

SOURCE TEACHERS
Educational Managed Solutions



Presented To



**Atlantic City Board of
Education**

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**Request For Proposal - #17-023
Substitute Staffing Services**

Presented By

SOURCE  TEACHERS
Educational Managed Solutions

Brian Scharle
Director of Business Development
856.904.1116
BScharle@Source4Teachers.com

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A Partnership About Success:

Atlantic City School District will benefit from our industry-leading ability to meet the high academic standards and diverse needs of your school district.

Executive Summary

By partnering with a company that focuses solely on education for the past 16 years and with over 250 public school partnerships, Atlantic City Schools will experience a comprehensive community based partnership that frees up invaluable resources and exceeds expectations, all with a very competitive price.

With over 15 current public school partnerships of your school size or larger, Source4Teachers has the unique ability to design a program to meet the diverse needs of Atlantic City Schools. Our program will focus on the residents of Atlantic City and put first priority in placing current Atlantic City School substitutes first in teacher absences. Your current substitutes have given many years of passion and support to the children of Atlantic City and they should be rewarded for their hard work. Our specialized transition team will ensure a smooth transition with your substitutes along with your central administrative team and school based administrative members.

Having over 110 partnerships just in New Jersey, your substitute staffing needs will be met through a program of seamless support and services. Atlantic City Schools will gain a reliable local partner that will provide an all-inclusive education solution, including a district management team equipped to handle targeted community focused recruiting, provide in-depth training, expedite problem resolution, and maintain consistent engagement with the administration and Board of Education.

With over 5,500 active substitutes in the South Jersey area, we are ready to meet the needs of the district. This unique partnership approach allows us to work closely with Atlantic City School officials to achieve educational objectives that ensure the continued success of your substitute teachers, paraprofessionals, support personnel, and students. Together, our partnership will guide Atlantic City Schools towards the next steps of success.

Community Based Support

Through our comprehensive customer service approach, we will optimize aspects of your district's substitute program by providing maximum, localized support to Atlantic City School District.

Management Team

Atlantic City School District will be provided an Atlantic County based team for human resources, recruiting, operations, and management needs. As this team is selected from the most qualified candidates in your region, you can be sure that your team will not only understand your staffing needs, but your community needs as well.

Your district team works closely with your district to make sure commitments are met and delivered. These individuals, supported by Source4Teachers' corporate resources, will be your go-to for aspects of the program and your Atlantic City School District's needs.

Atlantic County Community Involvement

Atlantic City School District's partnership with us does not end with substitute management. Our partnership also makes us members of your community, and our team strongly believes in being active and supportive in the Atlantic City School District community.

As part of our dedication to Atlantic City School District, our team will plan a series of initiatives to support the students and other members of your local community. We plan on being a partner with your Atlantic County Educational Foundation along with unique charitable events like a Coat Drive for your students. From attending district sporting events to county fairs, when the community or district has an event, we will be there to show our support.

Employee Well Being & Support

When we partner with Atlantic City School District, we are also partnering with your substitute workforce. The investment in each substitute employee's training, career development, and benefits pays enormous dividends for everyone. Substitutes will be employed, compensated, and provided fringe benefits.

Benefits

Health benefits are offered to employees, regardless of hours worked. The benefits include: Minimum Essential Coverage (MEC), Limited Medical Indemnity, vision and dental insurance, 401(k) retirement savings plan, and unemployment

Recognition

Performance incentives and bonuses to employees that demonstrate the highest level of professionalism, reliability, and skill in educational instruction

Comprehensive Support

Unparalleled customer service through local and regional systems, call centers, and support personnel

Onboarding District

Originals

Quickly and efficiently on-board existing personnel to guarantee smooth and timely transition of services

Advocating for Full-Time Employment

Source4Teachers encourages Atlantic City School District to consider our talented substitute staff to become full-time employees in your schools

Cultivating A Pool Of Qualified Personnel

An expansive recruiting, marketing, and training campaign will be designed to provide Atlantic City School District with a pool of highly qualified substitute personnel. By aggregating a pool of dedicated Atlantic County based employees, we are able to deliver a substitute recruitment program with a focus on your local community. As a result of our proven methods, there are currently over 5,500 Source4Teachers substitutes in Southern New Jersey, with more than 500 new candidates currently in the application process.

Recruiting

A recruitment campaign will be specifically designed to meet the needs of Atlantic City School District. The recruiting team specializes in identifying the most promising candidates who demonstrate confidence, positivity, professionalism, and patience in their work.

Recruiting strategies designed for Atlantic City School District will include:

- Work with local colleges and universities including Stockton University, Rowan University, and Atlantic Cape Community College
- Advertise available positions in local newspapers such as The Press of Atlantic City and The Atlantic County Record
- Partner with local programs including Greater Atlantic City Chamber of Commerce and Stockton University Career Center

Training

The responsibilities of Atlantic City School District's substitute teachers, paraprofessionals, and support staff are no less important than those of your regular education professionals. Each and every day, students must experience valuable instruction, well-managed classrooms, and quality operation. Source4Teachers has developed its own multifaceted training programs designed to deliver highly prepared, and confident, substitute personnel to Atlantic City School District.

All-Inclusive Financial Solution

Atlantic City School District will be able to create a solid working budget, track expenses, and manage costs through our partnership. This comprehensive program will result in the reduction of both hard and soft expenses, improving cash flow and allowing for greater flexibility in your district's spending.

A partnership with Source4Teachers is a commitment to saving your district money. Atlantic City School District will be relieved of costs associated with:

Administration	Healthcare	Insurances	Advertising	
Technology	Long-Term Placements	Payroll	Pensions	Teacher Preparation Coverage

Affordable Care Act (ACA)

Among the greatest benefits of partnering with Source4Teachers is our ability to absorb expenses and tasks associated with your district's Affordable Care Act compliance and exposure for the substitute program.

- Atlantic City School District will not need to limit the number of days substitutes work – your students can enjoy continuity with the same staff member day after day
- We take responsibility for providing healthcare to eligible Atlantic City School District substitutes
- Your district will no longer have to dedicate time and administrative resources to fulfill the reporting requirements associated with ACA
- Through the use of our time tracking systems, we eliminate the burdens of properly tracking employee hours
- Our technologies make capturing time simple and apply the data to the substitutes average weekly hours
- Atlantic City School District's burdens and expenses associated with ACA processes, penalties, and tertiary costs, are eliminated
- Atlantic City School District will retain no responsibility in managing ACA compliance

A Partnership About Success

Atlantic City School District will partner with a community-based team solely focused on the success of your program. We sincerely hope you enjoy reading this proposal for Substitute Staffing Services as much as we enjoyed preparing it for you. We are a leader in our field of service for one reason – we deliver what we promise. Source4Teachers will seek to understand the needs of Atlantic City School District as we begin our partnership and are committed to providing you with a program that delivers the same excellence that you expect from all aspects and personnel of Atlantic City School District.



Turnkey Service: Our market position and solutions in New Jersey are unique as we provide a comprehensive turnkey service for school districts of all sizes and demographics.

Section 1: Description of Services

When a district teacher is absent, whether it is a for few hours, a day, or several weeks, it is critical to have a substitute teacher in place who can provide classroom management, as well as carry out the lesson plan for the day. If a substitute teacher does not have the knowledge or skills to deliver a lesson plan, then the students will not be learning in that classroom, on that day. If a substitute teacher does not know how to set the tone to establish classroom management right from the start, he/she risks losing the student's attention and negatively impacting the learning environment for that class.

Source4Teachers believes, very strongly, that being a substitute teacher is often the first step in the path of becoming a permanent teacher. To that end, our recruiters focus on hiring qualified substitutes who seek permanent jobs in the districts we serve. Since working for Source4Teachers is often the first teaching job they may have, we understand the need to provide them with guidance and a lot of training so that they can succeed.

Throughout this section, we explain in detail our commitment to recruiting, hiring, and managing highly qualified substitutes for your district.



Proactive Communication:
Early in the planning process, Atlantic City School District's administration and the transition team will meet to create common goals to ensure your employees, students, and administration have the best transition experience.

Transition Process

The key to Atlantic City School District's successful partnership with Source4Teachers is a seamless transition from your current operation to our proposed plan. Our undivided attention will be on providing Atlantic City School District a smooth transition. The program will be implemented in a fluid, timely manner and will not disrupt the daily activities of your district.

Atlantic City School District's Transition Team

We have perfected the process of transitioning our partner districts. Source4Teachers has a transition team comprising of experts from every area of our company to ensure Atlantic City School District's requirements will be met.

The transition team is highly adaptable and will design the transition around Atlantic City School District. We will gain an in-depth understanding of your district's requirements and cater a timeline specifically to them. Each aspect of our transition will focus on what really matters to your district and the entire school community.

The transition team begins discussions and preparations directly after the contract is awarded. The team will work with Atlantic City School District's administrators to set goals and hold orientations for your faculty, staff, and current substitute employees. These meetings will make sure everyone is well informed about the start-up plan, specific roles and responsibilities, key timelines, and most importantly allows the transition team answer any questions.



Transition Success: The success of Atlantic City School District's transition and start-up will be measured by:

1. The conversion rate of your current substitute staff
2. The fulfillment of requirements set forth by your district during our initial transition meetings
3. The increase of your absentee fill rate with highly qualified substitutes
4. The welcoming of our firm into your culture and community

District Implementation

To guarantee a successful program, we will institute proactive communication practices by arranging a variety of meetings with personnel from Atlantic City School District to establish expectations, address any concerns, and set a timeline for implementation. We will work together to make an assessment of current day-to-day operations and district policies regarding absentee management and substitute placement.

After understanding Atlantic City School District needs and expectancies, a conversion plan is developed and implemented, strictly adhering to a mutually agreed upon timeline. Our transition team will arrange meetings at the inception of our partnership and hold additional meetings throughout the year to ensure that the expectations of Atlantic City School District are being met and that our partnership is a success.

Expectation Meetings

The initial expectation meeting will be held within the first week of the contract execution, with additional expectation meetings held periodically throughout the year. There will be separate meetings for your human resources department, administrators, principals, and employees. In these meetings, we will determine your district's goals and the needs of your staff. Thorough knowledge of Atlantic City School District and understanding of your culture, we will make the program a success.

Expectation Meeting Goals

- Introduce our management team and exchange contact information
- Discover and address requirements, needs, and concerns
- Establish full timelines for the implementation of the program
- Discuss communication strategies for converting your current substitutes
- Review technology and access to current absence information
- Verify pay and billing rates
- Review our daily operations

Substitute Implementation

When school districts partner with a private company, employees are often concerned about the status of their jobs. With Source4Teachers' open communication practices, they will quickly discover that their fears are unfounded. Atlantic City School District substitute employees in good standing will be offered the opportunity for employment with Source4Teachers.

Orientation Meeting

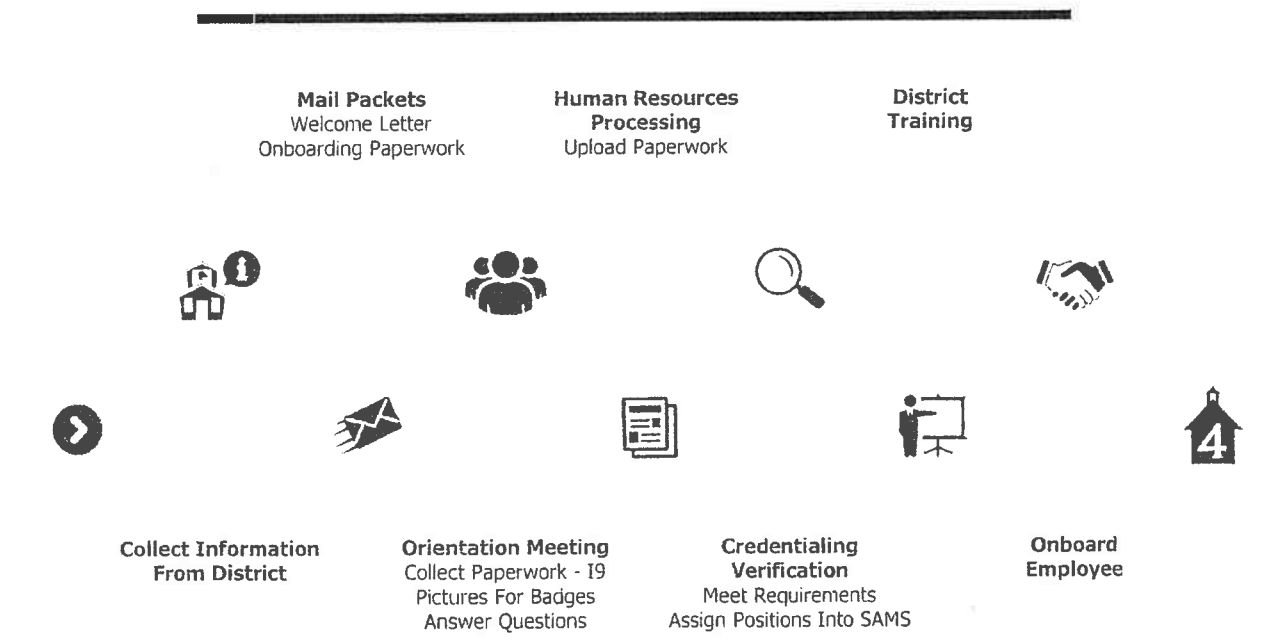
Within the initial stages of the contract, and as needed throughout the transition period, Atlantic City School District's current substitutes are required to attend an orientation meeting. The orientation meeting introduces our onboarding process in great detail, demonstrating that we offer support to your employees each step of the way. We introduce SAMS and VeriTime, presenting the systems' benefits. Questions are answered in a town hall format. We will then collect paperwork and meet with each employee one-on-one to address specific needs.

Training Your Team

Atlantic City School District's current substitutes will participate in Source4Teachers' training day seminar to bring them up-to-date with the latest in educational practices. This interactive training experience instills confidence and sharpens aptitude in your district's original substitute personnel.

Familiar Faces

During the implementation of the district, Atlantic City School District's teachers will be trained on how to set their preferred substitute list in SAMS. This will ensure that district original employees are contacted first for a teacher's absence.



Substitute Onboarding Process: Upon Atlantic City School District's board approval, we will start the onboarding process by sending a welcome letter, contact information, paperwork, and several options to join us for the orientation meetings. Our goal is to make sure your current substitutes feel welcomed and any concerns or questions they have are answered immediately.

Technology Implementation

Atlantic City School District will recognize immediate improvements in coverage rates, teacher accountability, and financial savings after your technology implementation with Source4Teachers. The transition team will transfer necessary district data to SAMS and VeriTime and provide streamlined technology training to district administration and staff.

VeriTime Implementation

The transition team will place a VeriTime netbook in each school. Employees will sign in and out on the netbook each day, granting your district automatic and accurate visibility of employee attendance. We will train district administrators, principals, and secretaries on how to gather data from VeriTime, and substitutes will be instructed on how to use the system.

SAMS Implementation

Implementing SAMS is a quick and simple process. Source4Teachers will supply your district with standard Excel templates to upload with district, school, and employee information. To expedite the process and reduce administrative work, our transition team can pull necessary information from the Atlantic City School District's current system. Our SAMS experts will import the data from the template into SAMS.

Elements of SAMS are customizable to Atlantic City School District:

- District specified absence reasons for employees to utilize when submitting an absence
- Built-in approval processes for specific types of absences
- Reports built from Atlantic City School District's reporting needs
- Auto-generated reports that are sent to district and school administration at specified intervals

SAMS Training

Atlantic City School District administrators, faculty, staff, and substitute personnel will receive thorough SAMS training prior to the program's start, as well as ongoing technical support. Our call center is available from 6:00 am – 10:00 pm to assist with any questions during the transition period and anytime thereafter.

Principals and Secretaries

- Detailed instructions for the various roles of SAMS users
- Tip sheets on how to use SAMS to your best advantage
- Source4Teachers' client services contact information

Teachers and Support Personnel

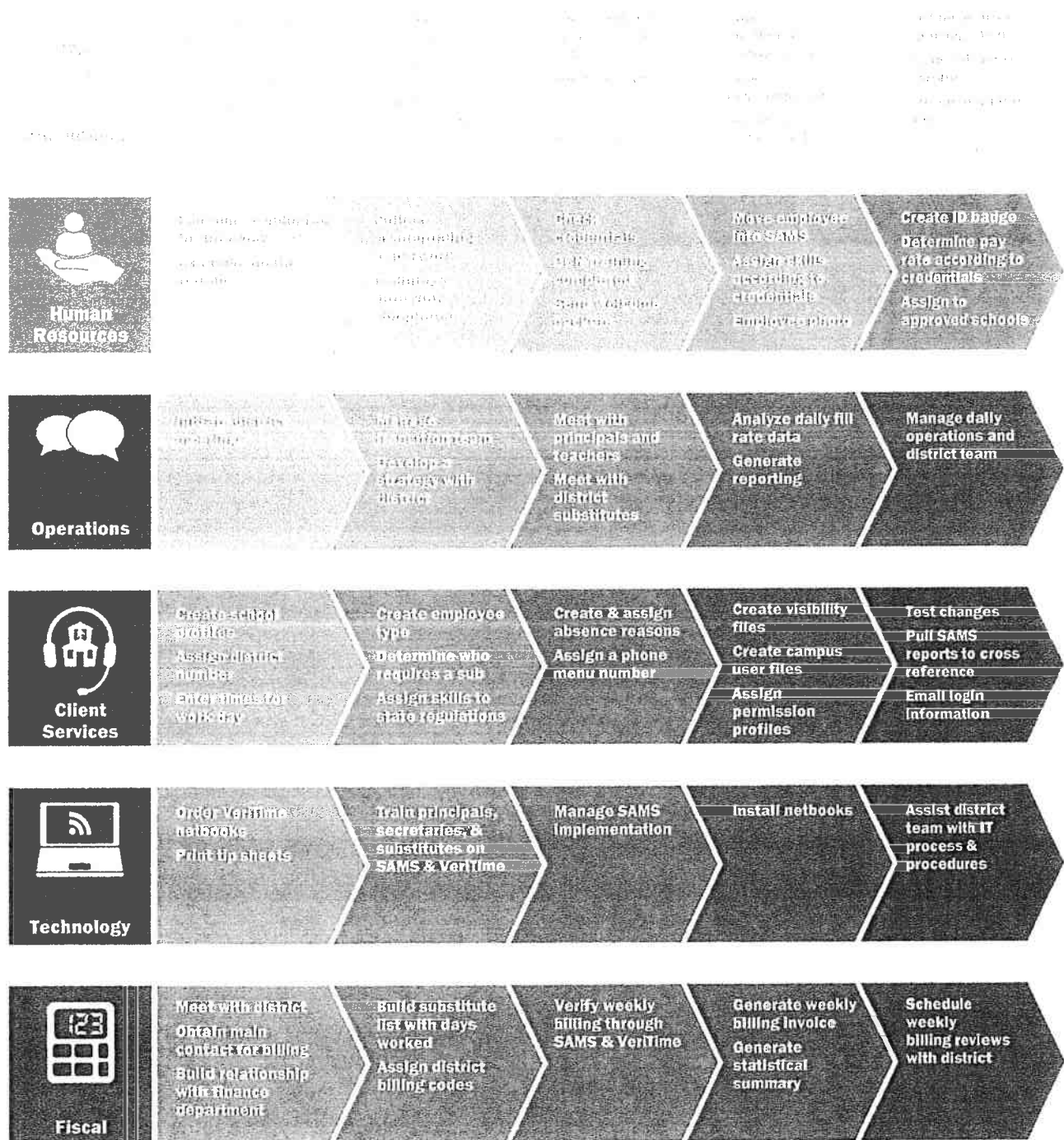
- Detailed instruction on how to use SAMS
- Instructions and tip sheets on entering absences, setting preferred substitute lists, attaching lesson plans and notes to absence submissions, and checking absence balances

District Substitute Teachers

- Detailed instruction on how to use SAMS
- Instructions and tip sheets on searching for and accepting assignments, setting up preference lists and notification settings, and keeping a detailed and organized calendar schedule
- Guidelines for obtaining confirmation numbers
- Source4Teachers' call center contact information

Transition Timeline

A proactive, customized and detailed plan of action will be designed to drive the start-up across your district. During the initial exception meeting, Atlantic City School District's administrators and the transition team will establish a comprehensive timeline to guarantee a smooth implementation.



**Address**

201 North Front Street
Camden, NJ 08102

Enrollment

16,600

Services

Substitute Teacher Staffing
Paraprofessional Staffing

Partner Since

2011

Case Study

Camden City Public Schools, NJ

The Challenge

With over 200 daily openings, minimal absence data tracking, and a limited substitute pool, Camden City Public Schools struggled with filling classrooms and an inefficient substitute placement program.

The Solution

Upon partnering with Camden City in 2011, Source4Teachers implemented expert recruiting methods, advanced technologies, and support services to hire hundreds of additional qualified substitutes, streamline processes, and raise daily fill rates by more than 30% in the first six months.

The Approach

After transitioning 94 of the district's original substitutes, Source4Teachers' recruiting, training, and hiring efforts resulted in more than 600 available substitutes. The district's recruitment challenges were resolved through the implementation of a substitute audit and a streamlined recruiting process that ensures each substitute is equipped with proper credentials and guarantees 100% compliance with state regulations. In the first six-month period, Camden City Public Schools hired 12 of the substitute teachers brought in by Source4Teachers for full-time positions.

Training programs were implemented for all existing substitute teachers, administrators and teachers, including education on SAMS and VeriTime. These steps eliminated administrative burdens, shortened task times, and greatly reduced costs.

In 2013, when the state of New Jersey took charge of the district's operations, Source4Teachers worked strategically with state-appointed monitors to provide district absence data and better understand teacher behaviors. Camden City Public Schools also continued to utilize Source4Teachers as a recruiting pool. Camden City Public Schools had 50 full-time vacancies that needed to be filled immediately. Through Source4Teachers' open houses and strategic recruitment efforts, all 50 positions were filled.



Current Substitute Pool: Atlantic City School District's current substitute employees who are in good standing will be offered an opportunity for employment and will be quickly implemented onto our team.

Employee Management

By partnering with Source4Teachers, Atlantic City School District will benefit through our expertise in recruiting, screening, and hiring qualified candidates. Your schools will have the highest quality substitutes in the market, ensuring that your students experience valuable learning days and maximum support.

The effective management of your substitute workforce requires a significant investment of time and resources. Atlantic City School District will experience advantages related to:

Substitute Costs

Atlantic City School District's costs related to recruiting, employing, and compensating substitute personnel are completely absorbed by Source4Teachers. Our program will manage recruiting costs, advertising, marketing campaigns, and compensation costs including payroll expenses, taxes, insurance, and health benefits. By relieving your district of these expenses, our partnership frees up Atlantic City School District's finances to be utilized elsewhere.

Administrative Resources

In addition to financial savings, Atlantic City School District will be relieved of countless administrative burdens, freeing up invaluable district time and resources. Tasks such as reviewing resumes, interviewing candidates, verifying credentials, and processing new hires demand strict attention to detail and a significant time investment. With our partnership, we will assume responsibility for all administrative tasks related to your substitute program, allowing your district to channel resources into other important endeavors.

Employee Guidance & Support

Atlantic City School District's substitute workforce will be provided with benefits and an extensive support network. The candidates are carefully guided through each step of the hiring process by expert recruiting coordinators. An expansive call center is in regular contact with substitute personnel and available for support during extended office hours. They also monitor credentials making sure each and every substitute is properly guided and compliant to work. By providing substitutes with benefits and ample support, your schools are staffed with happy, confident substitute personnel.

Continuous, Proactive Recruiting

Focusing on obtaining candidates who have a diverse background and certifications, Atlantic City School District assignments will be filled with substitutes who accurately fit the specific roles. Atlantic City School District will have a large pool of qualified substitutes available daily, we will leverage expansive resources and recruitment strategies.

College & Universities

Recruit students and graduates pursuing a career in education from colleges and universities

Visit college classes to speak about the fulfillment of working as a substitute in education

Work with college career centers to provide opportunities to interested alumni

Certified Teachers

Enlist certified teachers who need additional training and development to become permanent teachers in the classroom

Job Fairs

Host 3-5 community job fairs to find candidates who understand the Atlantic City School District's student population

Customized Campaign

Create a marketing campaign utilizing: newspapers, magazines, job posting message boards, social media, signs, and flyers

Special Certifications

Target individuals who hold less common certifications, such as foreign language, bilingual, and special education

Community Events

Attend and volunteer twice a month at Atlantic City School District's sporting events and community fairs to target qualified parents who would enjoy working while their children are in school

Retired Teachers

Solicit local retired teachers to encourage them to use their experience in education to engage local students and further promote education in the community

Direct Outreach

Establish an email and phone campaign to target new candidates in the pipeline and district originals that expressed interest but have not completed the application process

Candidates in Your Community

We will focus on hiring individuals who understand Atlantic City School District's student population. Through partnerships with local outreach programs, workforce development boards, and churches, we will work to recruit candidates from your community. This practice ensures that our substitutes not only understand the academic needs of your students, but also their social and emotional needs. Our employees demonstrate a passion for education and a commitment to the academic, social, and emotional development of students.

Recruitment Summary

In order to ensure that we are meeting the needs of Atlantic City School District and filling as many classrooms as possible, your district manager will share with Atlantic City School District a bi-weekly recruitment summary. The recruitment summary contains information about number of applicants in the pipeline, the number of new hires, number of candidates needed per school and type of position, as well as updates on the different marketing campaigns.



Universities/ Colleges

Atlantic Cape
Community College
Stockton University
Rowan University



Newspapers

Press of Atlantic City
Courier-Post



Online Postings

NJSchoolJobs
Jobs4Jersey
NJ.com
NewJerseyJobNetwork
CareerBuilder
Indeed
Monster
LinkedIn
K12Jobspot

Atlantic City School District's Advertising Campaign: After meeting with Atlantic City School District and analyzing each of your schools' fill rates, a digital and print marketing campaign will be created to address the recruitment needs of your schools.

In-Depth Interview Process

In order to determine the quality of the applicants, each must go through a structured interview process in which the applicant is evaluated thoroughly. The multi-step interview process will ensure only the best candidates are hired to work in Atlantic City School District.



Phone Screen

The phone screen is to determine the seriousness and commitment of the applicants to Atlantic City School District and our company, as well as their ability to articulate information and communicate effectively.

Group Interview

During this in-person session, the applicant is asked a series of questions and evaluated on his or her previous experience, critical thinking skills, enthusiasm, communication skills, confidence, and professional appearance. Our interview process is carefully designed to assess the candidate's ability to perform in a real school setting.

Credentialing Screen

Candidates must possess proper clearances, certifications, and credentials to be hired. Substitute candidates apply through our human resources tracking software, AppliTrack, in which they are

required to upload copies of their certifications and clearances.

Substitutes will not be allowed to work within Atlantic City School District until all valid credentials are logged in our system.

Training Interview

During candidates' training seminar, their skills as educators are tested.

The candidate has to pass a series of interactive activities specifically tailored to demonstrate the professional confidence and expertise needed to work in Atlantic City School District. If they pass the training, they are then hired into our system.

District Interview

Atlantic City School District may interview any candidate. You will have the final approval in the selection of substitutes that are able to work in your schools.

Guaranteed Compliance

The compliance department guarantees paperwork is completed accurately and certifications, permits, and clearances are submitted. Employees' credentials are continuously monitored and audited. The substitutes who work in your schools are compliant with the New Jersey Department of Education, Atlantic City School District, and other state and federal laws.

To adhere to the preferences of Atlantic City School District, substitute personnel will be considered in the following order of credentials:

Credentials

Daily Substitute Teachers

1. Bachelor's degree with a valid New Jersey teaching license
2. Bachelor's degree with relevant experience tutoring or working with children
3. Associate's degree with a passing score on the ParaPro exam
4. Enrollment in a 4-year university with a minimum of 60 verifiable credit hours

Long-Term Substitute Teachers

1. Bachelor's degree with a valid New Jersey teaching license

Substitute Paraprofessionals

1. Bachelor's degree with relevant experience tutoring or working with children
2. Associate's degree with a passing score on the ParaPro exam
3. Enrollment in a 4-year university with a minimum of 30 verifiable credit hours
4. High school diploma or GED

Long-Term Substitute Paraprofessionals

1. Bachelor's degree with a valid New Jersey teaching license
2. Bachelor's degree with relevant experience tutoring or working with special needs

children

3. Associate's degree with a passing score on the ParaPro exam
4. High school diploma/GED

Candidates are required to submit the following forms:

Background Checks and Clearances:

- Fingerprint clearance
- New Jersey Bureau of Investigation background check
- Federal Bureau of Investigation criminal history check
- Passing tuberculosis test

Tuberculosis Test

A tuberculosis (TB, PPD, Matoux) test is required no longer than six months prior to an employee's date of hire with Source4Teachers. This documentation must be printed on medical facility letterhead, a form with an affixed medical office stamp, or a prescription tablet.

Employees' credentials are continuously monitored and audited by our compliance department to ensure the substitutes who work in your schools are 100% compliant with the New Jersey Department of Education.

Criminal History Approval

For the purpose of employment with Source4Teachers, criminal history approvals must be issued through Source4Teachers designated codes within the applicant's county of residence, and the job category must be listed as "substitute teacher." Applicants will need to partake in one of three processes to obtain a valid criminal history approval: fingerprinting, archival, or transfer.

Unique Fingerprinting Codes

As part of our ongoing effort to further streamline our credentialing and compliance process, Source4Teachers has been assigned its own unique fingerprint codes as an authorized education entity in the state of New Jersey. By utilizing our unique fingerprint codes, our substitutes' records only need to be filed under a single code and are then valid in any partner school district in the state.

Documentation:

- Current resume
- Copy of college or high school transcripts
- Copy of New Jersey teaching certificate, if applicable
- Copy of passing ParaPro scores with minimum GPA of 2.5, if applicable
- Copy of CPR/First Aid certification, if applicable
- W-4 Employee's withholding allowance form
- I-9 Employment eligibility form, must be provided in person

Certification

Uncertified candidates and those who hold out-of-state or expired certificates receive a packet to apply for a current New Jersey Substitute Certificate. The completed packet must contain the following five items:

- \$125 money order made payable to "The Commissioner of Education" that is dated no more than seven days from submission date
- Substitute credential application signed by the appropriate district representative prior to being sent out for issue
- Valid shell printout for criminal history approval that is dated no more than five months from submission and has "Substitute Teacher" listed for the job category
- Signed and notarized Oath of Allegiance
- Official college transcripts in a sealed envelope – New Jersey requires substitutes to

accumulate at least 60 college credits from a state-accredited school; Source4Teachers prefers to hire those who obtain a bachelor's degree



Compliance Assurance

SAMS is built to mirror Atlantic City School District's and New Jersey's state regulations and certifications. A substitute

will only be able to view an assignment for which they hold the required credentials. If a substitute's certificate has expired, or the maximum number of work days allowed by that certificate is exceeded, the substitute will no longer be able to accept positions. Substitutes will not be able to accept assignments if any of their other clearances or credentials are missing or invalid.

AppliTrack provides automated, error-proof auditing of employee credentials and notifies our team when credentials need to be renewed. Our compliance team helps the employees update their credentials before they expire so there is no gap in service.

Additionally, our in-house counsel is up-to-date with state and federal legislation. Upon any changes or updates in laws, Source4Teachers' systems and processes are revised to reflect the new regulation.



Address
440 Beverly Rancocas Road
Willingboro, NJ 08046

Enrollment
3,700

Services
Substitute Teacher Staffing
Paraprofessional Staffing
Long-Term Staffing

Partner Since
2009

Case Study:

Willingboro Township Public Schools

The Challenge

With no system in place to track and report employee credentials, Willingboro Public Schools struggled to meet state requirements.

The Solution

Through the implementation of new technology, streamlining the recruitment processes, and the introduction of training seminars, Source4Teachers not only reshaped the substitute management program, but increased Willingboro Public Schools fill rate by 28%.

The Approach

The transition began in August 2009 by identifying over 50% of the district's substitutes who did not meet state requirements due to outdated or expired credentials.

Source4Teachers provided training for substitutes, certified up-to-date and proper credentials, and ensured employees were fingerprinted in accordance with New Jersey State Law.

SAMS, Source4Teachers Absentee Management System, was introduced into the district, which provided Willingboro Township Public Schools with its first ever data tracking and reporting procedures. Due to Source4Teachers' data metrics, Willingboro Township Public Schools gained an increase in teacher accountability and reduction in employee absences.

Source4Teachers also provided invaluable crisis intervention to Willingboro Township Public Schools when faced with two time-sensitive issues. A teacher walk-out resulted in more than 100 last-minute open positions, Source4Teachers quickly and successfully filled the openings with highly qualified substitutes. The district needed to temporarily relocate the high school. During the relocation, Source4Teachers updated the district's software, informed substitutes of their new locations, and helped to quickly and efficiently accommodate the moving process.

Comprehensive, Consistent Training

Well-trained and motivated employees generate improved learning environments and help foster student achievement. Atlantic City School District's new and transitioning substitute employees will be provided a multifaceted training program. The program consists of an interactive, onsite training class, online supplementary training modules, and ongoing training opportunities. Comprehensive, consistent training is the key to a successful substitute management program.

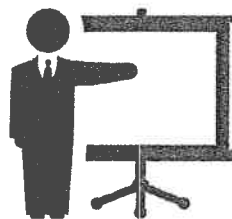
Onsite Training

Applicants must attend a full-day, interactive training class. The classes are instructed by seasoned educators and veterans of the public school system.

During the interactive seminar, our instructors emphasize the importance of establishing a positive classroom environment from the moment students enter the building, and following through with effective classroom management techniques. They outline the specific roles and responsibilities of substitute personnel and emphasize the district's professional standards. The training program plays an essential role in furthering substitutes' professional growth and social awareness by addressing the issues of race, class, culture, and educational equality.

Key Advantages

- Specified and separate training classes for substitute teachers and substitute paraprofessionals, samples of the training manuals are included with the proposal
- Classes can be hosted onsite within Atlantic City School District
- Over 20 expert trainers consisting of former superintendents, principals, teachers, and certified school administrators
- Training is provided at no cost to the district
- Classes can be customized to meet Atlantic City School District's requirements



Substitute Teacher Onsite Training

A major focus is to establish the substitute teacher's professional responsibility for maintaining the safety, health, and welfare of the students under his/her supervision. Continuity of instruction is stressed for student success in the classroom. Substitute teachers receive appropriate direction in effective classroom management, following the regular teacher's lesson plans, and instructional strategies.

One of the highlights of the training program is The Top Twelve Principles for Substitute Teachers, reviewed by candidates to maximize comprehension and performance. The candidates discuss and review effective ways to handle student confrontations, fighting, and how to avoid any physical contact with students.

Substitute Paraprofessional Onsite Training

The training cultivates an extensive understanding of adaptability, student interaction, positive attitude, behavior management, and special education needs.

Substitute paraprofessionals receive thorough training in the characteristics of varying disabilities and supporting education based on each student's academic, physical, social, emotional, and personal needs. The training program concentrates on a wide scope of disabilities, including autism, Asperger syndrome, limited mobility, anxiety disorders, and more. The training guarantees employees are well-prepared to meet each student's needs, improve learning, and carefully implement individualized education programs.

In order to promote a healthy learning environment for every student, the training program establishes procedures for crisis prevention, as well as preventing harassment, intimidation, and bullying between students. Instructors stress the very real possibility of these occurrences, and our paraprofessionals are trained to be vigilant in recognizing the signs of such behavior.

Source of Success: Source4Teachers developed and copyrighted written training guides for substitute teachers and paraprofessionals entitled "Source of Success." The guides provide the foundation for the training seminar and serves as a reference for substitute teachers and paraprofessionals to have on-hand in your classrooms.



Trainers With Extensive Field Experience: Only individuals with significant experience in the public school arena are recruited to become Source4Teachers trainers; former superintendents, principals, teachers, and behavioral specialists. They understand the importance of an effective substitute and have the expertise to help candidates step into their role of providing your students with exceptional educational experiences.

Online Training

Just as a student is never finished learning, the training of an educational professional should never end. Each day, innovative techniques are developed to improve the student learning experience. We seek new methods and provide supplementary training to keep employees refreshed in the latest techniques.

Substitute employees complete periodic internet-based training modules via the Global Compliance Network, GCN. GCN enhances the professional development of substitutes through the provision of informative modules on topics such as classroom management for different grade levels, ethics and boundaries for school employees, understanding aggressive behavior, cyber-bullying, special education, and autism. Substitute personnel will complete modules in GCN based on New Jersey requirements and Atlantic City School District's needs.

Examples of training modules provided:

ADHD	Classroom Management -
Asthma	Elementary, Middle, and
Autism	High School
Behavioral Interventions	Diabetes Awareness
for Students with	First Aid in Schools
Disabilities	Professionalism (Conduct
Bloodborne Pathogens	and Appearance)
Bullying	Reading Disabilities/
Child Abuse	Dyslexia

Ongoing Training

Specialized onsite training classes that are specifically requested by Atlantic City School District on topics such as harassment, intimidation, and bullying can be conducted. These supplemental training courses are available at any point during our partnership, you may request training onsite in your district any time.

By training our employees thoroughly and consistently, they are empowered with the skills and initiative to achieve a higher level of student service.

Rigorous Hiring

Each Atlantic City School District's substitute candidate will be contacted by our human resources team to provide guidance through the hiring process. Upon successful completion of the interview and credentialing process and participation in our training seminar, applicants receive formalized offer letters of employment with Source4Teachers. After signing and dating their offer letters, they will be presented to Atlantic City School District for final hiring approval.

Ready Available Assignments

Once substitutes are hired, they are provided with login information for SAMS. From this point forward, substitutes are able to search and accept available assignments, maintain a detailed work calendar, set preference lists, and control notification options. With 24/7 access, substitutes can log into SAMS via telephone or through the interactive web portal.

Safety In Your Schools

After substitutes arrive at their assignments, they use their SAMS login information to clock in-and-out of the VeriTime time-tracking netbook. Because the two systems are fully integrated, only substitutes with SAMS confirmation numbers are permitted to log in, ensuring that the only people in your building are those who are qualified and authorized to be there.

Employee Direction

When school districts handle their substitute program internally, they may not have the time to provide their substitutes with guidance and support. Your substitute program is our sole focus, we have the resources to provide substitutes the individualized direction they need to succeed.

Guidance

Guide each employee through each step of the credentialing, certification, and training process

Maintenance of Records

Maintain a record of employee performance, clearances, certifications, and specialized training

Compliance

Monitor credentials to ensure validity and help employees renew credentials before they expire

Support

Provide a call center that works extended hours to answer employee questions, help them find available positions, and resolve any issues that arise

Opportunities

Promote available long-term assignments to qualified substitutes

Work with substitutes to gain full-time employment with your school district

Performance Monitoring

Substitute employees can be provided district evaluations and internal performance reviews. These two forms of measurement help employees understand their requirements and guarantees they are effective in Atlantic City School District. Evaluations and reviews will be conducted in accordance with Atlantic City School District's policies and will address substitute performance, professionalism, and progress.



Substitute Feedback

Atlantic City School District will be able to utilize

Source4Teachers' substitute

feedback feature through SAMS to achieve maximum transparency and quality in substitute performance. By choosing to activate the feedback tool, Atlantic City School District's staff will be able to leave comments and a rated score for the substitutes working in their absence. Written comments and scores can be routed directly to Atlantic City School District designees for review.

Advantages for Atlantic City School District

- Track substitute performance with thorough reviews and ratings
- Create feedback survey questions to properly suit your district's preferences
- Circulate automated email and web reminders to employees to leave comments
- Assign designated campus users (principals, secretaries, etc.) to review feedback
- Make reviews and ratings produced by Atlantic City School District internal, viewable only by your district
- Direct notifications of substitute feedback to district designees for review
- Let substitutes leave feedback of their experience



Photo Identification Badge -Providing Dual Purposes:

With safety in mind, the ID badge provides a simple way for Atlantic City School District to identify the substitutes in your buildings. At a glance, your district's faculty can tell who does and who doesn't belong in your schools. The badge also functions as a time card, making signing in and out for the substitute easy.

Expectations of Employees

Guarantee of Professionalism

Employees are expected to maintain a high standard of professional conduct and professional appearance. Employees will refer to Atlantic City School District's specific professional appearance policies, including approved uniform if needed, as well as approved photo identification badge. It is understood that employees will not be permitted on the district property if they are not dressed appropriately and carrying their photo identification badge. A Source4Teachers photo identification badge is provided to substitutes at no cost to the employee or the district.

Professional Conduct Policy

Employees are expected to follow proper conduct and ethics. Employees will strictly adhere to Atlantic City School District's and Source4Teachers standards of professionalism, security, and conduct.

Unsatisfactory Personnel

Although, we take painstaking measures to hire skillful individuals who will perform optimally in your schools, we have procedures in place to address unsatisfactory performance. In the event of an incident, district employees simply submit an incident report through the resources portal on Source4Teachers' website. Our human resources team handles each incident with extreme urgency, and will take action as soon as an incident is reported.

On the incident form, district staff will provide the date and location of the incident, a description of the incident, and a recommended course of discipline. Once the report is received, the substitute is suspended from work until our investigation is completed and fair consequences are determined. Atlantic City School District may request to exclude a substitute from working in the entire district or a specific school at any time. The substitute will be blocked from being able to view or accept future assignments in SAMS.

Each incident is treated with the utmost importance. We will partner with school administration to determine if termination is appropriate. This type of partnership alleviates some of the strain put on your district's human resource staff and allows them to focus on other key areas throughout the district.

Guarantee of Safety

Source4Teachers' foremost commitment is to the safety of students and personnel. Atlantic City School District creates a safe and healthy learning environment for students, and Source4Teachers' staff will go to great lengths to promote safety even further. Substitute employees are prepared with a thorough understanding of the importance of student safety and preventative measures. The interactive training class and supplementary training manual discusses various topics of safety extensively, including but not limited to: accident prevention, student behavior concerns and appropriate actions, and accident reaction and reporting procedures. Employees are guaranteed to be conscious of Atlantic City School District and Source4Teachers safety policies concerning the students and themselves.

Photo Identification

We enforce a strict photo identification policy. Substitutes are mandated to carry their badge when working an assignment.

Substitutes must present identification upon reporting to an assignment, and it must be readily available to present to district staff upon request. Employees understand that they will not be permitted on school property without valid photo identification, because no exceptions are made when it comes to student safety.

The identification badge also contains a VeriTime barcode that the substitutes can use to scan in and out of their daily assignments.

Promoting Safety

We understand that safety is an ongoing effort. Our safety committee meets monthly to discuss how we can further develop safety for your school district and your students. The committee reviews existing procedures and recent injuries to improve our safety initiatives. A

monthly newsletter is sent to substitutes to provide them with the latest in school safety and safe working practices.

Workers' Compensation

Atlantic City School District will retain no responsibility for pursuing and investigating workers' compensation claims for substitute employees. Source4Teachers will conduct a full accident investigation to determine the cause of the accident and how to prevent further accidents in the future.

In the event of an injury, substitutes will call our human resources department. District staff and substitute employees can find information related to workers' compensation on the "Resources" tab of Source4Teachers' website. Here users will find relevant documentation, including company injury reporting procedures and a list of designated healthcare providers in the area.

Employee Support & Benefits

Our employees are our most important asset. We will employ, engage, compensate, and provide fringe benefits to the entire substitute staff, greatly reducing strain on Atlantic City School District's time and resources. Our investment in their training, career development, and benefits, pays enormous dividends for everyone.

Substitute Engagement

The key to an effective workforce is making sure each employee is happy, engaged, and well-informed. We have developed a substitute engagement program focused exclusively on regularly connecting with our substitute personnel. The substitute engagement team connects with newly hired substitutes, following up with them days after hire, every few weeks, and ultimately several times a year. By connecting with our substitutes frequently, we are able to understand each employee's experience, help them succeed in your district, and elicit feedback to improve our program.



Advocating for Full-Time Hire

Atlantic City School District is encouraged to hire any Source4Teachers employee for a full-time position.

Comprehensive Support

Atlantic City School District's staff and substitutes are provided with unparalleled customer service through dedicated support channels. Our call center is available from 6:00 AM - 10:00 PM, Monday through Friday, to assist with any concerns that may arise.



Employee Referral Program

In an effort to continuously recruit promising talent to work in Atlantic City School District, substitutes are able to participate in our employee referral program. Our substitute employees demonstrate themselves as reliable and capable educators, and we encourage them to refer additional candidates to join our team. We offer paid incentives to employees for each successful working referral.

Ongoing Training

We invest greatly in our substitutes' professional growth through the provision of ongoing training. Employees are offered unlimited opportunities to enhance their skills through onsite training classes and online development modules.



Incentive Programs

Substitute employees are key to building success in your classrooms. We have developed various programs to reward our substitutes' hard work and dedication.

- Perfect Attendance Program
- Seasonal Award Program
- Quarterly Bonus Program
- Recognition Program



Convenient and Accurate Pay

Primepoint, our automated payroll system, interacts with VeriTime, our timekeeping program, to pay employees accurately and on time. Employees may work in any of our partner school districts and their pay is always conveniently dispensed as a single, cumulative paycheck through direct deposit or our free debit card program.



Economic Security

Employees are offered a 401(k) retirement plan that serves as a convenient way to save pre-tax contributions. Additionally, since we are a private employer, our employees are afforded the opportunity to apply for unemployment through the state of New Jersey in the summer. This saves districts money and reduces claims management.

Health Benefits

With the goal of promoting employee well-being and retaining valuable talent, we offer health benefits to employees, regardless of hours worked. By offering several employee benefit options, we can best meet each individual's needs. Core benefits include:

Minimum Essential Coverage (MEC)

MEC is an unlimited medical plan that covers 63 preventative services that the Affordable Care Act (ACA) mandates an employee must have in order to avoid individual penalties. This coverage is at 100% with no copays in network. The coverage provides first dollar coverage with access to one of the largest national preferred provider organizations (PPO) available with great discount savings for MEC benefits.

Limited Medical Indemnity

With Standard and Preferred options, the Limited Medical Indemnity plans offer exceptional tiered model medical benefits, allowing employees to choose the plan that best meets their health needs. Employees can select the Limited Medical Indemnity plan to replace, or supplement, the MEC plan.

Vision and Dental Insurance

Substitute employees enjoy the benefits of vision and dental coverage, including treatments and services, preventative measures, regular appointments, and the option to provide coverage for the entire family.

In addition to these core benefit options, employees are offered voluntary benefits such as life insurance, accident insurance, and short term disability insurance. By enrolling in any combination of these benefits packages, our employees lead happier, healthier lifestyles.



Providing Driven Assignment Programs For Improved Fill Rates: Throughout our partnership, our team will work with Atlantic City School District to maintain and develop assignment programs to further increase substitute coverage rates and promote student success in your schools.

Substitute Placement

When it comes to the assigning and scheduling of Atlantic City School District's substitute personnel, Source4Teachers works like a well-oiled machine. Through our cutting-edge technology systems and unique team structure, we can successfully fill any position Atlantic City School District may require.

Placement Types

School districts experience a wide variety of placement requirements, and each requires a different approach for placing the most effective substitute. Source4Teachers' program is capable of filling daily, long-term, supplementary, and last-minute assignments with the most highly qualified substitute.

Advanced Communication

We understand the importance of emerging technologies and how they affect the way we communicate. We embrace new technologies, constantly seeking innovative ways to effectively communicate with our substitutes. By taking advantage of the latest in communication media, we are able to fill absences quicker.

Fill Rates

High coverage rates are necessary as they guarantee continuity in the classroom, thus improving student education and ultimately reducing costs to the district. We pride ourselves in our ability to achieve these exceptional coverage rates for our partner districts, and our partnership with the Atlantic City School District is no exception.

Assignment Types

District staff are integral to student education; absences are not limited to teachers, and neither are our services. With our resources and experience in educational staffing, we are capable of providing your district with substitute placements across a variety of positions so that your district can continue functioning smoothly.

Teachers

Substitute teachers are responsible for operating a safe, orderly, and positive classroom environment while the regular teacher is absent. These substitutes strictly adhere to lesson plans left by the teacher, as well as school policies and procedures, to provide the most effective classroom instruction possible to your students.

Paraprofessionals

Substitute paraprofessionals are an asset to Atlantic City School District. They provide support to educators and students in many roles. As such, we believe strongly in placing reliable, experienced substitute paraprofessionals in your district. Our recruiting and hiring processes provide us with a substantial selection of promising paraprofessional candidates to perform a variety of roles, including but not limited to:

One-to-One Aides

Follow a particular student with special needs throughout his or her school day to support the student's academic, physical, social, behavioral, and personal needs. They ensure measures within a student's IEP/504 plan are being met, track and record student progress, and collaborate with teachers, administration, and child study team members.

Classroom Aides

Assist teachers with a wide range of administrative tasks including setting up and cleaning up activities, copying and preparing materials, marking tests, and guiding students through the building. They also serve as instructional reinforcement by providing more individualized academic assistance to students who require extra help with grasping a concept.

Transportation Aides

Help the school bus driver in providing safe and orderly transportation by supporting the needs of students in routine activities and emergency situations. They supervise the behavior of students and provide support for an individual student or group of students with special needs and/or disabilities.

Playground Aides

Warrant the safe and orderly operation of the playground during school recess periods. They supervise students, enforce school rules, and organize students for school reentry.

Cafeteria Aides

Maintain proper student behavior in the cafeteria while assisting students with their lunches, promoting good manners and eating habits, and helping to keep the cafeteria clean and safe.

Clerical Personnel

Ensure the orderly operation of the school office. These personnel are responsible for of administrative tasks including answering phones; providing information for callers and visitors; maintaining schedules, records, and files; distributing mail; and directing students.

Custodial Personnel

Maintain your school district's facilities and grounds to provide cleanliness and safety. They perform a wide range of janitorial duties such as cleaning, repair and maintenance, trash removal, and grounds keeping.

Food Service Personnel

Assist with areas of your school district's food service operation. They are responsible for tasks such as preparing and serving food; sanitizing equipment, work stations, and serving areas; ensuring proper food storage and disposal; keeping records; and maintaining inventory.

Nurse Personnel

Serve as a direct link between the school physician, the school district, and students and their families for health care issues. These substitutes assume responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities.

Variety of Substitute Positions: Source4Teachers specializes in hiring, placing, and managing a wide variety of substitute positions - teachers, paraprofessionals, custodial, clerical, food service, and more. All of our substitute staff undergo the same application and credentialing process, so you can be sure they will always be properly qualified and capable.

Assigning & Scheduling

Through our cutting-edge technology systems and our diligent personnel, we can successfully fill daily, long-term, supplementary, and last-minute assignments with only the most highly qualified substitute personnel.

Daily Assignments

Understanding the importance of filling each vacant assignment with a qualified substitute, a variety of methods will be utilized to fill your substitute staffing requests.



SAMS - Web/ Phone

The moment an Atlantic City School District employee submits an absence, SAMS begins searching for a substitute who is qualified for the position and available on the specified date(s).

Substitute employees check SAMS for open assignments 24/7 via the SAMS web portal or by telephone.

Call Center - Email/Phone

Substitute employees may reach out to our call center during our extended office hours, and a representative will assist with placing them in appropriate assignments and answering any questions.

TextMagic -Text

Our system will allow substitutes to receive text message notifications about jobs for which they qualify. Substitutes can view and accept the assignments through the text message, making it easier than ever to fill last-minute absences.



Jobulator - Smartphone

Substitutes can conveniently receive notifications and accept jobs via the Jobulator application on their smartphone.

Long-Term Assignments

We understand that it is crucial to fill Atlantic City School District's long-term absences with highly skilled and properly certified substitutes. Specialists from our long-term department work closely with your school administrators to find the ideal candidate for each long-term position. We also work closely with Atlantic City School District to facilitate a teacher mentor for any substitutes working an assignment for more than 60 days, cultivating even greater continuity in the classroom and an improved student experience.

Our process ensures we fill your long-term absences with the most highly capable, district approved employee.

Requests Made Simple

A long-term request is simply submitted through the online portal.

Preferred Candidate

If a preferred candidate is indicated, our long-term department will check to certify the individual's credentials match the requirements of the position and that they are up-to-date, ensuring full state and district compliance.

The long-term department will then reach out to determine whether the substitute is interested in accepting the assignment.

Internal Recruiting

If no preferred individual is listed, our team promptly begins to search our internal employee database to find a qualified substitute.

Each candidate is assessed based on level of qualification, evaluations from previous long-term assignments, and a one-on-one phone interview.

External Recruiting

If we cannot find an internal match for an assignment, we source externally through job marketing campaigns, job fairs, and college career centers.

In-Depth Interview

Once we have qualified approximately 5-10 promising applicants, we begin a rigorous interview process.

We present resumes to Atlantic City School District and coordinate with your district to schedule interviews.

100% Compliance

When Atlantic City School District's designee has made a final decision, we will confirm and present compliance checks and certifications to guarantee the final candidate is 100% compliant with the New Jersey Department of Education.

District Satisfaction

After the position is staffed, the long-term department continues to communicate with your school official to gain feedback on the candidate through surveys.

We will conduct performance evaluations to ensure directives are being met and that Atlantic City School District is satisfied.

Urgent Assignments

Due to its 24/7 access, SAMS acts as an effective tool for filling last-minute requests. Our substitutes routinely search late the night prior to, and early the morning of, the day they wish to work to find last-minute assignments. If Atlantic City School District has an urgent, unforeseen assignment to fill, they should contact Source4Teachers' client services department. Our team will reach out to qualified substitutes until the vacancy is filled.

Floating Assignments

In an effort to facilitate the ever-changing needs of your district, a floater program will be implemented, to further help fill short-notice absences.

After evaluating Atlantic City School District's absence data to determine trends including high volume absence days, floating assignments will be established. Reliable substitutes will be on standby to fill a last-minute assignments in your schools.

The assignments are scheduled to your district but not directed to any particular school position.

Advantages for Atlantic City School District:

- Coverage for the most hard-to-fill assignments
- Complete customization of the floater program, including managing the request of additional floater substitutes during "high-volume" absentee days or months

Permanent Assignments

As we recognize the importance of continuity in healthy student learning, we understand the benefits of establishing a group of permanent substitutes in the Atlantic City School District.

These individuals will report to an assigned school each day to provide coverage in any position the school needs them in for that specific day.

Advantages for Atlantic City School District:

- Consistent coverage for each of your schools
- Substitute personnel that are scheduled to an assigned school each day—students achieve maximum continuity
- Work regularly with individuals who have potential to become hired by district

Additional Assurances

Rarely, there may be instances when absences cannot be filled due to a late notification or other reasons. In this circumstance, our team will work with the school principal or other designee. Our substitutes will work on their preparation periods to fill that absence.

Fill Rates

An integral part of our customer service guarantee to Atlantic City School District is the provision of high daily fill rates. High coverage rates are necessary in school districts as they ensure continuity in the classroom, thus improving student education and ultimately reducing costs to the district. We deliver several initiatives and implement different systems to ensure those rates consistently.

Quality & Quantity

Utilizing methods such as targeting recent college graduates, local retired teachers, attending community job fairs, hosting job fairs, and maintaining a strong presence in social media and online job posting websites aggregate a large pool of substitute candidates.

Our methods are designed to cast a wide net but we do not sacrifice quality for quantity. Our recruiting team targets individuals that have an interest in a career in education, experience in related fields, and relevant degrees and certifications, so that you can be sure that your absences are filled with qualified, capable substitutes.

Proactive Recruiting

Source4Teachers recruits substitutes with very specific degrees and certifications, so that we are able to fill jobs in Atlantic City School District with even the most particular requirements.

Active Involvement

While our system is incredibly autonomous and efficient, the Source4Teachers team is also actively involved in filling your absences each and every day. Our call center works extra hours each day, analyzing the absences in your school district and reaching out to substitutes to fill these positions, even absences reported at the last minute.

2014-2015 School Year Placement Rates

Atlantic City School District can expect high fill rates during our partnership. Our substitute program has been fine-tuned to include various processes and contingency plans designed to fill every absence in your schools. We will be able to fill Atlantic City School District's daily and long-term substitute needs. The chart below represents placement rates in districts that are similar to Atlantic City School District.

	Enrollment	Sub Required	Filled	% Filled
Elizabeth Public Schools	23,386	23,526	23,155	98%
Jackson School District	8,300	17,671	16,301	92%
South Plainfield Public Schools	3,638	4,591	4,457	97%
Matawan-Aberdeen School District	3,824	11,301	10,521	93%
Franklin Township School District	7,683	18,091	16,976	94%
Perth Amboy Public Schools	10,000	22,828	20,877	92%
Piscataway Township Schools	7,287	11,983	11,497	96%
Woodbridge Township School District	13,500	23,073	22,390	97%
Monroe Township School District	5,831	10,005	9,324	93%



Address
178 Barracks Street
Perth Amboy, NJ 08861

Enrollment
10,000

Services
Substitute Teacher Staffing
Paraprofessional Staffing
Long-Term Staffing, Clerical
Staffing

Partner Since
2013

Case Study:

Perth Amboy Public Schools

The Challenge

Perth Amboy Public Schools experienced low fill rates, resulting in limited continuity in the classroom and less effective education for students.

The Solution

By developing a recruiting campaign tailored to Perth Amboy Public Schools' bilingual culture and community as well as implementing technology solutions, Source4Teachers was able to improve fill rates from 65% to over 90%.

The Approach

In 2013 Source4Teachers partnered with the district. Understanding their needs and requirements, a program was implemented to raise Perth Amboy Public Schools' fill rates, reduce costs, and improve the student experience.

A customized recruitment campaign was developed to build a pool of diverse substitute personnel. Taking into account Perth Amboy Public Schools' sizable bilingual population, Source4Teachers hired highly qualified substitutes with bilingual skills and employed internal bilingual staff to effectively support the program. Perth Amboy was also provided a floater substitute program in which substitutes are on standby each day, ready to cover even the hardest-to-fill absences. To streamline efficiency in substitute placement and absence reporting, Source4Teachers implemented an absentee management and time tracking systems which fully integrated with the district's Systems 3000 platform.

Through expansive recruitment efforts and innovative technology, Source4Teachers now places many as 130 substitute placements each day and over 400 long-term placements, all at a reduced cost.



Personalized Service: Not only will Atlantic City School District enjoy the benefits of our integrated technology suite, but your administration, principals, and teachers will experience countless support services.

Web-Based Technology

With Source4Teachers' advanced technology suite at your disposal, our partnership will elevate Atlantic City School District to new levels of efficiency in ways that other staffing companies cannot. We will train your district's administrators, faculty, staff, and substitute personnel on the proper usage of the systems and how to use them to their maximum advantage.

Administrative Relief

In addition to abundant financial savings, our technology will unburden Atlantic City School District of many administrative tasks, such as substitute credential verification, time management, absence reporting and tracking, and payroll disbursement. They will now be automated and streamlined, so your district can direct those resources elsewhere.

Unlimited Support

Our commitment to Atlantic City School District includes our guarantee to keep these technologies operating at full capacity and meeting the exact specifications of your district. While our client services supports your district staff with their daily SAMS needs, our call center works extended hours to fill your absences and support the substitutes working in your schools. Our IT team monitors the health and security of your systems, regularly updating their security and swiftly resolving any issues you may have.

Peerless Service

As the only company capable of providing this advanced technology suite, as well as employing veteran Frontline Technologies experts to our very own technology team, Atlantic City School District will enjoy detailed insight and absolute transparency of your substitute program.

Complete Efficiency

Atlantic City School District's will experience convenience, efficiency, and accuracy utilizing SAMS, VeriTime, and AppliTrack. Each of these systems is powered by Frontline Technologies, and thanks to our unique partnership with their company, Source4Teachers is able to utilize management software in ways that other staffing companies cannot. The three systems are capable of integrating with each other and any other system that Atlantic City School District may use.



SAMS -

Source4Teachers Absentee Management System

SAMS is an automated substitute placement and absence management system. It is the same system as the industry leading Aesop software, powered by Frontline Technologies. SAMS will ensure the best substitutes are placed in your schools.

SAMS will raise Atlantic City School District's fill rates and reduce time and money invested in substitute placement by automating the absentee process. When an absence is submitted in SAMS, the system immediately begins to search for an available and qualified substitute via internet, text message alerts, and telephone (interactive voice response). The automated software can generate analytical reports on a daily, weekly, monthly, quarterly, and yearly basis for your district and school administration.

Since SAMS is an entirely web-based system, it requires no hardware installation. Upon partnering with Atlantic City School District, our SAMS experts will coordinate with your human resources and information technology departments to gather the required district information to upload into SAMS. Source4Teachers is able to transfer this information directly from Atlantic City School District's current software into SAMS, minimizing the burden on district personnel.

Advantages for Atlantic City School District

Training

Atlantic City School District's administrators, faculty, staff, and substitute personnel will be trained on how to use the system to their maximum advantage.

Customization

The system will be customized to meet Atlantic City School District's needs including absence reasons, absence balances, and approval systems.

Support

Our client services team is available to your district daily by phone and email to answer questions, offer guidance, and assist with SAMS tasks.

Reporting

Robust, reporting provides administration full visibility of the substitute program's performance.

Management

Atlantic City School District can elect to manage some of its own SAMS tasks, or Source4Teachers can provide full managed service; the system will be tailored to your preference.

Use For All Employees

Your district has the option to, for a minor cost, utilize SAMS as a unified source of data management for district absences not requiring a Source4Teachers substitute.

Administration

- Receive in-depth reporting
- Customizable features
- Eliminate paper trails
- Track employees' absence, reason, & call out time
- Establish preferred substitute lists
- Create supplemental assignments
- Maintain employee accountability



District Faculty and Staff

- Post absences 24/7
- Submit absences in advance
- Track absence balances
- Attach notes and lesson plans
- Create preferred substitute list
- System only contacts substitutes available for entire length of multi-day absences



Substitute Personnel

- Simplify scheduling process through detailed calendar
- View and accept jobs 24/7
- Customize system call availability
- Set school/grade level preferences
- Schedule assignments 120 days in advance
- Maximize preparation through attached lesson plans



SAMS Advantages: Throughout Atlantic City School District, your administration, faculty and staff, and substitute employees will benefit from using SAMS. Each type of personnel will experience an increase in reliability, reduced paperwork, and improved communication. Your district will experience a boost in fill rates which will also drastically reduce the cost and inconvenience of having Atlantic City School District's staff members cover for absent co-workers.



Clock-In Made Simple:
Substitute personnel can either utilize the barcode scanner with their ID badge or type in their ID and pin to clock in and out of each assignment.

VeriTime®

VeriTime - Time & Attendance System

VeriTime is an automated time and attendance program that captures substitutes' time, including substitutes with multiple jobs and locations. A VeriTime netbook will be installed in the main office of each Atlantic City School District school building. Each device is preloaded with software allowing our technicians to remotely monitor the device's functionality and provide support. The netbooks also utilize an antivirus application that is updated regularly.

The school may choose the location of the VeriTime netbook; we recommend a central location that provides easy access for substitutes to sign in and out without disrupting the school's workflow. VeriTime functions on wired or wireless internet connection. A wired connection is preferred for stability, but a wireless connection is available to accommodate sites that don't have a data drop in close proximity to the device. Modifications to the local network may be necessary to allow the VeriTime device to communicate with the management software which allows the Source4Teachers technical support team to remotely manage and provide proactive support. If physical/theft security is required, we can install lock boxes or mounting brackets.

Advantages for Atlantic City School District

- No additional cost to Atlantic City School District
- VeriTime netbook installed in each school
- Eliminate paper timesheets
- Accurately capture time
- Increase accountability, substitute must be physically present
- Improve compliance, determine who is eligible for benefits
- Hardware installed and maintained by Source4Teachers
- Easy sign in and out, PIN or badge

AppliTrack™

Applitrack - Applicant System

Our goal is to build Atlantic City School District a sizable pool of qualified substitute personnel to fill your absences. AppliTrack is a web-based applicant tracking and recruiting system that helps our team identify and hire the best candidates to work in your schools. Applitrack streamlines the recruiting, hiring, and onboarding process.

AppliTrack enhances our recruiting efforts by reaching a larger audience through online media, providing a streamlined application, and guiding candidates quickly through the hiring process.

Advantages for Atlantic City School District

Expedited Hiring

Track the applicant process to provide proper guidance to each candidate for expedited hiring

Online Marketing

Recruit through online channels, including social media and job posting sites

Customized Screening

Customize screening questionnaires to identify the best candidates for Atlantic City School District

Electronic Records

Applicant information including credentials, clearances, certifications, and trainings are saved electronically

Target Applicants

Ability to target candidates with specific qualifications

Employee Compliance

Automated compliance checks and expiration notifications to ensure 100% employee compliance

Since AppliTrack is entirely web-based, it simultaneously expedites the recruiting process and eliminates the need for paperwork processing. Tracking, screening, and communication are done through the online system. We eliminate risk and guarantee 100% compliance by using consistent criteria and maintaining electronic copies of documentation.

AppliTrack records applicant information, including but not limited to: their credentials, clearances, certifications, and specialized training. With these records, we can use AppliTrack as an initial screening tool to isolate and prioritize highly skilled candidates. As a result, we can quickly onboard the most talented educators to provide excellent educational experiences for your students. The AppliTrack system also seamlessly integrates with SAMS, so employee records and credentials can be utilized to find you the most qualified substitute for every position.



Primepoint - Payroll System

Atlantic City School District will be alleviated of burdens associated with the processing and distribution of substitute payroll.

Source4Teachers partners with Primepoint for our payroll needs. The

Primepoint system tracks and reports employee hours, allowing us to manage and minimize Affordable Care Act exposure. Affordable Care Act compliance is a guarantee.

We encourage our employees to take advantage of Primepoint's convenient payment options, available in the form of direct deposit and prepaid debit card. Plus, since our substitutes are free to work in any of Source4Teachers' partner districts, their pay is always dispersed as a single payment through Primepoint, as opposed to separate payments from each individual district.

Advantages for Atlantic City School District

Administrative Resources

Payroll costs and processes are absorbed by Source4Teachers, freeing up valuable district time and resources

District Specific Pay Codes

Unlimited pay codes to accommodate any substitute position and pay level that Atlantic City School District may need

ACA Exposure

Minimizes Atlantic City School District's Affordable Care Act exposure by tracking substitute hours

Accuracy

Utilizes necessary data directly from SAMS and VeriTime to ensure accuracy and minimize discrepancies



Customer Satisfaction Guaranteed: Atlantic City School District can look forward to openness and accountability in our partnership thanks to our regular meetings, reporting metrics, and open communication initiatives.

Communication & Customer Service

Atlantic City School District substitute program will be managed with strict attention to fiscal responsibility, efficiency, and excellent customer service. From the onset of our partnership, we will establish a series of regular meetings and communication initiatives to establish your expectations, review service and performance, and set goals for the future.

The result: Atlantic City School District will be provided a service that goes above and beyond your expectations, a program that aligns with your district's objectives, full transparency, and a responsive partnership.

Communication

Accountability is a key component to our program, which we accomplish through intricate reporting and open collaboration with Atlantic City School District. On a daily basis, our management team is ready to listen, answer any of your questions, address concerns, and provide real solutions to ensure the program is running efficiently in each of your schools.

Upon implementation in Atlantic City School District, our team will work with your administration to establish reporting needs. These comprehensive reports will serve as an essential tool to maintaining open communication and transparency during our partnership. We will report the performance and successes of the program, opportunities for the future, as well as detailed analyses of actual costs versus budget.

Building Blocks Of Success

Daily communication and accountability to each school principal, supervisor, and any other Atlantic City School District designee, will guarantee that we are meeting every school's individual needs. Your district will retain control over your program and Source4Teachers will work with Atlantic City School District to ensure human resource needs regarding hiring, evaluating, and supervising employees are met quickly and decisively. Source4Teachers will provide professional leadership and clear communication on a daily basis to the district, its individual schools, and the Source4Teachers employees working in your schools.

Identify Expectations

As your partner, it is essential that we fully understand Atlantic City School District's expectations. Regular meetings and open communication channels are the building blocks of a successful, long-term engagement and offer countless benefits.

Prior to making any critical decisions, your district manager will meet with Atlantic City School District to identify and establish clear objectives and opportunities for the school year. This initial meeting will be held within the first week of the contract and following this introduction, we will create a schedule of periodic touch-base meetings. During these monthly meetings your district manager will communicate with your designated school officials to further ensure that your key objectives continue to align with our joint action plans.

Ongoing Communication

Understanding and delivering the needs of the Atlantic City School District is a continuous process, and we are committed to providing consistent customer service at every level. Atlantic City School District's district team works closely with your schools and your community to gain an intimate understanding of your

district's diverse needs. On a daily basis, our management team is ready to answer your questions, address concerns, and provide solutions to ensure that our program is running efficiently in each of your schools.

Our client services team is available daily by phone and email to Atlantic City School District's staff to answer questions, offer guidance, and assist with SAMS tasks. By offering open communication and support channels, we guarantee that our partnership is a success each and every day.

Lasting Partnership

Our dedication to our partnership with Atlantic City School District extends well beyond our preliminary communication initiatives. Your district team continues their dedication to your schools by regularly evaluating, reporting, and taking action to further improve our partnership. Regular meetings and detailed reporting metrics grant both Atlantic City School District and Source4Teachers insight into the performance of the substitute program. We understand the importance of accountability and these practices will guide the program throughout our partnership.

Measurable Success

Meeting the expectations of Atlantic City School District is the core priority of our management team. We will collaborate with your administration to define specific objectives and articulate goals that will be executed through the duration of the school year.

District Report Cards

During our second touch-base meeting we will discuss and develop a district report card. This grading system grants us insight into how to most effectively service the Atlantic City School District. The district report card will be largely designed and formatted around your district's defined standards and core requirements. We will have quarterly district report card reviews to ensure that we continue to best service Atlantic City School District.

Performance

Create a customized, rated client survey to assist us in measuring your satisfaction with our performance in your schools

Feedback

Collect feedback from district officials at every opportunity possible

Strategize

Track potential risks and problems in order to strategize solutions

Resolutions

Resolve issues thoroughly and implement solutions

Reinforce

Emphasize and continue to build in strong performance areas

Quality Assurance

We firmly believe in providing only the best educational experience to Atlantic City School District and your students. Our guarantee to deliver quality service to your district is backed by our multi-layered quality assurance initiatives. Through open communication channels, regular district meetings, reporting insight, and our district report card evaluations, we hold ourselves to the standard of excellence that Atlantic City School District and your students deserve.

Reporting Efficiency

In partnering with Atlantic City School District, we are committed to providing in-depth reporting and frequent client service reviews to demonstrate clear visibility of program performance. The reporting provides Atlantic City School District's administrative offices with the necessary data for budget preparation and compliance.

Our management team will work with district administration and principals to customize reports. They will provide the insights required to analyze district trends and help reduce absenteeism. Customization and data options are endless, extracting data into meaningful reports. Reports can be exported into simple formats for the district to review, such as Excel and HTML. If district officials require a specific report, our client services department will tailor it based on the specifications of Atlantic City School District. Reports can be emailed on a scheduled basis to designated individuals.

Monthly

Your district will receive a detailed operating report outlining the prior month's performance as well as year-to-date activity detailing actual costs versus budget.

Biannually/Annually

We will review our successes and challenges and discuss your objectives for the following year; a comprehensive and mutually agreed upon business plan and budget will guide the program.

Quarterly

Each quarter, we will schedule business reviews with key representatives from our respective organizations. We will report operating data, key activities, and successes during the prior quarter, as well as opportunities for the upcoming three to six months.

Robust Reporting: Our advanced technology systems deliver the most robust reporting experience available, resulting in full transparency and disclosure of program performance to Atlantic City School District. Your district has full access to these reports, or we can produce the reports for your convenience. The following pages will introduce just a few of the reports available to your district.

School District Analysis Report

Atlantic City School District's analysis report produces the most comprehensive view of your substitute program, illuminating trends in absence coverage.

Trends by Month

Your district is able to see an increase in absences at different points throughout the school year as well as how our recruiting efforts are working to fill positions.

Trend by Day of the Week

A great tool to spot trends in district employee call-outs. Are they mostly on Fridays or intermittently throughout the week? Using this data, Source4Teachers will consort with the district for a solution. One recommended solution is to have on-call substitutes available for days with more call-outs.

Trends by Date and Time Entered

Your district can see when your employees are calling out and how that affects whether or not their positions are getting filled. Are employees who have personal or

vacation days waiting until the day of their absence to post their positions? Absences that are entered with less than 12 hours before the start of the assignment are much harder to fill than those that are entered one day prior.

Trends by Preference List

The preference list utilization section shows what type of substitutes are accepting positions: long-term, employee preferred, school preferred, district originals, and other substitutes who are not on any of those lists. Many districts allow their teachers and staff to have a list of substitutes that they prefer when they are absent. The preferred substitute is able to pick up the teacher's or staff's open positions before they can be viewed by other Source4Teachers substitutes. The district is also able to see how many preferred substitutes are working in the district.

Month	Teacher				Paraprofessional				Clerical				Total			
	Filled	Unfilled	Total	Fill Rate	Filled	Unfilled	Total	Fill Rate	Filled	Unfilled	Total	Fill Rate	Filled	Unfilled	Total	Fill Rate
September	949	0	949	100.0%	300	5	305	98.4%	52	5	57	91.2%	1301	10	1311	99.2%
October	1557	11	1568	99.3%	494	14	508	97.2%	89	1	90	98.9%	2140	26	2166	98.8%
November	1032	4	1036	99.6%	441	15	456	96.7%	89	0	89	100.0%	1562	19	1581	98.8%
December	1371	30	1401	97.9%	392	50	442	88.7%	93	1	94	98.9%	1856	81	1937	95.8%
January	1836	13	1849	99.3%	640	36	676	94.7%	92	2	94	97.9%	2568	51	2619	98.1%
February	1745	9	1754	99.5%	577	27	604	95.5%	76	0	76	100.0%	2398	36	2434	98.5%
Total	8490	67	8557	99.2%	2844	147	2991	95.1%	491	9	500	98.2%	11825	223	12048	98.1%

DOTW	Teacher				Paraprofessional				Clerical				Total			
	Filled	Unfilled	Total	Fill Rate	Filled	Unfilled	Total	Fill Rate	Filled	Unfilled	Total	Fill Rate	Filled	Unfilled	Total	Fill Rate
Monday	1388	15	1403	98.9%	519	34	553	93.9%	83	1	84	98.8%	1990	50	2040	97.5%
Tuesday	1731	12	1743	99.3%	548	32	580	94.5%	94	1	95	98.9%	2373	45	2418	98.1%
Wednesday	1728	10	1738	99.4%	584	22	606	96.4%	97	3	100	97.0%	2409	35	2444	98.6%
Thursday	1806	7	1813	99.6%	654	20	674	97.0%	103	1	104	99.0%	2563	28	2591	98.9%
Friday	1837	23	1860	98.8%	539	39	578	93.3%	114	3	117	97.4%	2490	65	2555	97.5%
Total	8490	67	8557	99.2%	2844	147	2991	95.1%	491	9	500	98.2%	11825	223	12048	98.1%

School	Teacher				Paraprofessional				Clerical				Total			
	Filled	Unfilled	Total	Fill Rate	Filled	Unfilled	Total	Fill Rate	Filled	Unfilled	Total	Fill Rate	Filled	Unfilled	Total	Fill Rate
ABC Elementary	1360	13	1373	99.1%	443	7	450	98.4%	36	0	36	100.0%	1839	20	1859	98.9%
XYZ Elementary	1409	9	1418	99.4%	395	17	412	95.9%	25	0	25	-	1829	26	1855	98.6%
ABC Middle	1081	4	1085	99.6%	317	39	356	89.0%	49	3	52	94.2%	1447	46	1493	96.9%
Central Office	1	0	1	100.0%	1	0	1	100.0%	40	1	41	97.6%	42	1	43	97.7%
XYZ Middle	1254	13	1267	99.0%	170	24	194	87.6%	35	0	35	100.0%	1459	37	1496	97.5%
ABC Early Childhood	980	10	990	99.0%	325	21	346	93.9%	31	1	32	96.9%	1336	32	1368	97.7%
ABC High	1307	11	1318	99.2%	526	12	538	97.8%	73	0	73	100.0%	1906	23	1929	98.8%
XYZ High	1098	7	1105	99.4%	667	27	694	96.1%	77	1	78	98.7%	1842	35	1877	98.1%
Operations Building	0	0	0	-	0	0	0	-	125	3	128	97.7%	125	3	128	97.7%
Total	8490	67	8557	99.2%	2844	147	2991	95.1%	491	9	500	98.2%	11825	223	12048	98.1%

Preference List Utilization	Substitute Included on Multiple Preference Lists Counted Only Once							
Category	Teacher	%	Para	%	Clerical	%	Total	%
Long-Term	2048	24.1%	345	12.1%	73	14.9%	2466	20.9%
Employee	3180	37.5%	178	6.3%	133	27.1%	3491	29.5%
School	1422	16.7%	480	16.9%	68	13.8%	1970	16.7%
District Originals	682	8.0%	600	21.1%	131	26.7%	1413	11.9%
Source4Teachers	1158	13.6%	1241	43.6%	86	17.5%	2485	21.0%
Total	8490	----	2844	----	491	----	11825	----

Year-to-Year Comparison Report

This report analyzes the success of your substitute program as it relates to previous years. The report will list staff positions provided, the number of filled and unfilled absences for each position, position fill rate, and grand totals for each school year. These statistics are vital to reviewing annual fill rates, as well as identifying trends in rising or declining absence numbers over several years, which often impacts fill rates.

Year 1

Month	Absences	Need Sub	Filled	Unfilled	No Sub Needed	% of Total	% Filled	% Unfilled
September	138	138	138	0	0	5.39	100.00%	0.00%
October	278	269	266	3	9	10.84	98.90%	1.10%
November	176	157	154	3	19	6.86	98.10%	1.90%
December	176	153	150	3	23	6.87	98.00%	2.00%
January	213	188	182	6	25	8.3	96.80%	3.20%
February	156	136	133	3	20	6.08	97.80%	2.20%
March	332	289	266	23	43	12.94	92.00%	8.00%
April	381	320	301	19	61	14.85	94.10%	5.90%
May	442	393	362	31	49	17.23	92.10%	7.90%
June	273	225	211	14	48	10.64	93.80%	6.20%
Totals	2565	2268	2163	105	297	100	95.40%	4.60%

Year 2

Month	Absences	Need Sub	Filled	Unfilled	No Sub Needed	% of Total	% Filled	% Unfilled
September	216	152	138	14	64	6.9	90.79	9.21
October	424	324	306	18	100	13.56	94.44	5.56
November	250	147	142	5	103	7.99	96.6	3.4
December	287	164	151	13	123	9.18	92.07	7.93
January	271	158	153	5	113	8.66	96.84	3.16
February	287	189	182	7	98	9.17	96.3	3.7
March	324	239	219	20	85	10.35	91.63	8.37
April	328	191	174	17	137	10.48	91.1	8.9
May	411	268	226	42	143	13.13	84.33	15.67
June	331	221	199	22	110	10.58	90.05	9.95
Totals	3129	2053	1890	163	1076	100	92.10%	7.90%

Absences & Call Out Times Report

District employee call outs and absence reporting have a large impact on substitute program performance, as last-minute call outs affect likelihood of a substitute filling the position. This report benefits Atlantic City School District by tracking employee absence submittal details, including employee name, absence reason, and submittal time. By tracking these metrics, Atlantic City School District and Source4Teachers can minimize last-minute absence submittals and encourage accountability and higher coverage rates.

Date	Employee Full Name	Employee Title	Start Time (Absence)	End Time (Absence)	Absence Type	Absence Reason	Substitute Full Name	Created	CONF#
1/15/2016	Davis, Jane	Teacher	7:30 AM	2:45 PM	Full Day	Field Trip	Carter, Ben	1/12/16 7:25 PM	191931901
1/15/2016	Evens, Jennifer	Teacher PreK	8:30 AM	3:15 PM	Full Day	Family Illness	Bailey, Chelsea	1/12/16 3:26 PM	191890826
1/15/2016	Eves, Sara	Secretary	12:00 PM	4:00 PM	Half Day PM	Vacation	Young, Jack	1/13/16 8:07 AM	191985094
1/15/2016	Flanagan, Erin	Teacher 3rd Grade	8:10 AM	3:05 PM	Full Day	Illness	Moore, Julie	1/15/16 12:48 AM	192374846
1/15/2016	Garcia, Kelly	Para 1:1 Spec Ed Assist	8:15 AM	2:40 PM	Custom	Illness	Waters, Lisa	1/14/16 8:14 PM	192354918
1/15/2016	Jones, Jane	Grounds	7:00 AM	3:30 PM	Full Day	Vacation	Allen, Sam	1/14/16 12:55 PM	190890233
1/15/2016	Johnson, Tara	Teacher Grade 2	8:10 AM	3:05 PM	Full Day	Illness	Clark, Julia	1/13/16 1:50 PM	192078842
1/15/2016	Lee, Brian	Teacher Math	7:30 AM	2:45 PM	Full Day	Personal	Brown, Joe	1/5/16 10:55 AM	190618047
1/15/2016	Martin, Linda	Clerical	8:10 AM	3:05 PM	Full Day	Illness	Harris, John	1/15/16 10:45 AM	192437653
1/15/2016	Miller, Laurie	Teacher	7:45 AM	2:55 PM	Full Day	Illness	Hall, Sue	1/13/16 7:41 AM	191979394
1/15/2016	Moore, Dennis	Teacher Spanish	7:45 AM	2:55 PM	Full Day	Illness	Green, Scott	1/15/16 8:07 AM	192400269
1/15/2016	Parker, Mary	Para PreK Aide	11:15 AM	3:15 PM	Custom	Family Illness	Williams, Anne	1/14/16 6:28 PM	192344085
1/15/2016	Roberts, Nancy	Para	8:10 AM	3:05 PM	Full Day	Illness	King, Kathy	1/14/16 9:32 PM	192362443
1/15/2016	Rodriguez, Jason	Teacher Phys Ed	8:10 AM	3:05 PM	Full Day	Illness	Ward, James	1/14/16 3:25 PM	192310902
1/15/2016	Scott, John	Teacher Science	7:30 AM	2:45 PM	Full Day	Comp Day	Thompson, Donna	12/7/15 2:17 PM	188231335
1/15/2016	Smith, Sean	Teacher Bio/Chem	8:10 AM	12:00 PM	Half Day AM	Bereavement	Baker, Joseph	1/11/16 12:26 PM	191600904
1/15/2016	Taylor, Vanessa	Para Ed Assistant	8:00 AM	3:30 PM	Custom	Illness	Jackson, Evan	1/6/16 11:55 PM	190996034
1/15/2016	White, James	Teacher Gr 8 Math	7:00 AM	3:30 PM	Full Day	Illness	Wright, Judy	1/15/16 12:15 AM	192373772
1/15/2016	Williams, Jennifer	Teacher Phys Ed	11:20 AM	3:00 PM	Custom	Family Illness	Edwards, Mike	1/11/16 3:23 PM	191657779

Day of the Week Analysis Report

The day of the week analysis provides Atlantic City School District with the information you need to track absences and fill rates by day. Here you'll find a breakdown of the absences reported by position type, the number of filled and unfilled absences, and fill rate percentage. These tools help to identify trends in absence occurrences and fill rate success based on the day of the week.

Monday	Filled	Unfilled	Grand Total	Fill Rate
Clerical	118	6	124	95.2%
Counselor	22	0	22	100.0%
Custodian	228	8	236	96.6%
Parapro	870	135	1005	86.6%
Teacher	1580	54	1634	96.7%
Total	2818	203	3021	93.3%

Thursday	Filled	Unfilled	Grand Total	Fill Rate
Clerical	83	3	86	96.5%
Counselor	20	0	20	100.0%
Custodian	197	19	216	91.2%
Parapro	774	118	892	86.8%
Teacher	1494	45	1539	97.1%
Total	2568	185	2753	93.3%

Tuesday	Filled	Unfilled	Grand Total	Fill Rate
Clerical	107	2	109	98.2%
Counselor	22	0	22	100.0%
Custodian	194	11	205	94.6%
Parapro	856	118	974	87.9%
Teacher	1611	43	1654	97.4%
Total	2790	174	2964	94.1%

Monday	Filled	Unfilled	Grand Total	Fill Rate
Clerical	89	4	93	95.7%
Counselor	22	0	22	100.0%
Custodian	211	11	222	95.0%
Parapro	826	117	943	87.6%
Teacher	1814	41	1855	97.8%
Total	2962	173	3135	94.5%

Wednesday	Filled	Unfilled	Grand Total	Fill Rate
Clerical	137	7	144	95.1%
Counselor	22	0	22	100.0%
Custodian	190	12	202	94.1%
Parapro	775	123	898	86.3%
Teacher	2049	76	2125	96.4%
Total	3173	218	3391	93.6%

Absence Report

The absence report is an essential utility that collects reported absences and their reasons into a single, easy-to-understand document. The total absences in your district will be reported by category, as well as the grand total. We will also provide a graphical representation of this data that helps to visualize the breakdown of absences reported in your schools.

Absence Reason	Count of Days
Test Proctor	196
Extra Coverage	3,726
Jury Duty	105
Leave of Absence	779
Meeting Coverage	292
Sick	4,372
Vacation	153
Illness of Other	444
Bereavement	297
Personal	2,074
Professional Day	2,826
Total	15,264

Billing & Invoicing

Atlantic City School District's partnership with Source4Teachers delivers a billing and invoicing process that is simple, streamlined, and painless. Precision tracking of substitute working hours, custom pay codes created for your district, and thorough reviewing processes guarantee that the financial management of your substitute program has never been easier.

We guarantee billing accuracy by developing custom invoices and billing back-up reports. Our program will streamline and simplify the reconciliation process for Atlantic City School District.

Clock In/Out

Each morning, our substitutes clock in by scanning the barcode on the back of their Source4Teachers ID or by entering their SAMS ID and PIN information on the VeriTime netbook located in the main office at each school. They repeat this process to clock out of their assignment at the end of the day.

Reconciliation Process

Source4Teachers' finance department runs a daily VeriTime discrepancy report for the previous day's absences. The finance department reviews the report for each district and searches for any abnormalities and discrepancies. Discrepancies are determined if the clock in/out times vary from the times allotted in the absence that the substitute accepted in SAMS. If a substitute was scheduled for a full or half day, the department reviews their clock in times to make sure that their worked time is within a certain deviation of their scheduled times. If a substitute does not clock in or out, the finance team will call the schools to confirm whether or not the substitute worked and remove those substitutes who did not work. The reconciliation process ensures each substitute is properly paid and accurate bills are sent out to the district.

Invoices

At the end of each week, a billing file is extracted from our system and reviewed before invoices are created. The finance department will double check hours and positions for each district to ensure invoicing is pulled correctly. Once the file is finished being reviewed, the invoices are created.

Statistical Summary Analysis

After the invoices are created, the finance department will create a statistical summary analysis to support each invoice. The statistical summary analysis consists of a billing roster of the substitutes who worked for that week and several charts which summarize this data.

Reviews

After meticulous internal reviews, our finance department will work closely with your district manager and your district to review each invoice, so you can be sure that billing is accurate and agreeable.

Weekly Invoice Report

Your weekly invoices will outline the total substitute placements in your district, organized by certification level and school location. We will report each unit's price and a total for each category; you can be sure that our finance department has scrutinized each invoice before submitting them for your district's approval.

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Total	XXXX																																		
Claimant Certification & Declaration I do solemnly declare and certify that the within bill is correct and that services have been rendered as stated therein, that no bonus has been given or received by any person or persons having knowledge of this claimant in connection with the above claim, that the amount therein stated is justly due and that the amount charges is a reasonable one. Kevin Rush, President		Remittance Address: 800 Kings Highway North Suit 405 Cherry Hill, NJ 08034 Please make checks payable to: S4Teachers, LLC																																	

Statistical Summary Analysis Report

The statistical summary will serve as an invaluable resource of information to your district. The roster consists of the substitute and employee names, absence type, school name, absence reasons, and certification levels. The report breaks down the costs and count of full/half days, certification level, and absence reasons. Once invoices and analysis are completed, they are sent to the school districts by Wednesday of the following week.

Pay Code Description	Skill Level 31			
Absence Reason Count: Long-Term				
Count of Substitute Full Name	Column Labels			
Row Labels	Elementary School	Middle School	High School	Grand Total
Full Day	5	10	5	20
Smith, Jane		5		5
Doe, John	5			5
Henry, Miles		5		5
Smith, Susan			5	5
Grand Total	5	10	5	20

Pay Code Description	Skill Level 31			
Absence Reason Cost: Long-Term				
Sum of Bill Rate	Column Labels			
Row Labels	Elementary School	Middle School	High School	Grand Total
Full Day	\$ 972.00	\$ 1,944.00	\$ 972.00	\$ 3,888.00
Doe, John	\$ 972.00			\$ 972.00
Henry, Miles		\$ 972.00		\$ 972.00
Smith, Jane		\$ 972.00		\$ 972.00
Smith, Susan			\$ 972.00	\$ 972.00
Grand Total	\$ 972.00	\$ 1,944.00	\$ 972.00	\$ 3,888.00

Pay Code Description	Skill Level 31			
Coverage Summary Count: Long-Term				
Count of Employee Full Name	Column Labels			
Row Labels	Elementary School	Middle School	High School	Grand Total
Full Day	5	10	5	20
Middleton, Kevin	5			5
Doe, John	5			5
Washington, Sam		5		5
Henry, Miles		5		5
Jenkins, Clarisa		5		5
Smith, Jane		5		5
Wilson, James			5	5
Smith, Susan			5	5
Grand Total	5	10	5	20

Pay Code Description	(Multiple Items)			
Absence Reason Count: Daily Substitutes				
Count of Employee Full Name	Column Labels			
	Elementary School	Middle School	High School	Grand Total
Full Day	14	11	28	53
Personal Day	2	3	4	9
Extra Coverage	8	1	16	25
Sick Day	4	3	3	10
Professional Day		4		4
Bereavement			1	1
Jury Duty			4	4
Half Day PM		4	4	8
Extra Coverage		2	3	5
Sick Day		2	1	3
Half Day AM	1	17	5	23
Extra Coverage	1	2	2	5
Sick Day		1	1	2
Professional Day		11	2	13
CST Coverage		2		2
Family Illness		1		1
Grand Total	15	32	37	84

Pay Code Description	(Multiple Items)			
Absence Reason Cost: Daily Substitutes				
Sum of Bill Rate	Column Labels			
Row Labels	Elementary School	Middle School	High School	Grand Total
Full Day	\$ 1,814.40	\$ 1,425.60	\$ 3,628.80	\$ 6,868.80
Personal Day	\$ 259.20	\$ 388.80	\$ 518.40	\$ 1,166.40
Extra Coverage	\$ 1,036.80	\$ 129.60	\$ 2,073.60	\$ 3,240.00
Sick Day	\$ 518.40	\$ 388.80	\$ 388.80	\$ 1,296.00
Professional Day		\$ 518.40		\$ 518.40
Bereavement			\$ 129.60	\$ 129.60
Jury Duty			\$ 518.40	\$ 518.40
Half Day PM		\$ 259.20	\$ 259.20	\$ 518.40
Extra Coverage		\$ 129.60	\$ 194.40	\$ 324.00
Sick Day		\$ 129.60	\$ 64.80	\$ 194.40
Half Day AM	\$ 64.80	\$ 1,101.60	\$ 324.00	\$ 1,490.40
Extra Coverage	\$ 64.80	\$ 129.60	\$ 129.60	\$ 324.00
Sick Day		\$ 64.80	\$ 64.80	\$ 129.60
Professional Day		\$ 712.80	\$ 129.60	\$ 842.40
CST Coverage		\$ 129.60		\$ 129.60
Family Illness		\$ 64.80		\$ 64.80
Grand Total	\$ 1,879.20	\$ 2,786.40	\$ 4,212.00	\$ 8,877.60

Pay Code Description	(Multiple Items)			
Coverage Summary Count: Daily Substitutes				
Count of Substitute Full Name	Column Labels			
Row Labels	Elementary School	Middle School	High School	Grand Total
Full Day	14	11	28	53
Sub Cert	4	7	4	15
Standard	2	2	2	6
CEAS	1	1	4	6
Sub Cert - Degree	5	1	14	20
CE	2		4	6
Half Day PM		4	4	8
Sub Cert		3	2	5
Sub Cert - Degree		1	1	2
CE			1	1
Half Day AM	1	17	5	23
Sub Cert	1	9	3	13
Standard		3		3
CEAS		3		3
Sub Cert - Degree		2	1	3
CE			1	1
Grand Total	15	32	37	84

SAMS Billing Backup Report

As part of our billing process, we provide your district with a SAMS billing backup. This report will list each and every absence reported in your district. You will see the date of the absence, the teacher absent, the substitute who filled the position, and specific information about the type of absence and the length of the assignment.

School Name	Date	CONF#	Employee Full Name	Substitute Full Name	Absence Reason	Absence Type	Duration	Pay Code	
								Description	
High School	3/9/2015	159589450	Adams, Lisa	Doe, John	DIST Personal Day	Full Day	7	Skill Level 02	
High School	3/10/2015	160506566	DIST Floater Teacher	Doe, John	DIST Extra Coverage	Full Day	7	Skill Level 02	
High School	3/12/2015	161370239	DIST Floater Teacher	Doe, John	DIST Extra Coverage	Full Day	7	Skill Level 02	
High School	3/13/2015	161370478	DIST Floater Teacher	Doe, John	DIST Extra Coverage	Full Day	7	Skill Level 02	
High School	3/10/2015	160506327	DIST Floater Teacher	Smith, Jane	DIST Extra Coverage	Full Day	7	Skill Level 03	
High School	3/9/2015	161369137	DIST Floater Teacher	Smith, Jane	DIST Extra Coverage	Full Day	7	Skill Level 03	
High School	3/12/2015	161370159	DIST Floater Teacher	Smith, Jane	DIST Extra Coverage	Full Day	7	Skill Level 03	
High School	3/13/2015	161370415	DIST Floater Teacher	Smith, Jane	DIST Extra Coverage	Full Day	7	Skill Level 03	
High School	3/11/2015	161822973	White, Robin	Smith, Jane	DIST Sick Day	Full Day	7	Skill Level 03	
Middle School	3/9/2015	161369830	DIST Floater Teacher	Jenkins, Clarisa	DIST Extra Coverage	Full Day	7	Skill Level 04	
Middle School	3/9/2015	161399374	Johnson, Ellen	Miles, Henry	DIST Sick Day	Full Day	7	Skill Level 04	
Middle School	3/9/2015	161495709	Smith, Jill	Johnson, Renee	DIST Sick Day	Full Day	7	Skill Level 05	
Middle School	3/13/2015	159639843	Henderson, Lauren	Jones, Carol	DIST Personal Day	Full Day	7	Skill Level 06	
Middle School	3/12/2015	161997464	Howard, Amy	Anderson, James	DIST Sick Day	Full Day	7	Skill Level 06	
Middle School	3/9/2015	159492986	Jefferson, Theresa	Gray, Sally	DIST Other	Full Day	7	Skill Level 31	
Middle School	3/10/2015	159492986	Jefferson, Theresa	Gray, Sally	DIST Other	Full Day	7	Skill Level 31	
Middle School	3/11/2015	159492986	Jefferson, Theresa	Gray, Sally	DIST Other	Full Day	7	Skill Level 31	
Middle School	3/12/2015	159492986	Jefferson, Theresa	Gray, Sally	DIST Other	Full Day	7	Skill Level 31	
Middle School	3/13/2015	159492986	Jefferson, Theresa	Gray, Sally	DIST Other	Full Day	7	Skill Level 31	
Elementary School	3/11/2015	161371138	DIST Floater Teacher	Williams, Bruce	DIST Extra Coverage	Half Day AM	3.5	Skill Level 02	
Elementary School	3/9/2015	157877695	York, Amanda	Cameron, Patricia	DIST Personal Day	Full Day	7	Skill Level 02	
Elementary School	3/10/2015	160434680	Sample, Samantha	Brown, Robert	DIST Professional Da	Full Day	7	Skill Level 02	
Elementary School	3/10/2015	161616611	Harding, Jennifer	Wallace, Karen	DIST Professional Da	Full Day	7	Skill Level 02	
Elementary School	3/13/2015	161616943	Harding, Jennifer	Wallace, Karen	DIST Professional Da	Full Day	7	Skill Level 02	
Elementary School	3/11/2015	161869620	Jones, Tim	Wallace, Karen	DIST Sick Day	Full Day	7	Skill Level 02	
Elementary School	3/11/2015	161876646	Taylor, Stephanie	Cameron, Patricia	DIST Sick Day	Full Day	7	Skill Level 02	
Elementary School	3/12/2015	161928912	Samuels, Anthony	Wallace, Karen	DIST Sick Day	Full Day	7	Skill Level 02	
Elementary School	3/11/2015	161814933	DIST Floater Teacher	Smith, Jane	DIST Extra Coverage	Full Day	7	Skill Level 03	

Affordable Care Act Savings & Avoidance

Costs associated with Affordable Care Act (ACA) compliance are of primary concern, with serious implications for Atlantic City School District. We eliminate these concerns by investing the personnel, processes, and technology required to manage ACA compliance, so potential penalties are avoided.

A partnership with Source4Teachers means the elimination of all headaches associated with ACA. Through our investment of the personnel, processes, and technology required to manage it, we absorb all costs and make the penalties for non-compliance, non-existent.

Healthcare Benefits

Atlantic City School

District will not need to provide healthcare benefits to any Source4Teachers substitutes working in your schools. As our employees, Source4Teachers assumes the responsibility of providing health care options for all substitutes.

Working Limitations

Atlantic City School District will no longer need to limit substitutes' working hours or working days to ensure they are below the benefit requirements - students can benefit from the same substitute working in their classroom each day.

"Look-Back" Period

Since we operate on a 12-month calendar instead of nine, the number of people who require benefit compensation decreases, saving Atlantic City School District additional funds.

Multi-Position Employees

Your district will not have to worry about tracking substitutes who work more than one position. Our technology allows us to capture and track the substitute's time and apply the time to their average weekly hours.

Time-Tracking System

Substitute working hours are tracked using a web-based time-tracking system to capture their attendance and provide compliant reporting.

**Partner Since
2015**

Hiring the original district staff, Source4Teachers maximize continuity for Elizabeth Public Schools' students, saved the district money, and kept the aides' and substitutes' wages in the community.

S4TEACHERS LLC

SUBSTITUTE STAFF PLACEMENT AGREEMENT

This is an Agreement, entered into as of May 9, 2016 by and between **S4Teachers LLC**, a Delaware limited liability company, d/b/a **Source4Teachers** (the “**Company**”) located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 and the **Atlantic City School District Board of Education** located at 1300 Atlantic Avenue 5th Floor, Atlantic City, New Jersey 08401 (hereinafter referred to as “**LEA**” for Local Education Agency).

Background

The Company is in the business of providing substitute teachers for LEAs, as well as other related staffing services. The LEA desires to engage the services of the Company on the terms and conditions set forth in this Agreement.

NOW THEREFORE, intending to be legally bound and acknowledging the receipt of adequate consideration, the parties hereby agree as follows:

1. Provision of Substitute Staff. The Company shall be the exclusive provider of substitute teachers and other staff listed in Exhibit “A” (hereinafter “**Substitute Staff**”) to fill positions at the request of the LEA on an as-needed basis, using such request mechanism(s), policies and procedures as may be established by the Company from time to time. The Company makes no guarantee that it will be able to fill all requests made by the LEA.

1.1 The LEA agrees that the Company shall be the exclusive contract provider of Substitute Staff to the LEA. All or any placement of Substitute Staff shall be made pursuant to this Agreement and the processes and procedures established by the Company, be paid by the Company, and be invoiced back to the LEA by Company.

1.2 The LEA may provide a list of Substitute Staff which the LEA has employed prior to the Agreement which the LEA desires to remain in the pool of Substitute Staff assigned by the Company to the LEA. The LEA shall provide a written list of such personnel and may update said list, by written addition or deletion of all changes, as appropriate. Subject to the interview, training, background checks and certification requirements included elsewhere in the Agreement, and normal employee responsibilities attendant to employment, the Company will accept such persons for assignment to the LEA. However, as part of the transition process, the LEA certifies that the aforementioned former Substitute Staff of the LEA meet the state requirements to serve as Substitute Staff (ex. Criminal history, TB Test) for the first 90 days after Company begins services, unless Company is otherwise notified by LEA. The LEA acknowledges that the Substitute Staff will be ineligible to accept substitute assignments after said 90 day period if they are determined to be non-compliant with the laws governing educational employees in the State, which shall be Company’s responsibility to determine pursuant to the terms of the Agreement. LEA further agrees to forward to Company any report of criminal activity regarding these Substitute Staff from local, state or federal law enforcement or other governmental authorities.

2. Treatment of Substitute Staff as Employees of the Company All Substitute Staff provided

by the Company will be treated by the LEA as employees of the Company, and not as employees of the LEA, for all purposes, including but not limited to Federal and State income tax purposes. Without limiting the preceding sentence:

2.1 The Company shall maintain all necessary personnel and payroll records for the Substitute Staff;

2.2 The LEA shall not be responsible for the payment of the wages and fringe benefits (if any) of the Substitute Staff; The Company shall withhold applicable taxes from the wages of the Substitute Staff, and shall be responsible for any payroll tax liabilities of an "employer" with respect to the Substitute Staff;

2.3 The Company shall provide applicable workers' compensation insurance coverage for the Substitute Staff in such amounts as may be required by law; and

2.4 Substitute Staff shall not be eligible for tenure with the LEA or be entitled to participate in any of the LEA's employee benefit plans, including pension, 403(b), profit sharing, retirement, deferred compensation, welfare, insurance, disability, bonus, vacation pay, severance pay and other similar plans, programs and agreements, whether or not reduced to writing.

2.5. In order to provide certain Substitute Staff who are obtaining the required initial or renewal State certifications, depending upon state requirements, the LEA recognizes that it may be required to execute certificate/permit/license applications and other related documents, such as a criminal history request as a representative of or on behalf of the Company. If necessary, the LEA designates the Company as its designee to submit a Substitute Staff's credentials to the county or state department of education office to obtain the Substitute Staff certifications. The LEA recognizes that it may be required to execute certain documents to allow the Company to perform its function as its designee. In such instances, the LEA is not responsible for any of the obligations of the Company as the employer included in this Paragraph 2.

3. The Company's Obligations

3.1 The Company will act in good faith to provide Substitute Staff who, if needed or applicable, (a) hold a current license and certification for the positions requested by the LEA, (b) have had a completed criminal history and child abuse background check as required by law and/or the applicable Department of Education, (c) have appropriate health screenings, inoculations and tuberculosis testing as required by the state and (d) who shall render services in accordance with applicable laws and procedures of the state and this Agreement.

3.2 In selecting Substitute Staff, the Company shall apply such screening and evaluation criteria as it may determine in its sole discretion and as may be required by the applicable law of the jurisdiction in which the services of Substitute Staff will be performed. The Company will conduct any additional screening that may be mutually agreed by the Company and the LEA, with an appropriate increase in the Company's fees.

3.3 The Company seeks to provide Substitute Staff that are trained for the requested positions. The Company will provide Substitute Staff training as required by the State, including as applicable, classroom management, general rules and procedures applicable to the position, and

other pertinent matters prior to any assignment of said Substitute Staff. The Company shall provide training for existing LEA Substitute Staff as requested by the LEA at the Company's actual cost.

3.4 The Company expects that the Substitute Staff assigned to the LEA will perform their services satisfactorily. If the LEA notifies the Company in writing that a Substitute Staff has not performed satisfactorily within the reasonable discretion of the LEA, along with the clear reasons therefor, the Company will honor the LEA's request not to assign specific Substitute Staff. This section will in no way affect the right of Company, in its sole discretion as employer, to hire, assign, reassign, discipline and/or terminate its own employees. The LEA understands that declining the services of a specific Substitute Staff may result in the Company's inability to secure an acceptable alternate if timely notice of the request is not provided.

3.5 In the event of a complaint concerning Substitute Staff, Company and LEA agree to cooperate and reasonably permit each other's involvement in any investigatory activities or proceedings.

4. The LEA's Obligations. In connection with Substitute Staff provided by the Company pursuant to this Agreement, the LEA shall:

4.1 Provide information to the Substitute Staff as needed to allow the Substitute Staff to fully understand the duties and responsibilities of the placement and promptly report to Company any suspicious, unusual, inappropriate behavior or unsatisfactory performance;

4.2 Provide a safe and suitable workplace that complies with all applicable governmental safety and health standards, statutes, and regulations;

4.3 Provide Substitute Staff with (i) adequate information, training, and safety equipment with respect to hazardous substances and any inherent dangers of the workplace, (ii) emergency procedures, and (iii) school rules and protocols, policies and procedures regarding student disciplinary actions, and confidentiality of student records. Further, the LEA will provide all Substitute Staff with any training appropriate to the needs, duties, responsibilities or knowledge unique to the LEA or otherwise different than would generally be appropriate in other LEAs.

4.4 Not assign Substitute Staff to assignments which (i) have sole custody of a single student for an extended period without LEA oversight, (ii) have sole responsibility for more than one classroom of students at a time, (iii) administer or maintain custody of any student medications, (iv) have custody of cash, negotiable valuables, merchandise, credit cards, check writing materials, keys or similar property, except for student lunch money that may be collected in the normal course of business, (v) use any vehicle on behalf of the LEA; (vi) work more than eight (8) hours in a day or more than forty (40) hour per week without notice to Company;

4.5 Assign Substitute Staff only to tasks for which they have been requested, unless written consent has been given by the Company. Heavy labor, lifting, or physical activity is prohibited unless required and accepted in the job description.

4.6 Not assign Substitute Staff to travel or perform duties off the normal school premises of the LEA except for class trips which are supervised by a LEA teacher;

4.7 If Substitute Staff is assigned duties in connection with the LEA's computer systems, maintain appropriate pass word security and backup copies of all data;

4.8 Maintain appropriate written internal control policies and procedures to ensure the confidentiality of all student records and appropriately limit the access of Substitute Staff to such records;

4.9 Not promise any Substitute Staff an increased rate of compensation;

4.10 Comply with any reasonable restrictions imposed by the Company on the responsibilities to be assigned to any Substitute Staff;

4.11 Approve and sign paper or electronic forms supplied by the Company documenting the amount of time worked by Substitute Staff or, if representatives of the LEA are not available to approve and sign such forms, authorize such forms to be executed by representatives of the Company on behalf of the LEA;

4.12 Be responsible for keeping the Company promptly informed by email (if available) of all Substitute Staff on-site changes and any changes in the LEA or building supervisory contact information;

4.13 To the extent possible, notify the Company as soon as possible, but no later than the earlier of before 6 a.m. daily or 3 hours prior to the start of the class, through the protocols established by the Company for such notice, of the need for Substitute Staff for that day; provided, however, the Company and the LEA recognize that the need for a substitute may occur after the above times and that in such cases the Company will use best efforts to find a substitute for such LEA requests;

4.14 Comply with all Company policies and procedures to accurately invoice the LEA, process the daily record keeping and other tasks necessary for the Company to administer and track Substitute Staff, including but not limited to, sign in and out procedures and related records;

4.15 The LEA shall be solely responsible to control teacher absences and any budgetary impact resulting therefrom;

4.16 LEA represents that its actions under this Agreement do not violate its obligations under any agreement that LEA has with any labor union;

4.17 LEA shall cooperate with Company with respect to Company's recruiting efforts and activities, including but not limited to, (i) promptly sharing applications for LEA positions with Company and (ii) adding a link on the front page and employment page of the LEA's website to Company's website;

4.18 If allowable by state procurement law, other public bodies may utilize this Agreement if mutually agreeable to Company.

5. Indemnification and Limitations of Liability.

5.1 Indemnification of the LEA by the Company. The Company shall indemnify and hold the LEA's Board, and its agents, employees and Board members harmless from and against all claims or losses incurred, including reasonable attorney's fees, that are proximately caused by the acts or omissions of the Company, Substitute Staff, or other employees or authorized agents of the Company, or by the Company's breach of this Agreement, except that such indemnification shall not apply to any claims or losses for which the Company is entitled to indemnification by the LEA. In addition, the Company's indemnification for any and all claims here under this Agreement shall be expressly limited to the extent of insurance coverage that is paid to the Company for such claims, if any, under the Company's insurance policies required under this Agreement.

5.2 Indemnification of the Company by the LEA. The LEA shall indemnify and hold the Company harmless from and against all claims or losses incurred by the Company, including reasonable attorney's fees, (i) that are proximately caused by the acts or omissions of the LEA or its employees or authorized agents, or by the LEA's breach of this Agreement; or (ii) arise from any injury to Substitute Staff or other persons on the premises of the LEA or while performing services on behalf of the LEA and not caused by the acts or omissions of the Company, Substitute Staff, or other employees or authorized agents of the Company. Such indemnification shall not apply to any direct claim for workers' compensation benefits for job-related benefits for job-related bodily injury or death against the Company by any of the Company's employees or their representatives.

5.3 Notification; Right to Defend. A party incurring any claim or loss for which indemnification may be provided pursuant to this section 5 shall promptly notify the other party in writing. The recipient of such notice may, at its own cost and expense, thereupon assume the defense of any third party claim using counsel reasonably satisfactory to the notifying party.

5.4 Limitation of Damages. Under no circumstances shall the Company be liable for special, indirect, consequential, punitive, expectancy, lost profit or goodwill damages, or for damages caused by the unsatisfactory performance of Substitute Staff that does not result in a finally adjudicated claim of damages against the LEA brought by a third party.

5.5 Complete Agreement. The parties agree that this section 5 sets forth their complete agreement with respect to any possible indemnification claim, and waive their right to assert any common-law indemnification or contribution claim against the other.

6. Fees and Payment.

6.1 The Company's Pricing Plan, attached hereto as Exhibit A and made a part of this Agreement, is accepted by the LEA. The Company shall submit to the LEA a weekly invoice showing in reasonable detail the services provided.

6.2 Changes to Pricing Plan. In the event that the LEA determines to increase the established pay rate for Substitute Staff from that specifically listed on Exhibit A or if the LEA determines to establish a new Substitute Staff classification or new pay rate to be paid to some or all of the Substitute Staff (e.g., for improved recruitment, retention or for other reasons) not identified on Exhibit A then, the billing rate to the LEA shall be determined by using the markup

used on Exhibit A. The LEA shall provide the Company fourteen (14) days prior written notice of its decision to change an existing pay rate or establish a new Substitute Staff classification and pay rate.

6.3 The Company may change the Pricing Plan contained on Exhibit A in the event that government (local, state or federal) mandated labor costs, including but not limited to, employer healthcare or family leave benefits, minimum wage, payroll taxes, or workers compensation rates, which are required by law, regulation or mandate are enacted, implemented, become effective or are increased after the date of this Agreement. The Pricing Plan shall be adjusted as of the effective date of the law, regulation or mandate to reflect the actual cost increase to the Company reasonably calculated on a direct or pro rata basis. For multi-year Agreements or whenever this Agreement is extended, the Pricing Plan will be modified to reflect a cost of living adjustment equal to the greater of 3% or the applicable consumer price index rate for the LEA for the twelve months preceding the most recent quarterly rate.

6.4 **Affordable Care Act.** The Patient Protection and Affordable Care Act ("ACA") became effective January 1, 2014. The ACA has a look back period that determines Substitute Staff eligibility for healthcare insurance coverage that shall begin on the beginning of this Agreement.

The Company normally hires Substitute Staff as part time employees who will work on average less than 30 hours per week such that they are not eligible for healthcare benefits under the ACA. However, should the LEA in its discretion employ Substitute Staff to work directly for LEA in addition to the hours worked for Company (example: after school program director or coach), and the combined work hours of the Substitute Staff cause the Substitute Staff to be deemed eligible to receive healthcare benefits under the ACA, the LEA agrees to reimburse the Company's cost of providing the minimum plan healthcare insurance coverage under the ACA.

6.5 **Use of Substitute Staff by the LEA Directly.** Company maintains the right to manage the schedule of its employees. Accordingly, if the LEA engages the services of any Substitute Staff other than through the Company on a per-diem, hourly or other basis, whether for services covered in this Agreement or otherwise, the LEA shall promptly notify the Company in writing and provide all information as the Company may reasonably request. Furthermore, if LEA hires Substitute Staff for services which are provided by Company in accordance with this Agreement, for the lesser of the period for which such Company employee is engaged or the term of this Agreement, the LEA shall calculate and pay to the Company any amounts due by using the markup used on Exhibit A. This payment requirement shall not apply to any Substitute Staff who is hired as a full-time, permanent employee of the LEA.

6.6 **Payment.** The LEA shall pay the Company monthly in United States currency by check (regularly payable in the normal course of banking transactions) or electronic transfer monthly within three (3) days following the Board of Education Monthly Action Meeting ("Due Date") for all invoices submitted at least one week prior to the Board of Education Action Meeting (or such other timeline as agreed to on Exhibit A.) Any adjustments will not delay payment and will be applied to the following month's invoice. In the event that the LEA fails to pay any fee to the Company when due (i) the LEA shall be liable for a late charge equal to 1½% per month on the outstanding amounts, commencing on the Due Date; and (ii) the LEA shall be liable for all of

the Company's reasonable costs of collection, including reasonable attorneys' fees, both (i) and (ii) to apply without any prior notice requirement.

6.7 Sales and Use Tax. The LEA represents that it is currently exempt from any sales and use taxes or similar governmental charges or value added tax imposed with respect to the services provided by the Company. If any such taxes or charges are otherwise due or are imposed or become due, they will be the responsibility of the LEA.

7. Term. The term of this Agreement shall begin on July 1, 2016 and shall remain in effect through June 30, 2017. Thereafter, the Agreement shall automatically renew on a yearly basis unless either party provides written notice of termination at least one hundred and twenty (120) days prior to the end of the fiscal school year. Notwithstanding the preceding sentence, either party may terminate this Agreement if (i) the other party breaches a material provision of this Agreement and such breach is not cured within 30 days following written notice or, in the case of a breach that by the terms of the breach cannot be cured within 30 days, the breaching party has not instituted measures to cure such breach within 10 days and fully cured such breach within 90 days. Further, the Company has the right to terminate this Agreement should any student physically or verbally assault or injure a Company's employee, and the LEA does not respond to the incident to the Company's satisfaction. In the event either party terminates this Agreement, the LEA shall pay all amounts due under the terms of this Agreement to the Company for services provided through the date of termination.

8. Insurance Coverage. Each party shall, at its own cost and expense, maintain insurance coverage reasonably appropriate for the activities it conducts and the risks it assumes. The insurance coverage maintained by the Company shall include:

8.1 Workers' compensation coverage of such types and in such amounts as may be required by the laws of the jurisdiction in which the services of Substitute Staff are performed;

8.2 Commercial general liability coverage, including personal injury, blanket contractual liability, and broad form property damage, with a \$2,000,000 combined single limit per occurrence;

8.3 Umbrella coverage with a \$3,000,000 combined single limit per occurrence.

9. Confidentiality & Non-Disparagement. During the course of the business relationship, each party may be given access to proprietary or confidential information of the other, including, but not limited to, pricing policies, the identity and social security numbers of employees, and business policies and systems ("Confidential Information"). Each party shall hold Confidential Information of the other party in confidence, treating such Confidential Information with no less care than it treats its own, and shall not disclose such Confidential Information to any third party or use such Confidential Information for any purpose other than as contemplated by this Agreement. Upon termination of this Agreement, or sooner if requested by either party, each party shall return all Confidential Information of the other party in its possession, without retaining copies of such Confidential Information. This section shall not apply to information (i) that is in the public domain, or (ii) required to be disclosed by law or legal process.

At no time during or after the term of this Agreement and for a period of two (2) years

thereafter shall either party directly or indirectly disparage the commercial business, professional or financial, as the case may be, reputation of the other party or any of their employees, management, owners or officers.

10. Data and Intellectual Property. The Company owns all employee and absence management information data. Additionally all intellectual property including Company process, procedures and knowhow, trademarks and copy rights is and shall remain the sole property of the Company.

11. Miscellaneous

11.1 Amendments; Waivers. No amendment, modification, or waiver of any provision of this Agreement shall be binding unless in writing and signed by the party against whom the operation of such amendment, modification, or waiver is sought to be enforced. No delay in the exercise of any right shall be deemed a waiver thereof, nor shall the waiver of a right or remedy in a particular instance constitute a waiver of such right or remedy generally.

11.2 Notices. Any notice or document required or permitted to be given under this Agreement shall be deemed to be given on the date such notice is (i) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (ii) deposited with a commercial overnight delivery service with delivery fees paid, or (iii) transmitted by facsimile or electronic mail with transmission acknowledgment, to the principal business address of the recipient or such other address or addresses as the parties may designate from time to time by notice satisfactory under this section. A copy of any notice to the Company shall be sent to the attention of the Company's president at the regular business address of the Company.

11.3 Governing Law. This Agreement shall be governed by the internal laws of the LEA's state without giving effect to the principles of conflicts of laws. Each party hereby consents to the personal jurisdiction of the federal or state courts located in LEA's County, and agrees that all disputes arising from this Agreement shall be prosecuted in such courts. Each party hereby agrees that any such court shall have in personam jurisdiction over such party and consents to service of process by notice sent by regular mail to the address set forth above and/or by any means authorized by the law of the LEA's state.

11.4 Language Construction. The language of this Agreement shall be construed in accordance with its fair meaning and not for or against any party. The parties acknowledge that each party and its counsel have reviewed and had the opportunity to participate in the drafting of this Agreement and, accordingly, that the rule of construction that would resolve ambiguities in favor of non-drafting parties shall not apply to the interpretation of this Agreement.

11.5 Payment of Fees. In the event of a dispute arising under this Agreement finally resolved through litigation or alternate dispute resolution, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

11.6 Force Majeure. Neither party shall be responsible for delays or failure to perform caused by acts of God (including fire, flood, storm, or other natural disturbances), war, civil war, riot, epidemic, acts of foreign enemies, terrorist activities, government sanction, strikes or other labor disputes (it being specifically understood that the existence of any picket line by a collective bargaining unit shall be considered as within this definition of force majeure), interruption or

failure of electric, telephone or similar service or other causes beyond such party's control.

11.7 Signature in Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed to be a fully-executed original.

11.8 Signature by Facsimile. An original signature transmitted by facsimile shall be deemed to be original for purposes of this Agreement.

11.9 Assignment. No party to this Agreement shall assign its rights or duties hereunder, without the prior written consent of the other parties, except that the Company may assign its rights and duties in connection with a sale or other disposition of all or substantially all of its business.

11.10 No Third Party Beneficiaries. Except as otherwise specifically provided in this Agreement, this Agreement is made for the sole benefit of the parties. No other persons shall have any rights or remedies by reason of this Agreement against any of the parties or shall be considered to be third party beneficiaries of this Agreement in any way.

11.11 Binding Effect. This Agreement shall inure to the benefit of the respective heirs, legal representatives and permitted assigns of each party, and shall be binding upon the heirs, legal representatives, successors and assigns of each party.

11.12 Titles and Captions. All article, section and paragraph titles and captions contained in this Agreement are for convenience only and are not deemed a part of the context hereof.

11.13 Pronouns and Plurals. All pronouns and any variations thereof are deemed to refer to the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require.

11.14 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior discussions, agreements, understandings and negotiations. The LEA and Company agree that in the event that any provision of this Agreement shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall attach only to such provision and shall not affect or render invalid any other provision of this Agreement.

[INTENTIONALLY LEFT BLANK; SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above.

S4TEACHERS, LLC

By _____
W. Andrew Hall, C.O.O.

**ATLANTIC CITY SCHOOL DISTRICT
BOARD OF EDUCATION**

By _____
Signature

Name and Title

Date _____

EXHIBIT A

PRICING PAID BY THE LOCAL EDUCATION AGENCY TO COMPANY

Substitute Position

Daily Pay Rate

Company Pricing



Best Educational Outcome:
With an exclusive focus on education, Source4Teachers' first and foremost commitment is to provide Atlantic City School District's students with the best education experience possible.

II. Business Organization

Since its inception 16 years ago, Source4Teachers has seen tremendous growth – not only in expanding our substitute pool and client list, but also in entering new states, leveraging the latest technology, becoming more involved in the communities we serve, winning industry awards, and so much more.

From the first day of our partnership, Atlantic City School District will find that we are a company that provides unmatched customer service, years of educational experience, numerous resources, and a team that cares about your district, your students, and your community.

Our focus is your district, and you can count on us to help your substitute program succeed. We will build a strong foundation by listening to your unique needs, understanding your challenges, and providing valuable solutions. Atlantic City School District will be provided full transparency, continuous improvement, and a commitment to deliver the best service.

By applying the positive characteristics of trust, integrity, and commitment, Source4Teachers delivers a program that supports your administration, faculty, and students.

The following pages will demonstrate Source4Teachers' experience and our ability to provide Atlantic City School District with the quality of service that your schools and your students deserve. As your district enjoys the individualized attention of a hand-selected onsite team, your administration can be confident that the services we provide are backed by fiscal responsibility, client-first values, and unrivaled experience in education.



**Years focusing on
education:
16**



**Number of clients:
250**



**Number of
substitutes:
30,000**



**Number of substitute
placements per day:
7,000**



**Number of students
served daily:
1,000,000**



**Number of long-terms
placed this year:
4,600**



**Number of training
sessions provided this
year:
600**

Company Background

Source4Teachers has grown into the premier full-service provider of comprehensive educational management programs for PreK-12 school districts. For over 16 years we have been managing aspects of school districts' educational programs, relieving districts of many administrative burdens, improving day-to-day operations, and placing substitute personnel at higher fill rates than most districts can accomplish internally. This is accomplished while providing significant cost savings to each district we serve.

Educational management is Source4Teachers' exclusive focus. Our market position and solutions are unique, as we offer a service that meets the diverse needs of each school district and provides the highest quality educational personnel available.

Source4Teachers eliminates the daily administrative burdens of hiring, credentialing, training, managing, evaluating, placing, and retaining skilled substitute personnel. Our experienced management team, paired with our enhanced absentee management, and time tracking systems enable us to bring school districts' substitute programs to a new level of efficiency and success.

Additionally, it is Source4Teachers' corporate belief to become involved within the communities of the districts we serve. We encourage our partners' original substitutes to join our team and we heavily advertise positions to provide jobs for local workforce.

Source4Teachers is the largest education-exclusive staffing company in the country, with more school district clients than any provider in the eastern United States. Currently, our active substitutes pool exceeds 30,000, and continues to grow each day. Internally, Source4Teachers consists of over 225 individuals working together to ensure that day-to-day operations exceed our districts' expectations. Our internal employees and substitute personnel share a strong commitment to providing our partner school districts with top-notch customer service while delivering high-quality education to students.

Company History

2003

Expanded into 7 New Jersey counties
450 available substitutes
65 partner school districts
11,000 total vacancies filled

2009

Appointed new ownership group
President, Kevin Bush & CEO, J.
Jeffrey Fox
650 available substitutes
7 corporate employees
150 substitutes hired full-time by
client districts

2011

Developed substitute training manual
"Source of Success"
Utilized VeriTime, time tracking system
29 corporate employee
70 partner districts

2013

Expanded into Pennsylvania
Won 5 industry awards including
Best Place to Work
7,500 available substitutes
3,500 absences filled daily

2015/2016

Appointed new CEO, Kendley Davenport
Private equity firm, Nautic Partners, LLC,
added to resources with significant investment
30,000 available substitutes
250 partner school districts
7,000 absences filled daily
225 corporate employees

2000

Company founded as a secondary source
of substitute staffing
150 available substitutes
17 partner districts
1,500 total vacancies filled

2006

New ownership, Kevin Bush
Moved to Cherry Hill office location
Began offering a full-service program
Started staffing long-term substitutes

2010

Established sister company for
paraprofessional staffing, MissionOne
Revamped substitute training program
Partnered with Frontline and started
using SAMS

2012

Initiated permanent assignment program
Developed substitute of the month program
"Source4Excellence"
Adopted Applitrack, applicant system
6,500 available substitutes
43 corporate employees

2014

Expanded into Connecticut, Georgia,
and Virginia
Created "Impact Award" recognizing
top-performing substitute and a school
of their choice
Company won 4 industry awards,
including Fastest Growing Company
20,000 available substitutes
166 Corporate Employees

Company Information

Legal Name: S4Teachers, LLC d/b/a Source4Teachers, a Subsidiary of Source4Solutions

Years in Business: 16

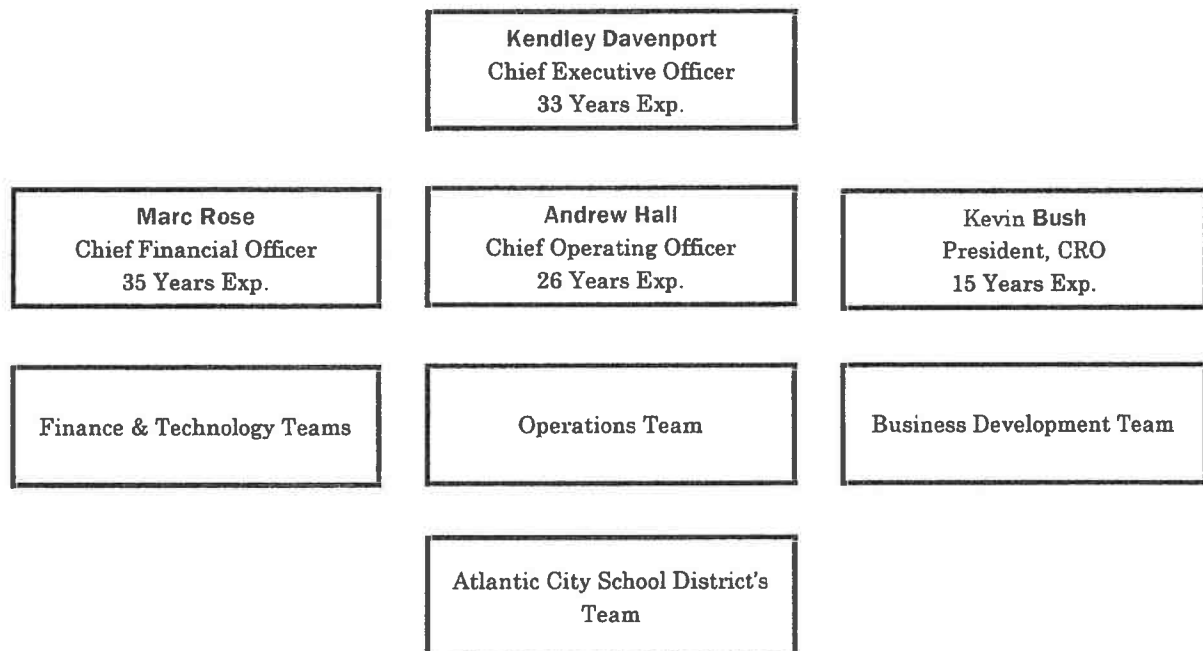
Addresses:
800 Kings Highway North
Suite 405
Cherry Hill, NJ 08034

Incorporation: Delaware

Telephone Number: 856.482.0300

Fax Number: 856.334.1722

Website: Source4Teachers.com



The Complete Solution

While many companies only provide partial services, Source4Teachers sets itself apart by providing a full-service, turnkey solution. Our managed services will absorb every aspect of Atlantic City School District's substitute program - from recruiting and hiring to credentialing and training to healthcare, payroll, and access to advanced technologies. All of this, combined with unmatched customer service and accountability, makes us the premier partner for substitute services.

Education For Every Student

One of our many strengths is providing school districts with skilled and experienced special education professionals. Our team recruits individuals with ample experience in special education, and our paraprofessionals participate in specific training, focusing on students with special needs and behavior management.

Education Only

Many other services that provide substitute services to schools are not exclusively dedicated to educational staffing. We have built our success on the singular focus of providing quality substitute educators in the classroom. We understand how important it is to carefully recruit, certify, and train our educational staff, because the care and instruction of your students should never be a side project.

Personalized Knowledge Of Your District

Due to our effective partnerships with 110 school districts in New Jersey, Source4Teachers has developed a deep understanding of the potential needs of Atlantic City School District, your students, and your community.



Source4Teachers' Difference From The Competition

Experience

Our experience is based upon our company and not on individual experience. Source4Teachers has been providing substitute staffing services and management to districts in New Jersey for over 16 years. Our success was not built on a single individual but was achieved collectively as a group of hard working and dedicated employees. This is the team that will help Atlantic City School District achieve further success. As our partner, your district is provided an entire team and entire departments to service your district.

SAMS (Aesop)

SAMS (Aesop) will be provided to the district at no additional cost. Atlantic City School District will not have to retain a contract with Frontline Technologies. Not only does this save your district money and time, it also ensures your district is 100% compliant with state laws.

All our partner school districts are created as an individual organization in SAMS. There is never slowness or down time to our system. Because a SAMS team operates, maintains, and provides customer service to our substitutes, your faculty, and your administration, your district will not need to use additional employee hours in operating SAMS (Aesop). Our SAMS team will also provide Atlantic City School District's administration with all your reporting needs. Vinland Public Schools will have the option to manage as much of SAMS as your district requires or we can handle everything for your district.

VeriTime

We will install a time and attendance netbook in each school building, at no additional cost. VeriTime will save your secretaries time, no longer will have to deal with manual time sheets. VeriTime will provide Atlantic City School District's principals with real time data of what substitutes are working in your schools.

Training

Every substitute employee must attend an onsite training seminar as well as online modules. Our New Jersey training is comprised of 14 retired administrators and teachers of the public school system. We provide separate trainings for substitute teachers and paraprofessionals. This ensures our substitutes are well prepared to work in your district. Substitutes are provided copy righted training manuals, to also use as a reference guide when working in your schools. Our training team is available to our substitutes at any time to answer questions or provide additional guidance. We also offer any additional training that Atlantic City School District may need, at no additional

New Jersey PreK-12 Experience		Source4Teachers
Number of NJ Years of Experience		16
Number of NJ School Districts Transitioned		130
Number of NJ Substitutes		10,416
Number of NJ Substitute Placements 2014/15		508,893
Number of NJ Long-Term Positions Filled 2014/15		2,508
Number of NJ Trainers		14
Number of NJ Training Classes Provided 2014/15		624
Number of NJ Substitutes, Source4Teachers Trained		9,774
Successful Experience With Prek-12 NJ School Districts		Yes

Community Involvement

Source4Teachers understands that our partnership with Atlantic City School District does not end with our substitute program. Our partnership with your district also makes us members of your community, and our team strongly believes in being active and supportive in every community we are a part of. We firmly believe in engaging the community and giving back any way that we can. In addition to our community service initiatives, Source4Teachers pledges to become actively involved in the Atlantic City School District's community.

Student Backpack Drives

As we maintain a vested interest in the quality of education for students, we partner with various associations and school districts to assist in providing back-to-school items for school children and volunteer in their community backpack drives. Through our participation, Source4Teachers has helped donate hundreds of backpacks and supplies. Our goal is to provide children with the right tools they need to achieve academic success.

Education Foundations

Source4Teachers aims to become involved with our partner school districts' education foundations. Throughout the year, we plan, sponsor, and participate in many events to support our clients and their communities. For example, we have become greatly involved in several of our partner districts' annual golf tournament fundraisers. Not only does the company make significant donations as key sponsors, Source4Teachers employees also help to plan, promote, and volunteer at the events. We also support fundraising events in our districts such as talent shows, 5K races, and scholarship ceremonies.

Holiday Drives

Source4Teachers aims to make the holidays memorable, merry, and bright for children. By participating in Salvation Army's annual toy drive and adopting families throughout our communities, we have collected hundreds of toys, clothing, books, and food goods. Volunteers from Source4Teachers assist in donating, collecting, wrapping, and delivering items, bringing joy to children and parents alike.



ONE WARM COAT®

One Warm Coat Drive

No child deserves to be cold. We partner with One Warm Coat to organize multi-state holiday coat drives. Through our efforts of setting up

collection boxes in each of our corporate offices and some of our partner districts, we've been able to donate over 1,500 new and gently used coats to local agencies that distributed them to children and teenagers in need.



Kidsbridge

Kidsbridge is a non-profit organization that makes great strides in the fight against bullying with its impactful tolerance programs. Through

contributions and participation in the annual Walk2Stop Bullying, Source4Teachers shares Kidsbridge's mission to inspire positive action to end bullying to make our schools and communities safer and more tolerant places to live.

Atlantic City School District's Team

Atlantic City School District will be provided with support, from the implementation of the program and for the entirety of our partnership. Your district will be provided a team, backed by a well-organized infrastructure, designed to facilitate the success of your district as well as the substitute employees.

This team consists of professionals with years of experience in providing management services to schools, including retired superintendents, business managers, and operations managers from the public school arena. Atlantic City School District will experience a systematic, in-depth customer service approach as we optimize aspects of your substitute program.

The team begins with Brian Scharle, Director of Business Development. Brian will guide Atlantic City School District from the proposal process through to the contract phase and will continue as the management team begins the transition period. Brian will be personally involved in the startup process for your school district.

The management team is divided into three key teams: transition, district, and operations. By dividing the management team into specialized teams, we are able to achieve an exceptional level of efficiency and reliability for Atlantic City School District. As a result of their hard work and dedication, your substitute program will be managed with strict attention to fiscal responsibility, efficiency, and a passion for customer service.

Transition Team

The transition team will be meeting with Atlantic City School District at the very onset of our program. This team is comprised of employees from every department in our organization, and will be in contact with your district within days of the board approval. These representatives understand the education industry and are experts at quickly and efficiently implementing our program. This team provides district employees with ample support throughout implementation of the program and during our partnership.

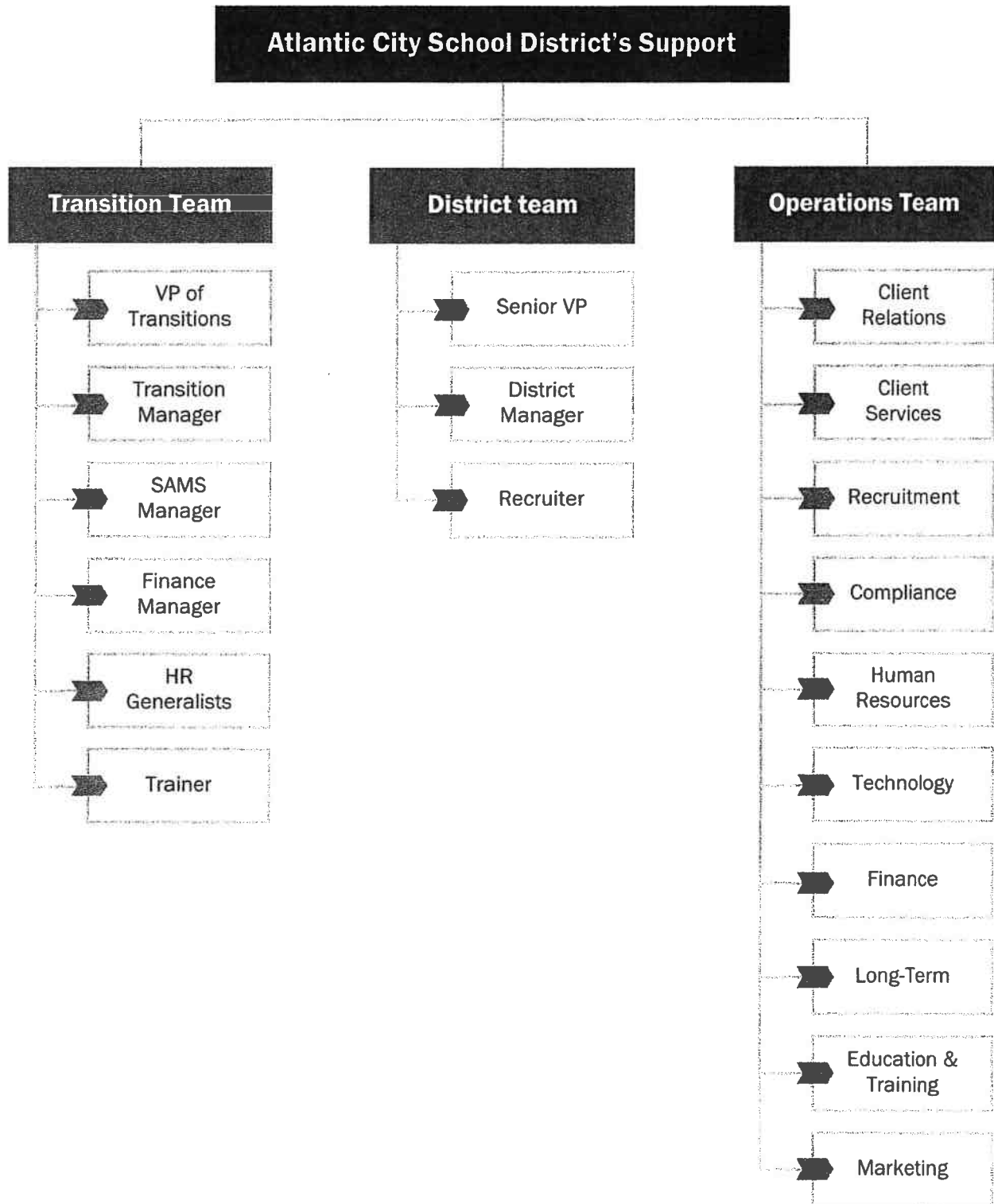
District team

As the transition team establishes the foundation of the program, a district team will be introduced to your district. This team will be an

everyday presence in Atlantic City School District, because we understand the importance of availability and accountability right at home. Your district team is hired from within your community, so you can count on their professional abilities as well as an understanding of your community in order to succeed in your district.

Operations Team

Our corporate office will be active and accessible in Atlantic City School District. From the start of our program and for its full duration, our operations team is available to support your district's needs. The operations team coordinates with the transition team, district team, and district to serve as a centralized source of continuous service.



Full Support For Atlantic City School District: The support structure of a transition, a district, and an operations team will guarantee that our partnership in Atlantic City School District is a success and your expectations are not only met but exceeded. On the following pages, you will be introduced to the key management figures and their departments that will support your district.

Transition Team



Phil Engle

Vice President of Transitions

Phil leverages eight years of school district transition experience to direct the implementation of Atlantic City School District and ensure another seamless Source4Teachers transition.

Phil leads a team of experts in transitioning school districts to our program, consisting of a transition manager, SAMS manager, finance manager, human resources generalists, recruiters, and trainers. Phil's team supports your districts for the first three months through the transition process until your onsite team is trained and ready to best serve your district's needs.

Advantages for Atlantic City School District:

- Direct each facet of Atlantic City School District' transition to the Source4Teachers program
- Develop an intimate understanding of Atlantic City School District' needs and establish rigid timelines to deliver on those needs
- Oversee the transition team in seamlessly implementing each aspect of the program, including human resource, financial, and technological needs
- Work in tandem with Atlantic City School District to facilitate the smoothest transition possible for district administration, staff, and students



Anthony Chzanowski
Transition Manager

Anthony will direct Atlantic City School District' implementation and act as a source of support during your transition with

Source4Teachers. He will focus on onboarding your current workforce, installing software systems, transferring data, and developing relationships with Atlantic City School District' district officials, teachers, and substitutes.

Advantages for Atlantic City School District:

- Guarantee that Atlantic City School District transition needs are met through communication and operational transparency
- Monitor, report, and analyze data to identify successes, extrapolate trends, and craft actionable steps toward improvement
- Help develop recruiting and operational activities to meet your district transition needs
- Allocate personal and team resources to prioritize initiatives and tasks to guarantee your satisfaction

District Team

Department - Client Relations



Geoff Bakelmun

Senior Vice President

Geoff will direct Atlantic City School District's district team. He will build a partnership with your district by ensuring that we exceed your

expectations. Geoff will make sure that Atlantic City School District receives exceptional communication and customer service on a daily basis.

Geoff will support Atlantic City School District through frequent site visits, district meetings, principal roundtables, customer service reviews, and ready cell phone contact. He will work closely with district officials, including your superintendent, business administrator, human resources director, principals, secretaries, board members, teachers, and substitutes.

Advantages for Atlantic City School District:

- Direct communication between the company and Atlantic City School District
- Manage the district managers and district teams
- Generate and deliver reports detailing operational and financial performance
- Analyze absence patterns to better understand your teachers' absence behaviors
- Build and maintain district relationships through district meetings, monthly reviews, budget attainment, talent development planning, and involvement in strategic initiatives
- Supervise SAMS and VeriTime set up and maintenance

Experience

Source4Teachers

Senior Vice President - October 2015 - Present

Sodexo Inc. - Plainfield, NJ

Regional Vice President - 2007 - 2015

District Manager 2 - 2000 - 2008

Food Service Area General Manager - 1994 - 2000

Special Project Manager - 1993-1994

Host Marriot Services - Newark, NJ

Multi-Unit Manager - 1992-1993

Unit Manager - 1989-1992

Commissary Manager - 1998-1989

Department - Client Relations



Wes Wallace

Primary Responsible

Individual

District Manager

Wes will be a source of continuous support during your partnership with

Source4Teachers. He will focus on onboarding your current workforce, installing software systems, transferring data, and developing relationships with Atlantic City School District's district officials, teachers, and substitutes.

Wes will serve as the main point of contact for day-to-day leadership and operational support in Atlantic City School District, responding promptly to inquiries and expeditiously resolving client concerns. He will work closely with district officials, including superintendents, business administrators, human resources directors, principals, secretaries, and board members.

Advantages for Atlantic City School District:

- Serve as the go-to contact of your district officials on a daily basis
- Guarantee that Atlantic City School District needs are met through daily communication and operational transparency
- Monitor, report, and analyze data to identify successes, extrapolate trends, and craft actionable steps toward improvement
- Revise recruiting and operational activities to meet your district needs
- Allocate personal and team resources to prioritize initiatives and tasks to guarantee your satisfaction

Experience

Source4Teachers

District Manager - January 2015 - Present

Sodexo School Services

General Manager - 2006 - 2015

Aramark Correctional Services - Philadelphia, PA

District Manager - 1999 - 2006

Education

- MS Hospitality Management, Roosevelt University - Chicago, IL
- BS Hotel & Restaurant Management, Iowa State University - Ames, IA

Operations Team

Department - Recruitment



Katie Wieland
Senior VP of Recruitment and Operations

Katie is extensively experienced in talent engagement and education workforce effectiveness. To ensure operational efficiency, Katie analyzes each facet of the Source4Teachers program and guarantees that we deliver maximum service to Atlantic City School District. Under Katie's direction, our recruiting team will work diligently to hire an abundance of talented local substitute personnel to fill Atlantic City School District's positions.

Katie's recruiting team understands your district's need to fill absences with experienced substitutes that will provide continuity in curriculum when district personnel are absent. Katie will lead her team in creating an effective recruiting campaign for Atlantic City School District, employing a wide variety of strategies to heavily recruit for the best substitute personnel available.

Advantages for Atlantic City School District:

- Develop and implement a recruiting campaign for Atlantic City School District and the your community
- Leverage proven recruiting methods and conceive of innovative new methods to provide qualified substitute staff with maximum continuity and reliability
- Target local colleges with renowned education programs and participate in various community events to actively engage with your community

Experience

Source4Teachers

Senior VP of Recruitment and Operations - May 2015 – Present

Camden City School District - Camden, NJ

Acting Director of Human Resources - 2013 – 2014

Wieland Consulting, Inc. - Newark, NJ

HR Strategic Alignment Consultant - 2012 - 2013

The New York City Department of Education - New York, NY

Senior Product Manager - 2009 - 2012

Education

- MA Urban Education Policy, Cum Laude, Brown University – Providence, RI
- BA Political Science & Elementary Education, Magna Cum Laude , Wheaton College - Norton, PA

Department - Client Services



David Faith

Director of Client Services

David will play a key role in the structuring of SAMS to Atlantic City School District's specifications, and will execute maintenance and updates

related to SAMS and its communication with our other systems. As director of our client services and call center departments, David ensures that we provide the best customer service and SAMS support to Atlantic City School District's administrators, faculty, and substitutes.

Under David's guidance, the client services team leverages their SAMS expertise and provides comprehensive SAMS support to school personnel on a daily basis. Atlantic City School District will be appointed a client services representative committed to serving your district. Your representative will work with your district daily, assisting with tasks including absence entry, report generation, and statistical insight into our partnership.

Our expansive call center addresses employees' inquiries and provides direction. David's call center team also heads our substitute engagement initiatives, regularly communicating with substitutes and offering direction to provide incentives and ensure their professional goals are being met. In addition to supporting our employees, the call center will be active in filling Atlantic City School District's positions by reaching out to eligible employees via phone, email, and text message alerts each day.

Advantages for Atlantic City School District:

- Communicate with your district to understand Atlantic City School District's existing technology systems and integration needs

- Create your district's interface to reflect district-specific absence reasons, absence balances, appropriate disbursement of campus user capabilities, absence approval systems, and preferred substitute list abilities
- Provide guidance and support to client services and call center for ongoing and effective assistance to your district, faculty, and substitute personnel

Experience

Source4Teachers

Director of Client Services - April 2015 - Present

Skyward - Chester Springs, PA

K12 Industry Specialist - 2013 - 2014

Frontline Technologies - Exton, PA

Integration Specialist - 2010 - 2013

Vanguard - Malvern, PA

Project Administrator - 2006 - 2008

Education

- MBA, Pennsylvania State University - Malvern, PA
- BA History, Pensacola Christian College - Pensacola, FL

Department - Compliance



Camile Curnew
Compliance Manager

Atlantic City School District's substitute workforce is guaranteed to be 100% compliant; Camile is well-versed with New Jersey's rules

and regulations concerning substitute personnel. Camile leads the procedure of verifying the credentials of each substitute employee that desires to come onboard with Source4Teachers to work in your schools. If any substitute's credentials need updating, she and her team will expedite the process.

We pride ourselves on being 100% compliant with rules and regulations set forth by the New Jersey Department of Education and Atlantic City School District. Camile and the compliance team conduct regular audits to guarantee quality and accountability. Her team will monitor assignments to make sure that each position is filled with the most fully qualified person.

Advantages for Atlantic City School District:

- Manage substitute applicant pipelines
- Verify the existing credentials of new and transitioning substitute personnel
- Conduct regular audits to guarantee 100% compliance with New Jersey and Atlantic City School District
- Maintain detailed records of personnel documentation and evaluations
- Provide guidance to new and transitioning substitute employees moving through the application process

Experience

Source4Teachers

Compliance Manager - June 2013 - Present

Xerox & ACS - Cherry Hill, NJ

Human Resources Supervisor / Senior Functional Analyst / Data Management Team - 2011 - 2013

ACS & EDS - Cherry Hill, NJ

Queue Manager / Supervisor / Senior Human Resources Analyst - 2008 - 2011

EDS - Cherry Hill, NJ

Senior Benefits Specialist / Client Services Administrator - 2005 - 2008

Towers Perrin - Cherry Hill, NJ

Benefits Specialist - 1996 - 2005

Education

- Master of HR Business Management, University of Phoenix
- BS Marketing & Finance, Philadelphia University- Philadelphia, PA

Department - Long-Term



Rebecca Cardone
Long-Term Manager

Rebecca understands that it is crucial to fill Atlantic City School District's long-term absences with properly qualified and experienced

substitutes to provide the maximum continuity for your students. Rebecca and her team work closely with district designees to understand your needs for each assignment and find candidates who are properly certified.

They source for highly qualified candidates and guarantee your satisfaction by maintaining communication throughout each long-term position. After compiling resumes and credentials of prospective candidates, they will help Atlantic City School District set up interviews. Once the school district makes a selection, Source4Teachers will carry out periodic performance reviews to measure substitute performance and school district satisfaction.

Advantages for Atlantic City School District:

- Recruit qualified long-term candidates to be presented to your district officials
- Track candidate qualifications and verify credentials through SAMS and AppliTrack
- Build collaborative and cohesive communications and processes deliver quality results
- Maintain records of certified substitutes to fulfill Atlantic City School District's long-term assignments
- Identify New Jersey regulations and maintain policies and procedures for long-term substitute regulations
- Create processes to ensure staffing levels support fluctuations in district requirements

Experience

Source4Teachers

Long-Term Manager - March 2013 - Present

TRC Staffing Services, Inc. - Lumberton, NJ

On-Site Human Resources and Operations Manager - 2011 - 2013

Education

- BA Biology, Richard Stockton College - Galloway, NJ

Department - Technology



Steve Erickson
Chief Information Officer

Steve leads the technology department, ensuring proper functionality and communications amongst systems' software and hardware. An expert in security, Steve will work diligently to keep your systems absolutely secure using advanced firewall technologies and security fail safes.

Steve will manage the installation of the VeriTime time-management units placed into Atlantic City School District. The technology team will regularly update your VeriTime units and verify the integrity of the SAMS system to protect data security and proper functionality.

Advantages for Atlantic City School District:

- Manage strategic direction for technology systems, software, and hardware
- Direct and transition VeriTime units in your schools
- Oversee the data warehouse to ensure substitutes are properly categorized for state and district credentialing
- Evaluate IT infrastructure partners to make sure the highest security and telecommunications measures are being met

Experience

Source4Teachers

Chief Information Officer - March 2014 - Present

Thompson Reuters – Philadelphia, PA

Vice President of Business Systems - 2013 - 2014

Aramark – Philadelphia, PA

Chief Information Officer - 1991 – 2013

Education

- MSIS Information Systems, Drexel University – Philadelphia, PA
- BA Economics, University of Maryland - College Park, MD

Department - Marketing



Owen Murphy

Vice President of Marketing

With extensive experience in marketing strategy and brand management, Owen will execute a marketing campaign specifically designed for

Atlantic City School District. As the backbone of our recruiting efforts for your district, Owen and his team will design and create communications for hiring new substitute employees for your schools utilizing various media including: newspapers, flyers, radio, magazines, and social media.

Owen leverages his experience in public relations, message development, and crisis communications. He will oversee media inquiries press releases, and the development of media articles to advance our partnership with Atlantic City School District.

Advantages for Atlantic City School District:

- Develop and implement a variety of marketing campaigns to support the recruitment of substitute talent for your district
- Collect and analyze data on Atlantic City School District and your local area to best engage the community and achieve maximum applicant response
- Engage substitutes in consistent online communication through websites and social media platforms like Facebook, Twitter, Google+, and LinkedIn
- Analyze and utilize marketing data through Google Analytics to understand substitute experience and maximize results
- Manage public relations activities including press releases and media relations

Experience

Source4Teachers

Vice President of Marketing - October 2014 - Present

GlobalFit - Philadelphia, PA

Director of Marketing - 2012 - 2014

Total Access Medical - Bala Cynwyd, PA

Vice President, Sales & Marketing - 2010 - 2012

ShredStation, Inc. - Mt. Laurel, NJ

Chief Marketing Officer - 2007 - 2010

Braithwaite Communications - Philadelphia, PA

Senior Account Supervisor - 2002 - 2007

Education

- BA Business Communications, University of Pittsburgh - Pittsburgh, PA

Department - Human Resources



Melissa Kreps

Director of Human Resources

Melissa will work with Atlantic City School District's human resources department making certain that our operations within your district are

seamlessly aligned with your policies and procedures. Additionally, her team serves as a valuable resource for our substitutes to work out any issues, questions, or concerns they may have and to assist employees in enrolling in our medical benefits or 401(k) programs.

Melissa's team of human resources professionals will work with your school principals and other district officials to resolve any issues that may occur. If Atlantic City School District reports an incident or accident, Melissa and her team will handle it with utmost professionalism. Melissa maintains comprehensive employee records to guarantee only qualified employees are assigned to Atlantic City School District.

Advantages for Atlantic City School District:

- Manage the benefit enrollment process; continually review and evaluate benefits to market standards and federal/state regulations
- Develop, recommend, and implement employee benefit policies including cost control procedures to assure the maximum coverage for the least possible cost to the employee
- Manage the administration of benefit programs to substitute employees, oversee daily operations, and provide direction
- Work with your district administration to resolve employee issues and pursue mutually agreed upon consequences

- Manage Affordable Care Act systems for compliance, reporting, and forecasting
- Oversee workers' compensation claims

Experience

Source4Teachers

Director of Human Resources - July 2014 - Present

People 2.0 Global, Inc. - West Chester, PA

Director of Human Resources - March 2007 - July 2014

Deluxe, Inc. - Thorofare, NJ

Human Resources Manager - 2000 - 2007

Kaye Personnel, Inc. - Cherry Hill & Wenonah, NJ

Human Resources Administrator - 1998 - 2000

Education

- MA Psychology (Coursework Equivalent), Temple University - Philadelphia, PA
- BA Psychology, Summa Cum Laude, Lebanon Valley College - Annville, PA

Department - Legal



Jeffrey Belz

In-House Legal Counsel

As Source4Teachers' in-house legal counsel, Jeff works daily to secure the interests of Atlantic City School District and our partnership. Jeff is

responsible for drafting the contract that will guide our partnership and ensure that we are meeting Atlantic City School District's every need. With legal counsel on staff, the contracting process is swift and straightforward.

In addition to handling contracting, Jeff is Source4Teachers' key expert on state and federal legislature applicable to our services and our partnership with Atlantic City School District. An expert in ACA regulations and relevant state and federal laws, Jeff monitors legal compliance, minimizing your district's exposure to these legislations and guaranteeing that the partnership operates fully in the boundaries of the law.

Advantages for Atlantic City School District:

- Handle contracting requirements promptly between Atlantic City School District and Source4Teachers
- Leverage expertise in legislature applicable to our partnership to ensure full compliance and legality
- Monitor your district's compliance with the Affordable Care Act and related requirements to minimize exposure and maximize efficiency

Experience

Source4Teachers

General Counsel - May 2013 - Present

Law Office of Jeffrey F. Belz - Cherry Hill, NJ

Attorney - January 1995 - 2013

Almeida and Hunt, P.C. - Medford, NJ

Associate Attorney - 1993 - 1995

Honorable Rudolph J. Rossetti, A.J.S.C. -

Camden, NJ

Law Clerk - 1992 - 1993

Maressa, Goldstein, Birsner, Patterson, &

Drinkwater, P.C. - Berlin, NJ

Law Clerk - 1991 - 1992

Education

- Juris Doctor Degree, Widener University School of Law - Wilmington, Delaware
- BA Political Science, University of Pennsylvania - Philadelphia, PA

Department - Education and Training



James Wasser
Director of Education and Training

Jim is a proven educational leader with more than 23 years of experience working as a school administrator and teacher. Directing our training department, Jim leverages his extensive school experience to provide industry leading training to thousands of substitutes. Jim's team of training instructors provide full-day seminars and follow-up training classes to guarantee that we deliver substitutes to Atlantic City School District who are skilled and up-to-date in the latest practices.

Our trainers offer supplementary online training to substitutes working in Atlantic City School District. Periodically, our employees are required to complete mandatory training modules, but they are also encouraged to complete as many modules as they wish on whichever topics are most beneficial to their goals.

Advantages for Atlantic City School District:

- Coordinate and implement an effective substitute training program that aligns with the initiatives of your district
- Curate a suite of supplementary online training classes through the Global Compliance Network (GCN)
- Assist recruiting team in identifying quality substitute teachers through university and community career fairs and other recruiting initiatives

Experience

Source4Teachers

Director of Education - July 2010 - Present

Freehold Regional High School District -
Englishtown, NJ

Superintendent of Schools - 1987 - 2010

Bayonne Public School District - Bayonne, NJ
Curriculum Director - *Central Administration* /
Coordinator for Special Grant Programs / *Acting Principal for Elementary Schools* / *Vice Principal of Bayonne High School* - 1972 - 1987

Education

- Ed.D. At-Risk Students, Breyer State University
- MA Counseling, Montclair State University - Montclair, NJ
- BA Education, New Jersey City University - Jersey City, NJ



III. Qualifications; Relevant Experience

To demonstrate our past successes, Source4Teachers has included the following client list, references, and letters of recommendation for Atlantic City School District's review. These partnerships are distinct examples of our program's ability to deliver industry leading managed solutions and peerless customer service to each school district that we serve.

Client List & References

Asbury Park School District	Elizabeth Public Schools
Atlantic City Community Charter School	Elk Township Public School District
Barrington School District	Fair Lawn Schools
Bellmawr Public School District	Florence Township School District
Berlin Township Schools	Franklin Township Public Schools
Black Horse Pike Regional School District	Glassboro Public Schools
Bridgeton School District	Gloucester City Public Schools
Burlington County Institute of Technology	Gloucester Township Public Schools
Burlington County Special Services School District	Greenwich Township School District
Burlington Township School District	Hackensack Public Schools
Camden City Public Schools	Hackettstown School District
Camden Community Charter School	Haddonfield Public Schools
Cherry Hill Public Schools	Hainesport Township School District
City of Burlington Public Schools	Haledon Public School
Clearview High School District	High Bridge School District
Clementon School District	Highland Park School District
Clinton Township School District	International Academy of Trenton Charter School
Collingswood Public Schools	Jackson School District
Compass Academy Charter School	Jamesburg Public School District
Cumberland Regional High School	Jersey City Global Charter School
Delsea Regional School District	Keansburg School District
Deptford Township School District	Lakehurst School District
Dunellen Public Schools	Lakewood Public Schools
East Rutherford School District	Learning Community Charter School
East Windsor Regional Schools	Lindenwold Public Schools
Egg Harbor City School District	Logan Township School District
	M.E.T.S Charter School
	Mahwah Township Public Schools

Manalapan-Englishtown Regional
Schools

Manchester Regional High School
District

Maple Shade School District

Matawan-Aberdeen Regional School
District

Stratford Board of Education

Monroe Township School District

Montclair Child Development Center

Mullica Township School District

North Hanover Township School
District

North Hunterdon-Voorhees Regional
High School District

North Jersey Arts and Science
Charter Schools

Northern Burlington County Regional
School District

Oceanport School District

Orange Public Schools

Paterson Charter School for Science
& Technology

Paulsboro Public Schools

Penns Grove-Carneys Regional School
District

Pennsauken Public Schools

Perth Amboy Public Schools

Phillipsburg School District

Piscataway Township Schools

Pittsgrove Township School District

Puerto Rican Community Center

River Vale Public Schools

Riverside Township Public School
District

Roseland School District

Runnemede School District

Saddle Brook Public Schools

Shamong Township Schools

Shore Regional High School

Somerset Hills Regional School
District

South Brunswick School District

South Harrison Township School
District

South Plainfield Public Schools

Spotswood Public Schools

Stratford School District

Toms River Regional Schools

Trenton Public Schools

Washington Township Public Schools

Watchung Borough Schools

Waterford Township School District

Willingboro Township Public Schools

Winslow Township School District

Woodbridge Township School District

Woodbury City Public Schools

YMCA Raritan Bay Area

References

Trenton Public Schools
108 North Clinton Avenue
Trenton, NJ 08609
Enrollment: 11,000
Since 2011

Ms. Jayne Howard
Business Administrator
jhoward@trenton.k12.nj.us
609.656.4900

Substitute Teacher Staffing
Long-Term Staffing

Perth Amboy Public Schools
178 Barracks Street
Perth Amboy, NJ 08861
Enrollment: 9,988
Since 2012

Mr. Derek Jess
Business Administrator
djess@paps.net
732.376.6202

Substitute Teacher Staffing
Paraprofessional Staffing
Long-Term Staffing
Clerical Staffing

Toms River Regional Schools
1144 Hooper Ave Ste 304
Toms River, NJ 08753
Enrollment: 17,500
Since: 2015

Mr. David Healey
Superintendent
dhealy@trs.schools.com
732.505.5500

Substitute Teacher Staffing
Paraprofessional Staffing

Piscataway Township School District
1515 Stelton Road
Piscataway, NJ 08854
Enrollment: 7,450
Since 2009

Ms. Teresa Rafferty
Superintendent
trafferty@pway.org
732.572.2289 ext. 2513

Substitute Teacher Staffing
Paraprofessional Staffing
Long-Term Staffing
Clerical Staffing
Bus Aide Staffing

Woodbridge Township School District
428 School Street
Woodbridge, NJ 07095
Enrollment: 13,400
Since 2011

Ms. Joanne Shafer
Director of Personnel Services
joanne.shafer@woodbridge.k12.nj.us
732.602.8536

Substitute Teacher Staffing
Long-Term Staffing



Keansburg Public Schools

100 Palmer Place
Keansburg, New Jersey 07734
(732) 787-2007
<http://www.keansburg.k12.nj.us>

Mr. Gerald North
Superintendent of Schools

Ms. Corey J. Lowell, SFO
Business Administrator/
Board Secretary

Thomas Tramaglini, Ed.D.
Director of Funding & Curriculum

April 28, 2015

To Whom It May Concern:

The Keansburg School District has been partnered with Source4Teachers since 2012. In that time, we have enjoyed the many benefits of Source4Teachers' program, utilizing their services to staff substitute teachers and teacher's aides in our schools. Our partnership has resulted in an increase in our absence fill rates, thanks to Source4Teachers' recruiting efforts.

Through the implementation of our partnership and each day since, Brian Engle, our most recent district manager, has been integral to maintaining the success of our substitute program. With Brian's support and open communication we have been able to fill most absences while simultaneously easing the burdens of this process on our administration. Brian also provides us with detailed reports using absence data from Source4Teachers' SAMS system.

We appreciate how Source4Teachers has improved the substitute program in the Keansburg School District and continues to work to improve further. It is my belief that Source4Teachers is a capable business partner whose innovative solutions and dedication to its clients can help any district achieve success.

Sincerely,

Corey J. Lowell
Business Administrator/Board Secretary

Believe, Understand, and Realize Goals



Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street

Perth Amboy, NJ 08861

Tel: (732) 376-6202 – Fax: (732) 826-2644

Derek J. Jess

School Business Administrator

Board Secretary

April 28, 2015

Dear Sir or Madam:

Please accept this letter of reference on behalf of Source4Teachers, who have been providing the Perth Amboy Board of Education with substitute staffing services since the 2013-2014 school year.

Source4Teachers was brought into our district to help increase the fill-rate of substitute teaching and para-professional positions. Prior to contracting with Source4Teachers, the district's fill-rate was 63%. Since Source4Teachers has been contracted, our fill-rate has increased to 93%. This has helped our schools to run more efficiently and our students to get the education they deserve, with limited disruption to their schedules.

Source4Teachers has implemented an evaluation tool which allows our administrator's to honestly evaluate the substitute staff that is being sent to our district. The feedback provided to Source4Teachers is discussed with them and any changes to the way that substitutes are provided is immediately implemented and monitored by both the district and Source4Teachers. Source4Teachers has also utilized the district's substitute list and incorporated them into the Source4Teachers family. That has helped the district to maintain the most qualified substitutes and provide them with more opportunities to succeed, not only in Perth Amboy, but in other district's that Source4Teachers is in. One problem that all districts face is last minute callouts. To help the district deal with this ongoing problem, Source4Teachers instituted a 'floater' program which allows substitutes to be on 'standby' for when they are needed. We have even been able to fill administrative positions through Source4Teachers.

Source4Teachers has worked with the district to attract more people from Perth Amboy to work in the district and for Source4Teachers. Through their attendance at our Literacy Fairs, advertising in the local newspaper and participation in our schools, more residents are aware of Source4Teachers and able to gain employment for them.

Lastly, Source4Teachers has helped the district to save money. Through our partnership, the district no longer has to pay our portion of FICA and SSI for substitute employees. And with the new requirements being forced on district's through the Obama Care law, the district no longer has to worry about tracking the hours that each substitute works and being penalized if substitute employees work in excess of these hours and are not offered benefits. That alone could save the district millions of dollars.

Based upon the above, I would recommend Source4Teachers for your substitute employee needs. If you have any questions regarding the above, please do not hesitate to contact me.

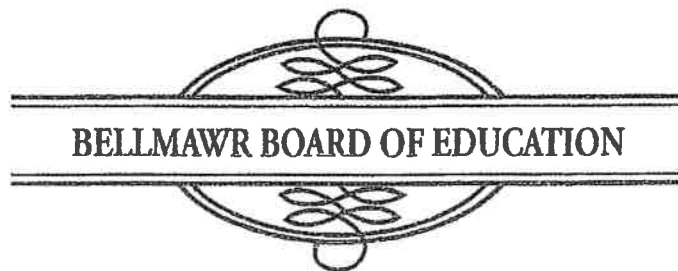
Very truly yours,



Derek J. Jess

School Business Administrator/Board Secretary

Perth Amboy Board of Education



BELLMAWR BOARD OF EDUCATION

AMY M. CAPRIOTTI, CPA
School Business Administrator/Board Secretary

April 27, 2015

To Whom It May Concern:

I am happy to take this opportunity to express how positively our partnership with Source4Teachers has impacted the Bellmawr Public School District. Source4Teachers has demonstrated time and time again that they are knowledgeable, capable, and efficient in meeting our substitute staffing needs.

Since we signed on with Source4Teachers, we have experienced an incredible increase in the simplicity and effectiveness of our substitute staffing program. Thanks to their large pool of available substitute staff, Bellmawr Public Schools have realized a significant improvement in our absentee fill rates. In addition to the consistently high fill rates, we are extremely satisfied with the wonderful substitute staff that has been working in our schools. The substitutes are capable, reliable, and pleasant to our staff and our students.

Source4Teachers has proven to be responsive and effective in placing last minute absences in our schools, reliably filling absences with no advanced notice. They even implemented a "floater" program to ensure that substitutes were always ready and available to work in our schools at a moment's notice. The innovation of this program and the incredible response time in filling our absences are proof of Source4Teachers' dedication to its client districts and ingenuity in providing effective solutions in any situation.

After such a prosperous partnership and its successes in our schools, we can confidently recommend a partnership with Source4Teachers.

Sincerely,

Amy Capriotti
Business Administrator/Board Secretary



Hampton City Schools Administrative Center

ONE FRANKLIN STREET
Hampton, Virginia 23669-3570

February 9, 2015

Dear Colleague:

I am delighted to write this letter of recommendation for Source 4 Teachers (S4T.)

S4T began providing substitute teachers, instructional assistants and secretaries for Hampton City Schools (HCS) in April 2014. I was pleased with how smoothly the transition went and continue to be pleased with the level of service we receive on a daily basis.

I would like to share with you some of the reasons we selected S4T:

- S4T is focused on providing staffing solutions for school districts. Many of their employees are former school system employees and they understand school operations.
- The S4T staff is imbedded within the school division. The HCS team is located next door the Human Resources office, which is very convenient when an issue arises.
- S4T does not limit work hours and employees are eligible for health insurance and other benefits.

I would also like to share with you some of my observations since the partnership began and the reasons I would make the same selection today:

- Our fill rates are in the high 90's and many days we are staffed at 100%. This is much higher than our fill rates prior to S4T.
- The S4T District Manager does not come to tell me about an issue unless he also has a solution to recommend.
- The pool of available substitutes has grown from 400 district originals to over 1200 S4T employees.
- The employees in payroll, human resources and professional development who were responsible for substitute staffing are now able to focus on projects and assignments that were often delayed in order to attend to substitute staffing issues.

Our relationship with S4Ts is truly a partnership that I wish I had with all of our vendors. If you have any additional questions, feel free to give me a call at 757-727-2318. Good luck to you in your decision making process!

Sincerely,

Robbin G. Ruth
Executive Director of Human Resources

Acknowledgement of Addenda

RFP Number 17-023

Wednesday, May 11, 2016, 10:30am

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of proposal and agrees that said Addenda shall become a part of this contract. The Respondent shall list below the numbers and issuing dates of the Addenda.

ADDENDA NUMBER

ISSUING DATES

☒ No Addenda Received

Name of Company: S4Teachers, LLC d/b/a Source4Teachers, a Subsidiary of Source4Solutions, LLC

Address: 800 Kings Highway North, Suite 405

City, State, Zip: Cherry Hill, NJ 08034

Authorized Agent: Kevin Bush

Title of Agent: President, Chief Revenue Officer

Signature of Agent:



THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL

AFFIRMATIVE ACTION QUESTIONNAIRE /EVIDENCE
Substitute Staffing Services
RFP #17-023

This form is to be completed and returned with the bid. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence stapled to this page.

1. Our company has a federal Affirmative Action Plan approval.

☐ Yes ☒ No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a New Jersey State Certificate of Employee Information Report.

☒ Yes ☐ No

If yes, please attach a copy of the valid and in effect certificate to this questionnaire.

If you answered NO to both questions above, you must complete an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment opportunity Compliance: www.state.nj.us/treasury/contractcompliance.

- Click on "Employee Information Report"
- Complete and submit the form with the appropriate payment to the address listed on the *Instructions for Completing the Employee Information Report*

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract of the signing of the contract. Once the State of New Jersey has issued a Certificate of Employee Information Report to the vendor, the vendor must provide a copy of the certificate to the Board of Education immediately.

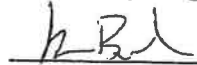
I certify that the above information is correct to the best of my knowledge.

Name of Company: S4Teachers, LLC d/b/a Source4Teachers, a Subsidiary of Source4Solutions, LLC

Address: 800 Kings Highway North, Suite 405

City, State, Zip: Cherry Hill, NJ 08034

Name of Authorized Agent: Kevin Bush Title: President, Chief Revenue Officer

Signature:  Date: May 9, 2016

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL

Certification 31109

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-JUL-2013 to 15-JUL-2016

S4TEACHERS, LLC D/B/A SOURCE4TEACHERS
800 KINGS HIGHWAY NORTH, STE 405
CHERRY HILL NJ 08034



Andrew P. Sidamon-Eristoff
State Treasurer

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27 et seq
GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval, **OR**
- Certificate of Employee Information Report, **OR**
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at http://www.state.nj.us/treasury/contract_compliance/.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

(REVISED 1/16)

S4Teachers, LLC d/b/a Source4Teachers,
a Subsidiary of Source4Solutions, LLC
Company Name


Authorized Signature

Kevin Bush, President C.R.O. May 9, 2016
Date

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL

EXHIBIT B
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

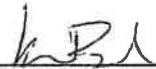
The contractor and the Atlantic City Board of Education, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

S4Teachers, LLC d/b/a Source4Teachers,
a Subsidiary of Source4Solutions, LLC
Company Name


Authorized Signature

Kevin Bush, President C.R.O. May 9, 2016
Date

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL

CORPORATE DISCLOSURE STATEMENT
Substitute Staffing Services
RFP #17-023

Chapter 33 of the Public Laws of 1977 (NJSA 52:25-24.2) provides in pertinent part that no partnership or corporation shall be awarded any State, County, Municipal or School District contract for the performance of any work or the furnishing of any materials or supplies unless prior to the receipt of the proposal or accompanying the proposal of said partnership or corporation, there is submitted a statement containing the following information:

- If the respondent is a partnership, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership
- If the respondent is a corporation, then the statement shall set forth the name and address of all stockholders in the corporation who own 10% or more of its stock of any class
- If a corporation owns all or part of the stock of the corporation or partnership submitting the proposal, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation

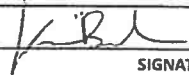
RESPONDENTS MUST COMPLETE ONE OF THE FOLLOWING STATEMENTS

- I. Stockholders or Partners owning 10% or more of the company submitting proposal:

NAME

ADDRESS

Please see attached form.


SIGNATURE OF RESPONDENT

- II. No stockholder or Partner owns 10% or more of the company submitting bid.

SIGNATURE OF RESPONDENT

- III. This bid is being submitted by an individual who operates as a sole proprietorship.

SIGNATURE OF RESPONDENT

I further certify that no officer or employee of the ATLANTIC CITY BOARD OF EDUCATION or the ATLANTIC CITY PUBLIC SCHOOL DISTRICT has any interest, direct or indirect, in this Corporation or Partnership, or in this contract.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.


SIGNATURE OF RESPONDENT

Kevin Bush, President C.R.O.
PRINT NAME

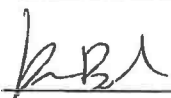
May 9, 2016
DATE

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL

Corporate Disclosure Statement

List of Owners with Ten Percent (10%) or More Interest

<u>Owner's Name</u>	<u>Home Address</u>	<u>Title/Office Held</u>
10% Owners of Source4Solutions, LLC		
[S4T Holdings Corp.]	N/A	N/A
10% Owners of S4T Holding Corp.		
[S4T Holdings, LLC]	N/A	N/A
10% Owners of S4T Holdings, LLC		
Kevin Bush	800 Kings Hwy. N., Suite 405, Cherry Hill, NJ 08034	President C.R.O.
J. Jeffrey Fox	800 Kings Hwy. N., Suite 405, Cherry Hill, NJ 08034	Member
Nautic Partners VII, L.P.	50 Kennedy Plaza, 12th Floor, Providence, RI 02903	N/A
Nautic Partners VII-A, L.P.	50 Kennedy Plaza, 12th Floor, Providence, RI 02903	N/A
10% Owners of Nautic Partners VII, L.P.		
New York State Teachers' Retirement System	Ten Corporate Woods Drive, Albany, NY 12211	N/A
Teachers Insurance and Annuity Association of America	730 Third Avenue, New York, NY 10017	N/A
The Metropolitan Life Insurance Company	1095 Avenue of the Americas, New York, NY 10036	N/A
10% Owners of Nautic Partners VII- A, L.P.		
Alpinvest Partners Primary Fund Investments 2010 C.V.	Jachthavenweg 118, Amsterdam, 1081 KJ, Netherlands	N/A
10% Owners of The Metropolitan Life Insurance Company		
MetLife, Inc. (NYSE:MET)	200 Park Avenue, New York, NY 10166	N/A
10% Owners of MetLife, Inc. (NYSE: MET)		
Beneficiaries of the MetLife Policyholder Trust	c/o Wilmington Trust Company, as Trustee, Rodney Square North, 1100 North Market Street, Wilmington, DE 19890	N/A
10% Owners of Alpinvest Partners Primary Fund Investments 2010 C.V.		
APG Private Equity Pool 2010	Oude Lindestraat 70, 6411 EJ Heerlen, Netherlands	N/A
10% Owners of APG Private Equity Pool 2010		
Stichting Pensionfonds ABP	Beukenhorst Coriovallumstraat 46, 6411 CD Heerlen, Netherlands	N/A
Stichting Bedrijfstakpensioenfond voor de Bouwnijverheid	Basisweg 10, 1043 AP Amsterdam, Netherlands	N/A
<i>Note: These are foreign pension funds; ownership in APG Private Equity Pool 2010 is greater than 10%, but exact figures are not publicly disclosed</i>		


Signature

Kevin Bush, President C.R.O.

May 9, 2016

Date

NON-COLLUSION AFFIDAVIT
Substitute Staffing Services
RFP #17-023

STATE OF : New Jersey)

COUNTY OF: Camden)

I, Kevin Bush, of Cherry Hill in the County

of Camden, State of New Jersey, of full age, being duly sworn according to the law on my oath, depose and say that:

I am President, Chief Revenue Officer of the firm S4Teachers, LLC d/b/a Source4Teachers the respondent submitting the proposal for the herein project, and that I executed said proposal with full authority to do so, that said respondent has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the project named in this proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the ATLANTIC CITY BOARD OF EDUCATION relies upon the truth of the statement contained in said proposal and in the statements contained in this affidavit in awarding the contract for said project.

I warrant that no requirement or commitment was made in reference to any political contribution to any party, person or elected official, and that no undisclosed benefits of any kind were promised to anyone connected with the ATLANTIC CITY BOARD OF EDUCATION or any political party in reference hereto.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, EXCEPT bona fide employees or bona fide established commercial or selling agencies maintained by:

S4Teachers, LLC d/b/a Source4Teachers, a Subsidiary of Source4Solutions, LLC

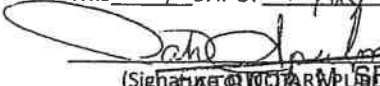
(Name of Contractor)

I further warrant and represent that I have never been convicted of or acknowledged or admitted to any payment of kickbacks or unlawful gifts to any government official, school board official or employee for which conduct the ATLANTIC CITY BOARD OF EDUCATION deems me disqualified from doing business with them under such circumstances.

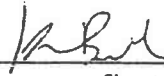
I also understand that the above disqualification does not apply to any vendor who co-operates with the prosecution and gives supporting testimony on behalf of the prosecution in the course of a judicial inquiry.

SWORN AND SUBSCRIBED TO BEFORE ME

THIS 9 DAY OF May, 2016


(Signature of Patricia M. Speckmann)
PATRICIA M. SPECKMANN
NOTARY PUBLIC
NOTARY PUBLIC OF STATE OF NEW JERSEY
MY COMMISSION EXPIRES JULY 21, 2018

My Commission Expires: _____


Signature of Affiant

Kevin Bush, President Chief Revenue Officer
Print/type name of Affiant

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL

VENDOR'S AFFIDAVIT
Substitute Staffing Services
RFP #17-023

STATE OF : New Jersey

COUNTY OF: Camden

I, Kevin Bush, of full age, being duly sworn according to the law on my oath, depose and say that:

I am President, Chief Revenue Officer, (Officer/Partner/Owner) of the firm:

S4Teachers, LLC d/b/a Source4Teachers, a Subsidiary of Source4Solutions, LLC

the respondent submitting the proposal for the herein services, and that I executed said proposal with full authority to do so, and that all statements contained in said proposal and in this Affidavit are true and correct and made with full knowledge that the ATLANTIC CITY BOARD OF EDUCATION relies upon the truth of the statement contained in said proposal and in the statements contained in this Affidavit in awarding the contract for said services.

I understand that this affidavit is being provided to the ATLANTIC CITY BOARD OF EDUCATION in compliance with the provisions of N.J.S.A.18A:12-2 and N.J.S.A.18A:6-8 which prohibit persons having a conflict of interest in entering into contracts or selling textbooks, apparatus or supplies to the Board of Education.

No person who is a shareholder, officer, director, partner or owner of the above vendor is officially connected with or employed in the ATLANTIC CITY PUBLIC SCHOOL DISTRICT or is in any way pecuniary or beneficially interested in or receives compensation or reward of any kind in connection with the sales or services of the vendor to the ATLANTIC CITY BOARD OF EDUCATION. No person from this firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Atlantic City Board of Education.

No member of the ATLANTIC CITY BOARD OF EDUCATION, or their immediate family members, are employed or interested directly in the above vendor.

I understand that if any statements made herein are false, I am subject to punishment and that any person who may be interested in my company while employed by the ATLANTIC CITY BOARD OF EDUCATION is subject to removal from office and to revocation of his/her certificate to teach or administer, direct or supervise instruction or educational guidance in the public school system.

I declare and certify that I fully understand N.J.A.C.6A:23A-6.3 regarding contributions to board members and contract awards.

SWORN AND SUBSCRIBED TO BEFORE ME

THIS 9 DAY OF May, 2011

(Signature of NOTARY PUBLIC)

PATRICIA M SPECKMANN
NOTARY PUBLIC OF: NOTARY PUBLIC
STATE OF NEW JERSEY
My Commission Expires JULY 21, 2018

[Signature]

Signature of Affiant

Kevin Bush, President Chief Revenue Officer

Print/type name of Affiant

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL

**Atlantic City Board of Education
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Name of Respondent: S4Teachers, LLC d/b/a Source4Teachers, a Subsidiary of Source4Solutions, LLC

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of Treasury as a person or entity engaging in investment activities in Iran. If the Atlantic City Board of Education ("District") finds a person or entity to be in violation of the principles which are the subject of this law, they shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

- ☒ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,
- AND
- ☒ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the District under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outline above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.

Name: _____ Relationship to Bidder/Offeror: _____

Description of Activities:

Duration of Engagement: _____ Anticipated Cessation Date: _____

Respondent/Offeror Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Atlantic City Board of Education ("District") is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the District to notify the District in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of agreement(s) with the District and that the District at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Kevin Bush Signature: 

Title: President, Chief Revenue Officer Date: May 9, 2016

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. S4Teachers, LLC d/b/a Source4Teachers, a Subsidiary of Source4Solutions, LLC	
	2 Business name/disregarded entity name, if different from above Source4Teachers	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) 800 Kings Highway North Suite 405	Requester's name and address (optional)
	6 City, state, and ZIP code Cherry Hill, New Jersey 08034	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

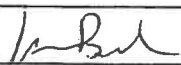
Social security number								
				-				
OR								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ 	Date ▶ 5/9/16
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:

S4TEACHERS LLC

ADDRESS:

800 KINGS HWY NORTH

CHERRY HILL NJ 08034

EFFECTIVE DATE:

07/13/09

TRADE NAME:

SEQUENCE NUMBER:

1400000

ISSUANCE DATE:

07/14/09

James J. Guccione
Director
New Jersey Division of Revenue

BT 1000-1001

This Certificate is NOT acceptable as legal tender. It must be presented to the Division of Revenue for exchange.

RFP PROPOSAL FORM

Substitute Staffing Services

RFP #17-023

The undersigned declares that he/she has carefully examined the proposal specifications and documents, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services described in the RFP specifications.

Company Name: S4Teachers, LLC d/b/a Source4Teachers, a Subsidiary of Source4Solutions, LLC

Address: 800 Kings Highway North, Suite 405, Cherry Hill, NJ 08034

Federal I.D. or Social Security Number: [REDACTED]

Authorized Agent (Print Name): Kevin Bush Title: President, C.R.O.

Signature of Authorized Agent:  Date: May 9, 2016

Telephone Number: (856) 482-0300 Fax Number: (856) 334-1722

Email: KBush@Source4Teachers.com

All proposals must be received no later than **WEDNESDAY, MAY 11, 2016, 10:30 AM**. All sealed proposals are to be sent to:

Atlantic City Board of Education
RFP # 17-023 SUBSTITUTE STAFFING SERVICES
Attn: Atiya Byngs, Purchasing Administrator
1300 Atlantic Avenue, 5th Floor
Atlantic City, New Jersey 08401

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL



CERTIFICATE OF LIABILITY INSURANCE

SOURC-1 OP ID: JLM

DATE (MM/DD/YYYY)
05/05/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hardenbergh Insurance Group P.O. Box 8000 Marlton, NJ 08053 Christopher J. Powell		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Indemnity Ins Co.	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X			08/18/2015	08/18/2016	EACH OCCURRENCE \$ 2,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$ 5,000
	☒ Abuse/Molestation						PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 4,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COM/OP AGG \$ 4,000,000
							Abuse/Mo* \$ 2000000 Agg
A	AUTOMOBILE LIABILITY				08/18/2015	08/18/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS ☒ NON-OWNED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
							\$
A	☒ UMBRELLA LIAB ☒ OCCUR				08/18/2015	08/18/2016	EACH OCCURRENCE \$ 9,000,000
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$ 9,000,000
	☐ DED ☒ RETENTIONS 10000						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N	N/A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab				08/18/2015	08/18/2016	Per Occur 2,000,000
	Aggregate 2,000,000						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Atlantic City Board of Education is included as an Additional Insured as required by written contract or agreement.

CERTIFICATE HOLDER

ATLAAT2

Atlantic City
Board of Education
1300 Atlantic Avenue, 5th Fl.
Atlantic City, NJ 08401

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Client#: 353040

S4TEACHERS

ACORD_{TM}

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/01/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Conner Strong & Buckelew Two Liberty Place 50 S. 16th Street, Suite 3600 Philadelphia, PA 19102	CONTACT NAME:	
	PHONE (A/C, No, Ext): 877 861-3220	FAX (A/C, No): 8567959783
INSURED S4 Teachers, LLC d/b/a Source4Teachers 800 Kings Highway N #405 & 410 Cherry Hill, NJ 08034	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Pennsylvania Manufacturers Asso	NAIC # 12262
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE ☐ OCCUR ☐					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMPIOP AGG \$
	☐ POLICY ☐ PRO-JECT ☐ LOC					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐					EACH OCCURRENCE \$
	OCCUR ☐ CLAIMS-MADE ☐					AGGREGATE \$
	DED ☐ RETENTIONS ☐					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			07/01/2015	07/01/2016	X W/ STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N/A				E.L. EACH ACCIDENT \$1,000,000
						E.L. DISEASE - EA EMPLOYEE \$1,000,000
						E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Evidence of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>W. Michael Tripp</i>

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The Complete Package:
Perhaps the greatest advantage of Atlantic City School District's partnership with Source4Teachers is our commitment to saving your district money - each and every benefit outlined in this proposal is included in our program.

IV. Fee Proposal

The challenge of identifying innovative ways to reduce costs is growing. Repeated reductions in state funding are forcing tough decisions on the majority of public school districts. Understanding the complexities of the situation, Source4Teachers presents a unique and proven solution.

Atlantic City School District will be provided a program that reduces hard and soft cost savings. Our ability to manage substitute personnel, absorb substitute payroll, and relieve your district of administrative duties associated with your substitute program, will effectively reduce the workload for your business office, human resources office, and payroll department.

This partnership will operate under a financial structure that improves cash flow, decreases indirect costs, and eliminates rising direct costs to the general fund. Numbers on a page mean little if they are not financially responsible and attainable.

Real Solutions To Improve Your Budget

Each facet of our program is provided to your district at no additional cost. While many staffing services only provide additional advantages at optional price increases, Source4Teachers firmly believes in delivering the highest quality service to Atlantic City School District at one singular price.

Compliance Savings

We absorb the burden and significant expense associated with Affordable Care Act compliance. We provide and manage health benefits for your substitutes, and maintain processes and documentation to ensure compliance.

Technology Savings

Atlantic City School District will benefit from our enhanced technological systems, automating the time-consuming processes of absentee management, substitute placement, employee time-tracking and reporting, human resource tracking, and payroll disbursement.

Administrative Savings

Atlantic City School District's staff will no longer need to dedicate valuable time and resources to posting jobs, interviewing candidates, and checking credentials. Our team will recruit, interview, credential, train, and manage each and every employee.

Marketing Savings

By posting jobs across a wide variety of print and digital advertising platforms, hosting and attending community job fairs, and partnering with local universities and workforce development boards, we attract the most promising educational professionals to work with your students.

Insurance Savings

We provide general liability and workers' compensation. We even offer employees a variety of benefits including health care, dental, vision, as well as a 401(k).

Support Savings

Your district will be provided the personalized attention of a district team that will provide detailed financial reporting and analysis on your substitute program.

Teacher Preparation

Coverage Savings

Paying full-time teachers to cover absences during their free periods isn't cost-effective. By providing an expansive talent pool of substitutes to Atlantic City School District, we are able to keep your fill-rate up and decrease the expense of teacher preparation coverage.

Duplicative Personnel Savings

When long-term employees under contract call out, you are paying for the long-term teacher as well as the substitute filling the vacancy. Our long-term substitutes are not under contract, so Atlantic City School District will never incur an overlapping cost to fill a vacancy in a long-term position.

Source4Teachers Program

Source4Teachers' full service program for Atlantic City School District is all-inclusive and will meet your district's substitute needs. Our pricing plan includes everything described in this proposal - there will be no additional cost to Atlantic City School District.

We are proposing a bill rate factor of 1.339. Our proposed bill rates are achieved by multiplying the pay rate, either hourly or daily stipend, by 1.339. The district reserves the right to change the pay rate; Source4Teachers' bill rate will reflect a 1.339 mark up.

Position	Pay Rate	Bill Rate
Substitute Teacher Certified	\$ 95.00	\$127.21
Substitute Teacher Non-Certified	\$ 85.00	\$113.82
Substitute Paraprofessional Certified	\$ 95.00	\$127.21
Substitute Paraprofessional Non-Certified	\$ 85.00	\$113.82
Substitute Nurse	\$150.00	\$200.85