



Prepared For



Prepared By

Edustaff's proposal is effective for ninety (90) days
from the date of the proposal opening.
Educational Staffing Services

May 11, 2022

ORIGINAL

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Edustaff

May 5, 2022

Patrick Doyle
Business Administrator/Board Secretary
Bellmawr Board of Education
256 Anderson Avenue
Bellmawr, NJ 08031

Greetings Mr. Doyle,

The Edustaff team is delighted to submit a response to Bellmawr Public Schools' Request for Proposal for Educational Staffing Services. Throughout this response you will see why Edustaff is a different kind of educational staffing services organization. From our K-12 exclusive delivery capability to an industry leading level of service provided to our school district partners, Edustaff has become one of the largest and fastest-growing educational substitute staffing service organizations in the nation. Through unmatched school and teacher support, we now have the privilege of serving 570 school districts and 52,000 educational employees across nine states, from coast to coast.

Our approach is simple, efficient, and effective; we focus on what our customers need. Our core values of Servanthood, Excellence, and Wholeheartedness drive our decisions and the way we do business. This approach, along with our customizable marketing & recruiting options, HR services, and quality of work will make it clear that Edustaff is an invaluable partner in helping your district operate as effectively as possible.

As you work through the selection process, you will soon discover the Edustaff Advantage that has made us the acknowledged leader in national school district satisfaction. With the Edustaff Advantage program our partnering school districts benefit from proven practices and processes, crystal clear pricing, and higher fill rates. Our approach is unique, especially in K-12 services. We are excited to share more about this later within our proposal.

Through submission of this letter and response, Edustaff agrees to the general conditions of the contract presented in the RFP. We will only confirm award of this bid if we are the sole provider of this group of employees.

Sincerely,

Rick Bayley

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Executive Summary

Edustaff is one of the largest educational staffing organizations in the nation. Since our inception in 2010, our teams and programs have performed at the highest level, providing key services to our school district partners, resulting in Edustaff earning the highest customer satisfaction and retention rates in the industry. After careful review of this RFP, we are fully confident that our staffing and service model will exceed the expectations of Bellmawr Public Schools. You can expect a professionally run program focused on what is important to you, along with clear, consistent communication and service that is second to none.

Based on years of experience performing at the highest level in the industry, we understand what it takes to operate in excellence. A few of the items we would like to bring to your attention include:

Smooth and Efficient Transitions – The Edustaff Delivery Advantage

With 570 district transitions under our belt, we have dialed in a smooth, operationalized experience for both the school district and its substitute employees. With a clear timeline based on our multi-step process, our Delivery Advantage transition methodology will ensure an efficient and effective transition. Our specific plan will be laid out in detail later in our response.

Software Compatibility and Expertise

Unlike our competitors, the Edustaff Staffing Model is compatible with multiple absence management software platforms. We will be able to integrate our services and systems into the current software platform used by Bellmawr Public Schools. Additionally, we have experts on staff who can assist with software questions if they arise. And, if at some point in the future you choose to change software platforms, Edustaff has the ability to adapt to that system as well.

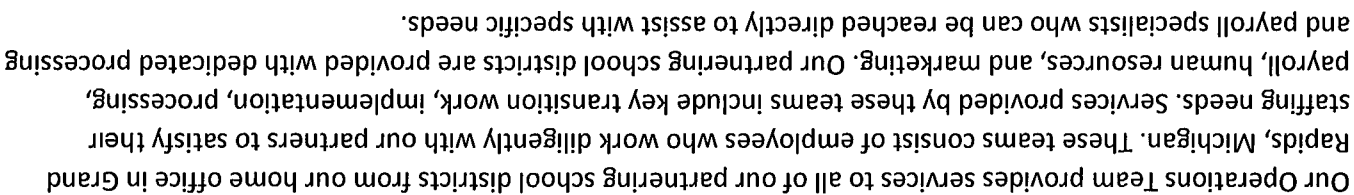
Customized Hiring, Recruiting, and Marketing

Our initial priority at the beginning of our partnership is the recruitment and hire of every current substitute employee working in Bellmawr Public Schools. Each current employee will be contacted through multiple channels and encouraged to complete a modified, expedited onboarding process. Upon approval, transitioning employees will be compensated for their time and effort. During this time, Edustaff will also launch our new employee recruiting and marketing campaigns in conjunction with the customized district selected plan.

Leadership Continuity and Experience

Our Executive Team has the highest credentials in the business, with our top officers having over 50 combined years of leadership experience together in the K-12 substitute staffing industry. This level of continuity and stability in leadership is unmatched in K-12 staffing. This continuity directly benefits our school district partners, as our Executive Team has collaborated in operations, delivery, support, and sales for much of the past 11 years. This experience has also been key to “setting the tone” for all Edustaff team members, inspiring them to act with a spirit of school service and support.





and payroll specialists who can be reached directly to assist with specific needs.

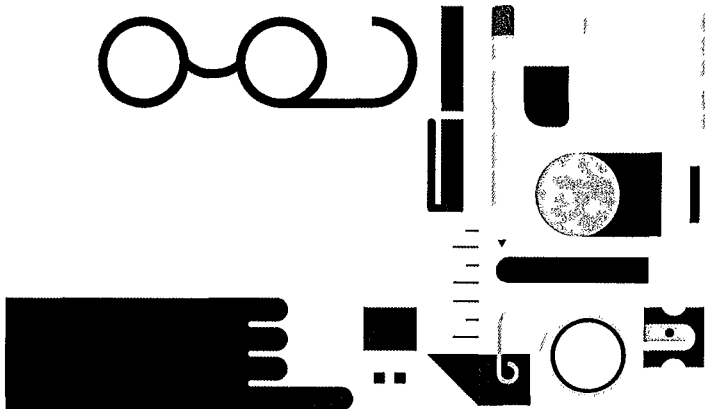
Our Field Services team will be the "Face of Edustaff" to Bellmawr Public Schools. Our Field Services Team is comprised of a territory leader who directly services the school district as well as a recruiter who will provide additional support for all schools. In addition to driving our recruiting and marketing efforts, this team is also integral in assisting in the filling of unfilled absences by maintaining constant communication with the sub pool. Together, these individuals have the experience and knowledge to answer questions and offer innovative solutions to meet your needs. We have included within this response the names and titles of the key Edustaff team members who will be supporting Bellmawr Public Schools.

Clarity and Transparency - Conclusion

To conclude, we are both proud and humbled by the degree of success our educational staffing team has built among leading K-12 school districts in multiple states. It is a simple formula:

- We strive to leave a positive, lasting impact on our school district partners and employees
- On an aspirational level, we understand the critical role of substitute staff members in a school district. Edustaff is committed to employing and training the best substitute employees possible for a safe, structured learning environment for the students in Bellmawr Public Schools.
- We believe in complete transparency and clarity:

- Reflected in our invoicing: There are no hidden fees for PTO mark-ups or separate service items.
- There is one rate – period.
- Reflected in our fill rates: There is one way to calculate a fill rate, which is total assignments divided by filled assignments. We do not remove unfilled absences or calculate fill rates only during a specific time window.
- Reflected in our pricing: We are independently owned and make decisions that are in your best interest. We do not believe in drastically raising prices or cutting service levels to satisfy outside owner influences from private equity or Wall Street.





Bellmawr Public Schools Considerations

While reviewing all proposals in the search process, the school district might consider asking these questions to any staffing provider seeking your business:

1. Initial Relationship

- Are you able to hire employees from the sub pool at any time and at no cost? *There are no hiring fees with Edustaff.*
- Is your primary contact for the staffing provider a local, handpicked professional that you have the opportunity to interview prior to their hire? *Our partnering districts are invited to be part of the hiring process.*
- Have you checked the recent track record for the staffing provider's customer retention and satisfaction levels? *We have never lost a client to a competitor.*
- What is the K-12 staffing experience of the third party's management team? *Our team has retired superintendents, administrators, business managers, and educators.*
- What is the continuity of the top executive team within the K-12 staffing business? *Our executive team has been working together for nearly a decade.*

2. Service & Responsiveness

- Does your provider exclusively serve the K-12 educational community? *Educational staffing is all we do.*
- Will other staffing providers guarantee all communication is returned within 24 hours? *We pride ourselves on our guarantee to return all calls and emails promptly.*
- Will other staffing providers allow you to have unrestricted access to your dispatching system? *Our system gives you access at all times.*
- How often are other staffing agencies providing new training for your employees? *We provide ongoing training to our substitutes.*
- If you exit the staffing provider in the future, do you forfeit your pool of substitutes to them? *We will make our pool of substitutes available to the school district.*
- Does the staffing provider have a repeatable and operationalized approach to transition your school district? *Our processes have been implemented successfully 570 times.*

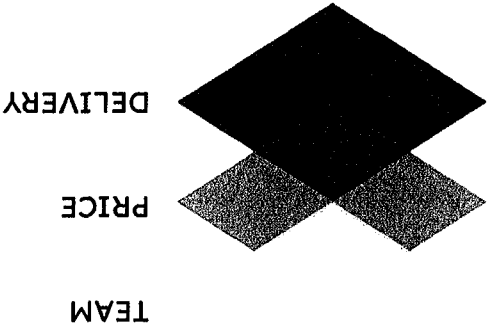
3. Financial Pricing

- Are agreements written in clear language, or is there fine print with multiple stipulations that may go into effect in the future? *Our pricing is simple, with no hidden fees.*
- Have you checked the financial statements and stability of potential staffing providers? *You can call our bank directly with any questions.*
- In the case of private equity ownership, what is the agency's current debt level? *Edustaff is debt-free.*
- Is your school district being asked to provide deposits or large upfront payments to fund payroll? *There are no upfront payments with Edustaff.*
- Staffing providers may claim school district growth in numbers, but are they masking a large number of lost renewals with new company acquisitions? *Our growth is district-led. We have never engaged in acquiring other companies.*
- Are other staffing providers independent? Can they make decisions in the best interests of the schools and staff, or do they answer to a corporate ownership or private equity firm? *Edustaff is independently owned and operated.*
- Is there one "all in" rate structure or are there supplemental fees for IT access, infrastructure, transition costs, and certain types of job fills? *Our stated markup is the only fee districts will pay.*



Edustaff Advantage

Selecting a K-12 staffing company to help with your staffing needs is an important decision. School districts and HR teams today are faced with a growing national teacher shortage. Increasing compliance requirements and a heightened need for substitute teacher credentialing and training are adding more complexity, time, and cost. Additionally, school district funding is facing cuts, HR teams are short staffed, and classroom sizes are growing. A further complication? When selecting a new staffing provider to work with, school districts need to now push through a confusing array of staffing vendor claims on pricing, fill rates, and dispatching systems support. That's where Edustaff comes in! Founded in 2010, Edustaff leads all companies by far in school district satisfaction. We're the fastest-growing staffing provider in the nation, with the highest retention rate. The reason? The **Edustaff Advantage**, a three-part program from the acknowledged leader in K-12 staffing.



Edustaff Delivery Advantage

Removing anxiety from school district agency transitions.

Through the years, hundreds of school districts have shared with us their concerns and issues with staffing vendor transitions. They know they'll need to deal with a new data setup, a new system and process and a new team, all while they're preparing records and payroll for hundreds or thousands of employees. It can be overwhelming.

This is where the Edustaff Delivery Advantage is so beneficial. Our six-step process is designed to create a workflow-based approach to your agency onboarding. As the Edustaff team guides the new school district through discovery, scheduling, configuration, communication, execution and reporting & support, the move to a new agency, training and transfer of teacher payroll becomes seamless.

1. Edustaff Price Advantage

One simple, transparent rate.

Many companies quote daily rates for substitutes, then quickly add in other costly hidden fees and charges. Charging extra rates for teacher PTO fills, high-cost candidate direct-hire fees, transaction fees, payroll fees, data transition, implementation and set up costs and data access fees, reporting surcharges, all of this can mount up quickly. The result? A quoted rate that is in fact 20-30% understated. This results in a costly budget surprise and overages for the school district's business office.

With the Edustaff Price Advantage there is only one quoted rate per employee type. Along with the simplicity of our pricing model, there are no processing, reporting, IT, or late fee charges. School districts can easily track costs by simply multiplying the number of fills weekly by the stated employee type rate.

2. Edustaff Team Advantage

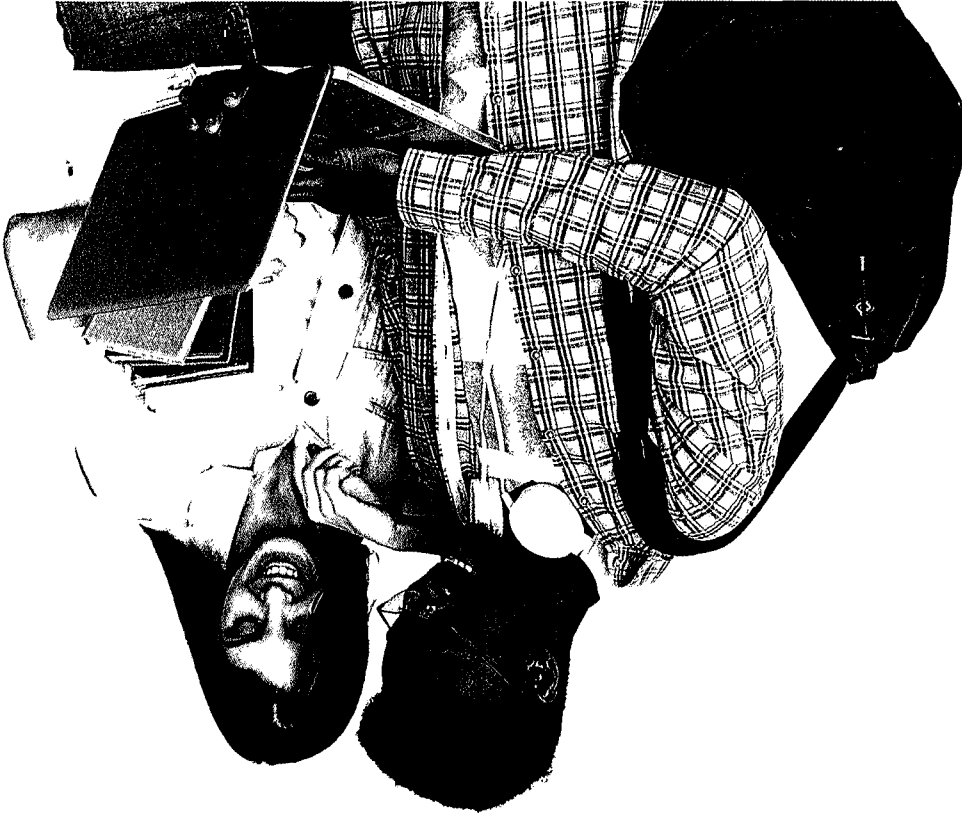
Proven partner, signing up for shared success.

Finally, in the K-12 segment today, many vendors make claims about their services and the results they will deliver to the school district. They'll set expectations very high, then fail to adequately fulfill what's promised. The result? A disappointed school district that is 'stuck' with the new provider they have just chosen.

It's different with Edustaff. Already the acknowledged leader in school district satisfaction, Edustaff now goes beyond this threshold with our Team Advantage program. With Team Advantage, Edustaff and our partnering school districts achieve fill rate success together by combining our service model and recommended best practices with a true partnership focused on fill rate success. So, we are in this together, motivated to ensure your results and proudly showing how we at Edustaff stand behind our work. This agreement is unique in staffing, and certainly unique in K-12 school services.

For the school district, these three powerful Edustaff Advantage elements combine to offer an entirely new level of service performance and responsiveness.

Edustaff further backs this up with the finest and most customer-focused support team in K-12.



Fill Rates and Edustaff Transparency

2015-2016	446,325	415,955	30,370	93%	86%
2016-2017	553,347	497,970	55,377	90%	85%
2017 - 2018	639,122	562,305	76,817	88%	84%
2018 - 2019	892,597	798,678	93,918	89.5%	83%
2019-2020 *	605,874	555,473	70,401	88.4%*	82%

Note: Above table is a 5-year history for Edustaff fill rate success on a national level.

According to Frontline Education, the average national fill rate is hovering near 82%. This number has been on a steady decline for the past five years for a variety of reasons, such as the chronic national teacher shortage, other part-time employment opportunities, like gig economy jobs, that are more flexible, and lack of state-level teacher pay raises. To combat this shortage, our rigorous recruiting strategies and community-based awareness campaigns have been incredibly effective at increasing fill rates for our partner districts. As shown in the chart above, our average fill rates substantially outperform the national fill rate averages by several percentage points.

Another factor to consider is how staffing organizations calculate their fill rates, which is inconsistent across the industry. Edustaff believes in a simple and intuitive formula for calculating fill rates: the number of assignments filled through the morning divided by the number of assignments requested. Other companies, in an effort to calculate fill rates in their favor, will omit absences that are unfilled for an extended period of time, or simply exclude same-day absences that occur early in the morning. As a result, fill rate comparisons between vendors is often a poor indicator of performance. At Edustaff, we take this discussion seriously and we stand behind our fill rates, which is why we are comfortable sharing and publishing our fill rate data nationally.

Substitute Positions & Retention

We believe in treating our external substitute employees with the same level of excellence and respect as our partnering school districts. Providing a gratifying experience along with other incentives help us to retain our substitute employees and expand our sub pools. Some of these include health benefits, bi-weekly direct deposit, 401k plan, awards and recognition, best-in-industry training, scheduling flexibility, and live corporate support via phone and/or live chat.

While our core demographic is focused on classroom-based substitute employees, we have years of experience staffing other positions with high quality employees. Some of these positions include:

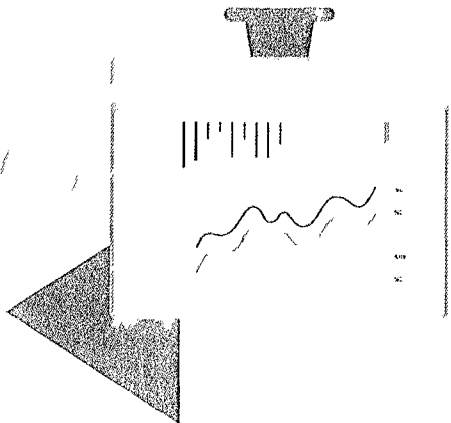
- Administrative
- Custodians
- Event Staff
- Food Service
- IT Services
- Librarians
- Maintenance
- Media Specialists
- Counselors
- Coaches
- Clerical
- Childcare
- Athletic Directors
- Aquatic Staff
- Principals
- Security
- Special Education Assistants
- Teachers
- Tutors
- Paraprofessional Aides



Human Resources Solutions

Our partnership with you is designed to remove Human Resources burdens, improve daily processes, and deliver well-trained, credentialed, capable substitute teachers, paraprofessionals, and other educational employees. Our consolidated HR solutions are provided via economies of scale to create cost savings and value-added benefits to your school district.

Our service model manages the entire substitute employment process including recruiting, screening, hiring, training, credentialing, paying, managing, evaluating, placing, and retaining highly qualified substitute employees. Our experience and resources allow us to address what is important to you.



- Customized programs
- Substitute conduct & safety assurance
- Assigned school district service team
- Health benefits for substitutes
- Customized implementation plan
- Optional 401(k) plan for substitutes
- Continuous support
- Integrated, flexible payroll process
- Dispatching & Auditing
- Affordable Care Act (ACA) tracking
- Proactive, extensive recruiting
- Insurance liability coverage
- Print & digital advertising
- Worker's compensation
- School district & community hiring events
- Substitute employee incentives
- In-depth applicant screening
- Database & dispatching integration
- Easy online application process
- Full access to dispatching software
- Interactive face-to-face training
- Dispatching software training
- Online training modules
- Edustaff employee portal access
- Edustaff SubTalk® training videos
- Customized reporting
- Substitute employee mentoring
- Full ownership of substitute pool data
- Verifying & monitoring credentials
- Implementation of best practices
- State & school district compliance
- Same day absence fulfillment
- Substitute pool management
- Maximizing fill rate programs
- Bi-weekly pay for substitutes
- Local & national support team
- Employee performance evaluation
- 24/7 access to Executive team





Qualifications of Respondents

1. Provide detailed description of company background including recruitment, hiring, credentialing, training and evaluation process and on-site training programs for substitute teachers and substitute non-certified staff.

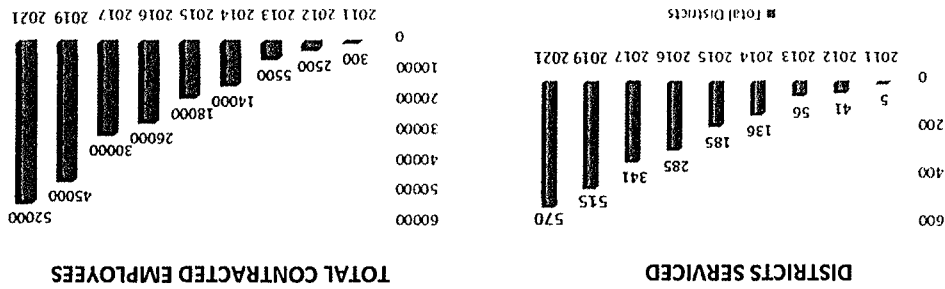
A description of our recruitment, hiring, credentialing, training, and evaluation process can be found in the section entitled Description of Services to be Rendered on pages 34-47.

As indicated, Edustaff was formed in 2010 by a group of like-minded individuals dedicated to providing school districts with a better way to manage and fulfill critical substitute staffing. Over time we worked closely with schools and school districts, listening to their concerns and issues.

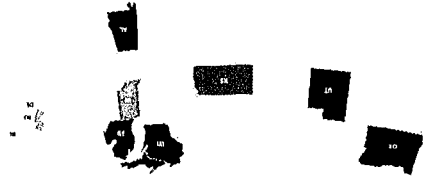
The result of this work was the aforementioned Edustaff "Delivery Advantage" transition methodology. This unique, systematic approach progresses smoothly through six key segments, with each segment building on previous information.

From personal discovery meetings with key school district personnel to identify what is important to the district, to the specific employee types involved and their associated requirements, through to tracking transitioning employee conversion and reporting progress regularly to the school district, the Edustaff Delivery Advantage is the proven, reliable, and cost-effective process that delivers staffing transition results to our school district partners. This operational focus has been a key element in helping to grow the Edustaff team to its premier position in the K-12 staffing segment today.

Our school district partners are extremely satisfied with our services and have experienced a high bar of success since either making the switch to Edustaff from a previous staffing provider or utilizing staffing services for the first time. It is our aspiration as a company, the knowledge of our senior team, our school focus, and our operational differentiation that have fueled our success. We are proud of our track record of growth, as shown both in number of school districts served and employee count:



Our growth has also fueled expansion now to nine states across the country.



2. Must have a minimum of five (5) years' experience in providing educational staffing services to boards of education within the State of New Jersey.

Edustaff has been working with New Jersey school districts since 2018.

We are currently providing substitute staffing services at the following New Jersey schools districts:

- Franklin Township Public Schools (partner since 2018)
- South Bound Brook School (partner since 2018)
- Lumberton Public Schools (partner since 2020)
- West Orange Public Schools (partner since 2022)

3. Must maintain a current principal office within the State of New Jersey.

Our New Jersey office is located on the campus of Franklin Township Middle School, 415 Francis St., Somerset.

4. Must describe any special services available to school board clients

Edustaff started in 2010 with service as the core focus. This focus still remains today. The vast majority of our 570+ school district partners were word of mouth referrals and recommendations by school districts themselves. We're thankful for the trust and for the opportunity to partner and serve districts across the nation. Part of our service mentality includes an extension of recruiting results for full time employee positions. We see our partnership as a way to help find qualified candidates even if it means hiring an Edustaff substitute into a full-time position. Should this opportunity come up, we will allow that hire to be transitioned to full-time at no extra fee to Bellmawr Public Schools.

Full access to absence system and data 24/7/365: Edustaff does not limit access to the absence software system. Part of our service mindset includes providing the school district partner full access to functionality, reporting, admin preferences, absence manipulation, decision making, etc. Along with full access comes full support from Edustaff. We're here to partner with Bellmawr Public Schools and provide focused, high-quality service.

5. Must be currently providing on-site placement of substitute teachers and substitute non-certified staff for at least five (5) New Jersey School Districts.

We currently serve approximately 10,327 students and 805 teachers within 15 schools and employ over 350 substitute teachers, paraprofessionals, and other support staff across three school districts in New Jersey, and have recently implemented our services in a fourth New Jersey district.

Our partnering New Jersey districts are very pleased with the staffing model we provide and have agreed to extend their contracts with Edustaff. We are confident we will provide the same level of satisfaction and services to Bellmawr Public Schools.

6. Must list all past and present school board clients.

Our past and present New Jersey school board clients are listed above. A list of references begins on the next page, followed by a complete list of our partnering school districts.





References

Our national references represent a diverse sample of the sizes and locations of our partnering school districts. We value our relationships and appreciate their positive referrals.

Reference No. 1

Client Name & Address	 Calhoun County School District Focused on Success for ALL! 4400 McClellan Blvd., Anniston, AL 36202	Contact Name/Title	Susan Maxwell, Accountant	Contact Information	256.741.7400 SMMaxwell@CCBOE.us	Scope of Work	Provide substitute staffing of Substitute Teachers, Paraprofessionals, and other educational employee types for 20 schools with approximately 600 teachers and 9,400 students	Annual Contract Value	\$785,483.04	Previous Provider	Kelly Educational Services	Engagement Dates	July 2018 – Present
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"The entire team of professionals at EDUStaff is a valuable partner of Calhoun County Schools. The EDUStaff team demonstrates quality in every aspect of substitute advertising, recruiting, training and hiring in our County. We are extremely pleased with the "hometown" service with our very own EDUStaff employee located in house to serve our unique individualized needs on a daily basis. We could not ask for a better partnership in our effort to provide quality individuals in our schools in the absence of our educators and staff in Calhoun County Schools."

Reference No. 2

Client Name & Address	 Corvallis SCHOOL DISTRICT 1555 SW 35 th Street, Corvallis, OR 97333	Contact Name/Title	Jennifer Duval, Director of Human Resources	Contact Information	541.757.5840 jennifer.duval@Corvallis.k12.or.us	Scope of Work	Provide substitute staffing of Substitute Teachers, Paraprofessionals, and other educational employee types for 13 schools with approximately 300 teachers and 6,400 students	Annual Contract Value	\$2,384,285.43	Previous Provider	School district employed – no previous provider	Engagement Dates	July 2018 – Present
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"Corvallis School District has partnered with EDUStaff to provide substitute services to our schools. Their expertise and focus on recruiting and training substitutes has been a great support to our district. They have been a pleasure to work with and are very responsive."



Reference No. 3

Client Name & Address  Ottawa Area ISD 13565 Port Sheldon St., Holland, MI 49424	Contact Name/Title Julie Gillespie, Deputy Superintendent
	Contact Information 616.738.8946 jgillesp@OAISD.org
Scope of Work Provide substitute staffing of Substitute Teachers, Paraprofessionals, and other educational employee types for 85 schools with approximately 2,200 teachers and 41,000 students	Annual Contract Value \$7,946,345.57
Previous Provider PESG/Staff EZ	Engagement Dates July 2014 – Present

"Working with EDUstaff is like working with a valued partner who shares your goals and understands your challenges. Clark and his staff genuinely care about serving students and it shows in their continued investment in products and services that enhance and streamline school operations. As one of the first districts in Michigan to contract with EDUstaff, we appreciate how seamless the transition was despite the number of distractions created by competing companies and interests. Whenever we have an issue, which is rare, the Team at EDUstaff is very responsive. We also appreciate the expanded recruiting efforts that EDUstaff has instituted to help increase the substitute teacher pool. In summary, moving our business to EDUstaff is one of the best decisions we've ever made."

Reference No. 4

Client Name & Address  LUMBERTON SCHOOLS LEADERS IN EDUCATIONAL EXCELLENCE 33 Municipal Drive, Lumberton, NJ 08048	Contact Name/Title Suzanne May, Admin. Asst. to Superintendent of Schools
	Contact Information 609.267.1406 (6614) SMay@lumberton.k12.nj.us
Scope of Work Provide substitute staffing of Substitute Teachers, aides, and other educational employee types for 4 schools with approximately 115 teachers and 2,177 students	Annual Contract Value \$155,737.83
Previous Provider Insight/Kelly Services	Engagement Dates June 2020 – Present



Reference No. 5

Client Name & Address  1755 Amwell Road, Somerset, New Jersey 08873	Contact Name/Title Brian Bonanno, Manager of Human Resources	Contact Information 732.873.2400 BBonanno@Franklinboe.org	Scope of Work Provide substitute staffing of Substitute Teachers, Paraprofessionals, and other educational employee types for ten schools with approximately 650 teachers and 7,500 students	Annual Contract Value \$1,814,694.01	Previous Provider ESS	Engagement Dates July 2018 – Present
	<i>"Franklin was the first district to contract with EDUStaff in New Jersey. They are a welcome addition to the substitute teacher solutions in New Jersey. EDUStaff was able to transition our district effectively and efficiently, most importantly they were able to learn the intricacies of New Jersey teaching certification and substitute teaching code. Through their aggressive recruitment process, they were able to fill our substitute needs as well, if not better than, the companies who had a corner on the market, and it was their first year in New Jersey. EDUStaff also stands out in their efforts in the area of customer service to the district and their sub employees. They go out of their way to get to know the community and how the district operates. EDUStaff is the future of sub service in New Jersey."</i>					

Reference No. 6

Client Name & Address  350 South Main St, Spanish Fork, UT 84660	Contact Name/Title Ryan Kay, HR Coordinator	Contact Information 801-354-7414 tzhart@kresa.org	Scope of Work Provide substitute staffing of Substitute Teachers, Paraprofessionals, and other educational employee types for 50 schools with approximately 1,500 teachers and 35,000 students.	Annual Contract Value \$1,912,612.89	Previous Provider Kelly	Engagement Dates July 2021 to present

**Reference No. 7**

Client Name & Address  Kent ISD 2930 Knapp Street NE, Grand Rapids, MI 49525	Contact Name/Title Coni Sullivan, Assistant Superintendent of HR and Legal	Contact Information 616.365.2220 ConiSullivan@KentISD.org	Scope of Work Provide substitute staffing of Substitute Teachers, Paraprofessionals, and other educational employee types for 240 schools with approximately 5,000 teachers and 90,000 students	Annual Contract Value \$12,437,841.65	Previous Provider PESG/Staff EZ	Engagement Dates July 2015 – Present
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"It is my pleasure to share the positive experience that the districts of Kent County underwent when we transitioned to EDUstaff in 2015. It was with a great deal of trepidation that the ISD along with the 20 constituent districts elected to change sub staffing provider. EDUstaff assured us that the transition would be smooth and that all efforts would be made to improve fill rates. They delivered on their promise and then some. The transition was seamless at all levels. EDUstaff designated sufficient time and resources to address all areas of the transition for our districts. They immediately implemented recruitment and retention strategies to draw more qualified individuals back into the sub pool. The customer service was and continues to be second to none. All issues and concerns are addressed in a timely and professional manner. We could not have asked for a better partner to meet our substitute staffing needs."

Reference No. 8

Client Name & Address SOUTH BOUND BROOK PUBLIC SCHOOL ONE SCHOOL, ONE COMMUNITY 122 Elizabeth Street, South Bound Brook, NJ 08880	Contact Name/Title Dr. Lorise Goeke, Superintendent/Principal	Contact Information 732-356-3018 goeke@southboundbrook8.org	Scope of Work Provide substitute staffing of Substitute Teachers, Paraprofessionals, and other educational employee types for one school with approximately 40 teachers and 650 students	Annual Contract Value \$52,842.48	Previous Provider Substitute Services, LLC	Engagement Dates August 2018 – Present
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"As a small school district with very specific needs, it can be difficult to find a company willing to adapt. EDUstaff provided the individual attention necessary to be able to serve our district. Their customer service is unbelievably responsive, and we enjoy working with their staff."

-Dr. Lorise Goeke, Superintendent/Principal



Reference No. 9

 Williamette EDUCATION SERVICE DISTRICT	2611 Pringle Road SE, Salem, OR 97302	
	Michael Beck, Director of Human Resources	
Client Name & Address	Michael Beck, Director of Human Resources	
Contact Name/Title	503.385.4752 Michael.Beck@WESD.org	
Scope of Work	Provide substitute staffing of Substitute Teachers, Paraprofessionals, and other educational employee types for more than 55 schools with approximately 1,400 teachers and 23,000 students	
Annual Contract Value	\$7,168,460.43	
Previous Provider	District employed – no previous provider	
Engagement Dates	July 2017 – Present	

"Williamette ESD selected EDUstaff for substitute management because they perfectly align with our priorities of professionalism, quality, and customer service. EDUstaff exceeds our expectations in being highly responsive to unique needs and situations. Most importantly, they consistently deliver substitute fill rates that result in a value-added contribution to our educational system. Simply stated, EDUstaff has been an AMAZING professional partner. EDUstaff demonstrates year-after-year that they were the best selection for our substitute management system."

Reference No. 10

 Medford SCHOOL DISTRICT	815 S. Oakdale Ave., Medford, OR 97501	
	Debbie Simons, Assistant Superintendent of Teaching and Learning	
Contact Name/Title	541.842.3625 Debbie.Simons@medford.k12.or.us	
Scope of Work	Provide substitute staffing of Substitute Teachers, Paraprofessionals, and other educational employee types for 23 schools with approximately 750 teachers and 14,000 students.	
Annual Contract Value	\$1,246,842.29	
Previous Provider	ESS	
Engagement Dates	July 2020 – Present	

Below is a list of all of our company's partnering school districts:

Count	Organization	Start Date
1	Addison Community Schools	10/22/2018
2	Adrian Public Schools	7/1/2016
3	Airport Community School District	7/1/2013
4	Alanson Public Schools	7/1/2013
5	Algonac Community School District	7/1/2020
6	Allegan Area Educational Service Agency	7/1/2015
7	Allegan Public Schools	7/1/2014
8	Allen Park Public Schools	7/1/2017
9	Allendale Public School District	8/1/2014
10	Almont Community Schools	10/22/2018
11	Anchor Bay School District	7/1/2015
12	Ann Arbor Public Schools	7/1/2016
13	Armada Area Schools	1/1/2018
14	Arts and Technology Academy of Pontiac	8/1/2017
15	Athens Area Schools	7/1/2017
16	Atherton Community Schools	3/19/2018
17	Avondale School District	7/1/2013
18	Bad Axe Public Schools	7/1/2018
19	Baldwin Community Schools	7/1/2018
20	Bangor Public Schools	7/1/2014
21	Bark River-Harris School District	10/22/2018
22	Barry ISD	10/22/2018
23	Bath Community Schools	7/1/2015
24	Battle Creek Public Schools	7/1/2013
25	Bear Lake School District	7/1/2013
26	Beaver Island Community School	7/1/2013
27	Bedford Public Schools	7/1/2012
28	Beecher Community School District	3/19/2018
29	Bellevue Community Schools	3/19/2018
30	Bendle Public Schools	3/19/2018
31	Bentley Community Schools	1/1/2017
32	Benton Harbor Area Schools	7/1/2011
33	Benton Harbor Charter School District	7/1/2011
34	Berkley School District	7/1/2017
35	Berrien RESA	7/1/2011



36	Berrien Springs Public Schools	7/1/2011
37	Big Bay de Noc School District	10/22/2018
38	Big Rapids Public Schools	7/1/2013
39	Birmingham School District	5/22/2012
40	Black River Public Schools	7/1/2017
41	Blended Learning Academies	11/1/2018
42	Blissfield Community Schools	10/22/2018
43	Bloomfield Hills Public School District	7/1/2011
44	Bloomington Public School District	7/1/2014
45	Bois Blanc Pines School District	10/22/2018
46	Boyne City Public Schools	7/1/2013
47	Boyne Falls Public School District	7/1/2013
48	Branch ISD	2/21/2018
49	Brandon School District	9/3/2012
50	Brandywine Community Schools	7/1/2011
51	Breitung Township Schools	10/22/2018
52	Bridgman Public Schools	7/1/2011
53	Brighton Area Schools	7/1/2016
54	Brimley Area Schools	10/22/2018
55	Britton Deerfield School District	10/22/2018
56	Bronson Community School District	7/1/2018
57	Buchanan Community School District	7/1/2011
58	Bullock Creek School District	2/4/2018
59	Burr Oak Community School District	7/1/2020
60	Byron Area Schools	7/1/2015
61	Byron Center Public Schools	9/1/2015
62	Cadillac Area Public Schools	7/1/2013
63	Caledonia Community Schools	9/1/2015
64	Calhoun County School District	7/1/0218
65	Calhoun ISD	7/1/2018
66	Camas Valley School District	11/1/2021
67	Camden-Frontier School District	7/1/2015
68	Carman-Ainsworth Community School District	3/19/2018
69	Carson City-Crystal Area School District	7/1/2015
70	Cascade School District 5	7/1/2017
71	Caseville Public Schools	7/1/2018
72	Casman Alternative Academy	7/1/2013



73	Cassopolis Public Schools	5/30/2011
74	Cedar Springs Public Schools	9/1/2015
75	Center Line Public Schools	1/1/2017
76	Central Lake Public Schools	10/6/2014
77	Central Montcalm Public Schools	7/1/2015
78	Central Point School District 6	7/1/2020
79	Central School District 13J	7/1/2017
80	Centreville Public Schools	7/1/2020
81	Charlevoix Public Schools	7/1/2013
82	Charlevoix-Emmet ISD	7/1/2013
83	Charlotte Public Schools	7/1/2015
84	Charyl Stockwell (Preparatory Academy And Elementary)	7/1/2016
85	Cheboygan Area Schools	7/1/2013
86	Cheboygan-Otsego-Presque Isle ESD	7/1/2013
87	Chelsea School District	2/1/2016
88	Chesaning Union Schools	7/1/2018
89	Children's House Montessori School	7/1/2018
90	Chippewa Hills School District	7/1/2012
91	Chippewa Valley Schools	7/21/2011
92	Clara B. Ford Academy	8/1/2017
93	Clarenceville School District	10/22/2018
94	Clarkston Community School District	7/25/2011
95	Clawson Public Schools	7/1/2013
96	Climax-Scotts Community School District	7/1/2018
97	Clinton Community Schools	10/22/2018
98	Clinton County RESA	7/1/2015
99	Clintondale Community Schools	6/15/2021
100	Coldwater Community Schools	7/1/2018
101	Cole Academy	7/1/2015
102	Coloma Community Schools	7/1/2011
103	Colon Community School District	7/1/2020
104	Columbia Public Schools 93	7/1/2019
105	Columbia School District	8/1/2014
106	Comstock Park Public Schools	7/1/2014
107	Comstock Public Schools	7/1/2014
108	Concord Academy Petoskey	11/1/2013
109	Concord Community Schools	8/1/2014



110	Constantine Public School District	7/1/2019
111	Coopersville Public School District	7/7/2014
112	Corunna Public School District	7/1/2013
113	.Corvallis School District 509J	7/1/2018
114	Countryside Academy	7/1/2011
115	Covert Public Schools	7/1/2015
116	Cranbrook Schools	1/1/2019
117	Crawford Ausable Schools	10/22/2018
118	Crawford-Oscoda-Ogemaw-Roscommon ISD (Coor ISD)	1/1/2017
119	Creative Technologies Academy	1/1/2019
120	Crescent Academy	9/1/2017
121	Crestview Academy	7/1/2019
122	Crestwood School District	7/1/2018
123	Da Vinci Institute	8/1/2014
124	Dallas School District 2	7/1/2017
125	Dansville Schools	7/1/2014
126	Davison Community Schools	3/19/2018
127	Days Creek School District 15	11/1/2021
128	Dayton School District 8	7/1/2018
129	Dearborn Heights School District 7	7/1/2018
130	Dearborn Public School District	1/8/2019
131	Decatur Public Schools	7/1/2015
132	Delta-Schoolcraft ISD	10/22/2018
133	Delton-Kellogg School District	10/22/2018
134	DeTour Area Schools	10/22/2018
135	DeWitt Public Schools	7/1/2013
136	Dexter Community School District	7/1/2016
137	Dickinson-Iron ISD	10/22/2018
138	Douglas ESD	11/1/2021
139	Dowagiac Union Schools	5/30/2011
140	Dryden Community Schools	10/22/2018
141	Dundee Community Schools	7/1/2013
142	Durand Area Schools	7/1/2015
143	Eagle Point School District 9	1/25/2021
144	East Grand Rapids Public Schools	9/1/2015
145	East Jackson Community Schools	8/1/2014
146	East Jordan Public Schools	7/1/2013



147	East Lansing School District	7/1/2015
148	Eastern Upper Peninsula ISD	10/22/2018
149	Eastpointe Community Schools	2/1/2016
150	Eaton Rapids Public Schools	7/1/2015
151	Eaton RESA	7/1/2015
152	Eau Claire Area School District	7/1/2018
153	Eau Claire Public Schools	7/1/2011
154	Ecorse Public School District	1/1/2014
155	Edwardsburg Public Schools	5/30/2011
156	Elkton-Pigeon-Bay Port Schools (Lakers)	7/1/2018
157	Elkton School District 34	11/1/2021
158	Ellsworth Community Schools	7/1/2013
159	Engadine Consolidated Schools	10/22/2018
160	Escanaba Area Public Schools	7/1/2018
161	Falls City School District 57	7/1/2017
162	Farmington Public School District	11/1/2014
163	Fennville Public Schools	7/1/2015
164	Fenton Area Public Schools	3/19/2018
165	Ferrdale Public Schools	7/1/2013
166	Fitzgerald Public Schools (Warren)	10/22/2018
167	Flat Rock Community Schools	7/1/2011
168	Flextech High School - Brighton	7/1/2016
169	Flint Community Schools	8/1/2018
170	Flushing Community Schools	3/19/2018
171	Forest Hills Public Schools	9/1/2015
172	Forest Park School District	10/22/2018
173	Fowler Public Schools	8/1/2013
174	Fowlerville Community Schools	7/1/2016
175	Franklin Township Public Schools	7/1/2018
176	Fraser Public Schools	10/22/2018
177	Fremont Public School District	7/1/2017
178	Fruitport Community Schools	4/1/2018
179	Galesburg-Augusta Community School District	7/1/2015
180	Garden City Public Schools	7/1/2013
181	Gateway to Success Academy	7/1/2018
182	Gaylord Community Schools	7/1/2013
183	Genesee ISD	3/19/2018



184	Genesee School District	3/19/2018
185	Gervais School District 1	7/1/2017
186	Gibraltar School District	7/29/2011
187	Gladstone Area Schools	7/1/2018
188	Glendale School District	11/1/2021
189	Glen Oaks Community College	12/6/2013
190	Glide School District	11/1/2021
191	Gobles Public School District	7/1/2014
192	Godfrey-Lee Public Schools	9/1/2015
193	Godwin Heights Public Schools	9/1/2015
194	Gogebic Community College	7/1/2013
195	Goodrich Area Schools	3/19/2018
196	Grand Blanc Community Schools	3/19/2018
197	Grand Haven Area Public Schools	8/1/2014
198	Grand Ledge Public Schools	7/1/2015
199	Grand Rapids Public Schools	7/1/2015
200	Grandville Public Schools	2/6/2013
201	Grant Public Schools	7/1/2016
202	Grass Lake Community Schools	8/1/2014
203	Greenville Public Schools	7/1/2015
204	Grosse Ile Township Schools	7/1/2018
205	Grosse Pointe Public Schools	10/1/2011
206	Gull Lake Community Schools	7/1/2015
207	Hale Area Schools	7/1/2013
208	Hamilton Community Schools	8/1/2014
209	Hamtramck Public Schools	7/1/2018
210	Hanover-Horton Schools	8/1/2014
211	Harbor Beach Community Schools	7/1/2018
212	Harbor Springs Public Schools	7/1/2013
213	Harper Creek Community Schools	7/1/2017
214	Harper Woods City Schools	8/17/2011
215	Hart Public School District	7/1/2018
216	Hartford Public School District	7/1/2014
217	Hartland Consolidated Schools	7/1/2016
218	Haslett Public Schools	7/1/2012
219	Hastings Area School District	7/1/2015
220	Hazel Park City School District	10/22/2018



221	Heritage Southwest ISD	5/30/2011
222	Hesperia Community Schools	7/1/2017
223	Hillsdale Community Schools	10/22/2018
224	Hillsdale County ISD	10/22/2018
225	Hillsdale Preparatory School	4/1/2019
226	Holland Christian Schools	10/7/2018
227	Holland Public Schools	8/1/2014
228	Holly Area School District	7/1/2015
229	Holt Public Schools	7/1/2012
230	Holton Public Schools	7/1/2016
231	Homer Community Schools	7/1/2017
232	Hopkins Public Schools	7/1/2014
233	Houghton Lake Community School District	10/22/2018
234	Howell Public Schools	10/23/2015
235	Hudson Area Schools	10/22/2018
236	Hudsonville Public School District	8/1/2014
237	Huron Academy	8/1/2017
238	Huron ISD	7/1/2018
239	Huron School District	7/1/2015
240	Huron Valley Schools	12/6/2012
241	Ida Public School District	7/1/2013
242	Imlay City Community Schools	10/22/2018
243	Ingham ISD	7/1/2015
244	Inland Lakes Schools	7/1/2013
245	Innocademy	3/1/2015
246	Iosco RESA	7/1/2013
247	Iron Mountain Public Schools	10/22/2018
248	Island City Academy	7/1/2015
249	Jackson College	8/1/2014
250	Jackson County ISD	8/1/2014
251	Jackson Preparatory Early	11/1/2014
252	Jackson Public Schools	8/1/2014
253	Jefferson School District 14J	7/1/2017
254	Jefferson Schools	7/1/2013
255	Jenison Public Schools	3/25/2002
256	JKL Bahweting Public School Academy	10/22/2018
257	Jonesville Community Schools	7/1/2017



258	Kalamazoo Public School District	7/1/2015
259	Kalamazoo RESA	7/1/2014
260	Kaleva Norman Dickson School District	7/1/2013
261	Kearsley Community Schools	3/19/2018
262	Kelloggsville Public Schools	9/1/2015
263	Kenowa Hills Public Schools	9/1/2015
264	Kensington Woods Schools	8/1/2017
265	Kent City Community Schools	9/1/2015
266	Kent ISD	9/1/2015
267	Kentwood Public Schools	2/7/2018
268	Kirtland Community College	7/1/2014
269	Klamath County School District	7/1/2020
270	Klamath Falls City Schools	7/1/2020
271	Laingsburg Community School District	7/1/2015
272	Lake City Area School District	7/1/2013
273	Lake Fenton Community Schools	3/19/2018
274	Lake Michigan College	7/1/2014
275	Lake Orion Community Schools	5/1/2016
276	Lake Shore Public Schools	1/1/2017
277	Lakeshore Public Schools	7/1/2011
278	Lakeside Academy	7/1/2014
279	Lakeview Community Schools	7/1/2015
280	Lakeview Public Schools	7/1/2012
281	Lakeview School District	7/1/2013
282	Lakeville Community Schools	3/19/2018
283	Lamphere Public Schools	11/18/2012
284	L'Anse Creuse Public Schools	7/1/2015
285	Lansing Public School District	7/1/2015
286	Lapeer Community Schools	10/22/2018
287	Lapeer County ISD	10/22/2018
288	Lawrence Public School District	7/1/2014
289	Lawton Community School District	7/1/2014
290	Lebanon Community School District 9	7/1/2018
291	Lenawee ISD	10/22/2018
292	Les Cheneaux Community Schools	10/22/2018
293	Leslie Public Schools	7/1/2015
294	Liberal Unified School District 480	7/1/2017



295	Lincoln Consolidated School District	11/2/2014
296	Lincoln Learning Solutions	10/22/2018
297	Lincoln Park Public Schools	7/1/2018
298	Linden Community Schools	3/19/2018
299	Litchfield Community Schools	12/22/2017
300	Livingston ESA	7/1/2016
301	Livonia Public Schools	7/1/2018
302	Lowell Area Schools	9/1/2015
303	Luckiamute Valley Charter School	10/28/2019
304	Ludington Area School District	7/1/2018
305	Lumberton Township School District	7/1/2020
306	Mackinaw City Public Schools	7/1/2013
307	Macomb ISD	2/1/2019
308	Madison Public Schools	1/1/2017
309	Madison School District	10/22/2018
310	Manchester Community Schools	7/1/2016
311	Manistee Area Schools	7/1/2013
312	Manistee ISD	7/1/2013
313	Manistique Area Schools	10/22/2018
314	Manton Consolidated Schools	7/1/2013
315	Maple Valley Schools	7/1/2015
316	Mar Lee School District	7/1/2013
317	Marcellus Community Schools	5/30/2011
318	Marion Public Schools	7/1/2013
319	Marshall Public Schools	7/1/2013
320	Martin Public Schools	7/1/2015
321	Mason Consolidated Schools	7/1/2013
322	Mason County Central Schools	7/1/2018
323	Mason County Eastern Schools	7/1/2018
324	Mason Public Schools	7/1/2015
325	Mattawan Consolidated School	7/1/2014
326	McBain Rural Agricultural Schools	1/1/2014
327	McMinnville School District 40	2/1/2020
328	Mecosta-Osceola ISD	7/1/2013
329	Medford School District 549C	7/1/2020
330	Melvindale-Northern Allen Park School District	7/1/2015
331	Mendon Community School District	7/1/2020



332	Menominee Area Public Schools	10/22/2018
333	Menominee County ISD	10/22/2018
334	Meridian Public Schools	9/1/2013
335	Mesick Consolidated Schools	7/1/2013
336	Michigan Center School District	8/1/2014
337	Michigan Connections Academy	4/1/2019
338	Michigan International Prep School	3/20/2020
339	Michigan Virtual Charter Academy	4/20/2018
340	Mid Michigan College	6/1/2016
341	Mid Peninsula School District	10/22/2018
342	Midland Public Schools	2/4/2018
343	Mid-Michigan Leadership Academy	7/1/2015
344	Millan Area Schools	7/1/2016
345	Mio-Ausable Schools	9/1/2021
346	Mona Shores Public School District	4/1/2018
347	Monroe County ISD	7/1/2013
348	Monroe Public Schools	7/1/2013
349	Montabella Community Schools	7/1/2015
350	Montague Area Public Schools	4/1/2018
351	Montcalm Area ISD	7/1/2015
352	Montcalm Community College	7/1/2015
353	Montrose Community Schools	3/19/2018
354	Morenci Area Schools	10/22/2018
355	Morley Stanwood Community Schools	7/1/2013
356	Morrice Area Schools	7/1/2015
357	Mount Clemens Community Schools	10/22/2018
358	Mt. Angel School District 91	7/1/2017
359	Mt. Clemens Montessori Academy	9/3/2019
360	Mt. Morris Consolidated School District	3/19/2018
361	Muskegon Area ISD	4/1/2018
362	Muskegon Community College	7/1/2017
363	Muskegon Heights Public School Academy System	10/1/2017
364	Muskegon Montessori Academy for Environmental Change	7/1/2018
365	Muskegon Public Schools	7/1/2014
366	Napoleon Community Schools	8/1/2014
367	Nebo School District	7/1/2021
368	New Berlin School District	7/1/2020



369	New Branches Charter Academy	12/16/2019
370	New Buffalo Area School District	7/1/2011
371	New Haven Community Schools	7/1/2015
372	New Lothrop Area Public School	7/1/2015
373	Newaygo County RESA	7/1/2017
374	Newaygo Public School District	7/1/2017
375	NexTech High School of Grand Rapids	2/1/2019
376	NexTech High School of Lansing	9/6/2016
377	Niles Community School District	7/1/2011
378	North Adams-Jerome Schools	10/22/2018
379	North Branch Area Schools	10/22/2018
380	North Central Area Schools	7/1/2021
381	North Central Michigan College	7/27/2012
382	North Douglas School District 22	11/1/2021
383	North Huron School District	7/1/2018
384	North Marion School District 15	7/1/2017
385	North Muskegon Public Schools	4/1/2018
386	North Santiam School District 29J	7/1/2018
387	Northview Public School District	9/1/2015
388	Northville Public Schools	7/1/2018
389	Northwest Community Schools	8/1/2014
390	Norway-Vulcan Area Schools	10/22/2018
391	Notre Dame Preparatory School And Marist Academy	10/1/2020
392	Nottawa Community School	7/1/2020
393	Novi Community School District	4/29/2013
394	OALSD Young Adult Associate Program	3/21/2016
395	Oakland FlexTech High School (Formerly FlexTech-Novl)	9/1/2017
396	Oakland School District 1	11/1/2021
397	Oakland Schools	1/1/2017
398	Oakridge Public Schools	4/1/2018
399	Okemos Public Schools	7/1/2012
400	Olivet Community Schools	7/1/2013
401	Onaway Area Community School District	7/1/2013
402	Oneida Township School District 3	7/1/2015
403	Onekama Consolidated Schools	7/1/2013
404	Onsted Community Schools	10/22/2018
405	Orchard View Schools	4/1/2018



406	Oscoda Area Schools	7/1/2013
407	Otsego Public Schools	3/10/2014
408	Ottawa Area ISD	1/1/2012
409	Our Lady of Lake Huron Catholic School	10/1/2020
410	Ovid-Elsie Area Schools	7/1/2015
411	Owendale-Gagetown Area Schools	7/1/2018
412	Owosso Public Schools	7/1/2015
413	Pansophia Academy	7/1/2018
414	Parchment School District	7/1/2014
415	Park City School District	1/1/2021
416	Paw Paw Public School District	7/1/2015
417	Pellston Public Schools	7/1/2013
418	Pennfield Schools	9/6/2016
419	Pentwater Public School District	7/1/2018
420	Perry Public School District	2/1/2012
421	Perrydale School District 21	7/1/2017
422	Petoskey Public Schools	7/1/2013
423	Pewamo-Westphalia Community School District	7/1/2015
424	Pickford Public Schools	10/22/2018
425	Pinckney Community Schools	7/1/2016
426	Pittsford Area Schools	7/1/2018
427	Plainwell Community Schools	8/19/2011
428	Plymouth-Canton Community Schools	7/1/2018
429	Portage Public Schools	7/1/2015
430	Posen Consolidated School District	7/1/2013
431	Pottersville Public Schools	7/1/2015
432	Presque Isle Academy II	7/1/2013
433	Public Schools of Calumet-Laurium-Keweenaw	10/22/2018
434	Quincy Community School District	7/1/2018
435	Rapid River Public Schools	7/1/2018
436	Ravenna Public Schools	4/1/2018
437	Reading Community Schools	7/1/2018
438	Redford Union School District	10/22/108
439	Reed City Area Public Schools	7/1/2013
440	Reeths-Puffer Schools	4/1/2018
441	Richmond Community Schools	7/1/2017
442	Riddle School District	11/1/2021



443	River Rouge School District	7/1/2015
444	River Valley School District	7/1/2011
445	Riverside Hagar School 6	7/1/2011
446	Riverview Community School District	10/1/2013
447	Rochester Community School District	7/1/2014
448	Rockford Public Schools	9/1/2015
449	Rogers City Area Schools	7/1/2013
450	Romeo Community Schools	2/20/2012
451	Romulus Community Schools	7/1/2013
452	Roscommon Area Public Schools	10/22/2018
453	Roseburg Public Schools	11/1/2021
454	Royal Oak Public Schools	7/1/2013
455	Rudyard Area Schools	10/22/2018
456	Saginaw Township Community Schools	3/19/2018
457	Saline Area Schools	7/1/2015
458	Sand Creek Community Schools	10/22/2018
459	Saugatuck Public Schools	8/1/2014
460	Sault Ste. Marie Area Schools	10/22/2018
461	School District of the City of Pontiac	7/1/2018
462	Schoolcraft College	10/22/2018
463	Schoolcraft Community Schools	7/1/2015
464	Shelby Public Schools	7/1/2018
465	Sheridan School District 48J	7/1/2017
466	Shiawassee RESD	7/1/2015
467	Silver Falls School District 4J	7/1/2018
468	Smith-Green Community Schools	8/1/2081
469	South Bend Community School Corporation	3/1/2020
470	South Bound Brook Public Schools	8/1/2018
471	South Haven Public Schools	7/1/2015
472	South Lake Schools	7/1/2017
473	South Milwaukee School District	9/1/2021
474	South Redford School District	7/1/2013
475	South Umpqua School District	11/1/2021
476	Southfield Public Schools	3/18/2018
477	Southgate Community School District	4/1/2016
478	Sparta Area Schools	7/1/2013
479	Spring Lake Public Schools	1/2/2013



480	Springport Public Schools	8/1/2014
481	St. Clair County RESA	7/1/2012
482	St. Ignace Area Schools	7/1/2018
483	St. Johns Public Schools	7/1/2015
484	St. Joseph County ISD	7/1/2020
485	St. Joseph Public Schools	7/1/2011
486	St. Joseph School District	7/1/2011
487	St. Paul School District 45	7/1/2017
488	Stephenson Area Public Schools	10/22/2018
489	Stockbridge Community Schools	7/1/2012
490	Sturgis Public Schools	7/1/2014
491	Summerfield School District	7/1/2013
492	Summit Academy	7/1/2018
493	Summit Academy North	7/1/2018
494	Sutherland School District 11/1/2021	11/1/2021
495	Swartz Creek Community Schools	3/19/2018
496	Tahquamenon Area Schools	7/1/2018
497	Tawas Area Schools	7/1/2013
498	Taylor School District	7/1/2018
499	Tecumseh Public Schools	10/22/2018
500	Tekonsha Community Schools	11/27/2017
501	The Roeper School	1/1/2019
502	Thornapple Kellogg School District	9/1/2015
503	Three Lakes Academy	10/22/2018
504	Three Oaks Public School Academy	4/1/2018
505	Three Rivers Community Schools	7/1/2020
506	Trenton Public Schools	7/1/2017
507	Tri County Area Schools	7/1/2015
508	Troy School District	12/22/2017
509	Uby Community Schools	7/1/2018
510	Union City Community Schools	7/1/2017
511	Utica Community Schools	7/1/2017
512	Van Buren ISD	7/1/2014
513	Van Buren Public Schools	8/22/2011
514	Van Dyke Public Schools	7/1/2017
515	Vanderbilt Area Schools	7/1/2013
516	Vandercook Lake Public Schools	8/1/2014



517	Vestaburg Community Schools	7/1/2015
518	Vicksburg Community Schools	7/1/2015
519	Vista Meadows Academy	8/1/2017
520	Waldron Area Schools	1/1/2017
521	Walkerville Public Schools	7/1/2018
522	Walled Lake Consolidated Schools	7/1/2015
523	Warren Consolidated Schools	7/1/2012
524	Warren County R-III School District	7/1/2021
525	Warsaw Community Schools	4/10/2017
526	Washtenaw Educational Options Consortium (WEOC)	7/1/2016
527	Washtenaw ISD	7/1/2016
528	Waterford Public Schools	7/1/2013
529	Waterliet Public Schools	7/1/2011
530	Wauwatosa School District	10/1/2020
531	Waverly Community Schools	7/1/2015
532	Wayland Union Schools	7/1/2015
533	Wayne RESA	7/1/2018
534	Wayne-Westland Community School District	1/1/2017
535	Webberville Community Schools	9/15/2013
536	West Bloomfield School District	3/21/2013
537	West Branch-Rose City Area Schools	10/22/2018
538	West Iron County Public Schools	10/22/2018
539	West Michigan Academy of Arts and Academics	11/5/2017
540	West Michigan Academy Of Environmental Science	9/1/2020
541	West Michigan Aviation Academy	10/22/2018
542	West Ottawa Public School District	8/1/2014
543	West Shore Community College	1/1/2017
544	West Shore ESD	7/1/2018
545	Western School District	8/1/2014
546	Weston Preparatory Academy	7/1/2018
547	Westwood Community Schools	7/1/2018
548	Westwood Heights Schools	3/19/2018
549	Wexford-Missaukee ISD	7/1/2013
550	White Cloud Public Schools	7/1/2017
551	White Pigeon Community Schools	7/1/2020
552	Whitefish Township Schools	10/22/2018
553	Whiteford Agricultural School District	7/1/2013



554	Whitehall School District	4/1/2018
555	Whitko Community School Corporation	7/1/2021
556	Whitmore Lake Public Schools	2/1/2016
557	Whittemore-Prescott Area Schools	7/1/2013
558	Will Carleton Charter School Academy	4/1/2019
559	Williamette ESD	7/1/2017
560	Williamina School District 30J	7/1/2019
561	Williamston Community Schools	7/1/2011
562	Winston-Dillard School District	11/1/2021
563	Wolverine Community Schools	7/1/2013
564	Woodburn School District 103	12/5/2017
565	Woodhaven-Brownstown School District	7/1/2017
566	Wyandotte City School District	7/1/2018
567	Wyoming Public Schools	9/1/2015
568	Yoncalla School District 32	11/1/2021
569	Ypsilanti Community Schools	7/1/2016
570	Zeeland Public Schools	8/1/2014



Description of Services to be Rendered

Edustaff recognizes the fundamental role substitute employees play in a school district's daily operations. We understand and appreciate the burden that an unfilled classroom causes for the administration, staff, and students in any given school building. During a time of decreasing fill rates for school systems across the nation, Edustaff has developed and implemented practices that have resulted in our partnering school districts experiencing average fill rates that are several points higher than the national average. Our strategies have proven successful in filling daily, long-term, and the difficult to fill "last minute" absences.

Since our company inception in 2010, Edustaff has connected to a variety of dispatching software platforms including Frontline, Powerschool, and the new Red Rover absence management system. We allow our partnering school districts to own and maintain their own software agreement, so you have unrestricted, efficient access when you need it. Edustaff will work with your school system for dispatching system access in order to successfully manage the substitute pool. In addition, Edustaff will work with you to sync substitute information from your software into our employee database.

Filling Assignments

The majority of our employees accept substitute assignments through a school district's dispatching software system. Our qualified substitute employees monitor and select assignments as they become available. In support of the dispatching software system, assigned Edustaff personnel will proactively work on filling future assignments as well as the difficult last-minute absences. We utilize email for future assignments and known high teacher absence days. For assignments needing to be filled immediately, our team takes a personal approach, placing phone calls and texts to available substitute employees.

In addition, our Employee Services Team provides an extra layer of support for employees who are having technical difficulties with the software dispatching system. Our team is available via phone, email, or live chat to make sure our employees understand how to navigate the software system and accept assignments in your district.

Reporting

Edustaff and your dispatching system provide standard reports to track your employee absences and the fulfillment of absences by our team. Since Edustaff provides unrestricted access to the dispatching system, you will have 24x7x365 access to run reports and will maintain full control of your employee data, which will promote open communication and collaboration with our team regarding the performance of our services. In addition, your district will have the ability to create your own reports. Customized report options are limitless and provide the data needed to gain an in-depth analysis of district patterns. Our team will work with your district to determine your reporting needs.





Examples of Reports

- Absence Advance Notice
- Absentee Report
- Absence Call History
- Cancelled/Closed Absences
- Absence Feedback
- Daily Report
- Absence Interactive
- Day of Week Absence Analysis
- Absence Monthly Summary
- Fulfillment Skills
- Absence Reasons by School
- Multi-School Employees
- Absence Recognition Report
- Perfect Attendance Report
- Absence Reason Balances
- Substitute Sign In
- Absence Reason Percentages
- Unfilled Absences

The Edustaff Employee Database, Manager

Manager, the Edustaff employee database, provides ongoing monitoring of our employees' credentials to ensure they are in compliance with all federal, state and school district requirements. Manager identifies those employees who need their fingerprint clearance and substitute teaching licenses updated. The school district staff will be able to view the information in Manager to ensure substitute employees are in full compliance with all requirements before they are placed in positions.

Stock Reports, Manager

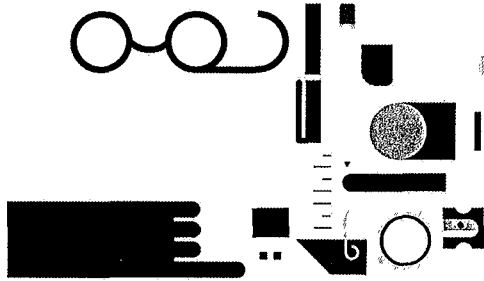
School district representatives can pull Stock Reports for All Subs, Approved Subs, Unapproved Subs, Termed Subs. Additional options are available to create a Custom Report. However, if the school district prefers, custom reports can be requested through the Territory Leader assigned to your school district.

Custom Reports in the Edustaff Manager database include:

- **Common Fields:** First Name, Last Name, Phone, Email, Address, DOB
- **District Information:** District Name, Active, District Approved
- **Employee Type:** Employee Type, Approval Status, Date Added
- **Status Information:** Termed Date, Term Reason, Entry Date, Meeting Date, Approval Date
- **19 Information:** Doc 1 Verified, Doc 2 Verified
- **Certification Type:** Certification Type, Endorsement Code, Grade Level, Continuing/ Expires Certification Expiration, Certification Number, Permit Date
- **GCNs:** Verify Compliance Training (SafeSchools/ GCN)
- **PA189:** PA 189 Status, Denial Reason
- **Background:** Background Status, Denial Reason, Date Received, TCN#
- **Educational Info:** GPA, Credit Hours, Major, Minor, Degree Type, Degree Progress
- **Criminal History:** Criminal Background Received, Conviction Name, Explanation, Year
- **Dates:** First Day Worked, Last Day Paid

*Available formats are Excel, PDF, and CSV

Edustaff has executed and repeated a proven, efficient transition process hundreds of times for school districts of all sizes, nationwide. Whether your district is currently managing its own substitute teacher pool or transitioning from another staffing provider, our transition team will draw on its experience and expertise to bring about a smooth, streamlined effort for your district. The foundation of this process will be clear, consistent communication with district administrators to ensure the implementation strategy addresses the unique needs of your district as well as encouraging a responsive sub pool to Edustaff communication.



The timeline below is an estimate for outlined tasks to be accomplished from the date of the initial implementation meeting. A typical 8-week transition is outlined below.

Initial Implementation Meeting

- Determine key district contacts – Lead Relationship, HR, Payroll & Invoices, Dispatch software administrator, etc.
- Establish employee type(s), requirements, & pay rates.
- Develop understanding of district accounting needs regarding contracted employees.
- Orient district team to transition process.

Scheduling

- Census gathered by district.
- Edustaff partnership announcement by district to staff & sub pool.
- Schedule dates & times for current sub pool employment transition.
- Establish new employee workshop dates & times for upcoming school year.
- Transition access to dispatching account.
- Determine Payroll, invoicing, and billing dates – district personnel training
- Establish 'Go Live' date

Configuration

- Configure our personnel database with employee types and approval criteria.
- Census data uploaded to database.
- Adjust dispatching software to ensure proper data exchange.
- Consult district on optimal dispatch settings.
- Determine potential tool development to facilitate exchange of Edustaff data with district accounting system.
- Set up banking information for ACH or other agreed upon payment plan.

Communication

- Generate current sub pool by Edustaff reassigning employees
- Develop communication plan
- Develop communication plan

Execution

- Conduct scheduled employee transition meetings with current sub pool.
- Process & approve all transitioning employee paperwork.
- Update district dispatch system with new subs.
- Provide Edustaff training to new employees.

Reporting and Follow-Up

- Transition conversions tracked & reported to district
- Continued outreach to non-transitioned roller employees
- Tracking of newly recruited employees
- To sub pool – Monthly report to district

Discovery
&
Orientation

1-2 weeks

3-4 weeks

6-8 weeks
& ongoing

Ongoing

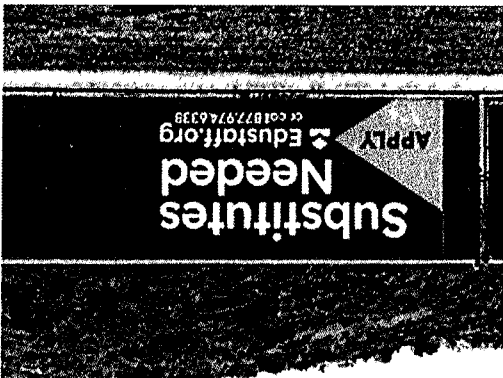


Recruiting

Our continuous, proven recruiting strategies ensure that Bellmawr Public Schools is provided with substitute employees of the highest quality. The assigned territory leader will meet with the lead district representatives at the beginning of each school year to discuss a comprehensive recruiting plan.

Within Your Schools

Based on data from employee surveys, most new applicants will hear about Edustaff directly through the school district. Flyers, business cards, yard signs, and banners promoting the need for guest teachers are placed in and around the schools in strategic and visible locations. These marketing tools increase awareness about substitute teaching opportunities and contribute to increasing the substitute teacher pool.



School Announcements

Edustaff provides communication regarding the need for classroom-based applicants to be posted in school district publications, newsletters, and notes home to parents.

Graduating Class Announcements

We provide announcements for distribution to the graduating class of seniors for the opportunity to return and work in their schools.

On the Web

An electronic image of our guest teacher flyer will be provided to post on the employment section of your website to direct prospective guest teachers to Edustaff's online application.

Within the Community

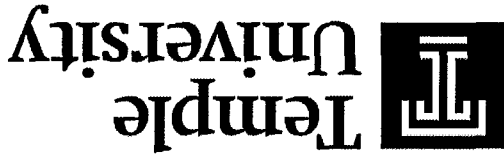
Community members make great substitute teachers, and we make sure they are aware of the opportunity. Advertising is targeted toward our core demographic who make up most of the substitute employee pool. We believe that focused recruiting efforts will result in a greater connection between community members looking for jobs and those who become substitute teachers in your school district.





Local Colleges and Universities

We hold introductory meetings with graduating education students and workshops for new applicants at colleges and universities. We will work with local colleges and universities to assist qualified new graduates to seamlessly join the guest teacher pool so they will be ready to work if they choose. We feel this is important to enhance a new teacher's connection with prospective school districts for future employment. Each year, we lose one-third of our guest teacher pool – many of whom are hired by local school districts. Edustaff charges no fees for hiring our employees for full-time employment and celebrates with employees on their new opportunity.



Local Job Fairs and Community Events

We are excited about the opportunity to attend job fairs and other events in the community. Our recruiters consistently seek qualified candidates at various events throughout the year. These events may be sponsored by local churches, libraries, multicultural organizations, and unemployment agencies. Every person we meet at these events will be made aware of the need for substitute teachers in your district, the qualifications, and how to get started.

Edustaff-Provided Advertising/Marketing Budget

Pandora Radio

We have partnered with Pandora, a personalized online music platform where users may create customized radio stations through inputting genres and musicians they enjoy. If districts choose to use this platform, we are able to reach our desired demographic via radio and banner ads which are played to these targeted segments of the more than 78 million active listeners who log in and listen to Pandora on a monthly basis. Pandora's user data is ever evolving which yields the best target audience possible for Edustaff.

Social Media Marketing

Social media marketing is an important strategy to connect with our employees and potential employees in an arena where they spend a lot of their personal time. This marketing strategy includes utilization of Facebook, Twitter, LinkedIn, Pinterest, Instagram, and YouTube. The use of these social media platforms allows us to connect in real-time with our target market. Regular interaction fosters a community of like users who may share positive experiences, learn from valuable content, generate excitement with contests, and allow us to easily communicate events such as job fair dates and Guest Teacher Appreciation Week, as well as promote helpful material to utilize in the classroom.



Online Job Postings

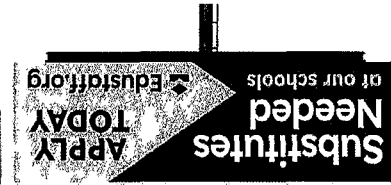
Edustaff can implement continual recruiting efforts on multiple online platforms including: craigslist, K12JobSpot.com, LinkedIn.com, Handshake, indeed.com, and state specific employment agencies. We can also create a custom job posting at your request.

To offer flexibility to our partnering districts and an opportunity for them to tailor recruiting efforts to their specific communities, we provide an advertising/marketing budget districts may use at their discretion for radio, billboards, or various other advertising means. If there is an unused portion of the budget, it can be put toward any district initiative.

Below are some of the marketing and advertising methods that have proven the most successful for our partnering districts. We would be happy to discuss this program with you further if we are chosen to proceed in your selection process.

Billboards

Regional billboards can be placed in strategic locations to promote openings in district schools. We have found this avenue of advertising to be highly effective in our recruiting efforts by marketing the need for guest teachers and other support positions.



Television

Through on-air interviews and press releases regarding upcoming recruitment opportunities, we can go to the airwaves and speaking about the need for more guest teachers within our partnering schools.

Radio Commercials

We can use targeted local radio advertisements to share open guest teacher positions in your school district.

Screening & Hiring

Edustaff wants to ensure that our substitute employees are a great fit for the school environment. Our screening process is thorough, assessing multiple areas prior to an employee being approved to work. In addition, any classroom-based employee who works for Edustaff must complete our custom, in-person training workshop prior to approval. Our 4-step screening and hiring process is summarized below.

In the spring of 2020, Edustaff transitioned to providing a virtual New Substitute Teacher Workshop due to the COVID-19 pandemic. We have now resumed our normal practice of conducting in-person workshops in areas where the school district is comfortable doing so. We are flexible, with the capability to hold our training workshops in person, virtually or a combination of both based on your school district's preference. If training is held in person, we will continue to take appropriate safety precautions for the current health environment.

Step 1: Online Employment Application

Our multi-step, online application provides a convenient way for aspiring employees to get started. Candidates will select the type of work that interests them, verify that they meet the minimum qualifications, and complete the required video module training for these roles.

Step 2: New Substitute Teacher Workshop

For employees who will be working directly with students in the classroom, Edustaff has designed a New Substitute Teacher Workshop. This in-person, interactive training is designed to provide individuals with the tools and confidence to successfully manage a classroom. We also use this as a screening tool to identify any individuals who may not be an ideal fit for the classroom.

Step 3: Application Processing

Our processing specialists thrive on efficiency, processing all complete employment applications within 48 hours of receipt. This step is crucial in placing employees in your school district as quickly as possible. We keep detailed electronic records for all employees, which are accessible to our partnering school districts through our district portal.

Step 4: Approval

The final step is submission of an approval email to applicants to confirm their employment with Edustaff. If necessary, further communication will be provided with login credentials, allowing them to access the specific dispatch software used by the school district. Under no circumstances will an applicant be able to work until they have received their Edustaff approval letter.





Credentiaing

Our Processing specialists verify that all paperwork is completed correctly and teaching certificates/licenses, substitute permits, background checks, and clearances have been submitted. Processors confirm that all employment paperwork meets state and federal standards and requirements, so you can be assured that substitute employees who work in your schools are compliant.

Compliance Guarantee

Ongoing monitoring and verification of employee credentials as outlined through local, state and federal policies occurs through our database, Manager, which has been specifically customized to manage the exact requirements for 570 partnering school districts. Employees are considered "Approved" in our system and can begin accepting assignments when all requirements have been met and credentials are current.

Upon being fully approved in our system, employee badges are provided to our substitute employees at no cost to the school district or employee. If requested by Bellmawr Public Schools, employees are required to wear the badges while working in your schools.

Applicant tracking through our database will identify those employees who need updated credentials. We have created an automated follow-up process to notify employees 30 days prior to the expiration date of their credential(s). If credentials are expired or missing, employees become "Not Approved" in our system and cannot accept assignments. Our Employee Services team assists employees with updating their credentials to prevent an interruption of employment. Updated documents will be scanned and uploaded to the employee's file and can be viewed at any time.

Bellmawr Public Schools will have access to view employee information at any time via the Edustaff Manager portal. School district representatives may view standard information for all employees, approved employees, unapproved applicants, and termed employees. Credential details accessible through the Edustaff Manager portal include:

- Background Check
- Educational Documents
- Other Requirements
- Reference Check
- Status Information
- Substitute License/Permit
- Certification
- Conviction Disclosure
- GCN Tutorials
- I-9 Documents

Training

Edustaff prides itself on the responsibility of extensively training and educating our substitute employees. We provide customized training to all new classroom-based employees regarding school district, state, federal, and local policies and procedures. Our training may be customized to fit individual school district policies and procedures as needed. All initial job-related training requirements are outlined at www.Edustaff.org.

In-Person Training

After completing the initial job-related training requirements, our classroom employee training includes a two-hour in-person workshop. The goal of our training is for substitute teachers to be able to provide safe, structured learning environments that encourage student achievement. Created by teachers, this training workshop is reviewed annually to ensure the content provided is relevant and current. This interactive workshop focuses on the following areas:

- Successfully Preparing for your Assignment
- Responsibilities Prior to Student Arrival
- Clear, Age-Appropriate Introductions, Rapport-Building Ideas, and Setting of Expectations
- Classroom Management Strategies for the Elementary and Secondary Classroom
- The Importance of Following the Lesson Plan
- Emergency Procedures
- Additional Resources and Ideas
- Responsibilities for Closing out the School Day

Global Compliance Network Online Training Modules

All Edustaff applicants will have required video module training as part of the approval process. Edustaff has partnered with Global Compliance Network (GCN) to provide training tutorials that meet district and state-mandated minimum compliance standards.

Applicants will then complete additional training modules specific to the role(s) in which they will be working. The list below is not exhaustive, but is a good indicator of the types of video training modules that are frequently required.

- A Guide to Substitute Teaching
- Active Shooter
- Allergy Management
- Bloodborne Pathogens
- Bullying
- Child Abuse
- COVID 19: Plan, Prepare and Respond
- Ethics & Boundaries for School Employees
- FERPA
- Food Safety
- Seclusion and Restraint
- Sexual Harassment
- State & Federal Laws: K12





Ongoing Training

SubTalk® Video Series

As an employer in the K-12 industry, Edustaff values the concept of continual learning and development. One way we provide this opportunity for our substitute employees is through our very own developed and professional produced SubTalk® video library. This collection of professional development videos provides specific training on a variety of topics pertinent to our classroom-based employees. We are continuously creating and revising the content of our SubTalk® library which may be accessed via YouTube or in the employee's personal Edustaff Account.



Mentoring

Edustaff employs several team members with extensive experience in education and in the classroom. Guest teachers are our valued employees; we go beyond recruiting and training to also include mentoring if needed or desired.

We want our guest teachers to be successful. If there is a guest teacher who is struggling in the classroom and would benefit from some additional coaching, one of our team members will connect with the employee to provide additional support. As their employer, our team works to assist our guest teachers through coaching and equipping them with the skills they need to improve and be effective in the classroom.

Evaluating Employee Performance

Edustaff strives to provide substitute employees who are professional, knowledgeable, and effective in the classroom. Our goal is that every classroom staffed with an Edustaff employee will be a well-managed, safe learning environment for your students.

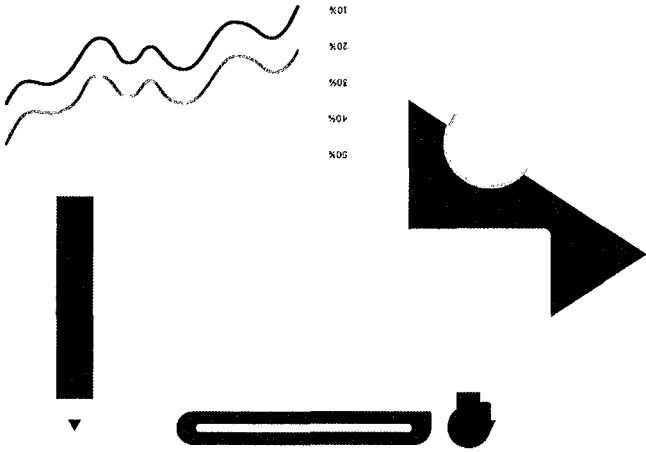
Standards of Conduct

Substitute employees are expected to conduct themselves in a professional manner, perform accepted work duties with excellence, and always adhere to all Edustaff and school district policies and procedures. These expectations are clearly communicated to each Edustaff applicant prior to being approved for employment.

Employee Performance Feedback

It is important to Edustaff that our employees perform at a high level in our partnering school districts. We listen to and value all school district feedback regarding our substitute employees. To make the feedback process simple for our partnering districts, we have created an Employee Performance Feedback (EPF) form. This form gives you the opportunity to express concern and share suggestions on how underperforming Edustaff employees should be addressed. These concerns will be handled in a professional manner with the employee by our Human Resources team and the appropriate actions to move forward will be taken. On the flip side, you may use this form to provide positive feedback for employees who are performing at a high level and making a difference in the lives of your students.

Many times, hard-working and effective substitute teachers are not aware of the enormous impact they are making for a school system. We are delighted when we receive positive feedback about our employees from our district partners, and we celebrate those employees who go above and beyond to promote a positive learning experience. To show our appreciation, our team shares all positive feedback with our employees in the form of a certificate signed by Clark Galloway, the President of Edustaff, and Jodi Center, The Director of Human Resources.

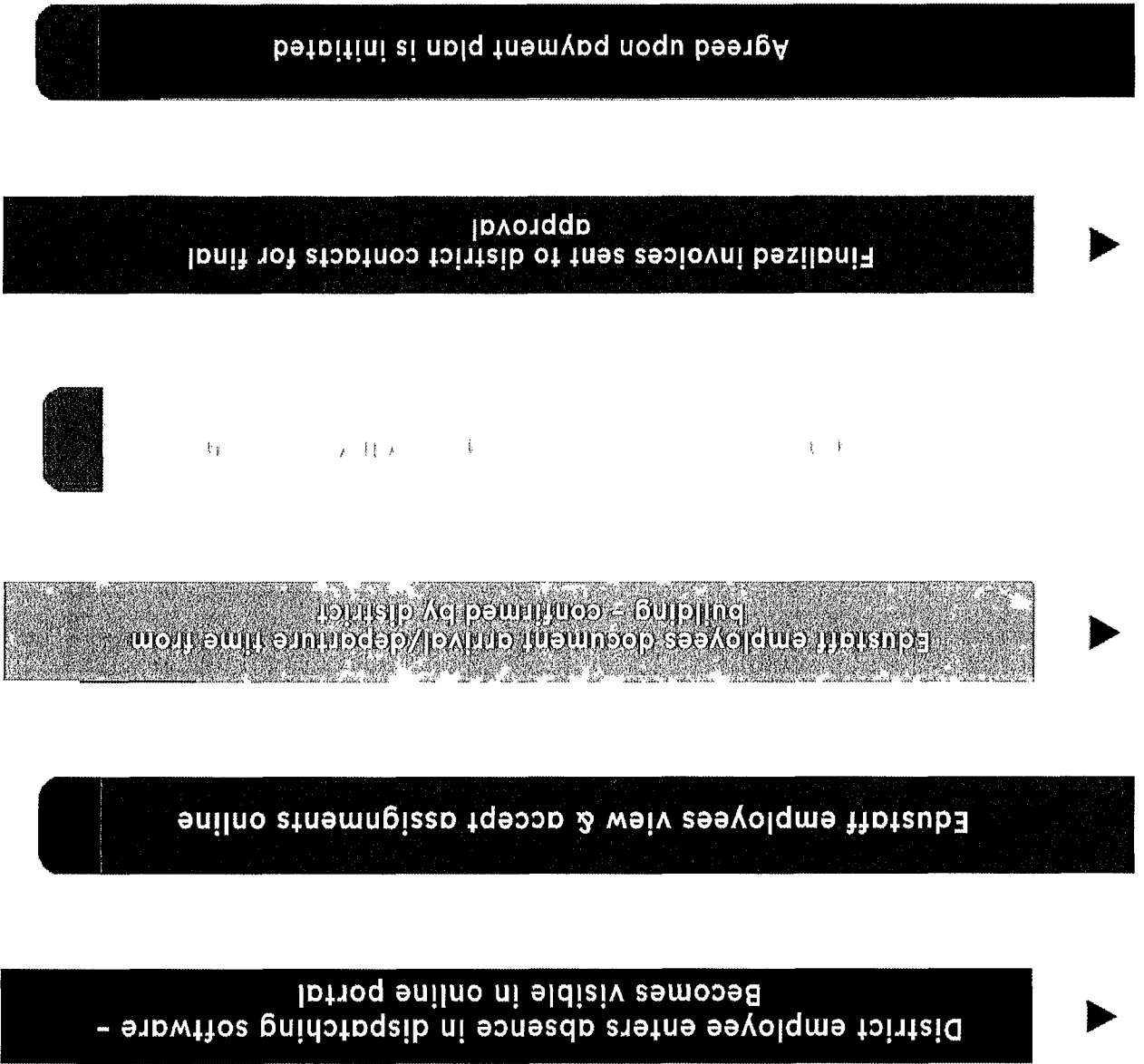




Invoicing

The process map below outlines the steps from absence entry to employee payment:

Filled Absence to Invoice Approval Process





Invoicing

Edustaff makes managing the payroll process for our school district partners and substitute employees simple and hassle-free. Our Payroll Team will work with Bellmawr Public Schools administration at the building level to provide clean and accurate payroll with the ability to make adjustments at no additional cost to the school district.

Edustaff allows our partnering school districts to view, update, and approve preliminary invoices before payroll is processed. Following the reconciliation of all absences and/or other school district submitted payroll data, the school district's assigned payroll specialist will generate a preliminary invoice to be emailed to the school administrator for review. School district staff may review the invoice and submit any necessary adjustments to the payroll specialist for correction. Upon making the requested changes (if needed), an updated invoice will be emailed back to the school district for approval. Final corrected invoices will be sent per request. Preliminary and final invoices will be emailed in both PDF and Excel format for convenience. Once invoices are approved, Edustaff will initiate the agreed-upon payment method.

Sign In/Out

Upon arriving at a building for an assignment, substitute employees are trained to immediately sign in at the main office. The sign-in sheet allows the building secretary to track and monitor the date, arrival and departure times, and what staff member the substitute employee covered for. When departing from an assignment, substitute employees will sign out at the main office.

Reconciliation

At the end of the pay period, the building secretary or other designated school district employee refers back to the sign-in sheets and reconciles (approves or denies) all absences in the school district's preferred dispatching system. If discrepancies arise, the building secretary can email or call the Edustaff assigned payroll specialist. The reconciliation of absences ensures substitute employees receive correct pay and the school district an accurate invoice.

Adjustments & Credits

In the rare instance when a payroll error occurs, Edustaff will take the necessary steps to correct any discrepancies. If an underpayment from the school district occurs after an invoice has been processed, we will alert the school district and collect the needed funds via the next biweekly payroll or an out of cycle adjustment. If an overpayment from the school district occurs after an invoice has been processed, we will alert the school district and the overpaid funds will be credited within the next 48 hours.

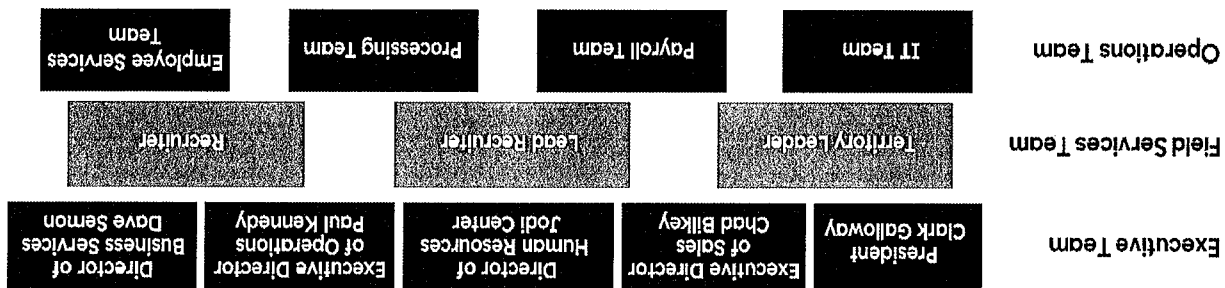
Our streamlined payroll process will provide the following benefits to Bellmawr Public Schools. These benefits are unique in the K-12 staffing industry.

- Simple, flat-rate pricing
- No adjustment costs
- Ability to review & approve payroll
- No service fee for reimbursements
- No price escalators
- "As needed" payroll
- School district assigned payroll specialist
- PTO included – no net charge

In order to provide the industry-leading level of customer service that Edustaff is known for, we have assembled a team with extensive experience in both business and K-12 education. These team members are responsible for ensuring that each Edustaff school district partner is provided service with the highest degree of excellence.

Our diverse team is comprised of individuals with experience in the public-school setting including

superintendents, principals, business managers, and teachers. These team members have also gained many years of experience in K-12 educational staffing and are equipped to provide customized solutions for your school district. Our teams are structured in a manner to provide local hands-on service with administrative support from our home office.



Edustaff Team Members



Field Services Team

Our Field Services Team is responsible for providing exceptional, in-person service to both our partnering school districts as well as our substitute employees. These team members excel in communicating with our district partners and the sub pool, building and maintaining relationships, and are personally available to answer questions and concerns as they arise.

Operations Team

Members of our Operations Team perform the day-to-day support tasks necessary to service our partnering school districts and substitute employees. This team is available via phone, email, and live chat to respond to inquiries, resolve concerns, and offer guidance. Individuals on this team have a reputation for going above and beyond in their commitment to providing unmatched customer service to all who call upon them whether a school administrator, a substitute custodian, or anything in between.



Executive Team

Clark Galloway, President

Clark joined the Edustaff team in 2012 with several years of previous educational staffing experience.



Clark casts the vision for the organization in customer service expectations and leads Edustaff's team of employees by example.

Jodi Center, Executive Director of Human Resources

Jodi joined the Edustaff team in 2016 with previous K-12 school district HR experience.



Jodi provides support for our partnering school districts and their human resources related concerns. She works to ensure our staffing services are aligned with your school district's policies and acts as a liaison between the employee and our clients when concerns arise. In addition, her HR team addresses questions or concerns from substitute employees to assist with setting up health benefits and 401(k) plans and COBRA.

Paul Kennedy, Executive Director of Service Operations

Paul joined the Edustaff team in 2012 with previous management experience.



Paul executes the commitments made to our partnering school districts and ensures that the day-to-day operations and tasks are performed promptly, accurately and in pace with the changing education environment. He ensures the "behind the scenes" inner workings are in place and our partnership with our clients runs very smoothly. He ensures federal, state and school district requirements are being followed to approve the sub pool, and offers continual and ongoing support to partnering school districts.

Dave Semon, Executive Director of Business Services

Dave joined the Edustaff team in 2013 with previous experience working for Accounting and CPA firms.



Dave and his team handle all financial accounting to ensure that the billing process is as accurate and smooth as possible for our partnering school districts. He processes ACH transactions for school districts, manages accounts receivable and payable, and closes payroll by making sure all transactions are processed. Edustaff's payroll is processed in house – not through a third party.

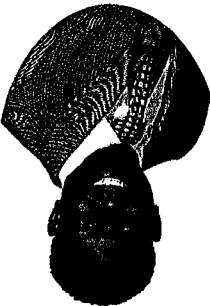
Chad Bilkey, Executive Director of Sales

Chad joined the Edustaff team in 2015. He is a graduate of Western Michigan University and has twenty combined years of teaching, coaching, and sales experience.



Chad works with an experienced team of Edustaff Sales Consultants across the county and represents Edustaff at a variety of professional conferences nationwide.

Field Services Team

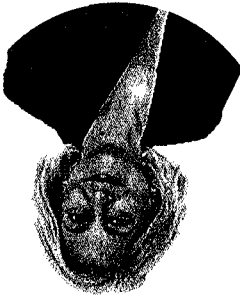


Ernest Tisdale, Territory Manager

ETtisdale@Edustaff.org, p: 877.974.6338 x124

Ernest joined Edustaff in 2015 with a background in business. He has an MBA from Cornerstone University and a Bachelor's degree in Management from Davenport University.

Ernest is the primary contact for our partnering school districts and ensures all school district requests and concerns are handled efficiently and effectively. His responsibilities include assisting school districts with setting up new employee types; monitoring the school district's fill rates; addressing human resources related concerns; responding to questions regarding our overall working relationship; assisting with general payroll related concerns; attending board of education meetings; and developing marketing plans to offer maximized services.



Jillian Stanton, Local Recruiter

jstanton@edustaff.org, p: 877.974.6338 x 1237

Jillian Stanton brings a rich background in education to her role as recruiter for the South Jersey area. With previous teaching experience in grades K-9 and additional roles as an administrator, Jillian is eager to use her understanding of best practices in schools to help her partnering districts fill their staffing needs with qualified candidates.

Jillian's experience in both international and U.S. schools has afforded her unique opportunities to work with incredibly diverse school communities, something she feels strongly enhances her ability to work with her districts, colleagues, and candidates alike.



Brogan Gapczynski, Lead Recruiter/Trainer

bgap@Edustaff.org, p: 877.974.6338 x 116, cell: 989.306.1869

Brogan joined the Edustaff team in 2014. She has a background in education and was a former substitute teacher. Brogan has an Associate of Applied Science in Teacher Paraprofessional from Lansing Community College.

Brogan works with all recruiters to ensure recruiting standards and efforts are properly maintained across the organization. Her responsibilities include training the onsite recruiting teams located within our partnering school districts, providing immediate support from the home office if our recruiter team needs assistance, and relating feedback from the recruiter team to our Operations Team as to ensure our policies and procedures are current, user friendly, and efficient.





Operations Team

Nadine Sulzener, Director of Service Integrations

Nadine joined the Edustaff team in 2010 with previous educational experience. She has an Associate of Applied Science from Henry Ford Community College.



Nadine creates personalized implementation plans for new partnering school districts and meets with school district administration on the implementation process to ensure a smooth transition. The responsibilities of Nadine and her team include managing the overall payroll process; creating new and custom pay designs; distributing requested invoices; controlling absence management systems; training of Edustaff's *Manager* database; and overseeing the newly partnering school district's satisfaction. Nadine and her team have transitioned hundreds of newly partnering school districts successfully.

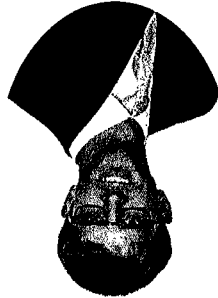
Carrie DeJong, Employee Services Manager

Carrie joined the Edustaff team in 2013 with years of previous experience working in schools and with children. She was actively involved in her children's schools and assisted with athletic boosters, attended PTO meetings, and took part in various other volunteer opportunities. Carrie assists with creating implementation plans for new partnering school districts and meets with school district administration to set up and administer any and all school district requirements. Her responsibilities include training school district employees on Edustaff's *Manager* database; managing background check processes and individual school district requirements; and overseeing the employee services and processing teams.



Kevin Clark, IT Manager

Kevin joined the Edustaff team in 2013 with previous IT services experience in both general support and focused application development for schools, businesses, churches, government agencies, and enterprise-level environments. Kevin has a Bachelor of Computer Information Systems from Davenport University.



Kevin manages Edustaff's Manager database which allows school districts to view substitute employee information and files. His responsibilities include answering school district questions regarding Manager; managing the IT team and ensuring all IT systems are accessible to school districts and employees; making sure all requirements added by the implementation team are properly working and functioning in our database; ensuring newly developed products have user-friendly platforms and meet school district needs; and monitoring security and malware threats.

Edustaff's IT services are developed and provided in house, not through a third party, to ensure our partnering school districts' requests are created exactly as they asked.



Edustaff Home Office Teams

Employee Services

It is important for our customers and employees to be able to easily reach and speak with an Edustaff in-house representative. Our employee services team is readily available to answer questions and help with a variety of topics from 7:30 a.m. to 7:30 p.m. EST Monday through Friday. This team has a variety of responsibilities including answering incoming calls, responding to inquiries via online live chat feature or email, updating employee file changes, and communicating information to school districts and employees on company initiatives.

Marketing

The marketing team develops customized tools to recruit employees to your school district. Some of the primary products produced include promotional flyers, business cards, yard signs, and banners to be displayed in high visibility areas. These same materials will also be displayed digitally throughout our various social media outlets and if possible, directly on the school district website. This team will make sure the community is well aware of the opportunities to work in your school district.

Payroll

The primary purpose of our payroll department is to ensure that our substitute employees receive their wages on time with the correct deductions and necessary withholdings. This is a meticulous, detail-oriented team that takes great pride in producing accurate, timely payroll for every pay period.

Bellmawr Public Schools will be assigned a specific payroll specialist to work with directly, whom you may call or email at any time. That same convenience is provided to our employees as well. There are no confusing communication channels to navigate or long lapses in time between communications. This team is ready to serve when called upon.

Processing

Efficient and accurate application processing is critical to moving applicants through the employment process as quickly as possible. Our processing team gets to work promptly on all applications and normally completely processes a file in 48 hours. From that point this team communicates directly with applicants, so they are aware of their status and if any further information is available. This team thoroughly assesses every employment requirement, credential, and background check prior to approval for employment with Edustaff.

Fee for Service



Appendix A Educational Staffing Services			
Position	Pay Rate (District Discretion)	Bill Rate	% Markup
Substitute teacher	\$100/day	\$128.00/day	28%
Building Floater Substitute Teacher	\$125/day	\$160.00/day	28%
Long-Term Substitute Teacher	\$175/day	\$224.00/day	28%
Certified Paraprofessional*	\$125/day	\$160.00/day	28%
Uncertified Paraprofessional	\$115/day	\$147.20/day	28%
Substitute Paraprofessional	\$100/day	\$128.00/day	28%
Substitute Learning Consultant	\$115/day	\$147.20/day	28%
Substitute Custodian	\$20/hour	\$26.80/hour	34%
Substitute Tutor	\$42.95/hour	\$54.98/hour	28%
ESY/Summer Custodian	\$20/hour	\$26.80/hour	34%
ESY/Substitute Paraprofessional	\$20/hour	\$25.60/hour	28%
* = Certified means holding valid NJ substitute or teacher certificate			



Excellence in Staffing.



Edustaff Pricing Offer for Bellmawr Board of Education

Wage Base and Contract Rate: Wages for contracted employees shall be established by the Client with input from Edustaff on an annual basis. The following contract rates are based upon paid gross wages.

Edustaff Simple Pricing Advantage (Client Initiated 30-day payment plan):

RFP Requested Employee Types:

Position	Daily/Hourly Rate	Contract Rate Markup	Billing Amount
Substitute Teacher	\$100/day	28%	\$128.00
Building Floater Substitute Teacher	\$125/day	28%	\$160.00
Long-Term Substitute Teacher	\$175/day	28%	\$224.00
Certified Paraprofessional	\$125/day	28%	\$160.00
Uncertified Paraprofessional	\$115/day	28%	\$147.20
Substitute Paraprofessional	\$100/day	28%	\$128.00
Substitute Learning Consultant	\$115/day	28%	\$147.20
Substitute Custodian	\$20/hour	34%	\$26.80
Substitute Tutor	\$42.95/hour	28%	\$54.98
ESY/Summer Custodian	\$20/hour	34%	\$26.80
ESY/Substitute Paraprofessional	\$20/hour	28%	\$25.60

Edustaff Pricing Includes:

- Local Edustaff Support Team with regional and corporate support staff
- Marketing, Recruiting, & Advertising programs and materials
- All marketing, advertising, and recruiting efforts for substitute employees
- ACA liability tracked and paid by Edustaff, not billable to Client
- HR and Payroll Administrative Support Functions
- No advance payments or deposits for Client (Edustaff is a "pay as you go" model)
- Onboarding incentive pay and prioritization for existing sub pool transition
- Freedom to hire from sub pool for non-substitute positions at no cost (no penalty)
- Zero payroll processing charges; simply paid as "gross wages"

Rate locked for duration of contract with only one condition: If payroll taxes, governmentally required benefits, or other tax/assessments increase during the contract period, our contract rate will increase proportionately with an option for our client to reopen the terms of the agreement.

4120 Brockton Dr SE,
Suite 200
Grand Rapids MI 49512

Phone 877.974.6538
Fax 877.974.6539
E mail info@edustaff.org



PAYROLL TIMELINE

PRIOR FRIDAY

School District:

- Building level daily reconciliation of absences to keep payroll information fresh

(End of Pay Period)

School District

- Final reconciliation and audit of absences for prior two weeks by 3 p.m. EST on Tuesday

WEEK END

Edustaff:

- Initial draft invoice sent to school district administration for review/approval

Tuesday

School District

- Reviews invoice and sends any adjustment requests (if needed)
- Final adjustments due by Friday at 11 a.m. EST

Edustaff:

- Invoice correction and resubmission
- Final corrected invoice sent by Friday at 11 a.m. EST
- Agreed-upon payment plan initiated

Following Monday

Edustaff:

- Edustaff employees are able to view pay stub and detailed payroll information
- Edustaff initiated ACH from district account (If on ACH payment plan)

Tuesday

Edustaff:

- Edustaff employees pay day



Invoice #: EDU-32010-2019020801-12
Example Community Schools
Invoice for Pay Date: Friday February 08 2019

Pay Schedule	Pay Period Start	Pay Period End	Payroll 2
	Jan. 20, 2019	Feb. 2, 2019	

Normal Pay			
Boyle, Kathy (926939870)			
Aldenkamp, Davena (711879)	Substitute Teacher - Standard	Half Day PM	\$54.00
01/25/2019	343266039	Sick Day	\$54.00
Hunnigutt, Kerensa (710598)	Substitute Teacher - Standard	Half Day AM	\$54.00
01/25/2019	341746551	Conference	
ExitDs 100-12212401			
Habana, Noe (Habana)			
Dixon, Mahalia (729315)	Substitute Teacher - Standard	Full Day	\$108.00
01/25/2019	340986672	Other	
Osenkowski, Jim (926939912)			
Dickenson, Arnout (712486)	Substitute Teacher - Standard	Full Day	\$216.00
01/22/2019	343418536	Personal Day	
ExitDs 100-1111241			
Bereavement			
02/01/2019	344746639	Full Day	\$108.00
ExitDs 100-1111241			
Smith, George (43296)			
Van Veen, Ellis (712879)	Substitute Teacher - Standard	Full Day	\$216.00
01/24/2019	342065856	Conference	
01/25/2019	342065856	Full Day	\$108.00
Steinbo, Joann (926939931)			
Herbertson, Augustus (712469)	Substitute Teacher - Standard	Full Day	\$108.00
01/25/2019	340617875	Other	
ExitDs 100-1111240			
Swartzendruber, Autumn (2642)			
Ayton, Chalice (712889)	Substitute Teacher - Standard	Half Day AM	\$54.00
01/22/2019	339684493	Personal Day	
Sheppard, Campbell (711411)	Substitute Teacher - Standard	Half Day AM	\$54.00
01/25/2019	343039547	Field Trip	
Total:			
Normal Pay		\$640.00	\$864.00
Gross		\$640.00	\$864.00
Income Type			
AESOP Employees			

Date Created: Feb. 6, 2019, 4:57 p.m.

Example Community Schools
Page 1 of 1

Summary

Edustaff understands the importance and magnitude of selecting the best staffing provider for the specific needs of Bellmawr Public Schools. The information shared in this response is intended to provide you with a sense of who we are, the motives behind our actions, our commitment to excellence, and an idea of why we are the undisputed national leader in school district satisfaction for substitute staffing services.

We take great pride in the work we do and want Bellmawr Public Schools to experience what makes Edustaff a different kind of staffing company. If the opportunity is presented, our team would value spending some time with you and sharing in more detail why we would be an excellent partner for Bellmawr Public Schools.

Edustaff will adhere to all regulations and requirements set forth by the state and Bellmawr Public Schools.



Certificate of Liability Insurance

EDUSL-C-01



CERTIFICATE OF LIABILITY INSURANCE

2/14/2022

KPEREZ

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 have ADDITIONAL INSURED provisions or 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 in lieu of such endorsement(s).					
PRODUCER		BHS Insurance 3055 44th St SW Grandville, MI 49418			
NAME:		PHONE (616) 531-1900			
		(A/C No. Ext.) (A/C No.): (616) 574-3317 FAX			
E-MAIL ADDRESS:					
INSURER(S) AFFORDING COVERAGE		NAIC #			
INSURER A. Philadelphia Insurance Co.		18058			
INSURER B. The Hartford		22357			
INSURER C. Accident Fund Co		10166			
INSURER D.					
INSURER E.					
INSURER F.					
EDUSaff, LLC 4120 Brockton SE Suite 200 Grand Rapids, MI 49512					

COVERAGES

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.

[illegible]

General Liability - Insured includes: Staffing Services Worker means a person who is furnished by you to your client to perform the duties to which you have agreed.

CERTIFICATE HOLDER

For Informational Purposes

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

ACORD 25 (2016/03)

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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)
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, later.

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Sign Here
Signature of U.S. person
Date 12/1/2018

Certification
I am a U.S. citizen or other U.S. person (defined below); and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 for Part II, later.

Part II Certification
Under penalties of perjury, I certify that:
1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.
Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number: 2 7 - 3 2 2 9 0 4 8
Employer identification number: 2 7 - 3 2 2 9 0 4 8

Form W-9
Department of the Treasury
Internal Revenue Service
(Rev. October 2018)

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and the latest information.
Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
EDUSTAFF LLC

2 Business name/disregarded entity name, if different from above
EDUSTAFF LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
☐ Individual/sole proprietor or single-member LLC
☒ Limited liability company (LLC) that is classified as a partnership for federal tax purposes. Do not check this box if the LLC is classified as a corporation for federal tax purposes.
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ 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):

5 Address (number, street, and apt. or suite no.) See instructions.
4120 Brockton Dr. SE, Suite 200

6 City, state, and ZIP code
Grand Rapids, MI 49512

7 List account number(s) here (optional)

8 Requester's name and address (optional)
Grand Rapids, MI 49512

9 Applies to accounts maintained outside the U.S.
☐ Other (see instructions)



Financial Viability and Stability



January 25, 2022

RE: EDUStaff, LLC Bank Reference

To Whom It May Concern,

EDUStaff, LLC has been a customer of Huntington Bank since 2010. As of the date of this letter, all accounts have been handled as agreed. Below is a summary, in RMA abbreviation, of its relationship with Huntington Bank.

Deposit Accounts - 1 account

Previous 12 months aggregate average balances are a moderate 7 figure amount

Term Loans - None

Line of Credit - None

If you have any questions, please feel free to contact me

Respectfully,

Earl VanOpstall
Vice President
Huntington Bank
P 616-588-7517

Internal Use



Bellmawr Board of Education
Business Office
256 Anderson Avenue
Bellmawr, NJ 08031

Proposal Form

Educational Staffing Services

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents, and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal

Name Edustaff, LLC

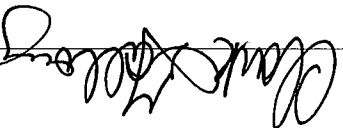
Address 4120 Brockton Drive SE, Grand Rapids, MI 49512

Federal Tax ID Number 27-3229048

Phone number 877-974-6338 Fax number 877-974-6339

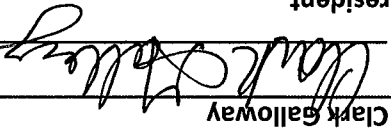
E-Mail Clark@Edustaff.org

Authorized Agent Clark Galloway Title President

Agent's Signature  Date May 5, 2022

All proposals must be received no later than Wednesday, May 11, 2022 at 1:00 p.m. All proposals are to be sent to:

Mr. Patrick Doyle, Business Administrator/Board Secretary
256 Anderson Avenue
Bellmawr, NJ 08031
Phone 856-931-6298 x1311

Name: Clark Galloway
 Signature: 
 Title: President Date May 5, 2022
 Name of Company: Edustaff, LLC
 Address: 4120 Brockton Drive SE, Suite 200
 City, State, Zip: Grand Rapids, MI 49512

I certify that the above information is correct to the best of my knowledge
 contract.
 Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the
 All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the

Department of Treasury
 Division of Public Contracts/EEO Compliance
 P.O. Box 209
 Trenton, NJ 08625-0002

- Click on "Employee Information Report"
- Complete and submit the form with the appropriate payment to:

www.state.nj.us/treasury/contract/compliance/

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal
 Employment Opportunity Compliance:

3. If you answered "NO" to both questions No. 1 and 2, you must apply for an Affirmative
 Action Employee Information Report - Form AA302.

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

2. Our company has a N.J. State Certificate of Employee Information Report ☒ Yes ☐ No

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

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☒ No

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

Proposal Date:

To be completed and signed below. Return With Proposal
AFFIRMATIVE ACTION QUESTIONNAIRE

Patrick Doyle
Business Administrator/Board Secretary





STATE OF NEW JERSEY

Division of Purchase & Property
Contract Compliance Audit Unit

EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For instructions on completing the form, go to:

SECTION A - COMPANY IDENTIFICATION

1 FID. NO. OR SOCIAL SECURITY	27-3229048
2 TYPE OF BUSINESS ☐ 1 INFO ☒ 2 SERVICE ☐ 3 WHOLESALE ☐ 4 RETAIL ☐ 5 OTHER	3 TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4 COMPANY NAME	
5 STREET	
6 NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)	
7 CHECK ONE: IS THE COMPANY ☒ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER	
8 IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ	
9 TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT	
10 PUBLIC AGENCY AWARDING CONTRACT	
11 DATE RECEIVED	
12 INVOICE DATE	
13 ASSIGNED CERTIFICATION NUMBER	

SECTION B - EMPLOYMENT DATA

11 Report all permanent, temporary, and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. DO NOT SUBMIT EEO-1 REPORT

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	BLACK	HISPANIC	INDIAN	ASIAN	MIN.	BLACK	HISPANIC	INDIAN	ASIAN	MIN.
Officials/Managers	14	8	6	2	0	0	0	6	0	0	0	0	6
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Office & Clerical	81	22	59	1	1	0	0	20	5	1	0	2	51
Craftworkers (skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Operators (semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	95	30	65	3	1	0	0	26	5	1	0	2	57
Total employment from previous report (if any)	63	21	42	4	0	0	0	17	3	0	0	1	38
The data below shall NOT be included in the figures for the appropriate categories above.													
Time Employees	45837	13772	32065	1544	451	211	222	11344	2879	957	446	1014	26769

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP OBTAINED ☐ 1 Visual Survey ☒ 2 Employment Record ☐ 3 Other (Specify)	13. DATES OF PAYROLL PERIOD USED From 4/1/2019 To 4/26/2019
14. IS THIS THE FIRST Report Submitted? ☐ YES ☒ NO	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR 02 02 2018

16. NAME OF PERSON COMPLETING FORM (Print or Type) Jodi Center	SIGNATURE 	TITLE Director of HR	DATE MO. DAY YEAR 04 26 2019
17. ADDRESS NO. & STREET 4120 Brockton Dr SE Ste 200	CITY Grand Rapids	COUNTY Kent	STATE MI
ZIP CODE 49512	PHONE (AREA CODE, NO. EXTENSION) 877 - 974 - 6338		

To be completed, signed below & returned with proposal.

NON-COLLUSION AFFIDAVIT

Substitute and Staffing Services

Re: Proposal for the Bellmawr Board of Education

STATE OF Michigan)
COUNTY OF Kent)
ss)
I, Clark Galloway)
of the City of Grand Rapids)
and the State of Michigan)

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

I am President of
Edustaff, LLC Position in Company

the firm of Edustaff, LLC and the
respondent making the Proposal for the above names contract, and that I executed the said Proposal
with full authority so to do, that I have not, directly or indirectly, entered into any agreement, participated
in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken
any action in restraint of free, competitive bidding in connection with the above named bid, and that all
statements contained in said Proposal and in this affidavit are true and correct, and made with full
knowledge that the Board of Education relies upon the truth of the statements contained in said Proposal
and in the statements contained in this affidavit in awarding the contract for the said proposal.

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 of bona fide established commercial or selling agencies
maintained by

Edustaff, LLC

(Print Name of Contractor/Vendor)

(SIGNATURE OF CONTRACTOR/VENDOR)

before me this 5th day of May 2022

Sheila McGrath
Print Name of Notary Public

NOTARY PUBLIC SIGNATURE

My commission expires July 19 2027 - Seal



To be completed and signed below.

Return With Proposal

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

Re Proposal for the Bellmawr Board of Education

Please check one type of Ownership, complete the form, and execute where provided

☐	Corporation--	☐	Sub Chapter S Corp --
☐	Limited Partnership--	☒	Limited Liability Partnership--
☐	Partnership--	☐	Limited Liability Corp --
☐	Limited Partnership--	☐	Other--

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the Proposal or accompanying the Proposal of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be " If one or more such stockholder "or partner" is itself a corporation "or partnership", the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed "The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH PROPOSAL. In the event that there are no persons who own ten percent or more of the stock or ownership of the Respondent then such fact should be certified below as part of this disclosure

Name of Company Edustaff, LLC
Address 4120 Brockton Drive SE, Suite 200
City, State, Zip Grand Rapids, MI 49512

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

Owner's Name	Home Address	Title/Office Held	Percent (%) of Partnership Shares Owned
Clark Galloway, 4476 Galloway Landings Dr, Caledonia, MI 49316, President			33.54%
Casey Young, 43 Summervyn Street, Caledonia, MI 49316		Member	28.36
CVEH, LLC, 2464 Byron Station Drive SW, Byron Center, MI 49315, Member			19.96%

NOTE If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities

(form continued on next page) → → →

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP (cont)

Our firm, _____, is organized

Title

☐

SIGNATURE OF AUTHORIZED AGENT

Clark, William

Contractor/Vendor Questionnaire/Certification

Name of Company Edustaff, LLC
Street Address 4120 Brockton Drive SE, Suite 200 PO Box _____
City, State, Zip Grand Rapids, MI 49512
Business Phone Number (877) 974-6338 Ext _____
Emergency Phone Number (616) 309-8182
FAX No (877) 974-6339 E-Mail Clark@Edustaff.org
FEIN No 27-3229048
Years in Business 11 Number of Employees 100 at headquarters, 52,000 contracted employees

References – Work previously done for School Systems in New Jersey

Name of District Address Contact Person/Title Phone

1. Franklin Twp. Public Schools, 1755 Amwell Road, Somerset, Brian Bonanno/Manager of Human Resources, 732-873-2400
2. Lumberton Twp. Public Schools, 33 Municipal Drive, Lumberton, Susan May, Admin. Asst. to Superintendent, 609-267-1406
3. South Bound Brook Public School, 122 Elizabeth St, South Bound Brook, Dr. Lorise Goetze/Superintendent, 732-356-3018

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Bellmawr Board of Education nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the proposal, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

I certify that I am not an official or employee of the Bellmawr Board of Education.

Gifts, Gratuities, Compensation

I declare and certify that no person from my 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 Bellmawr Board of Education.

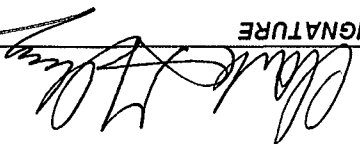
Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A 23A-6.3(a1-4) concerning vendor contributions to school board members

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract

Clark Galloway
President or Authorized Agent (Print)

SIGNATURE



Name of Company Edustaff, LLC
 Address 4120 Brockton Drive SE, Suite 200 P O Box _____
 City, State, Zip Code Grand Rapids, MI 49512
 Name of Authorized Representative Clark Galloway
 Signature 
 Date May 5, 2022

☒ **No Addenda Received**

_____	_____
_____	_____
_____	_____
_____	_____

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 NO	ISSUING DATES
------------	---------------

Acknowledgement of Addenda

To be completed and signed below. Return With Proposal



Bellmawr Board of Education

Business Office

256 Anderson Ave.

Bellmawr, NJ 08031

Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that **Edustaff, LLC** (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20:26 during the twelve (12) months preceding this award of contract

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed

☒ **No Reportable Contributions** (Please check (✓) if applicable)

I certify that **Edustaff, LLC** (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20:26

Certification

I certify that the information provided above is in full compliance with Public Law 2005—Chapter 271

Name of Authorized Agent, **Clark Galloway**

Signature

Title President

Business Entity **Edustaff, LLC**

**APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability**

The contractor and the Bellmawr 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. § 12101 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 thereto, 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, employees, 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, 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.



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

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE 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, 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, or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; 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, 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, 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, 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

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's

website at www.state.nj.us/treasury/contract/compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN CERTIFICATION

Respondent **Edustaff, LLC**

RESPONDENTS MUST COMPLETE PART 1 BY CHECKING EITHER BOX FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

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 neither the person or entity, nor any of its parents' subsidiaries or affiliates is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.n.us/treasurypurchase/pdf/Chapter25list.pdf>. Respondents must review the list prior to completing the below certification. Failure to complete the certification will render a respondent's proposal non-responsive. If the Purchasing Agent finds a person or entity to be in violation of law, he shall take actions 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 party.

PLEASE CHECK THE APPROPRIATE BOX:

☒ I certify, pursuant to Public Law 2012, c. 25 that neither the respondent nor any of the respondent's parents, subsidiaries, or affiliates is listed on the N J Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P. L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

☐ OR
I am unable to certify as above because the respondent and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. 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 respondent person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the section below

Name _____ Relationship to Respondent _____
Description of Activities _____
Duration of Engagement: _____ Anticipated Cessation Date _____
Respondent/Officer 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 Bellmawr Board of Education 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 Board to notify the Board 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 my agreement(s) with the Bellmawr Board of Education and that the Board at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) **Clark Galloway**

Signature _____

Title **President**

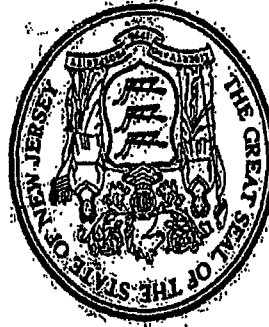
Date: **May 5, 2022**

New Jersey Business Registration

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
CERTIFICATE OF REINSTATEMENT

EDUSTAFF, LLC

0600369588



IN TESTIMONY WHEREOF, I have
hereunto set my hand and affixed
my Official Seal, this
23rd day of January, 2018

Elizabeth Maher Muoio
Acting State Treasurer

Certificate Number: 2310080688
Verify this certificate online at
<https://www.treasury.nj.gov/verify-cert.asp>

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON N J 08646-0252	TAXPAYER NAME: EDUSTAFF LLC ADDRESS 4120 BROCKTON DR SE, SUITE 200 GRAND RAPIDS MI 49512 EFFECTIVE DATE: 05/29/18
TRADE NAME: SEQUENCE NUMBER: 2239235 ISSUANCE DATE: 05/30/18	Director New Jersey Division of Revenue 

FORM-BRC
104-081-1205848V

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.