St. Vouchers will be paid by Payroll only after the Service Agreement Form has been approved by the Payroll Office.

SAMPLE OF COMPLETED SERVICE AGREEMENT

Cambridge Public Schools Service Agreement			
9th Grade Team Supervisor CRLS Girls Basketball (Fall)			
Title of Service Opportunity			
James Jones		5214	
Name of Service Provider		SSN Last 4	
Yes, I am a current CPS employee. <input type="checkbox"/>		SM#	
Current CPS Employee?		Paygroup ID	
0005615		Employee ID	
55 Thorndike Street		Cambridge	
Street Address		City	
		MA	
		02141	
		State	
		ZIP	
Was this job posted? (Posting required for Agreements over \$1,000) <input checked="" type="radio"/> Yes <input type="radio"/> No			
<p>The 9th Grade Team Sports Supervisor will coach the 9th Grade Sport Team, as well as assist with the Varsity and Junior Varsity teams. He/she will be under the supervision of the Varsity and Junior Varsity coaches. Responsibilities will include coaching, monitoring attendance and academics of 9th graders involved in the program, assisting with try-outs and scouting opponents for the Varsity team.</p> <p>Minimum Requirements: He/she must have some previous coaching experience and experience working with adolescents. This is designed to be an entry level high school coaching experience.</p>			
Terms and Agreements			
Period of Contract:		6/16/2010	
Beginning Date		6/30/2010	
		End Date	
Amount of Contact:		\$1200	
		Not to exceed	
Payment Terms:		\$30.00	
At a rate of		per hour	
		per	
<p>CORI Authorization The undersigned "AU Administrator" hereby certifies that the services do/do not require criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.</p> <p><input type="radio"/> CORI Required <input checked="" type="radio"/> CORI Not Required</p>			
Claire Spinner		Financial Operations	
AU Administrator Name		School or Department	
Funding Source			
51201		15000	
Account		Fund	
		899898	
		Department	
		Proj/Grant	
Financial Operations Use Only			
P/R COMBO CODE			

[Submission Information and Approval History](#)

HOW TO VIEW AND PRINT FORMS



21. From the list of submitted forms, choose the one you would like to review by clicking on the "Service Agreement" link.

The screenshot displays the 'My Forms' section of the Interactive Forms Manager. A table lists submitted forms, with the first row highlighted in yellow. A callout box points to the copy icon in the first row, explaining that users can copy forms for reuse in subsequent years.

Form ID	Form Name	Current Status	Current Approver	As of Date
FOR20100729000032	Service Agreement	Pending	Budget Office	7/29/2010 3:21 PM
FOR20100729000031	Service Agreement	Pending	Budget Office	7/29/2010 2:42 PM
FOR20100729000030	Service Agreement	Pending	Budget Office	7/29/2010 2:37 PM
FOR20100729000029	Service Agreement	Pending	Budget Office	7/29/2010 2:34 PM
FOR20100729000028	Service Agreement	Pending	Budget Office	7/29/2010 2:31 PM
FOR20100729000027	Service Agreement	Pending	Budget Office	7/29/2010 2:29 PM
FOR20100729000026	Service Agreement	Pending	Budget Office	7/29/2010 2:24 PM
FOR20100729000025	Service Agreement	Pending	Budget Office	7/29/2010 2:21 PM
FOR20100729000024	Service Agreement	Pending	Budget Office	7/29/2010 2:18 PM
FOR20100729000023	Service Agreement	Pending	Budget Office	7/29/2010 2:15 PM
FOR20100729000022	Service Agreement	Pending	Budget Office	7/29/2010 2:12 PM
FOR20100729000021	Service Agreement	Pending	Budget Office	7/29/2010 2:09 PM
FOR20100729000015	Service Agreement	Pending	Budget Office	7/29/2010 11:52 AM

You also have the option of copying the form, which may come in handy if you maintain the same service opportunities each year. Next year, you can simply copy and update this year's form.

22. After selecting the service agreement form you would like to review, a pop-up will appear. Choose the "Service Agreement" link in the pop-up.

23.

The screenshot displays the 'Interactive Forms Manager' interface for a user named 'jguida'. The main content area shows a list of forms under the 'My Forms' category. A pop-up window titled 'Service Agreement' is open, displaying routing information for a form submitted on 7/29/2010. The pop-up includes a link to view the pending form, which is highlighted with a red box. The routing information shows the form is at the 'General' level, submitted by Julia Guida. The remaining approval levels are Budget Office, Human Resources, and Payroll. The form content history indicates no changes have been made.

Form ID	Form Name
FOR20100729000032	Service Agreement
FOR20100729000031	Service Agreement
FOR20100729000030	Service Agreement
FOR20100729000029	Service Agreement
FOR20100729000028	Service Agreement
FOR20100729000027	Service Agreement
FOR20100729000026	Service Agreement
FOR20100729000025	Service Agreement
FOR20100729000024	Service Agreement
FOR20100729000023	Service Agreement
FOR20100729000022	Service Agreement
FOR20100729000021	Service Agreement
FOR20100729000015	Service Agreement

Routing Information

Service Agreement

Submitted: 7/29/2010 3:21 PM
Routing level: General
Submitter: Julia Guida
Title:
E-mail: jguida@cpsd.us

Click the link below to view the pending form:
[Service Agreement](#)

Remaining approval levels:
• Budget Office
• Human Resources
• Payroll

Form Content History

No field has been changed.