

Kelly Education

Proposal Title: Educational Staffing Services

Submitted to:

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

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Confidentiality

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COVER LETTER

Mr. Patrick Doyle
Business Administrator/Board Secretary
256 Anderson Avenue
Bellmawr, NJ 08031



Dear Mr. Doyle and Proposal Evaluation Committee:

I am proud to represent Kelly Education® in offering you an industry-leading workforce solution that remains unmatched. I believe it is mission critical for the Bellmawr Board of Education to partner with a workforce solutions provider that has successful experience serving New Jersey school districts, understands educational staffing, and meets your specific requirements as set forth in this RFP. **Kelly Education will be that partner.**

As education professionals, you have some of the most complex, controversial, and highly scrutinized jobs out there. You're under immense pressure to improve student achievement while simultaneously doing more with less and with little time. One factor remains constant—with the ability to impact all our challenges positively or negatively in a truly significant way: **TALENT.**

With quality staff in high demand, as well as, short supply, the need for better talent solutions has reached a crisis level. Districts are in dire need of solutions that consistently and reliably engage the highest-quality people. Recruiting top talent, ensuring they are screened and trained, providing a state-of-the-art scheduling system, and keeping these substitute educators engaged is our top priority. Kelly Education's depth, breadth, and incomparable expertise will support your district and help to elevate your substitute staffing services program. **As your trusted partner in education, our job is to make your job easier!**

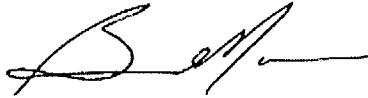
I am excited for you to evaluate our innovative and value-driven capabilities and approaches, that ultimately, will contribute to the success of Bellmawr Public Schools, your teachers, and most importantly your students. Our program includes:

- **An expanded talent pool for your long-term vacancies and short-term placements**
- **Expanded service lines and domain expertise with additional focus on pre-K and special education**
- **Local support with comprehensive client services; customized to your district**
- **Comprehensive regional sourcing and recruiting resources**
- **Greater employee benefits, with enhanced reward and recognition programs**
- **A unique approach to talent, data analytics and insights; with innovative technology for recruitment, timekeeping, and engagement**
- **Extensive pre-hire and post-hire training on areas key to classroom management**
- **The Kelly Education Guarantee that every employee meets your expectations**

Kelly Education is passionate about connecting great talent to great education organizations. We will be laser-focused on delivering on our promises so you can be laser-focused on your mission. We firmly believe that Kelly Education is the right choice for you. **With our seamless implementation, established local presence, customized solution, and unmatched experience, we are committed to providing the superior service required by the Bellmawr Board of Education.**

Thank you for this opportunity to become your partner in education.

Sincerely,



Beth Mac

Kelly Education Sales Consultant

Tel: 315.362.8316 Ext. 17816 | **Email:** beth.mac@kellyservices.com

TECHNICAL SPECIFICATIONS

Understanding of District Needs and Specifications

1. Must 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.

Company Background

Our specialization in education began in 1997 when we delivered the first education staffing solution by partnering with Gulfport School District in Mississippi and they are still a partner today, 25 years later! **Not only were we the first, but we are also the largest provider, as ranked by Staffing Industry Analysts (SIA).** You don't become the first or the largest without also being the best

Kelly Education was the first company to provide qualified substitute teachers to schools in 1997



2021

Largest Education Staffing Firms in the US

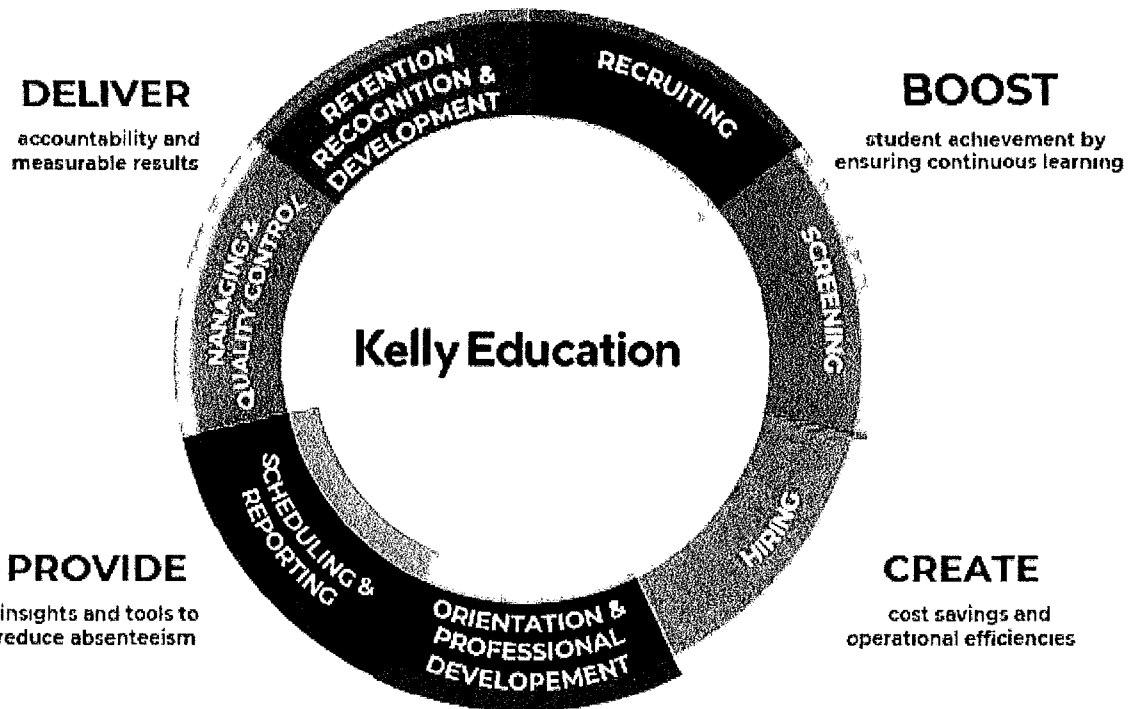
As a specialty business unit of the larger Kelly® Services organization, we are focused exclusively on PreK-12 education, special needs, early childhood education, higher education, and tutoring solutions. We provide staffing for various sized districts from those with only a few schools, up to some of the largest in the nation, and every size in between. **Nationally, nearly 10,000 elementary, middle, and high schools across 41 states** count on our partnership to ensure they have the best talent in their schools.

Kelly Education is the only true human capital company in the education space that supports school districts both inside and outside the classroom. Every year, we place more than 4 million education roles, including 300,000+ non-instructional positions. Kelly Education has an expansive solution portfolio to deliver the talent our district partners need.

10,000+	4,000,000	Nearly 60,000	1,000+
Number of school partners, nationally	Number of classrooms filled each school year	Number of active substitute educators in our talent pool	Number of school/district programs successfully implemented to-date

Overview of our End-to-End Program

As the Board's partner in education, we become an extension of your district, working alongside your schools, principals, and teachers. We fill your schools, strengthen the quality of substitute teachers and support staff, remove administrative burden from your team, and lower costs, all while using powerful data analytics for insight into the impact of absences on your district. Our end-to-end program for the Bellmawr Board of Education includes all the elements shown in the graphic below, followed by a description of each:



Recruiting

- **An established local account team** that has been supporting New Jersey School Districts for more than 7 years and understands the market and how to attract top talent, currently holding a Talent Pool Total of 1044.
- **A strategic recruitment plan** developed specifically to meet the *unique* needs of the Bellmawr Board of Education, utilizing accurate, district-based data and analytics.
- **Supply and demand analysis** of the surrounding localities allows us to target our recruiting initiatives using a science-based approach to find and engage the right talent for Bellmawr Board of Education.
- **Dedicated education recruiters** use a broad range of tactics from social media strategies to yard signs and flyers to go where the talent is.

Screening

- **Stringent mandatory candidate screening**, including a behavioral interview for instructional roles, education verification, criminal background and National Sex Offender Registry screenings, I-9 compliance, additional screenings required by Bellmawr Board of Education, as well as all New Jersey-specific screening requirements. Candidates must pass all screening before they are cleared for hire and assigned to work in any role within Bellmawr Board of Education school.

Hiring

- **Fast and convenient e-Registration** online hiring process resulting in shorter hiring time.
- **Exclusive pre-hire assessment** as an objective measure of a candidate's capabilities in the classroom.

Orientation, Training, and Professional Development

- **Mandated, paid, post-hire orientation** designed to give talent the insights, tactics, and skills needed to succeed in the classroom, including training on Bellmawr Board of Education policies and procedures.
- **Professional training** through our exclusive training program, ClassSmarts™, and ongoing professional training through Vector Training, K-12 Edition (formerly SafeSchools) and Special Education Edition (formerly Exceptional Child)—**all offered at no charge to Kelly Education Employees.**
- **Substitute Mentor Program** where experienced teaching professionals provide on-the-job coaching to our substitute employees to advance their classroom skills.

Scheduling & Reporting

- **Client Engagement and Talent Fulfillment Team** of more than 65 engagement specialists, supported by **Frontline Education's Absence Management System ("Frontline")**, an industry leading web-based technology to schedule and manage your substitute staff. This is the technology currently being used for the Board. Kelly also offers other software systems such as **Red Rover.**
- **Building-specific talent pool** of one or more substitutes assigned to specific schools on identified days allowing schools to have consistent, available substitute staff, and substitutes benefit from regular assignments when they are available to work (*with Board permission only*).
- **On demand reporting through Frontline and high-powered data analytics** that provide insight into your district's talent trends and needs.
- **Power BI technology** to unify data from our diverse practice areas and scheduling systems into a powerful, interactive reporting tool. We dive deep into volume and fill rate statistics using a variety of custom dashboards. Dynamic charts allow you to click on any component to easily drill down into the data by company, practice, state, district, position types, and more. We can compare data between current and past school years to analyze trends, identify problem areas, and make data-driven decisions for the future.

Managing & Quality Control

- **A qualified talent pool** to meet your daily needs while retaining the current substitutes you love and adding new qualified talent we recruit on your behalf.
- **Comprehensive approach to talent oversight** that includes observations, regular feedback, and standard protocols for managing performance.
- **Year-round talent engagement** to maintain relationships with your current talent pool during off months to increase retention and recruit new talent to add to the team.
- **24/7 incident reporting** and investigation led by security professionals.

Retention, Recognition, & Development

- **Access to an ACA-compliant health care plan option and voluntary benefits** such as medical, vision, dental, and life insurance as well as short-term disability.
- **myKelly Rewards program** to both recognize the contributions of our talent and encourage engagement by accepting more assignments with Bellmawr Board of Education.
- **Additional benefits and perks such as an Employee Assistance Program, "Substitute Teacher of the Year" program, optional 401(k) enrollment, wellness programs, savings plans, and more.**

With 25 year of proven experience, Kelly Education becomes your trusted advisor on multiple fronts: *workforce planning, wage and hour compliance, talent shortages, the future of work, and how to best adapt to changes in the workforce.* We designed your end-to-end program so that the path to filling your absences is easy and quick for your users, and we take on the tasks that would typically be the responsibility of your team.

Simply stated, our job is to make your job easier.

On the following pages, we provide full details on our full-service solution, listing all services to be rendered and a full explanation of how they will be provided.

Recruiting Process – Building your Talent Pool

The national teacher shortage is putting districts across our country in a pinch for recruiting talent. Filling positions has never been more difficult for already-strapped human resource teams. Kelly Education has a multi-pronged approach to filling both daily absences and long-term roles. We recruit top talent who are the right fit for each unique position—whether it's for one day, one month, or the entire year.

Kelly Education is committed to delivering the Board an exceptional education-focused solution through effective recruiting strategies while tapping into district and community support. Our efforts will be geared towards finding candidates who have diverse backgrounds and experiences.

We have dedicated education recruiters with specific training and experience sourcing talent for the PreK-12 market. **We have designed an agile recruiting network that combines virtual recruiters and digital resources with a local team of recruiters to increase flexibility, creativity, and sourcing engagement.**

Grassroots Marketing and Local Customized Recruiting Plan

Your community is the pulse of education staffing. For Bellmawr Board of Education, we will design sourcing and recruiting plans centered around your talent requirements and our experience in the surrounding areas. With similar districts, we have found distinct success with **grassroots marketing efforts within the community at large**. Our team canvasses cities and towns surrounding Bellmawr with yard signs, fliers, or posters in coffee shops and local restaurants, libraries, community centers, colleges/universities, and other places people gather. You'll even see us handing out fliers in the drop-off/pick-up lanes at your schools, PTA meetings, track meets, football games, or community events. Career fairs and employee referrals are also top sources of candidates.

Kelly Education

**Substitute
teaching.
There's no
other job
like it.**



Some of our top recruiting sources in New Jersey include:



School Jobs
Helping to Staff NJ Schools



Patch



indeed

myKelly® Jobs

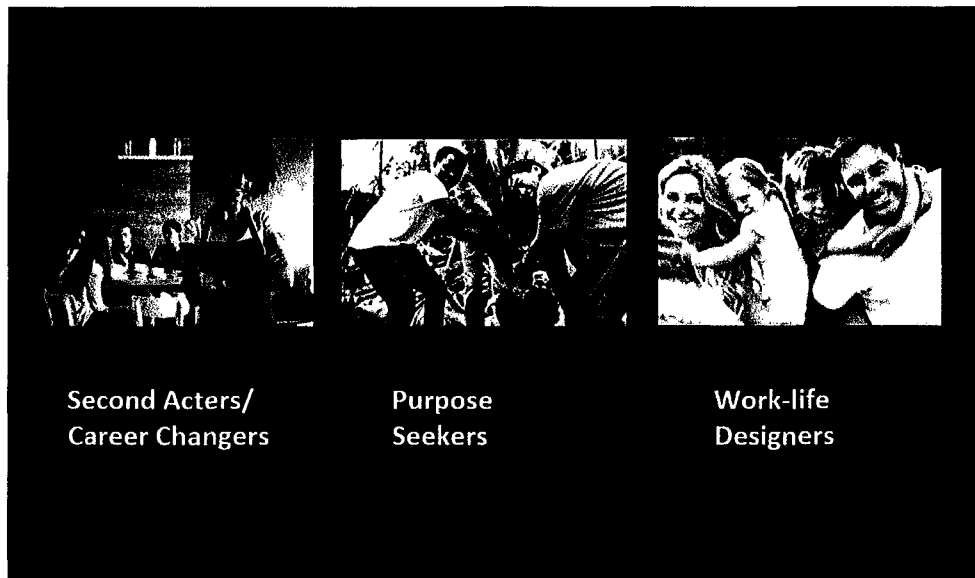


Digital Recruiting Tools

Recruitment continues to evolve, and Kelly Education is at the forefront. With the rise of digital media as the primary means of communication, the best people you seek to engage are now able to identify and scout their potential opportunities before recruiters even glance at their online profiles. This new breed of passive, yet interested, jobseekers have the means to quickly measure the suitability of a potential employer by looking at their presence and activity on various digital media channels.

To ensure we have proactive recruitment efforts that “pull” talent in and direct them to landing pages, Kelly Education uses data insights and analytics tools to first target the ideal population. Our robust and thoughtful digital recruitment goes far beyond outdated “push” strategies. Although job boards are still important, we have a whole host of digital tools and strategies that span the entire recruitment process—from start to finish. Some of these include:

- **Programmatic paid job advertising:** Nationally, we use a robust analytics platform to drive peak job board investment decisions across job boards like **Indeed, Glassdoor, and Zip Recruiter as well as specialty/niche job boards. We have seen best results from Facebook campaigns, Indeed, LinkedIn, kellyeducationjobs.com and referrals.** We have also run our *“Wake up and Teach”* campaign aimed at attracting candidates in three talent type categories. This campaign would be advertised using multiple platforms.



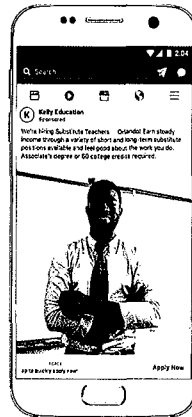
- **Referrals:** Employees are our number one referral source, followed by alumni across the education practice. *We offer a \$100 bonus for all referrals to our substitutes.*



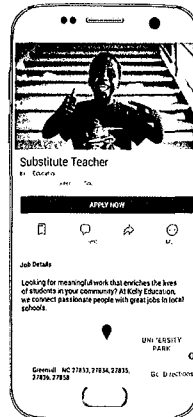
- **Mobile Application:** We use mobile applications such as the Facebook referral tool, which uses profile data including education, work experience, location, interests, and skills to create

job postings that reach the most qualified candidates. Recruiters can post jobs and receive applications on mobile devices, and job seekers can set up mobile search filters and e-mail alerts. Candidates can easily find and apply for jobs on any mobile device.

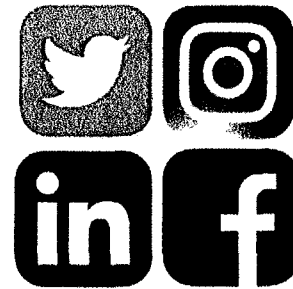
- **Social recruiting and online communities:** Recruiting initiatives on channels such as Facebook, Twitter, LinkedIn, Instagram, and YouTube allow us to connect with candidates where they congregate, via methods more likely to engage them.



Targeted Social Ads



Facebook Marketplace Jobs

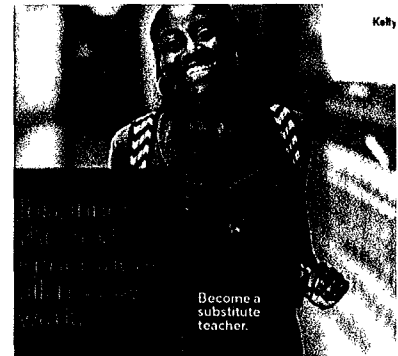


- **Virtual events:** Our flexible and scalable team allowed us to make a seamless transition to remote work at the onset of the COVID-19 pandemic. We quickly converted to virtual career events and connected talent with a Kelly Education recruiter in a safe, 1:1 online and video chat environment.
- **Video:** Kelly Education's on-demand video interviews allow specialty talent to record and submit video interviews to hiring managers and decreases submit-to-start cycle time.
- **Search engine optimization/marketing:** Candidates today perform more than 70 million job searches per month, and nearly 20 million job seekers have conducted an online search in the last 30 days. To capitalize, we optimize our jobs to ensure they are ranking high in candidate searches, whether those searches are done across key job boards like Indeed, Glassdoor, LinkedIn, or on the primary search engines like Google.
- **AI-enabled technology stack:** Kelly Education's technology stack includes a family of AI (artificial intelligence) chatbot conversational agents who work 24/7 to engage, pre-screen, and schedule qualified talent directly on recruiters' calendars.
 - **More than 200,000 candidates have self-scheduled an interview with a Kelly Education recruiter.**
 - **1+ million users a year have engaged with a Kelly chatbot about their job search.**
 - **AI-enabled job status communications to job applicants have increased talent retention from the first submit-to-start by 25% and reduced "ghosting" on both hiring manager interviews and first-day starts.**
- **Supply, demand and market data and analytics:** To create purposeful sourcing strategies, we need data to help us put together a comprehensive recruitment plan. Our custom analytics portal allows us to see the types of available candidates, assess demand for those skill sets, and determine where concentrations of those skill sets are found. This allows us to target our recruiting efforts to your advantage.

Innovative Recruiting Strategies

To complement our digital efforts and traditional recruiting tactics, we continue to innovate our methods and have a full portfolio of innovative recruiting strategies to attract talent for Bellmawr Board of Education, including:

- **Substitute Ambassador Program:** Our “brand ambassadors” work directly in your schools and attend district events to raise brand awareness as well as recruit and attract the best talent to work in your schools.
- **Retiree Engagement:** Retired teachers are an important source of quality substitutes. We’ve worked with districts to engage their retirees, including through informational meetings or fliers on the Kelly Education program in their retirement materials. What a perfect job for the retiree who wants to keep active, make some additional money, and choose their own schedule. You know them, they know you, and the students benefit from retaining that experience in the classroom.
- **Strategic Partnerships:** Strategic partnerships with key organizations expand our reach to targeted talent groups, such as the U.S. Army Reserve Employer Partnership Initiative, Military Spouse Employment Partnership, and the National Association of Colleges and Employers, among others.
- **Kelly Mobile Branch:** The Kelly Mobile Branches are our latest innovation to expand our reach. We designed these vehicles to support on-the-go recruiting at hiring and engagement events at targeted colleges, universities, or community events. From direct interaction with candidates to on-the-spot applications, our mobile branches allow us to go where the candidates are and create excitement.



Start a great, new opportunity in your retirement

RECRUIT  MILITARY*



Screening, Credentialing, and Hiring Process

To identify the most qualified candidates for Bellmawr Board of Education assignments, our full screening and hiring process assesses the skills, experience, and work history of every candidate, while evaluating them as a fit for your district's culture and environment. The safety of your students starts with our mandatory background screening process, which is the most comprehensive in our industry.

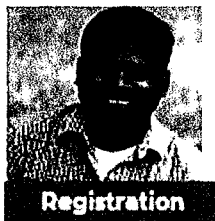
Our screening and hiring process is outlined in the graphic below:



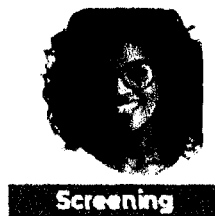
- Gauges suitability for the role, skills, and ability to succeed
- Discusses education, work history, experience, certifications, and licenses
- Confirms goals, work preferences, availability, and interest



- Structured interview with situational questions
- Kelly ClassSmarts pass/fail assessment
- Education verification



- Online application process
- Complete employment forms
- Verify work eligibility through the I-9 process using E-Verify



- Mandatory screening – most comprehensive in the industry
- Criminal background screening
- National Sex Offender Registry Check
- New Jersey-specific screening
- Bellmawr Board of Education-required screening

Onboarding Process within a Timely Fashion

Through Kelly Education's paperless eRegistration technology, the enrollment process is quick and easy. Candidates populate a series of simple panels based on Kelly, state, federal, and district-specific paperwork. This greatly reduces onboarding time, reduces entry error, and houses information electronically, all in one place. The Kelly Education onboarding team follows detailed work instructions consistently and effectively to complete onboarding activities and maintain a constant flow of qualified talent to fill your roles.

Well-prepared employees are the foundation of the exceptional service we provide. Every substitute employee follows a formal, multi-step training and orientation process prior to placement in any Bellmawr Board of Education school.

Kelly Education has an unparalleled partnership with Vector Solutions for their award-winning K-12 Edition (formerly SafeSchools) and Special Education Training Edition (Formerly Exceptional Child). We have also worked closely with industry experts to develop ClassSmarts™, our own Guiding Principles for Substitute Educators that forms the core of our training curriculum.

Powering the future of learning.

Kelly Education's award-winning, personalized online learning environment is designed to help every student achieve their full potential. Our adaptive learning technology adjusts the pace and content of instruction to meet each student's unique needs, ensuring that every student is challenged and engaged. With over 10 years of experience, we've helped thousands of students succeed, and we're committed to continuing to lead the way in personalized education.

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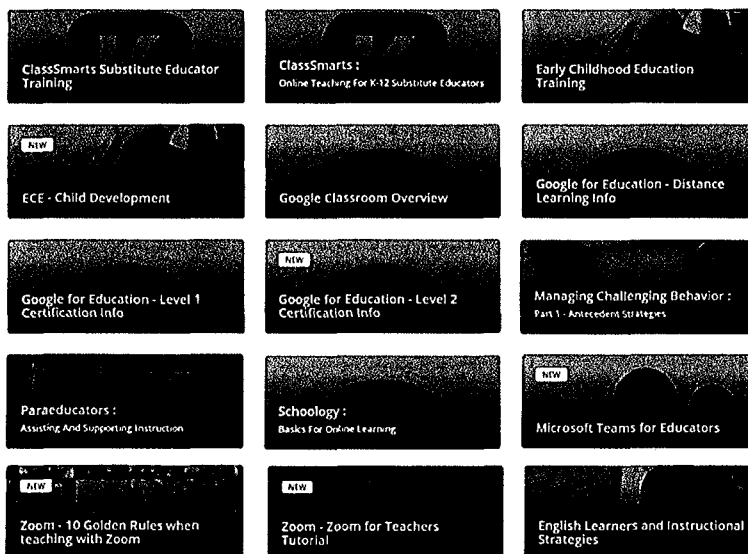
Kelly ClassSmarts pre-hire units are drawn from research-based sources, including education consultants and the practical experience and published works of industry-recognized former teachers, principals, and administrators.

Pre-Hire Training & Assessment

As candidates are recruited for the Board, we give them individual access to our learning management system where they are assigned their custom training curriculum based on their role and any state requirements.

Pre-hire training for academic educators includes **ClassSmarts®**, our exclusive professional development series for substitute teachers and paraeducators. Developed in conjunction with education research experts, ClassSmarts is research-based training content that includes practical experience from former teachers, principals, and administrators to help our employees maximize student learning. This mandatory training is accessible via computer and mobile devices and includes Next Gen principles--information presented in short bursts followed by interactive, scenario-based activities--which research shows greatly increases retention and understanding. The suite includes a high-quality pass/fail final assessment to measure learner proficiency through demonstrated analytical application of the material. Thousands of districts across the U.S. rely on Kelly's substitute teacher training program to ensure success and student achievement – and ClassSmarts plays a fundamental role.

All current active Kelly Education talent have free access to these titles as part of an extensive library of 100+ expert authored education-specific training and development courses. Topics include special needs, diversity, education technology, socio-emotional, ESL/TESOL, and much more via Vector Solutions award-winning library of content.



What other training does Kelly offer?
Glad you asked.

Education

Available professional development

Kelly provides training and support in **key areas educators are looking for**. Our library of professional development includes:

- Teaching virtually
- Special Needs
- Trauma-Informed Teaching
- ELL/ESL
- Classroom Management
- Technology
- ... and much more!

Virtual Learning Environments

Because virtual and hybrid instruction models are still widely in place, we also feature **ClassSmarts – Virtual Instruction for K-12 Educators**. A custom learning module focusing on best practices, tips and tricks, and student engagement for our virtual instructors. As the coronavirus crisis forced schools to move learning online, many schools, teachers, and substitutes weren't ready for the challenging of distance learning in the K-12 world. Kelly Education helped them get there.

Safe Contact with Students

For special education roles that have a higher likelihood of exposure to bodily fluids, we include **Bloodborne Pathogens Exposure Prevention** from Vector Solutions. This course introduces the dangers of bloodborne pathogens, and the steps workers can take to protect themselves and others. Topics include exposure risk, OSHA guidelines, universal precautions, personal protective equipment, and safe cleanup and disposal practices. Other standard pre-hire training requirements include **Classroom Safety and Coronavirus Awareness** – topics that are top of mind for districts as the nation carefully plans for the return of in-person instruction.

Bellmawr Board of Education Post-Hire Orientation

All newly hired academic instruction and non-instruction employees attend our in-person customized orientation program. This orientation focuses on the practical aspects of a joining Kelly Education and the Bellmawr Board of Education program. Topics include:

- **Board Policies & Procedures (e.g., Dress Code, arrival/dismissal requirements, etc.)**
- **Canvas, Google Meet and Google Classroom Training**
- **Kelly Education Policies & Procedures (e.g., Employee Handbook, Working with Kelly Education, Harassment, Safety, Equal Employment, Drug-Free Workplace, Workplace Violence, Code of Ethics, Benefits, Timekeeping, Payroll, Employment Expectations, Standards of Professional Conduct, etc.)**
- **Incident Reporting**
- **Cancellation Policy**
- **Technology training & Functionality**
- **Any New Jersey-specific topics or other customized topics for Bellmawr Board of Education**

We proudly pay our talent to attend orientation so that we stay in full compliance with wage/hour laws, and we absorb the cost.

Equity & Diversity: Our Commitment is Clear

Kelly is dedicated to building a more inclusive workforce; one where equitable access to work and growth for those who seek it is a reality. This could not be more important today than in the field of K-12 education where impressionable student minds depend upon, and are influenced by, a culturally aware and sensitive educator population. In support of our Equity@Work initiative, Kelly Education is fully committed to Diversity, Equity, and Inclusion. In addition to our custom Diversity, Equity, and Inclusion titles, **all Kelly Education talent complete "Cultural Competence and Racial**

Unconscious Bias” training from Vector Solutions. This course brings an awareness of unconscious racial or cultural bias and provides strategies for working effectively with all students.

SOCIAL AND BEHAVIORAL

Cultural Competence and Racial Bias

Special Education Post-Hire Training and Development

All special education substitute teachers and paraeducators complete **Vector Solutions’ Special Education Training Edition (Formerly Exceptional Child)** online special education program. This Special Education Edition is an evidence-based multimedia professional development series specifically designed for those who work with special education students.



This exclusive paid required training is in addition to Kelly ClassSmarts and the Bellmawr Board of Education orientation. Employees must complete the following training (shown by role) prior to accepting any special education assignments:

Required Training for Substitute Teachers	Duration (minutes)
Special Education – Safety in the Classroom	25
BIP overview – Essentials	18
Special Education Introduction (Essentials)	18
Bloodborne Pathogens – Exposure & Prevention	21
Dyslexia Awareness	37

Required Training for Paraeducators	Duration (minutes)
Para Roles and responsibilities – Essentials	24
Para Behavior Management Basics	28
Para Assisting and Supporting Instruction	25
Special Education – Safety in the Classroom	25
Special Education Introduction (Essentials)	18
Bloodborne Pathogens – Exposure & Prevention	21
BIP overview – Essentials	18

Our special education teachers and paraeducators also have access to elective free training for ongoing professional development from ADHD interventions to understanding federal laws. Topics include:

Optional Courses for Continuing Education (Duration)	
ADHD Elementary Interventions (42 min)	Bullying and Students with Special Needs (42 min)
ADHD Secondary Interventions (40 min)	Inclusion Services (58 min)
Autism Spectrum Disorder (ASD) Intervention Strategies (37 min)	Dyslexia Awareness (48 min)
Social Stories Overview (34 min)	Federal Laws in Special Education (53 min)
Managing Challenging Behavior: Antecedent Strategies (43 min)	English Language Learners and Instructional Strategies (42 min)
Oppositional Defiant Disorder (47 min)	FAPE – Free and Appropriate Public Education (52 min)
Self-Regulation Skills for Elementary Students (51 min)	IDEA – Individuals with Disabilities Act Overview (45 min)
Trauma Awareness (35 mins)	Trauma-Informed Practices (42 mins)

Ongoing Professional Development

Not only do we hire the right people, but we offer opportunities over their career to develop both professionally and personally. As we combat the teacher shortage currently exacerbated by the pandemic, one thing is crystal clear--learning has taken center stage and is essential to help educators develop the skills necessary to thrive and innovate in the new world of work. Providing and encouraging relevant and topical professional development is key.

When employees can build the skills to successfully move into high-value roles, talent becomes a renewable resource that can quickly retool for what's next. **Our instructional design team includes experienced former teachers, industry experts, and administrators** who help identify learning trends in the field of education. Our team has access to the latest and most up-to-date training in critical school safety, compliance, and special education related areas that allows our employees to continue developing their professional skills. **We offer ongoing professional development through the Vector Solutions curriculum as well as our own Kelly Education Learning Center, described below.**

Vector Training, K-12 Edition (formerly SafeSchools)

Thousands of districts across the country use **Vector Training, K-12 Edition**. Through our exclusive partnership, our employees have access to the full Vector Solutions library for their ongoing development. Vector Solutions training covers a wide range of topics that prepare educators on essential safety and compliance topics and help employers follow state and federal training mandates including **OSHA, Title IX, Mandatory Reporting, FERPA, and more**. The comprehensive Staff Course Library includes hundreds of courses covering emergency management, environmental, health, security, nutrition services, IT, and more.



See representative course titles below:

- Crisis Response and Recovery
- Classroom Safety
- Common Illness Prevention
- Health Emergencies
- Conflict Management
- Cyberbullying
- School Intruders
- De-Escalation Strategies
- Active Shooter
- Science Lab Safety
- Concussion Awareness: Athletics
- Student Mental Health
- Sexual Harassment: Student Issues & Response
- Foodborne Illnesses
- Bullying: Recognition & Response
- Youth Suicide: Awareness, Prevention & Postvention

Kelly Learning Center

In addition to education and special needs-related content through Vector Solutions and ClassSmarts, all Kelly Education employees have access to free on-line professional development and training courses through our virtual university, the **Kelly Learning Center (KLC)**. This online training portal includes more than 6,000 self-paced or instructor-led career development courses as well as 55,000 ebooks and publications covering a range of topics such as communication skills, software skills, and project management, among others. The KLC supports talent who wish to improve their current business skills or learn new ones – even outside of education.



Scheduling and Reporting – Frontline Technology

Kelly Education will continue to use Frontline as an integral part of our solution for Bellmawr Board of Education. Available 24 hours a day, 7 days a week, Frontline offers your team the flexibility to record absences at their convenience online or by phone.

The benefits of the Frontline platform include:

- **Role-based permissions:** Kelly Education follows role-based permissions that ensure each user to self-serve within the system for maximum efficiency and effectiveness.
- **Advance Planning:** Vacations, professional development days, or other pre-planned absences are entered into the tool as soon as they are approved, allowing your substitute teacher talent pool to schedule as soon as possible. This leads to more effective long-term planning and classroom coverage.
- **Classroom Consistency:** Substitute teachers can view and accept multiple absences from the same teacher or school, building a stronger connection between the teachers, students, and substitutes.
- **Preferred Talent Pool:** Lists of preferred substitutes at the school and district level give you more control over who you invite into your classrooms. The tool blocks substitutes from seeing openings if they are not a fit in your environment.
- **Choose your Substitute:** Teachers or administrators can directly assign a preferred substitute to an absence if he/she is available.

- **Classroom Communication:** Teachers can leave electronic lesson plans or notes for the substitute for continuity in the classroom.
- **Personal Absence Tracking:** An online calendar gives teachers a concise view of their past and upcoming absences.
- **Time Tracking:** Easy-to-use, online timekeeping recording and approvals increases efficiency.

One Option is Frontline Reporting

On demand reporting, available through Frontline, includes daily absences, day of the week absences, weekly/monthly summaries, absentee reports, preferred substitute list, timesheet summary, and an interactive reporting tool fully customizable by a wide range of group and sort options. The following is a high-level overview of the reports that are available on-demand.

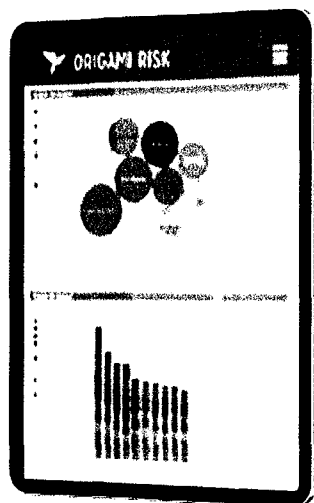
- **Daily Report:** The Daily Report is the most widely used report in Frontline. This report lists all absence information for a specific day shown in three sections: Unfilled, Filled, and Substitute Not Needed absences. The report can be run for any day of your choosing and can be filtered by several different options.
- **Day of the Week Absence Analysis:** This report shows a graphical representation of absence reasons used on each day of the week. The report can be run for a date range up to 92 days for all employees and up to 365 days for an individual employee. The report can be filtered by: Type (Absence or Vacancy), Employee Name, Vacancy Profile Name, Location, or Employee Type.
- **Absentee Report:** This report has the same information as the Daily Report, but it allows for a date range to look at trends. The report can be filtered by: School, Type (Absence and/or Vacancy), Employee Name, Absence Reason, and Employee Type.
- **Absence Approval Status:** In this report you can view absences that require approval for a specific date range and their status. You can filter the report by: Location, Employee Name, Absence Reason, and Status.
- **Absence Call History:** While viewing an absence, the Call History tab allows you to view which substitute educators were called by absence management, which substitute educators called into absence management, and the outcome of those calls for a specific absence.
- **Absence Monthly Summary Report:** This report shows a monthly calendar showing the absence stats on each day. At the top of the report, simply choose the month and year you would like to view. Weekly totals are shown at the bottom of the report. This report can be filtered by: Location, Employee Type, and Type (Absences or Vacancies).
- **Substitute Sign-in:** This report is designed to be a sign in sheet for the substitute educators, including blank lines for their signatures. This report shows what substitute educators will be coming in and what absence they are filling. The report can be filtered by: Location, Absence/Vacancy, Employee Name, Absence Reason Type, Employee Type, and Date.
- **Absence Interactive Report:** Information and statistics from our scheduling system that you can pull for a requested date range (up to 365 days). This powerful report offers users multiple options to sort/group data based on your needs and can be downloaded for further analysis.

- **Employee Staff List:** This report provides the list of employees in the absence management system. The report is grouped by employee type at each school, and each grouping ends with school statistics including the total number of employees and the number of itinerant employees. Information includes: Name, Title, System Identifier, and Need for Substitute. It also provides phone number (Login ID) and PIN. The report can be filtered by: School, Type (Employee or Vacancy Profile), Employee Types, and Active or Inactive Employees.
- **School Call History:** This report allows you to see who absence management is calling within your schools.
- **Timesheet Summary Report:** This report allows you to view Substitute Timesheets that Kelly Education employees have submitted. This report allows you to filter on: Date Range, Absences/Vacancies, Schools, Employees, Substitutes, and Status of Timesheet.
- **Report Writer:** Report Writer provides you the ability to run provisional and customizable published reports within Frontline.
- **School Settings Tabs:** In this section, you can view your school's General Information (address, phone number, etc.), Time Settings (start time, half day am end time, half day pm start time, end time), Preferred Substitutes, Excluded Substitutes, and any Shared Files.

Employee Performance Evaluation – Quality Control

Open communications between Kelly Education and the Board personnel are critical to a successful program. Feedback is a crucial component of our program to ensure we are placing the best substitute employees, suitable for each and every position in your schools. Feedback not only helps us coach our employees to become better substitutes and offer them appropriate professional development opportunities, but it also allows us to reward and recognize those substitute employees that do an outstanding job and encourage that behavior to continue. Kelly Education regularly observes and documents each substitute employee's performance and provides them feedback to assist in their career development.

We encourage feedback from our district partners on our substitute employees at any time either verbally, via email, on our Substitute Evaluation Form, or on our real-time reporting tool (Origami Risk)—both shown below.



Substitute Teacher Name		Date
Principal Name	School	
Full Time Teacher Name	Grade/Subject	
Please rate the substitute teacher on the following items:		
Followed lesson plan?	☐ Yes ☐ No	
Provided favorable learning situation?	☐ Yes ☐ No	
Used acceptable methods of classroom management?	☐ Yes ☐ No	
Respected favorable attitude while teaching?	☐ Yes ☐ No	
Left classroom in work condition?	☐ Yes ☐ No	
Left the room in an orderly condition?	☐ Yes ☐ No	
Reacted positively to substitute teaching situation?	☐ Yes ☐ No	
Cooperated with school staff?	☐ Yes ☐ No	
Attended on time and observed school's policies?	☐ Yes ☐ No	
Strengths:		
Weaknesses:		
Performance Summary: ☐ Excellent ☐ Satisfactory ☐ Unsatisfactory		
Recommend for continued substitute teacher employment? ☐ Yes ☐ No		
Please answer the following questions regarding Kelly Services:		
Did the Kelly office communicate thorough information to you regarding your needs for the substitute teacher?	☐ Yes ☐ No	
Was the Kelly staff helpful and cooperative?	☐ Yes ☐ No	
Additional Comments:		

Origami Risk

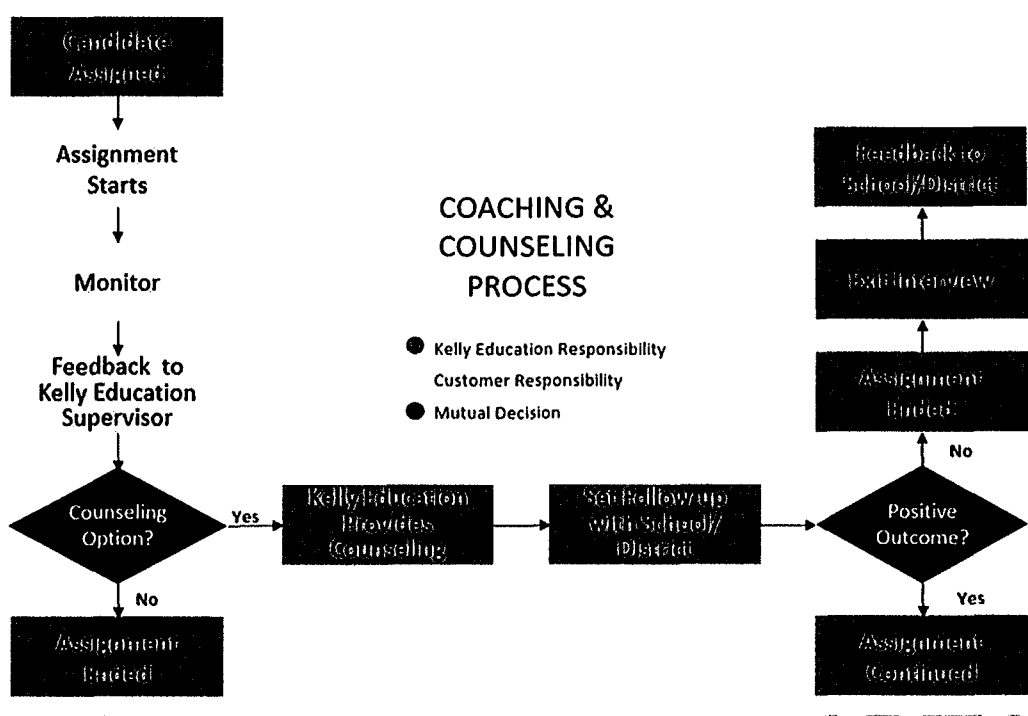
Origami Risk is the industry-leading, #1 ranked, web-based software platform for the Risk and Insurance industry. Combined with our corporate team of experts, Origami allows management of the entire employee management process from beginning to end. This tool allows Kelly Education and Bellmawr Board of Education to effortlessly integrate workflows, accumulate data across disciplines, view full analyses, and automatically act on insights within one system. **The Board can provide feedback on substitute employees to Kelly Education 24/7 through Origami Risk.**

Coaching and Counseling Process

Although Kelly Education strives to deliver the highest quality of service at all times, we recognize that situations will occasionally arise that lead to a customer issue or concern. We believe that the prompt resolution of these concerns is key to maintaining your confidence in our service.

Kelly Education, as the employer of record, will handle all employee relations with our employees. However, if a situation arises, the Bellmawr Board of Education's principal has full authority to remove the employee from the school. Upon informing Kelly Education, we will investigate and act.

Please see our coaching and counseling process below:



Incident Management

Our commitment to safety includes prompt investigation of any report related to the performance, conduct, or professionalism of a Kelly Education employee. Led by our Human Resource, Security & Investigations (HRS&I) team, we work closely with Bellmawr Board of Education to investigate and resolve any incident, engaging appropriate resources as needed.

HRS&I maintains a 24-hour, first-level incident reporting hotline for Kelly Education customers or employees. HRS&I logs all incidents into *Origami Risk* to categorize, track, and review all incidents through to resolution. Our team includes security professionals as well as domain experts in HR, legal, safety, and public relations as needed to address the incident.

The Kelly Guarantee

We believe our district partners should receive value and service that exceed any available in the marketplace. Every day, we invest the effort and resources necessary to see that you do. **In all cases, every assignment through Kelly Education is backed by the Kelly Guarantee:**

The Kelly® Guarantee

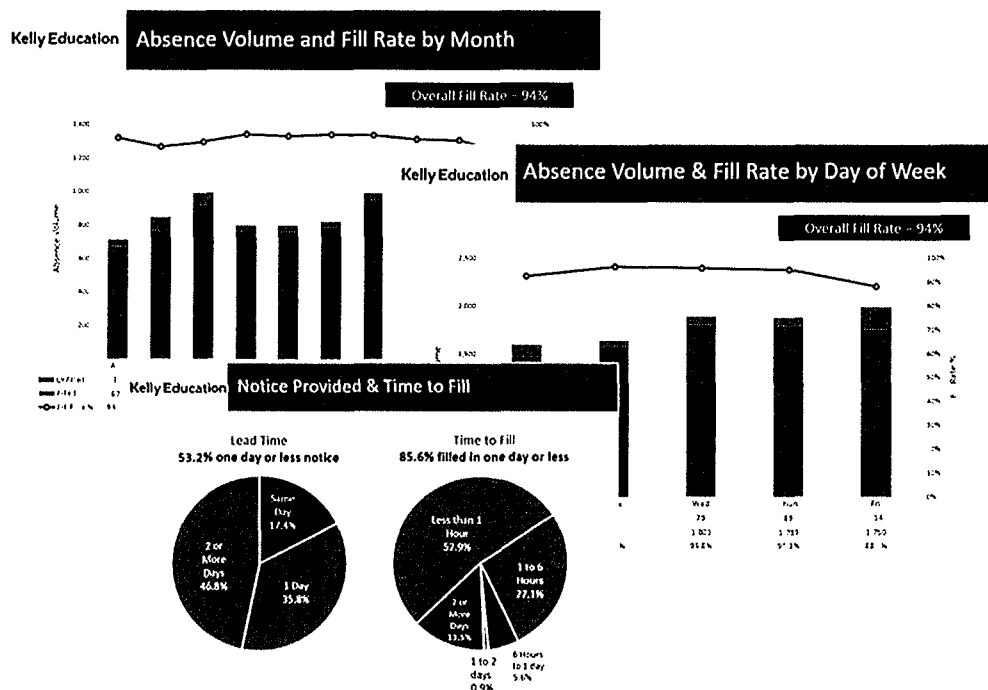
Kelly Education guarantees that the Kelly employees assigned to Bellmawr Board of Education shall satisfactorily perform the services ordered by the Board. Upon reasonable notice from the Board, Kelly Education will arrange for a replacement employee and/or cancel all charges for unsatisfactory services.

Regularly Scheduled Partnership Reviews

Sharing the responsibility for education also means that our teams must always have open and regular communication to remain aligned as partners. When our employees are assigned to your schools, Kelly Education maintains an open line of communication with Bellmawr Board of Education to ensure your satisfaction with our employees and our substitute services. Our Client Services team members play a critical role in monitoring the pulse of our partnerships. This includes maintaining relationships, conveying information, and ensuring Kelly's breadth of services are communicated and leveraged to support your district needs.

Regularly scheduled partnership reviews provide a face-to-face forum to review mutual expectations, discuss performance, exchange information, share data and trends, and prepare for the future. These meetings are typically held quarterly and would include key stakeholders from both the Board and Kelly Education. We work with you prior to the meeting to define a meaningful agenda based on the current state of the program and the district.

Shown here are a few examples of typical discussion points for Partnership Reviews:



Retention, Recognition – Kelly Education Perks/Benefits

The quality of our staff has a direct impact on our students' success, so we invest in our talent so that they invest in us. We designed our people-focused employee programs below to keep talented and engaged employees working in our schools. All programs are offered after day 1 of employment with Kelly Education.

- **Affordable Care Act (ACA)-Compliant Health Care Plan:** Eligible employees (including spouses and dependent children) are offered an ACA-compliant health care plan option. This Kelly-sponsored group health care option is a HDHP plan that covers eligible services such as inpatient and outpatient hospital services, physician services, surgical, diagnostic/radiology, emergency, non-emergency, and other major medical services, including prescription drugs, after the annual deductible is satisfied. The plan also covers preventive services required by the Affordable Care Act at 100% when performed by an in-network provider. There is also the ability for an employee to have a Health Savings Account when selecting the medical plan.
- **Voluntary benefits:** All Kelly Education employees have the opportunity to purchase the following individual benefits for themselves, their spouse, and dependent children.
- Provided through *Enroll/VB*, these benefits are customizable to the employees' needs! If the employee is eligible for and has elected Kelly's ACA plan, these benefits do not replace their election. These are in addition to the benefits offered!

Health-
focused plan
with Teladoc

Limited
medical

Dental
insurance

Vision
insurance

Critical
illness
insurance

Short-term
disability

Term life
insurance

Whole life
insurance

Benefit Offerings Through EnrollVB

This is your opportunity to elect coverage that helps protect what means most, you and your loved ones. The following voluntary benefits are available and delivered by EnrollVB:

What's an advantage of enrolling? These benefits are customizable to your needs! If you are eligible for and elected Kelly's ACA plan, these benefits do not replace your election. These are in addition to the benefits offered to you

Enrolling Online is Easy!

- **Retirement plans:** All employees are eligible in 2022 and beyond to take part in Kelly's retirement plans, making retirement savings an accessible option including a *Roth option for Kelly retirement savings 401(k) Plan*. A great investment for talent on an after-tax basis, letting employees enjoy tax free distributions in retirement.
- **Employee Assistance Program (EAP):** The EAP offers a variety of options to help employees balance their work and home life including child/senior care referrals, counseling services, financial resources, healthcare discounts, identity protection consultation, legal advice, and pet care referrals.
- **Educational discounts:** Kelly has partnerships with various universities. Look for information on www.myKelly.us!
- **BurnAlong:** Access to online fitness and mindfulness classes at no cost. Over 1,000 classes in 45 categories.
- **Peanut Butter:** Student loan resource center—Employee and dependents with student loan debt can receive guidance on loan repayment and consolidation.
- **KellyCares Program:** Research shows that employees want to work for a company that cares about them. Our staff distributes greeting cards to employees for special days such as birthdays or anniversaries, as recognition for a job well done, or just to say thanks.
- **The Kelly Relief Fund:** This non-profit 501(c)3 organization offers short-term financial assistance to employees severely impacted by disasters such as floods, hurricanes, tornados, earthquakes, and fire.
- **Ongoing Work Assignments:** An advantage to our employees of working for a full-service workforce solutions company is the option of temporary assignments (and ongoing income) when Bellmawr Board of Education are not in session. Workers can remain engaged and productive until school resumes.

- **Substitute Teacher of the Year Program:** Each year, Kelly Education managers nominate outstanding substitute educators based on performance and recommendations from school personnel. State winners receive a \$250 award recognizing their outstanding service. One national winner, selected from the state finalists, receives a \$1,500 bonus, as well as an extra \$1,500 to donate to their school of choice.
- **Employee Reward & Recognition Programs:** Substitute educators are constantly weighing trade-offs of assignments that are last minute, difficult, or not well-timed to their schedule. There is a fair amount of stress associated with the transient nature of their work which goes unrecognized and unrewarded. However, like any employee, they want to be acknowledged and valued for their hard work and willingness to take on difficult assignments. For the 2021/22 school year, Kelly Education redesigned our reward program for the benefit of our employees and our clients to drive engagement and retention. Key program elements include:
 - Milestones to mark their progress toward an incentive redemption
 - A variety of exciting incentives that prove value
 - Rewards such as gift cards, gas cards, and donated services provided by the local community
 - The ability to assign more points to specific teaching opportunities because of special requirements such as the need to fill a last-minute teacher absence
- **Additional perks:** direct deposit or reloadable paycard, employee discounts, Family and Medical Leave Act (FMLA), toll-free technology hotline, pre-tax parking & transit benefits, and Access2wellness™ discount prescriptions for eligible employees, among others.

Prior Experience with Proximal Districts

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.**

Kelly Education Experience in New Jersey

For 7 years, Kelly Education has been committed to increasing our presence in New Jersey. As a result of that commitment, Kelly Education was recently awarded partnerships with **Trenton Public Schools, Passaic Public Schools, Plainfield Public Schools, Old Bridge Township Public Schools, Black Horse Pike Regional School District, Berlin Borough School District, and Asbury Park School District** in New Jersey



Kelly Education currently supports 41 school district clients across New Jersey.

Not one other company can offer this level of experience!

Personnel Qualifications

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

Kelly Education's Dedicated Account Team for Bellmawr Board of Education

Kelly Education has a local office at **523 Hollywood Avenue, Cherry Hill, NJ 08002.**

As Bellmawr Board of Education's current staffing partner, we have a highly experienced and established local Kelly Education team already in place, supporting your schools on a daily basis. Combined, this account team has many years of education experience and a keen understanding of New-Jersey specific education requirements, which is the backbone of what will drive the best solution for the Board. We have high standards for our personnel as they are on the front line of our organization, delivering for our partner districts every day.

Our team supporting Bellmawr Board of Education is shown below:

Kelly Education Account Team for Runnemede Board of Education		
Client Services	Recruiting and Onboarding Team	Talent Care
 Dean Baker Sr Director Client Services	 Tammy McDonald Sr Director Recruiting/Onboarding	 Brigitte Sailors Director, Talent Care
 Meg Bernhard Client Services Lead	 Nicole Matsuk Recruitment Manager	 Sabrina Sloan Talent Care Manager
 Jessika May Barnegat Township BOE Client Manager	 Laura Clingler Onboarding Manager	 Gabi Fiore Talent Specialist
	 Jasmine Thompson Recruiting Strategist	 Tynisha Nesbit Onboarding Specialist
	 Dhara Rana Recruiting Strategist	 Jessica Skaggs Onboarding Specialist

To highlight the experience, qualifications, and management capabilities of your Kelly Education team, we have provided their resumes in the "Proposal Response Attachments" section of our response.

Additional Resources for Bellmawr Board of Education

In addition to our dedicated New Jersey team, you have access to the following additional in-house resources that assist in supporting your school district:

- **Kelly Education Client Engagement and Talent Fulfillment Team:** A true value for Bellmawr Board of Education is our centralized Kelly Education Client Engagement and Talent Fulfillment Team that provides live support to your personnel and substitute staff. While approximately 75% of absences are filled electronically via technology, the remaining 25% (often last-minute openings) need a personal touch to get qualified talent into the classroom. All absence requests made within one hour before the start of school are filled by this team that constantly monitors absences (especially last minute or emergency) and contacts available staff to fill the roles. They are available before, during, and after school hours.
- **Human Resource, Security & Investigations (HRS&I) team:** Located at our corporate headquarters, HRS&I maintains a 24-hour, first-level incident reporting hotline for use by any Kelly Education customer or employee.
- **Corporate Resources:** In addition, the Bellmawr Board of Education program is backed by the resources of Kelly Services for key areas including safety/security, public relations, compliance/screening, training, and quality, among others.



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

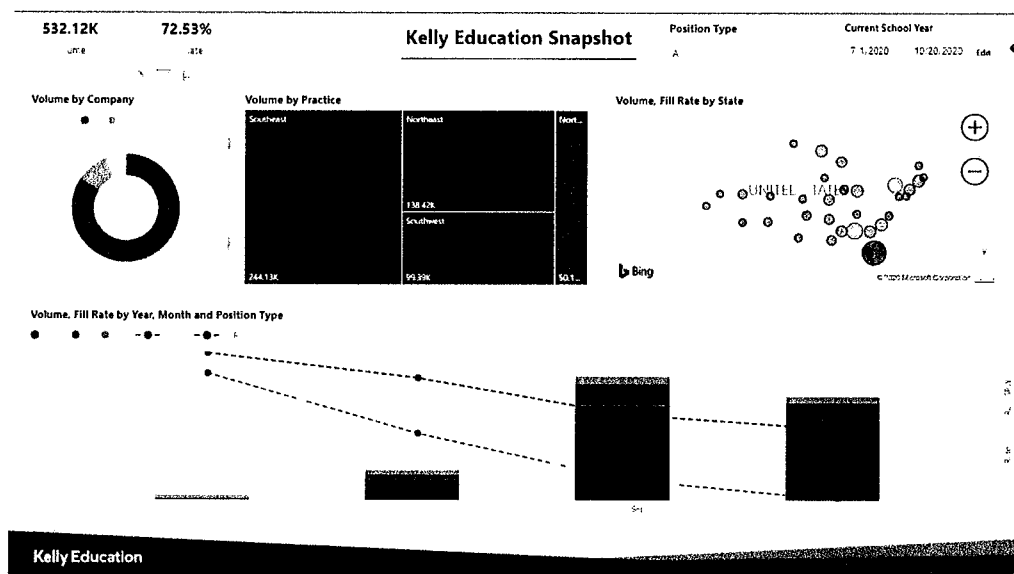
Special Services Available to School Board Clients

Sharing Data and Trends

Our national footprint with school districts of all sizes offers us a broad view into teacher shortages, absence trends, and district challenges. Kelly Education can share benchmark data and talent trends to help you understand how others are coping with your same challenges. Here are some insights Kelly Education provides to our school board clients:

- **External Supply and Demand Expertise:** Kelly Education has advanced supply and demand analytics capabilities that use a mix of proprietary and secondary tools to evaluate overall labor market trends, as well as the growth and retraction trajectories of your schools and the surrounding areas. We analyze your market's current talent supply and evaluate current education and/or competitive opportunities in the area. We then perform an advanced compatibility analysis to find complementary roles from which we can recruit. We use everything we learn to support custom recruitment plans tailored to your needs.

- **A Data Driven Approach to Your Absence Data:** We use a data-driven process to understand absence fluctuations and identify trends. Through predictive analytics, we have gained a unique understanding of past behaviors which helps us predict future demand. This data is at the core of our successful fill rate program. A deep understanding of why absences spike, why certain buildings or grade levels are a challenge to fill, and how often substitutes are working are the keys to improving fill rates. Our strategy and sustainability stem from understanding absence data and implementing a successful placement strategy to increase fill rates. These are not just theoretical discussions. We are working hard to evolve our insights and data-driven approaches to help our district partners drive tangible results.
- **Data Visualization to Drive Insights at Scale:** Kelly Education has recently invested in **Power BI**, a data visualization platform. Power BI technology is used to unify data from our diverse practice areas and scheduling systems into a powerful, interactive reporting tool. We dive deep into volume and fill rate statistics using a variety of custom dashboards. Dynamic charts allow you to click on any component to easily drill down into the data by company, practice, state, district, position types, and more. We can compare data between current and past school years to analyze trends, identify problem areas, and make data-driven decisions for the future.

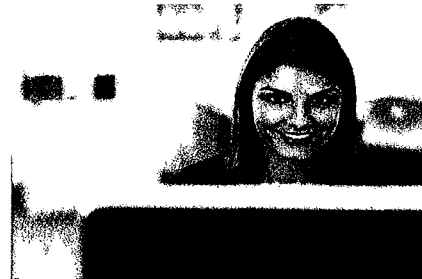


Accelerated Certification and Education Program (ACE)

With fewer teachers entering the classroom, the need for alternative pathways into the teaching profession is critical. Kelly Education is proud to offer our substitute teachers a faster, more affordable route into a career in education. Through partnerships with select institutions of higher learning and Teachers of Tomorrow, Kelly Education substitutes can hone their skills while working toward teaching certification and/or completing degree requirements. **The Kelly Education Accelerated Certification and Education Program (ACE)** provides a streamlined, accessible pathway to a fulfilling career in education.

Every person who enrolls in one of our partner programs will receive all of the necessary training, personalized support, and job access to move toward meaningful work in the classroom—at a lower price and quicker pace.

"ACE"—An easier pathway into education



Accelerated Certification and Education helps to develop certified teachers in your community *and* acts as a conduit from renowned education and certification programs to your school district.

Even if you already have an alternative certification program in your district, we can help to offset your needs and supplement current programs

Our Expansive Solution Portfolio

Kelly Education has continuously evolved to meet the everchanging needs of our district partners. We embrace the opportunities to fill new and unique roles at our partner districts request. As a true talent focused organization, we will bring this benefit to our partnerships with our school board clients. **Our full staffing capabilities include:**

Administrators

After-School Programs

Benefits Coordinators

Bookkeepers

Clerical Staff

Custodial Workers

Early Childhood Teachers and
Paraprofessionals/Assistants (Infant – K)

Literacy Coaches

Long-Term Substitutes

Media Center Specialists

Monitors

One-to-One Assistants

Paraprofessionals

Pre-K Counts Program Teachers & Assistants

Exceptional Child (SPED) Teachers,
Paraprofessionals, Assistants

Extended Day Program

Finance Specialists

Food Service Workers

Head Start Teachers

Human Resource Specialists

Instructional Assistants

IT Specialists

Leave Administrators

Librarians

Principals

Public Relations Specialists

Reading Interventionist

ROTC Instructors

School Nurses

Specialized Staff

Substitute Teachers

Summer School Programs

Teacher Assistants

Tutors



Tutoring Solutions

COVID-19 has made this a tough time for everyone, with many schools quickly moving to virtual instruction during the 2020-21 academic year. This pandemic-induced remote learning, followed by sporadic interruptions to in-person education because of quarantining, has upended every norm at home and in the classroom, and the results have been crushing:

- **Students struggling** to learn in a virtual environment, leaving many behind and unprepared for their futures
- **Equity issues** preventing access to quality instruction
- **Teacher burnout** and **overwhelmed schools** leading to staff shortages

Even before the pandemic, schools were struggling with student learning gaps. According to a study analyzing the effects of tutoring, **"Only 35% of fourth graders and 34% of eighth graders met or exceeded the 2019 reading proficiency benchmark."** Research shows that falling behind in reading during those early years of education directly impacts graduation rates. Of course, poverty worsens

these learning losses as students from low-income families, compared to those from affluent ones, are more likely to start school with existing learning gaps and face more challenges to catch up.¹ To offset these devastating impacts and recover stalled learning, **many educational professionals are turning to tutors as one practical, results-achieving, and cost-effective resource to complement their learning objectives.** Tutoring is a natural extension of the classroom, and since Kelly Education has been such a driving force in the educational world for 25 years with direct knowledge of classrooms, curriculum, and students, we are thrilled to partner with school districts to deliver a cohesive and thorough tutoring program that supports learning acceleration.

The positive impacts of tutoring on K-12 students

Kelly Education

Can increase achievement by 3-15 months across grade levels.

Meta-analysis of 96 studies, published by the Poverty Action Lab

High-dosage tutoring (3+ days/week) can positively impact math and reading.

Review of 200 studies by the University of Wisconsin at Madison

Proven to be highly cost-effective compared to other interventions.

Review of 200 studies by the University of Wisconsin at Madison

Our approach to delivering comprehensive tutoring solutions for your district involves three initiatives:

Our solutions are specifically tailored to align with your tutoring needs.

- We assess your needs and goals during program implementation.
- We design a high-dosage/low-ratio tutoring program that fits your goals, scale, schedule, and the solid curriculum you already use to accelerate student achievement as quickly as possible.

Our tutors engage with your students to provide the help they need.

- We provide culturally competent tutors who support the social-emotional learning of students and create personalized tutoring plans to improve students' academic outcomes in content areas.

¹J-PAL Evidence Review 2020 "The Transformative Potential of Tutoring for PreK-12 Learning Outcomes: Lessons from Randomized Evaluations" Cambridge, MA: Abdul Latif Jameel Poverty Action Lab

- We offer tutoring in small groups, one-on-one, in person, virtually, or a combination—all individualized to students' needs and readiness levels.

Our progress updates equip you with insights on how students are doing.

- We work with your team to identify and track key growth measurements for students.
- We report progress in compliance with student privacy regulations

The Kelly Education Tutoring Solutions program is **fully customized** to your requirements and **can be executed quickly at the volume and scale you require in time for your desired start date.**

Education is a shared responsibility, so we look forward to working with you to accelerate student learning and achievement. We welcome the opportunity to meet with your team to discuss **how we can make your school year and summer even more profitable** for students and their families and for your teachers and staff.



Early Childhood Education Program

For your early childhood program, Kelly Education can provide screened and credentialed educators to work with your smallest students and help you maintain your state-mandated teacher: student ratios. We're caring, compassionate, and committed to helping you maintain the continuity of care in your center by providing first-rate childcare professionals to step in when you need us.

Early childhood programs require committed and caring educators to work with your students day-in and day-out. When your own staff can't be there, Kelly Education can provide fully credentialed and trained substitute educators to keep your children supervised and happy while keeping your program compliant with state requirements. When you don't have adequate staff to fulfill your ratios, you can lose credibility with parents and damage your reputation. With Kelly Education, you have a partner to fill those short-term gaps or help you with long-term workforce planning.

We have a differentiated solution for ECE environments that is currently in place in more than 300 ECE programs, spanning national corporations, local and regional companies, non-profit centers, independently owned centers, religious organizations, franchised centers, and programs in charter/regional schools and public-school districts. In the past school year, we placed over 20,000 ECE substitute teachers in our customer programs.



Managed Paraeducator Program

We have received loud and clear messaging from our partner schools to help relieve the financial burden of the increasing need for paraeducators—particularly one-on-one attention to our special-needs students. More students than ever need individual attention to meet their IEP requirements.

1.

We align our services to meet your program/talent needs.

HOW WE ACHIEVE THIS:

- › Review IEP and program needs
- › Hire all current staff to keep consistency in program
- › Target new talent where necessary

2.

We offer a solution that is unparalleled in the market.

HOW WE ACHIEVE THIS:

- › Extensive professional development program
- › Create cost savings and efficiencies
- › Remove administrative burden

3.

As an advisor, we help you prepare for what's next.

HOW WE ACHIEVE THIS:

- › Our proven history of delivering
- › Our differentiators in the market
- › Continuous innovation focus

We will work with you to preserve your workforce AND manage your costs. How is this possible, you may wonder? In the 2021 school year, we introduced our **Managed Paraeducator Program**. We can incorporate this into your district in the following ways:

1. We can hire your legacy paraeducator to Kelly Education. We will continue their professional development following your current process, including live training, virtual live or recorded instructional sessions, and in-service day growth and development opportunities and activities.
2. If you would like to keep your current paraeducators on staff, Kelly Education will start a program gradually. As you experience attrition or have new needs for paraeducators, we will recruit and hire exceptional talent to fill these permanent or roles and keep them as Kelly Education employees. They will receive the same, high quality professional development that your district paraeducators will receive, at the same time, and at the same pace.

We will also include an on-site or dedicated Talent Engagement Manager to ensure that we are upholding the high educational standards that the District will expect. They will conduct observations and evaluations, facilitate and document training, and in all ways focus exclusively on meeting the needs of our paraeducator talent. **Our success speaks for itself—as our retention rate for our Permanent Paraeducators is above 90%.**

Executive Search for Education

Greenwood, a Kelly Company, is dedicated to elevating leaders and the organizations they serve. Our core business is education executive search and recruiting. Our long-term and continuing commitment to our clients has extended our services to include leadership development and strategic consulting. **50% of our placements are diverse candidates.**

Our approach is to work together as your trusted partner. We provide the assurance of high quality, predictable, processes in a context of flexibility, nimbleness, and sensitivity to educational culture. Greenwood serves as your collaborators and guides to find the right person for the position, to achieve high performance leadership and to ensure organizational success.

Our clients typically begin working with us through one service, and then stay with us to use more of our array of services. As much of our work is customized to address unique district needs, we will discuss your desires to elevate your leaders, performance, and institution. We will work with you to design a custom solution that will help you to see the challenges and opportunities in front of you through new perspectives to ensure that you and your district will be elevated to peak performance.



Susanne Griffin
Vice President &
Managing Director

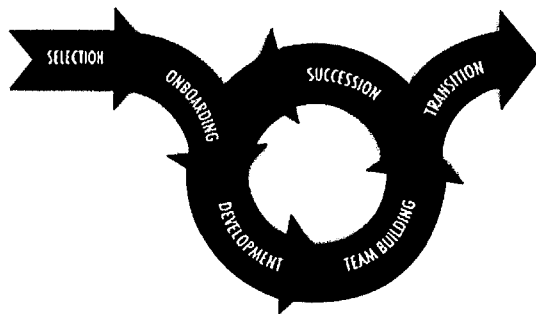


Marion Frenche
Team Leader & Managing
Consultant Practice
Leader for Diversity
Equity and Inclusion

Executive Search: designed to elevate leaders



Leadership Services: designed to elevate performance



Strategic Services: designed to elevate the entire district



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.

As further evidence of our experience providing educational staffing services to the Board of Education within the state of New Jersey, we provide you the following:

- A complete listing of our district clients (see page 39)
- Client references from *Paterson Public Schools, Elizabeth Public Schools, Egg Harbor Township School District, Berlin Borough School District, and Teaneck Public Schools.*

PATERSON PUBLIC SCHOOLS

Address

90 Delaware Ave., Paterson, NJ 07503

Contact Name / Title

Luis M. Rojas
Assistant Superintendent of Schools

Phone / Email

973.321.0625 | lrojas@paterson.k12.nj.us



ELIZABETH PUBLIC SCHOOLS

Address 500 North Broad Street, Elizabeth, NJ 07208

Superintendent Olga Hugelmeyer, Chief School Administrator

Phone 908.436.6131 | hugelmol@espnj.org



EGG HARBOR TOWNSHIP SCHOOL DISTRICT

Address 13 Swift Drive, Egg Harbor Township, NJ 08234

Superintendent Chandra Anaya
Business Administrator/Board Secretary

Phone 609.646.8441 Ext. 1006 | anayac@eht.k12.nj.us



BERLIN BOROUGH SCHOOL DISTRICT

Address 215 South Franklin Ave. Berlin, NJ 08009

Superintendent Joseph Campisi, Ph.D.
Superintendent

Phone 856.767.0129 Ext. 217 | campisij@bcsberlin.org



TEANECK PUBLIC SCHOOLS

Address 651 Teaneck Road, Teaneck, NJ 07666

Superintendent Shellian Mirander
Assistant Director of Special Education

Phone 201.833.5508 x 6832 | SMirander@teaneckschools.org



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

Current New Jersey School Board Clients

We are very proud of our strong relationships with our district partners and while we do not publish specific customer lists, we have provided a list of our 41 current district partners in New Jersey.

Asbury Park School District	Logan Township School District
Atlantic County Special Services School District	Mahwah Township Public Schools
Barnegat Township School District	Middlesex School District
Belleville Public Schools	Milltown Public Schools
Berlin Borough School District	Mount Ephraim Public Schools
Black Horse Pike Regional School District	Mount Holly Township Public Schools
Buena Regional School District	Newton Public Schools
Carlstadt-East Rutherford Regional School District	Old Bridge Township School District
Clayton Public Schools	Passaic Public Schools
Clementon School District	Paterson Public Schools
Cresskill Public Schools	Pequannock Township Public Schools
Deptford Township School District	Plainfield Public School District
East Rutherford School District	Roselle Park School District
Egg Harbor Township School District	Runnemede Public Schools
Elizabeth Public Schools	Somers Point School District
Gloucester City School District	Swedesboro-Woolwich School District
Gloucester County Special Services School District	Teaneck Public Schools
Hainesport Township School District	Trenton Public Schools
Hamilton Township School District	West Cape May School District
Kingsway Regional School District	Winslow Township School District
Lincoln Park Public Schools	

LEGAL MEMO

Kelly Education

We are pleased to provide our proposed changes to the contract that was submitted to Kelly Services for review. Our changes are intended to reflect the obligations of both parties as it relates to the staffing industry's unique customer/vendor relationship. Our goal during contract reviews is to prepare a document that clearly sets forth our respective responsibilities. We would welcome the opportunity to answer any questions and/or discuss in a more in-depth manner the reasons for the proposed changes.

Contract Reference	Issue/Explanation	Corrective Language or Action Item
Page 5, Section O	Kelly can show evidence of Professional Liability insurance; however, it is applicable to any errors or omissions made by Kelly during the delivery of staffing services.	After evidence of Professional Liability Insurance, add: "(applicable to Contractor's provision of staffing services)".
Page 6, Section R	We are unable to agree that if the Board believes Kelly has defaulted on our obligations, they may withhold payment and apply toward damages once established.	Rather than agreeing to unknown penalties, if the Board is not happy with the services Kelly is providing, suggest implementing a notice/cure period where Kelly has an opportunity to cure the dissatisfaction. In addition, please know that we provide a performance guarantee on our assigned employees.

Under the "**Proposal Response Attachments**" section of this response, our standard **Certificate of Insurance** is attached. To the extent a written agreement is entered into between the parties, a customized certificate will be created to reflect such agreed upon terms

COST

Must provide a detailed fee structure of per diem rates for employees possibly assigned to service the Board of Education.

Appendix A

Please see our fee structure for employees assigned to service the Bellmawr Board of Education:

Appendix A Educational Staffing Services			
Position	Pay Rate (District Discretion)	Bill Rate	% Markup
Substitute teacher	\$100/day	\$136.00/day	36%
Building Floater Substitute Teacher	\$125/day	\$170.00/day	36%
Long-Term Substitute Teacher	\$175/day	\$238.00/day	36%
Certified Paraprofessional*	\$125/day	\$170.00/day	36%
Uncertified Paraprofessional	\$115/day	\$156.40/day	36%
Substitute Paraprofessional	\$100/day	\$136.00/day	36%
Substitute Learning Consultant	\$115/day	\$156.40/day	36%
Substitute Custodian	\$20/hour	\$27.80/hour	39%
Substitute Tutor	\$42.95/hour	\$58.41/hour	36%
ESY/Summer Custodian	\$20/hour	\$27.80/hour	39%
ESY/Substitute Paraprofessional	\$20/hour	\$27.20/hour	36%
*= Certified means holding valid NJ substitute or teacher certificate			

Please note, pay rates are subject to review due to NJ Minimum wage annual increases.

Kelly Education offers a comprehensive solution with a proven track record. We fully understand the cost pressures in public education, and we also know what it takes to manage a program like this. We help you manage the hidden costs to grow, manage, and retain your substitute workforce and help you manage your budget by taking on the responsibility of investing in our people and our technology. **Our pricing is all-inclusive and reflects the value we bring to Bellmawr Board of Education. We never charge additional fees to the Board or our employees.**

Everything below is included in our proposed pricing:

- On-going Targeted Recruiting
- Specialized Hiring/Assessment Process
- Daily Local Account Team Support
- Customer Support Team
- Live Support for last minute/same day absences
- Automated Scheduling System
- Robust Benefit and Retention Packages
- Custom New Hire & Ongoing Training
- Orientation Program and Collateral
- Data Analytics & Usage Reporting
- Consultation on Absentee Management
- Employee Quality Assurance Process
- Automated Timekeeping
- Grant Tracking
- Partnership Reviews each Semester
- Proven Service Delivery Model
- 24/7 Incident Reporting Process
- Year-round Talent Engagement
- In-House Payroll Processing
- State and Federal Employer Taxes
- Unemployment & Workers' Compensation
- Affordable Care Act Compliance
- General Liability Coverage
- Mandatory Screening: Education Verification, Criminal Background, National Sex Offender Registry Search
- Drug Testing & Fingerprint Facilitation (as required)

FIRM FINANCIAL STABILITY

Kelly has been a financially stable company throughout our 76-year history, and we maintain our commitment to the ongoing financial health of our company. The Bellmawr Board of Education's education talent needs are backed by a global company with a strong balance sheet that can readily support the needs of your district today and tomorrow. Analysts following the company have come to respect our record of straightforward, honest assessments of our business. Ultimately though, customers like the Board, are the true benefactors of our longevity in the industry and ability to effectively manage our business in a changing economy. Our revenue in 2021 was \$4.9 billion. **For further details on our company, we have provided the Kelly 2021 Annual Report in the "Proposal Response Attachments" section of our response.**

You may also refer to the Investor Relations section of our website, www.kellyservices.com, for other pertinent financial information about our company.



REQUIRED DOCUMENTS AND FORMS

We have provided all completed and signed required documentation in this section.

Remainder of Page Intentionally Left Blank

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 Kelly Services, Inc.

Address 999 West Big Beaver Road Troy, MI 48084

Federal Tax ID Number 38-1510762

Phone number (856) 563-4262

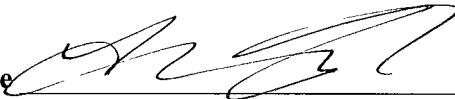
Fax number _____

E-Mail tahron.person@kellyservices.com

Authorized Agent Tahron Person

Title Education Sales Consultant

Agent's Signature



Date 5/11/2022

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

To be completed, signed below and returned with proposal.

AFFIRMATIVE ACTION QUESTIONNAIRE

Proposal No. Educational Staffing Services

Proposal Date: May 11, 2022

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

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

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

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

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

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

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

www.state.nj.us/treasury/contract_compliance/

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

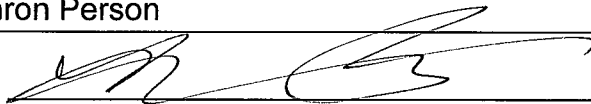
Department of Treasury
Division of Purchase and Property
Contract Compliance and Audit Unit—EEO Monitoring Program
P.O. Box 206
Trenton, NJ 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education prior to the execution or award of contract.

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

Name: Tahron Person

Signature



Title Education Sales Consultant

Date May 11, 2022

Name of Company Kelly Services, Inc.

Address 999 West Big Beaver Road

City, State, Zip Troy, MI 48084

*Kelly certifies that it has developed and maintains an affirmative action program as required by 41 CFR 60-2 and Executive Order 11246. Kelly does not provide copies of our Affirmative Action Plan; however, we have provided our certificate of compliance below:



KELLY SERVICES, INC.

CERTIFICATE OF COMPLIANCE

Kelly Services, Inc. (Kelly), unless otherwise exempt, complies with the Executive Orders and regulations issued thereunder by the Office of Federal Contract Compliance Programs that are applicable to federal government contractors and subcontractors.

1. SEGREGATED FACILITIES

41 CFR 60-1.8

Kelly ensures that it does not maintain or provide for its employees segregated facilities at any of its establishments, and that it does not permit its employees to work at any location where segregated facilities are maintained. Kelly's obligation extends further to ensuring that its employees are not assigned to perform their services at any location, under Kelly's control, where the facilities are segregated.

2. EQUAL OPPORTUNITY CLAUSE

Kelly certifies that it complies with the Equal Opportunity Clause set forth in 41 CFR 60-1.4.

3. AFFIRMATIVE ACTION PROGRAMS

Kelly certifies that it has developed and maintains an affirmative action programs as required by 41 CFR 60-2 (E.O. 11246), 41 CFR 60-300 (VEVRAA), and 41 CFR 60-741 (Section 503 of the Rehabilitation Act).

4. STANDARD FORM 100 (EEO-1)

Kelly certifies that it files Standard Form 100, Employer Information Report EEO-1, with the Joint Reporting Committee, Equal Employment Opportunity commission as required by 41 CFR 60-1.7.

5. PUBLIC LAW 95-507 - UTILIZATION OF SMALL BUSINESS CONCERNS AND SMALL DISADVANTAGED BUSINESS CONCERNS

For contracts in excess of \$150,000 or more, Kelly recognizes the policy of the United States (Public Law 95-507) that small business concerns and small

business concerns owned and controlled by socially and economically disadvantaged individuals shall have the practical opportunity to participate in performing contracts let by any Federal agency. Kelly hereby agrees to carry out this policy in awarding subcontracts consistent with efficient contract performance.

For contracts which offer subcontracting possibilities and are expected to exceed \$700,000, Kelly will comply with sub-part 19.708(b) of the Federal Acquisition Regulations regarding Small Business and Small Disadvantaged Business Subcontracting Plan.

6. **UTILIZATION OF WOMEN-OWNED BUSINESS CONCERNS**

In contracts in excess of \$150,000, Kelly recognizes the policy of the United States government that women-owned businesses shall have the maximum practical opportunity to participate in government contracts.

For contracts which offer subcontracting possibilities and are expected to exceed \$700,000, Kelly will conduct a program which will enable women-owned business concerns to be fairly considered as subcontractors and suppliers under those agreements.

The following generic information is provided for your records:

- Kelly Services Inc., a Delaware corporation, is a publicly owned company (established 1946).
- Kelly is a large business as defined under the criteria for supplier size set forth in Paragraph 1-701 of the Armed Services Procurement Regulations.
- SIC Code# 7360 - Personnel Supply Services
7363 - Help Supply Services
- Vendor/Taxpayer# 38-1510762

Kelly Services is in the business of supplying temporary employees and maximizes its earnings and profit by having a pool of available temporary employees large enough to fill all of the orders it receives. Therefore, Kelly is economically motivated to be as inclusive as possible in recruiting employees for its temporary pool. To exclude qualified minorities and other protected groups from our temporary rolls would be economically counter-productive.

Kelly Services is an equal employment opportunity employer and we take great care to assure that all employees enjoy the full protection of the state and federal civil rights laws, and that all

protected persons are hired and assigned on a nondiscriminatory basis.

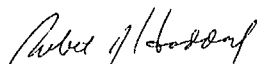
This Agreement and Certification shall be effective for one (1) year from the date signed below.

Robert J. Haddad

Name of Authorized Representative

Vice President, Chief Litigation Counsel

Title of Authorized Representative



Signature of Authorized Representative

November 1, 2019

Date

Policy Statement Equal Employment Opportunity and Affirmative Action

It is the policy of Kelly Services to provide equal employment opportunity in recruitment, selection, training, compensation, promotion, job transfer, and assignments and to ensure that employment decisions are based only on valid job requirements. These opportunities and other conditions of employment are extended to qualified applicants and employees regardless of an individual's race, color, sex, pregnancy, age, religion, national origin, genetics, sexual orientation, gender identity/expression, disability, veteran and military status, and/or other protected categories under applicable laws and further, to take affirmative action to employ and advance in employment qualified minorities, women, individuals with disabilities, and protected veterans.¹ Kelly Services has an audit and reporting system to allow for effective measurement of its affirmative action activities. As President and CEO of Kelly Services, I wish to reaffirm and reemphasize that this policy applies throughout the Company.

It is also the policy of Kelly Services to make reasonable accommodations for qualified persons with disabilities, including disabled veterans, in appropriate circumstances, and to extend employment opportunities to such persons.

Employees and applicants for employment will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, opposing a legally protected act regarding equal opportunity in employment,² or assisting/participating in an investigation or related State/Federal proceeding under applicable laws.

Kelly's Chief Human Resources Officer is designated as the Equal Employment policy officer for the Company.



Peter Quigley
President and
Chief Executive Officer

Certificate of Employee Information Report

Certification 4393

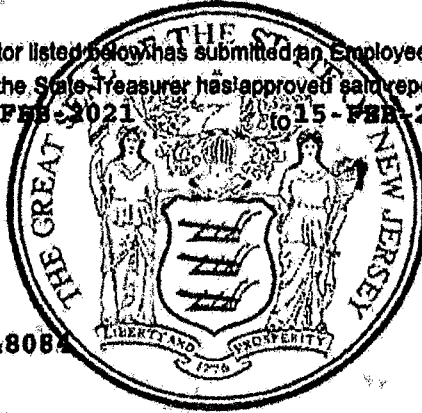
CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-FEB-2021 to 15-FEB-2024

KELLY SERVICES, INC.
999 W. BIG BEAVER RD.
TROY

MI 48064



Elizabeth Maher Muoio

ELIZABETH MAHER MUOIO
State Treasurer

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-H
Name of Form:	NON-COLLUSION AFFIDAVIT
Statutory Reference:	No specific statutory reference State Statutory Reference N.J.S.A. 52:34-15
Instructions Reference:	Statutory and Other Requirements VII-H
Description:	The Owner's use of this form is optional. It is used to ensure that the bidder has not participated in any collusion with any other bidder or Owner representative or otherwise taken any action in restraint of free and competitive bidding.

County of Camden

SS:

I, Tahron Person residing in Linwood
(name of affiant) (name of municipality)
 in the County of Atlantic and State of New Jersey of full age,
 being duly sworn according to law on my oath depose and say that:

I am Education Sales Consultant of the firm of Kelly Services, Inc.
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled Educational Staffing Services, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Bellman & Fox 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 project.

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

Subscribed and sworn to

before me this day


Signature

May 9, 2022

Tahira Pearson
(Type or print name of affiant under signature)

Notary public of NJ

My Commission expires 03/27/2024

(Seal)

GEORGE E. WILSON IV
NOTARY PUBLIC OF NEW JERSEY
COMM. # 2444126
MY COMMISSION EXPIRES 03/27/2024

(

To be completed, signed below and returned with proposal.

Bellmawr Board of Education

**Chapter 271
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
Kelly Services, Inc. (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.

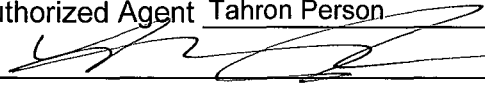
☒ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that Kelly Services, Inc. (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 Tahron Person

Signature  Title Education Sales Consultant

Business
Entity Kelly Services, Inc.

To be completed, signed and returned with Bid/Proposal

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of

Organization: Kelly Services, Inc.

Organization

Address: 999 West Big Beaver Road

City, State, ZIP: Troy, MI 48084

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☒ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific):

Part II Check the appropriate box

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
BlackRock Institutional Trust Company (KELYA)	400 Howard St , San Francisco, CA 94105
Terence E. Adderley Revocable Trust K (KELYB)	c/o Andrew H. Curoe, Co-Trustee, 6th Floor at Ford Field, 1901 St. Antoine St. Detroit, MI 48226

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

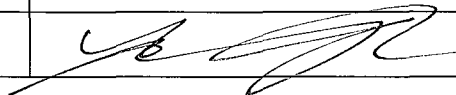
Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s
https://www.kellyservices.com/global/about-us/ir/financials--filings/financial-information	

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **ANYTOWN Board of Education** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Board of Education** to notify the **Board of Education** in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **Board of Education** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Tahron Person	Title:	Education Sales Consultant
Signature:		Date:	May 11, 2022

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

CONTRACTOR/VENDOR QUESTIONNAIRE & CERTIFICATION

Proposal Number Educational Staffing Services Proposal Date: May 11, 2022

Title of Proposal

Name of Company Kelly Services, Inc.

Street Address 999 West Big Beaver Road PO Box _____

City, State, Zip Troy, MI 48084

Business Phone Number (856) 563-4262 Ext. _____

Emergency Phone Number (315) 362-8316

FAX No. (_____) _____ E-Mail tahron.person@kellyservices.com

FEIN No. 38-1510762

1,000 full-time employees at corporate headquarters, approx. 6,100 employees globally, and 370,000 temporary employees

Years in Business 76 years Number of Employees _____

References – Work previously done for School Systems in New Jersey

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. <u>Please see all reference information listed on the following page of this section.</u>			
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the ANYTOWN 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.

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 Board of Education.

Vendor Contributions

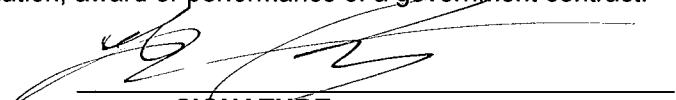
I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

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.

Tahron Person, Education Sales Consultant

President or Authorized Agent (Print)


SIGNATURE

KELLY EDUCATION REFERENCES

References – Work previously done for School Systems in New Jersey

	<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1	<u>Paterson Public Schools</u>	<u>90 Delaware Ave Paterson, NJ 07503</u>	<u>Luis Rojas Asst Superintendent of Schools</u>	<u>973 321 0625</u>
2.	<u>Elizabeth Public Schools</u>	<u>500 North Broad Street Elizabeth, NJ 07208</u>	<u>Olga Hugelmeyer, Chief School Administrator</u>	<u>908.436 6131</u>
3.	<u>Egg Harbor Township School District</u>	<u>13 Swift Drive Egg Harbor Township, NJ 08234</u>	<u>Chandra Anaya Business Administrator/ Board Secretary</u>	<u>609 646 8441 Ext 1006</u>
4	<u>Berlin Borough School District</u>	<u>215 South Franklin Ave. Berlin, NJ 08009</u>	<u>Joseph Campisi, Ph D Superintendent</u>	<u>856 767.0129 Ext 217</u>
5	<u>Teaneck Public Schools</u>	<u>651 Teaneck Road Teaneck, NJ 07666</u>	<u>Shellian Mirander Assistant Director of Special Education</u>	<u>201 833.5508 Ext. 6832</u>

**BELLMAWR BOARD OF EDUCATION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

BID SOLICITATION/PROPOSAL TITLE Educational Staffing Services

VENDOR/BIDDER NAME Kelly Services, Inc

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☒ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran. OR

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities _____

Relationship to Vendor/ Bidder _____

Description of Activities _____

Duration of Engagement _____

Anticipated Cessation Date _____

Attach Additional Sheets If Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature _____

Tahron Person, Education Sales Consultant

Print Name and Title

May 11, 2022

Date

Version REV. 2.1 2021

This form is to be completed, certified and submitted prior to the award of contract.

IRAN DISCLOSURE OF INVESTMENT ACTIVITIES N.J.S.A. 18A:18A-49.4

The Board of Education, pursuant to N.J.S.A. 18A:18A-49.4, shall implement and comply with Public Law 2012, c.25, Disclosure of Investment Activities in Iran—N.J.S.A. 52:32-55 et seq.

Certification Required—Prior to the Award of Contract—N.J.S.A. 52:32-58 (a)

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify, prior to the award of contract, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

If the Board determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran under section 4 of P.L.2012, c.25 (C.52:32-58), the board shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L.2012, c.25 (C.52:32-59).

In addition, bidders must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form.

The Board has provided within the specifications, a Disclosure of Investments Activities certification form for all persons or entities, that plan to submit a bid, respond to a proposal, or renew a contract with the board, to complete, sign and submit with the proposal. Such certification is required to be submitted prior to the award of contract.

The Disclosure of Investment Activities in Iran Form is to be completed, certified and submitted prior to the award of contract.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: KELLY SERVICES, INC (FORMERLY KELLY GIRL SERVICE, INC)

Trade Name:

Address: 999 WEST BIG BEAVER ROAD
TROY, MI 48084-4716

Certificate Number: 0847515

Effective Date: January 14, 2002

Date of Issuance: April 18, 2019

For Office Use Only:

20190418092238708

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Kelly Services, Inc.

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

See attached

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 ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals, see instructions on page 3)

Exempt payee code (if any) **5**

Exemption from FATCA reporting code (if any) **D**

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

999 West Big Beaver Road

6 City, state, and ZIP code

Troy, MI 48084

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the 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

- -

or

Employer identification number

3 8 - 1 5 1 0 7 6 2

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign
Here

Signature of
U.S. person ►

[Signature]

Date ►

1/3/22

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.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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

Kelly Services, Inc.

EIN: 38-1510762

Form W-9 Attachment

Line 2, Business Name/disregarded entity

The following business names are used by Kelly Services, Inc.:

The Ayers Group

CGR/seven

CGR/7

FedSecure

HR First

Kelly

Kelly Educational Staffing

KES

Kelly Engineering Resources

Kelly Financial Resources

Kelly Healthcare Resources

Kelly HR Consulting

Kelly IT Resources

Kelly Law Registry

Kelly Management Services

KMS

Kelly Scientific Resources

KSR

Kelly Temporary Services

KellyConnect

KellyDirect

KellyOCG

Kelly Services Irr Trust, US Bank, NA Trustee

The following disregarded entities are owned by Kelly Services, Inc.:

Global Technology Associates, LLC. (EIN: 76-0838187)

Kelly Receivables Funding, LLC. (EIN: 27-1329958)

NextGen Global Resources, LLC. (EIN: 27-0610241)

Insight Workforce Solutions, LLC. (EIN: 46-4276154)

Kelly Services USA, LLC. (EIN: 47-3600855)

Kelly Services Global, LLC. (EIN: 47-3597831)

Greenwood/Asher & Associates, LLC. (EIN: 20-0685960)

PROPOSAL RESPONSE ATTACHMENTS

Please see the following attachments included with our response:

1) Kelly Education Account Team Resumes

- Dean Baker
- Meg Bernhard
- Jessika Hay
- Tammy McDonald
- Nicole Matsuk
- Jasmine Thompson
- Dhara Rana
- Laura Clinger
- Jessica Skaggs
- Tynisha Nesbit
- Brigitte Sailors
- Sabrina Sailor
- Gabi Fiore

2) Kelly Education Agreement

3) Job Descriptions

- Substitute Teacher
- Paraprofessional
- Special Education Substitute Teacher
- Special Education Paraprofessional
- Tutor
- Custodian

4) Certificate of Insurance

5) Kelly 2021 Annual Report

Dean Baker

Sr. Director, Client Services, NE Practice

Professional Summary

Based in Lancaster, Dean joined Kelly in 2005 and has since been leading human capital and business solutions operations throughout Pennsylvania. Prior to joining Kelly, Dean managed recruiting for the Marine Corps and served as a Signal Operations Chief for the U.S. Army Reserve. Over the course of his career in the human capital industry, Dean has developed exceptional insights into workforce trends and analytics, allowing him to create and deliver staffing solutions that benefit both the customer and the talent. As a military veteran, he is passionate about helping fellow veterans pursue their careers in the education industry. Dean is one of two Northeast state leads for KE, and serves a critical role in driving business, including school district partner solutions and educational talent acquisition strategies. He is a collaborative and growth-minded leader whose strategic recommendations help clients ditch the script on old ways of thinking about workforce planning by continually anticipating what's next for districts and talent, and proactively advising each to reach their full potential, ultimately achieving the shared goal of student achievement.

Skills

- Project management
- Pricing tool development
- Self-motivated
- Budgeting and finance
- Strong verbal communication
- Client assessment & analysis
- Conflict resolution
- Staff development
- Risk management processes & analysis
- Extremely organized
- Team leadership
- Public speaking

My Educational Beliefs

When I look back at the positive impact and opportunities education has provided me, I am reminded of the ever-increasing responsibility that comes with a career in education. My personal successes can be mapped back to the primary and secondary education I received, and the learned knowledge, skills and abilities that prepared me for life at the Post-Secondary level and beyond. As a Kelly Education Practice Professional, I deem it my daily responsibility to ensure our substitute teachers and programs are prepared and capable of supporting the educational needs of their students and our district partners. It is this "common purpose" that drives me and my organization to ensure we deliver the best possible service to our district partners and our talent.

Work Experience

KELLY SERVICES, INC

JUN 2021 to Present

Kelly Education Sr. Director, Client Services

The Regional Director of Client Services is responsible for the development and execution of strategies for the Client Services department that create efficiencies, retains and grows client revenue/satisfaction and achieves Education's strategic goals. This is achieved by providing leadership, direction, development, coaching, support and training to internal staff. This individual will serve as the escalation point for service issues and is responsible for proactive problem resolution.

This leadership role is accountable for emphasis and execution in 1) organizational and leadership development, 2) client service operational delivery, and 3) people management. They are also responsible for leading their respective field operations organization and optimizing our structure for delivering efficient and effective business results

KELLY SERVICES, INC.

JUL 2018 to June 2021

Kelly Education Regional VP, State Leader of PA, NJ & DE, FEB 2019 to Present

Overall responsibility and accountability for the operating results across a broad geographic scope in the Northeast Education Practice. Accountable for emphasis and execution in 1) organizational and leadership development, 2) talent management 3) Customer-facing responsibilities and 4) recruiting and operational delivery strategies and performances.

Kelly Services Strategic Account Manager, JUL 2018 to JAN 2019

- Primary point of contact for clients as it pertains to the overall client relationship and service delivery
- Business partner to clients by acting as an extension of their HR department, developing and maintaining relationships with the client and temporary employees, identifying process improvements, and by ensuring consistent service levels across business lines
- Monitors and reports on contract compliance, business development, sharing industry and best practice knowledge, candidate sourcing, screening, hiring, training, and onboarding
- Accountable for the overall level of service delivery, growth, and profitability for the clients
- Establishes strong working relationships with clients, and the development of effective partnerships with the relevant Kelly functions (e.g., operations, sales support, and product groups)
- Manages the strategic workforce plan including, but not limited to service level agreements and takes action as appropriate.

Kelly Education Regional Vice President, Enterprise Markets, JUL 2012 to JUN 2018

- Responsible for ensuring all financial goals are met/exceeded
- Establishes and implements operations strategy
- Maintains thorough understanding and knowledge of current hiring practices, recruitment strategies, and staffing industry trends
- Prepares and presents business reviews
- Develops strong relationships with new and existing clients by understanding their business and staffing needs and by facilitating connections between client's departments and Kelly products
- Provides regular constructive feedback and development discussions with employees to ensure a high performing team

Education/Certifications

Kaplan University

Associate Degree – Criminal Justice

Penn State World Campus

Professional Certificate in Labor & Employee Relations

Meg Bernhard

Client Services Lead

Professional Summary

Accomplished Sales & Operations Manager with over 20 years of management and recruiting experience in the staffing industry with a high concentration in educational vertical. Excellent with customer support services, recruiting and retention and skilled at learning new concepts quickly while working well under pressure and meeting deadlines. Meg is a Subject Matter Expert in the Kelly Education vertical of business which is a full-service solution for educational staffing and placement.

My Educational Beliefs

Education strengthens a community. Providing top talent to ensure fluid learning, building strong partnerships with our local districts, and integrating ourselves into each community to benefit the students is a passion of mine. A good education builds the foundation for a better life.

Work Experience

KELLY SERVICES, INC.

October 2004–Present

Kelly Education Client Services Lead, March 2019 to Present

Client responsibility across Connecticut and Massachusetts. for Kelly Education, the largest provider of substitute teachers and non-instructional positions nationwide. Portfolio of services includes: Substitute Staffing Management, Instructional and Non-Instructional Staffing Management, After-School Staffing, Teacher Vacancy Support and Scheduling Administration. Leading a tenured team to ensure strong client relationships across two States.

Kelly Services District Manager, October 2004–March 2019

Served as Interim District Manager for the State of RI while simultaneously managing the New London District. Promoted the RI Branch Manager to the District Manager position once the market was healthy and robust with new business including a partnered staffing account. Responsible for the following:

- Identified and sold multiple high-volume Kelly Education target accounts. Successfully recruited for, implemented and supported multiple Kelly Education accounts within the Connecticut market including most recently the largest school district in the state.
- Kelly Education operations and leadership responsibility across 28 schools and school districts including a partnered staffing/on-site account. Building strong customer relationships to retain accounts and maximize volume.
- Served as the Kelly Education Compliance Manager for the State of CT. This includes overseeing the newly revised fingerprint process to ensure 100% compliance across all of CT.
- Effectively and successfully managed a \$6MM Operating Statement.

Education/Certifications

Champlain College, Burlington VT, 1986–1988, Fashion Merchandising

Jessika Hay

Client Services Manager

Professional Summary

Creative and positive thinker with over 15 years in education, committed to using best practice to encourage growth, engagement, client retention in areas such as business development, management and sales/recruitment. Established special educator, trainer, case manager, and mediator for one of the country's leading treatment programs.

My Educational Beliefs

Differentiating instruction to meet the needs of the learner was embedded during my graduate schoolwork and reinforced by me daily in my classroom work experiences. What I love about working with Kelly Education is being able to reach the needs of all learners on a much larger scale through supporting and working with our area school district leaders and our local talent.

Work Experience

KELLY SERVICES, INC.

Jan 2022 to Current

Kelly Education, Client Services Manager

Communicates and demonstrates the value of Kelly Education programs and services; Serves as the primary business partner to assigned clients; develops and maintains strong relationships with new and existing partners by understanding their business and staffing needs; Provides data analysis to make recommendations; Facilitates trainings and provides pertinent information to district leadership, school administrators, secretaries, and staff; Proactively identifies and implements work processes that improve speed, productivity, efficiency, cost, and/or the client experience.

WOODS SERVICES

Jan 2004 to Jan 2021

Mollie Woods Education Program, Special Education Teacher

- Program Specialist
- Trained support staff on implementation of IEP/ISP/BSP plans
- Vocational Placement Specialist in Beechwood Brain Injury Program
- Communication Skills Trainer in the Woodlands Program

MK EHS CONSULTING

Jun 2013 to Jan 2018

- Managed hiring practices in compliance with company guidelines and Federal laws
- Defined job requirements, planned strategies, screened resumes, interviewed applicants, and referred qualified applicants to hiring manager
- Sourced candidates via web search, networking, and job postings
- Created and conducted on-boarding training for all new hires
- Trained all technicians on Respiratory Fit Test Projects to ensure federal compliance

LOWER MORELAND SCHOOL DISTRICT

Nov 2012 to Dec 2016

Professional Development Specialist

- Certified Crisis Prevention Intervention Instructor and Plan Developer for crisis team administration in 3 district schools.
- Provided case management and emotional support services for students in grades 11 and 12
- Developed transition strategies for high school students with postsecondary goals

- Oversaw student success in local technical schools and alternative placements
- Developed, initiated, coordinated and oversaw work-study experiences for IEP students ranging in life skills, learning support, and emotional support categories
- Conducted professional development workshops to special education teachers, using research-based instruction and social-emotional-behavioral best practices.

Education/Certifications

Holy Family University, Philadelphia, PA

MA in Education – Certified in Elementary K-6 and Special Education, Summa Cum Laude

Rowan University, Glassboro, NJ

BA in Communication

Tammy McDonald

Sr. Director, Recruiting & Onboarding

Professional Summary

Staffing professional with 23 years' experience Expertise in building and leading teams to perform high volume full cycle recruitment and provide a positive candidate experience. Team and project leadership includes the management and supervision of branch, client based and remote team members

My Educational Beliefs

Having children and nieces and nephews in public schools, I am passionate about the quality of education they are receiving. I am happy and feel fortunate to be in a position and with a division of Kelly that provides me with the opportunity to make an impact on children's classroom experience.

Work Experience

KELLY SERVICES, INC.

FEB 2019-Present

State Lead/Sr. Director, Recruiting & Onboarding

- Manage the recruiting and onboarding process and lead a team of recruiters and onboarders for the Northeast Practice area.
- Responsible for ensuring the recruiting needs for instructional and non-instructional staff for our partner school districts are met.
- Develop recruiting strategies and build efficient processes to ensure a positive talent experience.
- Participate in implementation process for new districts and develop customized recruiting plans.

National Recruiting Director

OCT 2014 to FEB 2019

- Selected by Sr. Leadership to create a strategy and build a national fulfillment team for Kelly's Vendor Neutral Accounts/Master Service Provider Accounts.
- Developed recruiting plans, key metrics and performance measurements.
- Oversaw daily operations and insured order fulfillment levels met client expectations.

Sr. Area Manager

OCT 2005 to OCT 2014

- Oversaw the daily operations, recruiting and sales for multiple branch offices in Chicago, Milwaukee and Detroit.
- Developed recruiting plans and strategies for high volume and local retail accounts
- Worked directly with customers to define needs and conducted quarterly business reviews.
- Worked on multiple national recruiting initiatives and defined key metrics and performance measures.

Education/Certifications

Northern Illinois University

BA-Industrial and Organizational Psychology

Nicole Matsuk

Recruiting Manager

Professional Summary

Enthusiastic and resourceful professional with over 10 years of education and staffing experience.

My Educational Beliefs

As the daughter of a passionate teacher, I was never my mother's only child. She had many "kids" through the years and cared about them all deeply. I am lucky to have inherited her personal investment to education. I believe that every child is unique, that every child has a story, and that every child deserves every opportunity that can be afforded to them.

Work Experience

KELLY SERVICES

Recruiting Manager - Northeast

SEPT 2021 to Current

Implements an effective recruitment strategy in the Northeast based upon fulfillment rates. Coordinates marketing and event efforts. Builds brand representation and engagement.

Client Services Manager

JAN 2020 to SEPT 2022

Lead operations in New Jersey partner school districts. Maintained customer partnerships while keeping optimum operations of the school district a priority. Implemented action plans to better program performance.

INSIGHT WOKRFORCE SOLUTIONS

District Manager

MAY 2017 to JAN 2020

Lead operations in New Jersey partner school districts.

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

Program Associate

JAN 2015 to MAY 2017

Fueled program growth by implementing policy, systems and environmental initiatives while establishing public school-based nutrition education programs in underserved New Jersey school districts.

Community Assistant

JAN 2009 to JAN 2015

Provided nutrition education to youth and adults according to USDA guidelines.

Education/Certifications

Rutgers University, Camden, NJ

MA in Experimental Psychology and Research Design

Rutgers University, Camden, NJ

BA in Psychology

Jasmine Thompson

Recruiting Strategist

Professional Summary

A seasoned Customer Relations & Support professional with over 10 years of experience managing multiple accounts & performing a combination of transactional task, analyzing data & strategic thinking. Passionate about strengthening relationships & collaborating with internal & external business partners to drive continuous growth for Kelly Education.

My Educational Beliefs

"Education is for improving the lives of others and for leaving your community and world better than you found it" – Marian Wright Edelman

Work Experience

KELLY SERVICES, INC.

Recruiting Strategist – Northeast

AUG 2021 to Current

Responsible for the execution, communication and ongoing innovation of Kelly Education Sourcing Monitor applicant flow to adequately meet the pool size needed for the successful fulfillment of job requests.

L'OREAL USA

Supply Chain Account Specialist II (Credit)

APR 2018 to JAN 2020

Responsible for collection efforts of invoices to achieve monthly cash forecasting. Analyzed shipments & payment flows for cosmetic company

Deduction Resolution Specialist I

OCT 2015 to APR 2018

Researched chargebacks to determine root cause of deductions & resolved either with paybacks or credits. Served as a team lead for acquiring an integration system for the organization

BROTHER INTERNATIONAL CORPORATION

Senior Customer Coordinator (International Traffic/Export)

NOV 2011 to OCT 2015

Managed order for small businesses & subsidiaries for consumer electronics company. Prepared & submitted export documentation as needed.

Education/Certifications

Howard University, Washington DC

National Association of Broadcasters Education Foundation (NABEF) Media Sales Institute

Delaware State University, Dover, DE

BA in Mass Communication/Media Studies

Dhara B. Rana

Recruiting Strategist

Professional Summary

Analytical professional with career-long record of human resource operations, office management, and early childhood education for leading organizations.

My Educational Beliefs

Whenever I was asked from a young age "what do I want to be when I grow up?" I never had a concrete answer, but I always knew I wanted to make an impact on the world. At first, I believed I needed to be a doctor to help people. I quickly realized that was not true. I found myself drawn to the education field. Working with children has always been the highlight of my career life. I hope to one day be able to work in a school setting with them again. In the meantime, I want to ensure the people who are working with them are giving it their all. Working with Kelly education still allows me to make that impact on a child's life as well as the talent we hire.

Work Experience

KELLY EDUCATION, VIRTUAL

DECEMBER 6 TH 2021

Recruiting Strategist

- Manage and track candidate pipeline for all 12 of my districts.
- Assist candidates through the hiring process
- Provide accurate information on state requirements
- Review and evaluate candidates • Input applicants into our system
- Inform our onboarding team on the new applicant the require paperwork
- Coordinate hiring events • Create job post on several affiliated sites
- Assign trainings to new hires

RISING PHARMA HOLDINGS INC., EAST BRUNSWICK, NJ

MARCH 2021 TO DECEMBER 6 TH 2021

HUMAN RESOURCE COORDINATOR/OFFICE MANAGER

- Demonstrated expertise in reviewing, assessing, and processing all required documentation for new hire onboarding.
- Coordinated and maintained a filing system, confirming all information is current and accurate.
- Coordinated new hires for the warehouse location.
- Created new hires account and assigned HR Compliance training via Cornerstone.
- Tracked the facility budget and certified that expenditures remained within the financial plan.
- Planned all company events including birthdays, townhalls, and social events, etc.
- Managed inventory of office supplies, communicated with vendors, and promptly placed replenishment orders.
- Worked one on one with Executive Team Members to complete day to day tasks.
- Worked with IT on data mining EPCIS files.

PASSAIC COUNTY COMMUNITY COLLEGE CHILD DEVELOPMENT CENTER, PATERSON, NJ, September 2017 to July 2020 TEACHER ASSISTANT

- Created, organized, and led a variety of daily activities by setting up the classroom and implementing an engaging curriculum for more than 20 students
- Completed paperwork, such as incident reports, assessments, observation reports, and progress reports.
 - Established, evaluated, and updated a detail-oriented schedule of daily routines in accordance with specific student needs.
- Ensured all daily objectives were met on a consistent basis through strong time management skills.
- Generated and sent flyers, notes, and other informational tools utilizing MS Office.
- Facilitated one-on-one meetings with parents for the purpose of cultivating and fostering strong connections with families
- Guided classroom operations with the intent to comply with requirements mandated by the government.
- Participated actively in workshops and webinars, including Improving Classroom Communication, Ways to Increase Productivity, and Ways to Implement Different Strategies.
- Supported Family Workers by coordinating a wide variety of events throughout the year.
- Bridged communications with all levels of management while adapting to ever changing organizational needs and personal responsibilities.
- Addressed and resolved conflicts through respect and an open mind to others' thoughts and opinions.
- Applied a resilient ability to recognize and appreciate diversity, individual difference, and varied perspectives with a high level of empathy

Education/Certifications

Montclair State University, Montclair, NJ

Bachelor of Arts (B.A.) in Family Science and Human Development

Passaic County Community College, Paterson, NJ

Transfer AA/AS/AFA Degree in Child Development Associate Certification

Laura Clingler

Onboarding Manager

Professional Summary

Education staffing professional with 5 years' experience and a focus on onboarding and compliance. Expertise in coordinating the onboarding process and reviewing hiring procedures to increase efficiency and provide a positive candidate experience.

My Educational Beliefs

I am grateful that Kelly Services has provided me with the opportunity to make an impact and difference in the lives of students across the country. After completing my student teaching, I spent one school year as a substitute teacher for Kelly Education which gave me the opportunity to experience this impact firsthand. Students spend an extended amount of time each year with Kelly Education employees, it is important that we place qualified and skilled individuals in these classrooms

Work Experience

KELLY SERVICES, INC.

June 2016 to Current

Kelly Education Onboarding Manager, April 2021 to Present

Directed a team of onboarding professionals to engage candidates for instructional and non-instructional staff for multiple school district programs in the states of New Jersey, Pennsylvania, Connecticut, Delaware, Vermont, Illinois, and Indiana. Engaged with the sales and client teams to ensure that all district and state requirements are communicated and understood by the operational team.

Kelly Education Payroll and Compliance Specialist, July 2019 to March 2021

Worked with Kelly Education's escalation teams to correct payroll and compliance issues in Indiana, Illinois, and Delaware. Reported workers compensation and incident claims to Kelly Education's investigation teams. Managed multiple payroll services, assisting with onboarding, talent care and client care. Assisted the Higher Education team with onboarding and nurturing the adjunct professor talent pool.

Kelly Education Staffing Supervisor, June 2016 to June 2019

Provided customer service to a talent pool of 1200, and to 12 Indianapolis school districts. Planned and conducted hiring events, group orientations, and summer training seminars for incoming and current substitute teachers and paraprofessionals (virtual and in-person). Assisted incoming talent through the hiring process from sourcing to orientation. Worked with the Kelly Education Investigations team to close out incidents and counsel or terminate employees if necessary.

Education/Certifications

Indiana University Purdue University Indianapolis, Indianapolis, Indiana

Bachelor of Science in Secondary Education

Jessica Skaggs

Senior Onboarding Specialist

Work Experience

KELLY SERVICES, INC.

June 2017 to Current

Senior Onboarding Specialist, September 2021 to Current

- Directs potential employees through the credentialing process for substitute teaching
- Manages a caseload of an average of two to three hundred potential employees at a time
- Maintains knowledge of onboarding for five different states
- Trains team members on state-specific requirements for onboarding as well as company specific expectations
- Ensures candidates understand the next steps of the process and maintains open communications to move through the onboarding process as quickly as possible

Senior Recruiting Strategist, June 2021 to September 2021

- Created and maintained an evolving recruiting plan that tracked sourcing efforts in assigned school districts
- Recruited an average of twenty-five to thirty new candidates a week
- Carried out grassroots recruiting efforts such as canvassing local businesses for partnerships and passing out fliers
- Organized job – fairs to increase the volume of incoming candidates and increase local awareness of positions available
- Communicated recruiting efforts to clients to summarize staffing trajectories

Senior Recruiting and Onboarding Strategist, June 2019 to June 2021

- Researched and developed onboarding process in new markets as our business grew into the Illinois school districts
- Maintained an onboarding tracker of over a hundred candidates in two different states
- Recruited for over fifteen different clients at a time
- Conducted audits of onboarding to ensure compliance with both company and state requirements
- Worked closely with clients on one-off projects in which I was the main point of contact for all stages of employment including recruiting, onboarding, and employment management

Account Talent Manager, May 2018 to June 2019

- Developed and maintained a relationship with an onsite customer, to grow business and provide support as needed
- Managed workforce of an average of sixty to eighty employees, including all new hire procedures, coaching, terminations, payroll, and any additional employment matters
- Counseled employees to ensure production satisfied, and exceeded, expectations of the customer
- Reported data to client human resources weekly regarding workforce, and discussed strategies for improving recruitment, employee engagement, and retention
- Formulated employee recognition, retention, and engagement programs
- Assisted with recruitment as needed
- Refined business plan for the account, to ensure overall efficient processes

Senior Talent Recruiter, December 2017 to May 2018

- Evaluated customer needs and formulated recruiting plans to maintain an appropriate volume of candidates
- Defined recruiting goals for a team of three to five recruiters
- Monitored compliance of account for internal and customer requirements
- Created prescreening and interview scripts for each position available, to ensure proper placement of candidates
- Maintained MSP tool for large onsite program, involving close attention to order maintenance and compliance
- Acted as the main point of contact for recruiting team, including presence onsite for check-ins and updates with customers

Talent Recruiter, June 2017 to December 2017

- Conducted high-volume, fast-paced, recruitment with twenty to thirty applicants a day
- Responsible for selection processes, including, pre-screening, interviewing, administering skills assessments, and position placement of candidates
- Delivered daily orientations to discuss rules and policies of the onsite program
- Built and maintained a robust pipeline of over one hundred candidates for available positions

Education

Indiana University School of Public and Environmental Affairs, Indianapolis, IN

Bachelor of Science in Criminal Justice

Minor in Human Resource Management

Tynisha F. Nesbit

Onboarding Specialist

Professional Summary

My history in the service industry has taught me the skills needed to meet and exceed each customer and talent expectation and service. I have assisted in various types of settings and have been a liaison between cross-functional business units that have imbedded in me core attributes of problem solving and care for customers/talents. I am passionate about serving customers and talent with excellence.

My Educational Beliefs

My mom is a paraprofessional and I know how tough it can be, so for me to be able to help the right person teach our youth, is amazing

Work Experience

KELLY SERVICES, INC.

October 2021 to Current

As an Onboarding Specialist, I work with talent to assist them through the onboarding process for their selected school district. I review State, Kelly, and district requirements to quickly move them through the hiring process.

AT&T

Customer Service Representative

January 2008 to December 2019

Responsible for National Business Ordering, billing inquiries, new service activations, and new account startups. I understood Customers needs and recommended appropriate products and rates as well as resolved customers concerns.

Education/Certifications

University of Phoenix

Bachelors in Business Management with Certificate of Human Resources (June 2021 -Currently)

Essex County College, Newark, NJ (certificate)(2002-2003

Office Support Specialist

Brigitte Sailors

Kelly Education Director, Talent Care

Professional Summary

With more than 20 years of expertise in strategic staffing operations, Brigitte is an experienced leader, possesses a sharp intellect and brings an abundance of knowledge and enthusiasm to customer engagement. She is passionate in her belief that every child deserves a quality education and views teaching as a noble profession.

Skills

- Operations
- Budgeting and finance
- Conflict resolution
- Customer Service
- Project management
- Strong verbal communication
- Staff development
- Team leadership & management
- Policy Administration
- Client assessment and analysis
- Public Speaking
- Coaching

My Educational Beliefs

Education is the foundation for improving the lives of others and for leaving our community and world better place. With Kelly Education, I am part of that positive impact for our children, our classrooms and our communities.

Work Experience

KELLY SERVICES, INC.

SEP 2014 to Current

Kelly Education Staffing Client Services Lead, FEB 2019 to Present

Overall responsibility and accountability for the operating results of New Jersey's geographic scope in the Education Practice. Accountable for emphasis and support in 1) client relationship and account management, 2) Customer-facing responsibilities and 3) recruiting and operational delivery strategies and performances.

Kelly Education Area Manager, Philadelphia Territory, APR 2017 – FEB 2019

- Oversaw and managed overall operations of branches under the supervision of TVP
- Responsible for managing large, urban market (SDP) and overseeing small KE market (KE Philly)
- Selected & supported management team in order to maintain employee retention, recruiting and expense management
- Responsible for management of branch P&L's to meet/exceed revenue, GP and contribution
- Work closely with sales teams to review and respond to market opportunities within education
- Strong focus on continuous improvement, customer satisfaction, employee training and retention
- Maintains and ensures strong relationships with key customers

Kelly Services Senior Branch Manager, Philadelphia Territory, OCT 2016 to APR 2017

- Oversaw and managed operations of branch 51LH, under supervision of TVP
- Focused on continuous improvement and customer satisfaction
- Responsible for building and maintaining relationships with key customers
- Managed and supported branch team in KTE retention, recruiting and expense management
- Maintained involvement in community organization and awareness

Kelly Services Specialty Consultant (Ninja Team) MAY 2016 to OCT 2016

- Provided support, from boots-on-the-ground recruiting to management-level needs for branches requesting additional support and resources
- Maintained quality and compliance to Kelly and Customer processes

Kelly Services District Manager, SEP 2014 – JUL 2015

- Managed overall operations of local branch under the supervision of RVP
- Selected, trained, and developed branch team and monitored performance to achieve maximum business results
- Built and maintained key relationships within Kelly Services community
- Created, maintained strong community involvement relating to Kelly Services

HEMO CONCEPTS

JUL 2015 to MAR 2016

Interim Director of Operations, JUL 2015 to MAR 2016

- Reported directly to President CEO
- Managed accounts AR/AP and supervision of financial reporting
- Responsible for the creation and distribution of QA/QC program
- Oversaw the distribution and management of company SOP manual and its adherence to company, AABB, and JCAHO policies & procedures as pertained to blood banking regulations
- Coordination and management of on-going training and continuing education for personnel

ORTHOPAEDIC SPORTS MEDICINE & REHABILITATION CENTER

OCT 2010 to JUL 2013

Office Manager / HR Manager / Administrative Assistant, OCT 2010 to JUL 2013

Administrative assistant to fourteen physicians; created and oversaw multiple calendars for physicians, office, and on-call schedules, physician credentialing, licensure, and malpractice insurance

- Updated and oversaw physician continuing education and responsible for establishing physician appointments to hospital programs
- Managed all administrative needs for all Physician Assistants, as well as licensure, credentialing, insurance, and program needs
- Managed Human Resources for staff of 75+ and responsible for all new hires; updated and ensured adherence to all company policies and procedures, managed employee conflicts and concerns; maintained all employee records
- Served as the point of contact for all interaction between area hospital administration/programs and Physicians and responsible for coordinating education programs between local colleges and practice

RIVERVIEW MEDICAL CENTER

2010

Staffing Supervisor / Per Diem – Nursing Administration Dept., 2010

- Worked directly with hospital RN supervisor
- Coordinated nursing and healthcare associate staffing needs for hospital
- Responsible for Scheduling, Data Entry, and Reports for Nurse Staffing Department

HEMO CONCEPTS INC.

1994 to 2003

Director of Operations, 1994 – 2003

Sabrina Sloan

Talent Care Manager

Professional Summary

My professional experience is in and outside of the classroom from early childhood to adult education. My ability to collaborate and build relationships with internal and external partners allows me the ability to be an advocate and a leader. My goal is to ensure we can maintain long-term relations and drive for activity that results in positive outcome for both the Talent Care Team and our customers.

My Educational Beliefs

Working in the education field has always been my professional passion. The Talent Care team's focus is ensuring our Talent feel supported and have the resources available to succeed. This includes career development processes, tools to grow, engagement and additional training. As a former teacher, taking a day off is stressful and almost impossible, as an employee of Kelly Education, I am proud to lead a team who is making this possible.

Work Experience

KELLY SERVICES, INC.

Talent Care Manager, July 2021 to current

- Oversee a team of thirteen professionals
- Hired and trained full time staff
- Coach and develop an efficient team
- Monitor's teams' performance to ensure standards, and expectations are being met
- Encourages collaboration amongst individuals, and teams
- Conduct quality assurances and recommendations

Payroll Compliance Specialist April 2019 to July 2021

- Hired and trained in-house-temp employees
- Ensuring employees are paid promptly and accurately
- Responsible for time keeping for special services
- Investigate and complete any payroll discrepancies with invoices
- Resolves payroll complaints and issues efficiently
- Managing reports to ensure payments are being processed

Operations & Compliance Manager, Feb 2019 to April 2019

- Oversaw state clearances were completed and renewed when needed
- Acquainted with state and company laws, procedures, and compliances
- Ensured emergency certifications were done correctly
- Completed i9's for new and old talent
- Ensured the branch daily operations ran smoothly

Overview of additional experience outside of my job titles:

Recruiting:

- Lead job fairs
- Conducted new hire orientation
- Ran protentional candidate interviews
- Completed background screening
- Hired new employees

Client Manger/Talent Advisor:

- Filled long term and day to day positions
- Provided customer with fill rate data
- Resolved any customer or talent complaints
- Created frontline profiles for staff and talent

KinderCare Learning Center

June 2016 to Feb 2019

Toddler Teacher

- Lead classroom teacher in the toddler room,
- Created lesson plans to accommodate state curriculum
- Built parent and student relationships
- Understood budgeting for daycare cost

Education/Certifications

Grand Canyon University, Phoenix, AZ

Masters in Sociology in Adult Education

Kent State University, Kent OH

Bachelor of Science in Human Development & Family Studies

Gabriella Fiore

Talent Care Advisor/Talent Specialist

Professional Summary

Resourceful and quick-thinking talent care representative with 10+ years of customer service experience. Holds a bachelor's degree in communication studies from Rowan University with 2 years of Education studies. Possesses a positive and can-do attitude who aims to use learned skills and expertise to provide an exceptional customer experience for all clients and employees.

My Educational Beliefs

I enjoy encouraging others to become apart of such a fundamental and meaningful industry Being the front-line support for our talent and ensuring excellence in delivery for our existing Education Clients has allowed me to share my enthusiasm for learning and growth for all parties involved.

Work Experience

KELLY SERVICES, INC.

OCT 2021 to Current – 6 months

Kelly Education Talent Care Advisor/Talent Specialist, OCT 2021 to Present

- Manage and execute strategies to drive employee engagement, development, and performance.
- Responsible for employee relations, continuing education, training, and payroll/compliance requirements.
- Responsible for training and/or coordinating training as it relates to professional development or other advance training programs

COMCAST SPECTACOR

APRIL 2019 to 2020

Guest Experience Intern,

- Worked in the event production department to ensure that guests were delivered an exceptional experience
- Handled various administrative duties, including personnel scheduling and different points of data collection
- Assisted in interviewing, hiring, and training for all new event staff employees

Education/Certifications

Rowan University, Glassboro, NJ

Bachelor's Degree in communication studies

Concentration: Rhetoric/Cultural Criticism

AGREEMENT FOR EDUCATIONAL STAFFING

THIS AGREEMENT, dated _____, is between Kelly Services, Inc., with its principal offices located at 999 West Big Beaver Road, Troy, Michigan 48084 ("Kelly"), and _____, with its principal offices located at _____ ("Customer").

1) DESCRIPTION, LOCATION AND PRICING OF SERVICES

Kelly will assign to the Customer Kelly temporary employees ("Assigned Employees"), through its service line, Kelly Education, to provide education-related services, under the Customer's operational supervision, at the location(s) and for the pricing (and other related costs) described in Exhibits A and C (the "Services"). Exhibit C, the Customer Information Sheet, will be completed with Customer's collaboration and will provide detailed business requirements necessary to assist with meeting Customer needs. The pricing in Exhibit A is confidential between Kelly and Customer. Customer will be permitted to use Exhibit A in connection with its business operations, responses to Freedom of Information Act requests, and other uses as required by law. Should Customer determine that it may be legally obligated to disclose this information, Customer shall provide notice to Kelly at least five (5) business days in advance of producing any such information.

2) KELLY GUARANTEE

Kelly guarantees that the Assigned Employees it places with the Customer will satisfactorily perform the services ordered by Customer. If not, Kelly will cancel charges for unsatisfactory services and furnish a replacement as soon as possible when the Customer has provided notice of its dissatisfaction within the first sixteen (16) working hours of an Assigned Employee's assignment. If Kelly receives notice after an Assigned Employee's first sixteen (16) working hours, Kelly will furnish a replacement as soon as possible, but not cancel the charges for the unsatisfactory services.

3) KELLY'S RESPONSIBILITIES

As the provider of staffing services, Kelly will be the employer of Assigned Employees, and will be responsible for the staffing services listed below.

- (a) Source, recruit, select, and hire Assigned Employees;
- (b) Place Assigned Employees according to Customer's requirements;
- (c) Pay Assigned Employees their wages and provide them the benefits that Kelly offers, inclusive of any government mandated benefits, as Kelly employees;
- (d) Pay or withhold payroll taxes (e.g., FICA) and insurance premiums (e.g., Medicare) and fulfill its obligations for unemployment compensation (e.g., FUTA, SUTA);
- (e) Provide workers' compensation benefits and coverage for Assigned Employees;
- (f) Maintain Assigned Employees' personnel and payroll records related to their employment by Kelly;
- (g) Comply with laws, rules or regulations applicable to providers of staffing services;
- (h) Require Assigned Employees to agree in writing to protect the confidentiality of Customer's proprietary information;
- (i) Require Assigned Employees to execute agreements that Customer requests regarding intellectual property developed by them in performance of their work for Customer;
- (j) Require Assigned Employees to acknowledge in writing that they have no right to participate in Customer's employee benefit plans;
- (k) Require Assigned Employees to comply with all rules and policies of Customer (e.g., those relating to premises access and security);
- (l) Make legally required employment law disclosures to Assigned Employees; and
- (m) Comply with the Patient Protection and Affordable Care Act ("Affordable Care Act") and its regulations, as applicable, and have established internal procedures to review and maintain its compliance with the Affordable Care Act.

4) CUSTOMER'S RESPONSIBILITIES

As the recipient of Kelly's staffing services, the Customer will be responsible for controlling the environment in which Assigned Employees perform their work, the details of their work, and, teaching board-approved curriculum and approved lesson plans. The Customer also will:

- (a) Provide Assigned Employees with a safe and suitable workplace, including all required site-specific training related to the chemical, physical and biological hazards in the workplace, emergency and safety procedures, school rules and protocols, policies and procedures regarding student disciplinary actions, and the confidentiality of student records and information;

- (b) Provide Kelly with prompt notice of any injury suffered by an Assigned Employee;
- (c) Use Assigned Employees only in assignments that match the job descriptions for which Kelly places them, not give duties to an Assigned Employees that the Assigned Employee must perform outside of Customer's premises and take full responsibility for assignments or duties that differ from the Assigned Employees' mutually agreed upon job duties, responsibilities, work environment or location, unless mutually agreed to pursuant to paragraph 14(f) of this Agreement;
- (d) Notify Kelly and be solely responsible when Assigned Employees are required to use Customer provided timekeeping system or absence management system;
- (e) Provide adequate internal controls, supervision, and instructions for Assigned Employees;
- (f) Supervise the performance of Assigned Employees using the same degree of diligence used to supervise its own employees;
- (g) Assume responsibility for Assigned Employees when they are required to handle keys, cash, confidential information and records of students and the Customer's regular employees;
- (h) Assume responsibility for the use of any vehicle, machinery, and/or equipment used by Assigned Employees in connection with their assignment (except for workers' compensation claims);
- (i) Assume sole responsibility for any bodily injury claims asserted against Kelly or its Assigned Employees by students, their parents or representatives, Customer personnel or business invitees, or other third parties (except to the extent that such claims are based on the negligence of Kelly or the failure of Kelly full time staff personnel to fulfill their obligations regarding the recruitment, screening, and hiring of the Assigned Employees);
- (j) Ensure that the Assigned Employees do not have sole custody of a single student, be solely responsible for supervising more than one classroom of students at a time, or administer or maintain custody of any student medications;
- (k) Be solely responsible for releasing students at the end of the school day to an authorized party;
- (l) Ensure Assigned Employees who are placed at Customer through Kelly shall not work directly for Customer, or a third party contracted by Customer, in any capacity where such Assigned Employees receive compensation during the same time period from Kelly, Customer or third party;
- (m) Provide Kelly with prompt, written notice of any concern or complaint about the conduct of an Assigned Employee by the end of the same day that it learns of the concern or complaint, and permit Kelly to actively participate in Customer's investigation of such a concern or complaint;
- (n) Provide Kelly with written notice within one (1) business day after the Customer learns of any formal or informal complaint, litigation, potential litigation, or an administrative or governmental charge, that involves an Assigned Employee, and permit Kelly a reasonable opportunity to participate actively in the matter, as Kelly sees fit;
- (o) Not request nor require any Assigned Employees to perform heavy labor, lifting or physical activity unless required and accepted in the job description;
- (p) Notify Kelly as early as possible (either, for example, prior to 6:00 a.m. or three (3) hours prior to the start of the class) , through the protocols established by Kelly for such notice, of the need for Assigned Employees for a given day; however, Kelly and Customer recognize that the need for a substitute may occur later than anticipated and that in such cases, Kelly will use its best efforts to find an Assigned Employee for such Customer requests;
- (q) Ensure that Assigned Employees do not actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an Assigned Employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only;
- (r) Assume responsibility for the conduct of its own officers, employees, and agents; and
- (s) Comply with duties imposed on it by law, rule, or regulation.

5) CUSTOMER REPRESENTATIONS

The Customer represents and warrants that:

- (a) Its actions under this Agreement do not violate or overlap its obligations under any agreement that Customer has with any labor union;
- (b) Kelly's responsibilities listed in this Agreement regarding screening, the payment of wages, and the provision of benefits to the Assigned Employees do not violate a policy or practice of the Customer;
- (c) The Customer has disclosed to Kelly all screening requirements that Customer would use for the positions covered by this Agreement if the Customer were directly employing individuals in such positions;
- (d) If Customer, not Kelly, is the recipient of the Assigned Employees' fingerprint background check clearance/suitability letter, Customer will provide Kelly with the clearance information and any updated information in a timely manner;

- (e) The Customer has the right, power, requisite authorization, and has satisfied any applicable procedural requirements necessary for it to be authorized to enter into this Agreement;
- (f) The Customer representative who is signing this Agreement has been delegated authority by the school board or district to execute this Agreement;
- (g) At the beginning of the school year, but at a minimum, not less than thirty (30) days prior, Customer will use best efforts to advise Kelly of all scheduled professional development days;
- (h) If the Assigned Employees will use a Customer-provided timekeeping or absence management system or process, then a such timekeeping system, absence management system or process shall be compliant with all applicable legal requirements, including recording of time worked; and,
- (i) The Customer will neither request nor require that the Assigned Employees perform duties outside of Customer's premises (e.g., participate on field trips) unless Kelly gives its written consent in advance.

6) INTELLECTUAL PROPERTY/ASSIGNED EMPLOYEES' DATA

All Kelly and Customer intellectual property, including processes, procedures, trademarks and copyrights, are and shall remain the sole property of each respective party. Customer will only use Assigned Employees' Data ("Assigned Employees' Data"), including, but not limited to, Assigned Employees' personal information, identity, U.S. mail or email address, contact information, social security number, phone number, personal health information, or absence management information data in connection with Services provided by Kelly in accordance with this Agreement. Customer acknowledges that Assigned Employees' Data is proprietary, personal and highly confidential, and Customer shall not disclose the information to any third parties unless legally required to do so. Should Customer determine that it may be legally obligated to disclose Assigned Employees' Data, Customer shall provide notice to Kelly at least five (5) business days in advance of producing any such information. To the extent Kelly utilizes Customer's absence management or other systems ("System"), Customer shall allow and authorized Kelly full access to the System throughout the term of the Agreement and for thirty (30) days after termination. In the event the Agreement is terminated, Kelly shall have thirty (30) days to remove Assigned Employee Data from the System.

7) BILLING & PAYMENT TERMS

- (a) **Invoices.** Kelly will invoice Customer each week for all compensable time (as defined by the Fair Labor Standards Act of 1938 and applicable state law), including but not limited to hours worked on assignment, training, testing or screening completed by Assigned Employees after hire, at agreed-upon rates. The rates at which Kelly will invoice the Customer (and any reimbursable expenses) are listed in Pricing Exhibit A. Service lines may be added by mutual agreement of the parties pursuant to Paragraph 14(f). Unless otherwise stated in Pricing Exhibit A, payment will be due upon Customer's receipt of the Kelly invoice. In the event of termination of this Agreement, Customer will pay Kelly promptly for Services performed up to the time of termination. If the Customer's rates are not set out in Pricing Exhibit A, Kelly and the Customer will agree on rates at the time of an order, which Kelly will record electronically in its systems. The services billed may be provided by Kelly Services Global, LLC or Kelly Services USA, LLC, affiliates of Kelly, or third-party staffing providers (collectively "Staffing Providers"). Staffing Providers may provide the Services under this Agreement, and in such cases, Kelly will act as a collection agent on behalf of such Staffing Providers and bears no extracontractual liability other than that of collection agent.
- (b) **Disputed Amounts.** If this Agreement is terminated by Kelly or Customer or Customer disputes any amount invoiced by Kelly, Kelly shall be timely paid (in accordance with the payment terms in Section 7 (a)) by Customer for all fees/services that are not in dispute. If Customer fails to pay Kelly any fee when due, Customer shall be liable for a late charge equal to one and one half percent (1 ½%) per month on the outstanding amounts beginning on the due date and Customer shall be responsible for reasonable attorneys' fees incurred by Kelly to collect the outstanding amount.
- (c) **Taxes.** Any sales or use taxes that apply to sales to Customer will be added to Customer's invoices as a separate item.
- (d) **Pricing Adjustments.** Upon prior written notice, Kelly may adjust pricing:
 - i) To reflect the impact of inflation upon our costs by an amount not to exceed the year over year change in the Consumer Price Index for the preceding twelve (12 months); or
 - ii) If any law, regulation and/or policy is enacted that is applicable to either Kelly or Customer that requires an increase and/or additional compensation and/or benefits to Assigned Employees, Kelly may change the pricing for the current school year(s) contained in Exhibit A. The pricing in Exhibit A shall be adjusted to reflect the actual cost increase to Kelly reasonably calculated on a direct or pro rata basis; or
 - iii) For changes in sales, use, or gross receipts taxes; or

- iv) For changes in (a) the Customer's requirements (e.g., requisition, billing and invoicing processes; the introduction of third-party software systems and processes), (b) service levels, or (c) service delivery method; or
 - v) To ensure that the pay rates comply with federal and state laws and regulations regarding minimum wages and overtime compensation.
- (e) **Record of Time Worked; Automated Scheduling.** Customer agrees to adhere to the "Time, Billing & Automated Scheduling Terms" in Exhibit B.
- (f) **Expenses.** Expenses (e.g., mileage) and all costs and administrative fees associated with required screenings and drug tests will be charged to the Customer, passed through without mark up.

8) WORKERS' COMPENSATION AND LIABILITY INSURANCE

Kelly will, at its own expense, provide and keep in full force and effect during the term of this Agreement the following kinds and minimum amounts of insurance:

- (a) **Workers' Compensation.** Workers' compensation statutory coverage as required by the laws of the jurisdiction in which the services are performed and includes alternate employer endorsement;
- (b) **Employer's Liability.** Employer's Liability insurance with a limit of \$1,000,000;
- (c) **Commercial General Liability.** Commercial general liability insurance with a \$1,000,000 per occurrence and includes bodily injury and property damage coverage;
- (d) **Commercial Automobile Liability.** Commercial automobile liability insurance with a \$2,000,000 combined single limit on vehicles owned, leased, or rented by Kelly while performing under this Agreement;
- (e) **Umbrella Liability Insurance.** Umbrella liability insurance to be used in excess of the liability policies with \$15,000,000 combined single limit per occurrence; and
- (f) **Commercial Blanket Bond.** A commercial blanket bond with limits of \$3,000,000 in the aggregate per occurrence and includes coverage of employee dishonesty to the extent Kelly failed in its responsibilities in Section 3 of this Agreement.

Kelly will provide Customer with a certificate of this insurance coverage upon request.

9) INDEMNIFICATION BY KELLY

- (a) Kelly will indemnify, defend and hold harmless Customer and its directors, officers, employees and agents, from and against all demands, claims, actions, losses, judgments, costs and expenses (including reasonable attorney fees) (collectively "Damages") imposed upon or incurred by Customer to the extent arising out of any of the following:
 - i) Kelly's failure to comply with its obligations under applicable employment-related laws, regulations or orders in Kelly's capacity as the general employer of the Assigned Employees;
 - ii) Breach of any obligation of Kelly contained in this Agreement; or
 - iii) Any direct claim for workers' compensation benefits for job-related bodily injury or death asserted against Customer by any Kelly employees or, in the event of death, by their personal representatives.
- (b) Kelly's obligation to indemnify, defend and hold harmless will not apply to: (i) indirect, special or consequential Damages (ii) claims that do not result in a finally adjudicated claim of damages against Customer brought by a third party, (iii) the extent that Damages are due to Customer's failure to fulfill its duties under Section 4, (iv) the extent that any Damages, except for the payment of workers' compensation benefits, are the result of any negligent act or omission or intentional misconduct of Customer, its officers, employees or agents, or iv) the extent that Customer is required to indemnify Kelly against such Damages under Section 10.

10) INDEMNIFICATION BY CUSTOMER

- (a) To the extent permitted by law, Customer will indemnify, defend and hold harmless Kelly and its directors, officers, employees and agents from and against all damages imposed upon or incurred by Kelly, other than for job-related bodily injury or death of an Assigned Employee, arising out of any of the following:
 - i) Customer's failure to comply with its obligations under applicable laws, regulations or orders; or
 - ii) Breach of any obligation of Customer contained in this Agreement;
- (b) Customer's obligation to indemnify, defend and hold harmless will not apply (i) to indirect, special or consequential damages or (ii) to the extent any damages are caused by any negligent act or omission or intentional misconduct of Kelly, its officers, employees or agents.

11) NOTIFICATION OF CLAIMS

- (a) Customer and Kelly agree (i) to notify each other in writing of any asserted claim within ten (10) days of either discovery of the occurrence upon which the claim may be based or learning of the claim, whichever occurs first, and (ii) to permit Kelly or Customer, as the case may be, to defend the claim at the option of the party against whom the claim is asserted, with counsel acceptable to such party, which consent will not be unreasonably refused.
- (b) Neither party will pay or agree to pay any asserted claim under this Agreement without prior written approval from the party against whom the claim is asserted, which approval will not be unreasonably withheld; provided that approval on behalf of Kelly must be obtained from the Kelly Law Department in Troy, Michigan.

12) TERM; TERMINATION

The term of this Agreement begins as of the date first shown above with a first date of service of _____, if all deadlines are met, and will continue in effect until canceled by either party upon allowing not less than thirty (30) days prior written notice to the other. Kelly reserves the right to terminate this Agreement immediately in the event of non-payment. Further, Kelly has the right to terminate this Agreement should any student or Customer employee physically or verbally assault or injure an Assigned Employee and Customer does not respond to the incident to Kelly's satisfaction. In the event of termination, this Agreement will continue to govern the parties' rights and obligations with respect to services performed prior to termination.

13) NON-SOLICITATION

Unless otherwise agreed to in writing, neither party shall hire or solicit the employment of the other party's regular, full-time employees during the term of this Agreement and for a period of twelve (12) months thereafter. This provision shall not apply to a party's generalized recruiting practices.

14) MISCELLANEOUS

(a) Notices

- i) Any notices, consents or other communications required or permitted under this Agreement must be in writing (including telecommunications) and delivered personally or sent by e-mail or other transmission (with request for assurance in a manner typical with respect to communication of that type), overnight air courier (postage prepaid), registered or certified mail (postage prepaid with return receipt requested), addressed as shown on the first page of this Agreement.
- ii) Unless otherwise stated in this Agreement, notices, consents or other communications will be deemed received (a) on the date delivered, if delivered personally or by wire transmission; (b) on the next business day after mailing or deposit with an overnight air courier; or (c) three business days after being sent, if sent by registered or certified mail.

(b) Severability; Waiver

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement. Any delay or waiver by a party to declare a breach or seek any remedy available to it under this Agreement or by law will not constitute a waiver as to any past or future breaches or remedies.

(c) Assignment

Neither Kelly nor Customer may assign this Agreement without the prior written consent of the other party; provided that Kelly may use secondary vendors to fulfill any or all of its obligations hereunder without securing Customer's consent. This Agreement will be binding upon the parties hereto, and their successors, heirs and assigns, as permitted.

(d) Independent Contractor

In its performance of this Agreement, Kelly will at all times act in its own capacity and right as an independent contractor, and nothing contained herein may be construed to make Kelly an agent, partner or joint venturer of Customer.

(e) Force Majeure

No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: (i) acts of God; (ii) flood, fire, pandemic, earthquake or explosion; (iii) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (iv) government order or law; (v) actions, embargoes or blockades in effect on or after the date of this Agreement; (vi) action by any governmental authority; (vii) national or regional emergency; (viii) strikes, labor stoppages or slowdowns or other industrial disturbances; and (ix) shortage of adequate power or

transportation facilities. The party suffering a force majeure event shall give notice within five (5) days of the force majeure event to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and ensure the effects of such force majeure event are minimized.

(f) **Amendments**

This Agreement may not be amended or supplemented in any way except in writing, dated and signed by authorized representatives of both parties.

(g) **Counterparts**

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

(h) **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of _____ without giving effect to any choice or conflict of law provision or rule.

(i) **Entire Agreement**

This Agreement, its exhibits (and any job descriptions signed by the Customer) are the entire understanding and agreement between the parties with respect to the subject matter covered, and all prior agreements, understandings, covenants, promises, warranties and representations, oral or written, express or implied, not incorporated in this Agreement are superseded.

KELLY SERVICES, INC.

Insert Customer Name

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

JOB DESCRIPTION: SUBSTITUTE TEACHER

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

1) JOB TITLE: SUBSTITUTE TEACHER.

Other job titles that a Substitute Teacher may be known by include (but are not limited to): Substitute Educator, Guest Teacher, Guest Educator, and Relief Teacher, etc.

2) QUALIFICATIONS:

- a) Meets state requirements for education qualifications.
- b) Ability to assist implementing an instructional support program with students of varying ages and sizes.
- c) Effective organizational, communication and interpersonal communication skills.
- d) Must be able to follow oral and written directions and have the ability to establish effective working relationships with District/School staff and students.
- e) Maintain student and school personnel confidentiality.
- f) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.
- g) Manifests a positive role in school/community relations.
- h) Additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education (KE).

3) REPORTS TO AND SUPERVISED BY:

District/School Principal and/or Building Administrator.

4) JOB GOAL:

Provide instruction for scheduled lessons, manage the classroom environment and promote student learning in the absence of the regular District/School classroom teacher.

5) RESPONSIBILITIES:

Substitute Teachers work at all times under direction and supervision of School District employees, and shall exercise the following responsibilities:

- a) Report to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials.
- b) Dress in a safe and appropriate manner as described in the KE Standards of Professional Conduct.
- c) Follow sign in/sign out procedures as prescribed by the District/School principal.
- d) Assume duties of the regular District/School classroom teacher promptly and in accordance with school rules.
- e) May supervise students in out-of-class settings (e.g., assemblies, lunchroom) as directed and supervised by District/School principal.
- f) Implement existing lesson plans in a manner that ensures the integrity of academic time, and motivates students to learn and participate.
- g) Instruct students regarding a variety of classroom topics/courses of instruction, as determined by the School/District lesson plan.
- h) Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students. Address the various learning styles of students accordingly.
- i) Assign reasonable tasks and homework to students in accordance with the School/District lesson plans.
- j) If serious or disruptive student behavior problems occur, seeks assistance from a neighboring District/School teacher or a building administrator.
- k) Take all necessary and reasonable precautions to protect equipment, materials, and facilities.
- l) Maintain and/or assist in maintaining classroom control that fosters a safe, positive environment for all students and staff in accordance with Kelly Services, District/School, state, and all applicable laws and regulations.
- m) Ensure adequate supervision of students and classroom environment to assure health, welfare, and safety of students.
- n) Allows all students to see the on-site nurse or visit the school clinic if and when they request to do so. The KE Substitute Educator should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
- o) Allows all students to use the restroom if and when they request to do so. The KE Substitute Educator should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
- p) Ensures that the students are never left unattended in the classroom.

- q) Report student injury, accidents, illness, and discipline problems to Kelly supervisor and District/School personnel immediately.
- r) Report all personal injury or school property and/or theft to Kelly supervisor and District/School personnel immediately.
- s) For long-term assignments, it may be required to develop lesson plans; devise, administer, and grade tests and assignments; participate in parent-teacher conferences; and attend school-related functions. (These activities may occur outside of normal school hours.)

6) UNACCEPTABLE DUTIES/RESPONSIBILITIES.

- a) KE Substitute Teachers employees shall not:
 - (1) Use corporal punishment.
 - (2) Engage in any type of touching or physical contact with students.
 - (3) Grant permission for a student to leave school before the regular dismissal time.
 - (4) Detain a student after dismissal time.
 - (5) Communicate information about a student or staff member with anyone but the District/School principal or department head.
 - (6) Leave money or valuables in the classroom.
 - (7) Leave students unsupervised at any time during the day.
 - (8) Perform Bus driving, Driving education, and/or Crossing guard duties.
 - (9) Teach a class that requires the use of laboratory, woodworking, metal shop, or any other dangerous equipment.
- b) For the physical safety of the students and the KE Substitute Teacher and to avoid KE being held liable for injuries, the KE Substitute Teacher shall not perform that will require or permit the following duties:
 - (1) Administer medication.
 - (2) Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
 - (3) Physically move, touch, or be in any type of physical contact with a student.
 - (4) Have sole supervision of a playground.
 - (5) Have sole supervision for releasing a student(s) onto a school bus or other vehicle.
 - (6) Transport students in a motor vehicle.
 - (7) Be alone with a student in a private setting.¹
- c) The KE Substitute Teacher shall not be placed on special education assignments that require the following:
 - (1) Administering feeding or breathing tubes.
 - (2) Diapering, toileting and/or dressing involving personal undergarments.
 - (3) Leading, directing or sole supervision of students for bathroom assistance.
 - (4) Touching or being in physical contact with students.
 - (5) Having one-on-one contact with special needs students including physical restraint.

d) Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.

7) IN GENERAL

I have read this job description for a KE Substitute Teacher, and it accurately describes the duties and responsibilities of the KE Substitute Teacher that we want the Substitute Teacher to perform.

We agree to immediately notify our KE representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. We further understand that no changes may take effect until KE has formally agreed to the proposed change.

Upon signing this job description, I agree on behalf of the school district that this job description is incorporated by reference and made part of the agreement we have with Kelly Services, Inc. through its service offering, Kelly Education.

Print Name of School District

Signature: _____

Print Name: _____

Title: _____

Date: _____

¹ This includes in-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students and/or assignments without on-site supervision from district personnel.

JOB DESCRIPTION: PARAPROFESSIONAL

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

JOB TITLE: PARAPROFESSIONAL (SUBSTITUTE)

Other job titles that paraprofessional may be known by include (but are not limited to): Paraeducator, Aide, Education Technician, Teacher Aide, Instructional Assistant, Classroom Assistant, Education Assistant, Learning Support Assistant, and Teaching Assistant

QUALIFICATIONS:

1. Meets state requirements for education qualifications.
2. Ability to lift materials and supplies, as well as assist in the implementation of an instructional support program with students of varying ages and sizes.
3. Has effective organizational, communication, and interpersonal communication skills.
4. Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
5. Maintain student and school personnel confidentiality.
6. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.
7. Manifests a positive role in school and community relations.
8. Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Educational Staffing.
9. Dress in a safe and appropriate manner as described in the KES Standards of Professional Conduct.

REPORTS TO AND SUPERVISED BY:

School Principal and/or Assigned District/School Teacher. Kelly Paraprofessional will receive day-to-day and all classroom-specific instruction from the District/School.

JOB GOAL:

To assist, support, and work closely with supervising district/school teachers, administrators, and other team members in providing educational benefit for students.

Dependent upon assignment, but always under direct supervision of District/School employees, this role may be working directly in a special education classroom, working in a general education classroom or environment, and/or working one-on-one with a student or small group of students.

SCOPE OF RESPONSIBILITY:

Substitute Paraprofessionals work at all times under direction and supervision of District/School professional employees. District/School employees are responsible for developing curriculum, planning instruction, evaluating academic and behavior progress, developing goals and objectives, providing day-to-day supervision of the Substitute Paraprofessional, ensuring classrooms are adequately staffed, and communicating progress to parents.

In the absence of the full-time paraprofessional, the Substitute Paraprofessional provides classroom assistance to general education or special needs students and to the assigned District/School teacher, who has ultimate responsibility for designing and implementing educational programs, activities and services.

The District/School teacher prepares the lessons, plans the instructional support activities the Substitute Paraprofessional carries out, and evaluates the achievement of the students with whom the Substitute Paraprofessional is working; and the Substitute Paraprofessional works in close and frequent proximity and under the direction and guidance of the supervising District/School teacher(s). Under the guidance of the classroom teacher, the KES Substitute Paraprofessional must:

- a) Allows all students to see the on-site nurse or visit the school clinic if and when they request to do so. The KES Substitute Paraprofessional should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.
- b) Allows all students to use the restroom if and when they request to do so. The KES Substitute Paraprofessional should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.

If a Substitute Paraprofessional is called upon to assist the supervising District/School teacher with students with special needs, a supervising District/School teacher and/or designee must always be present.

UNACCEPTABLE DUTIES/RESPONSIBILITIES:

As a support role, KES Substitute Paraprofessional employees should not:

- Use corporal punishment.
- Have sole supervisory responsibility.
- Prepare lesson plans.
- Develop curricular materials.
- Provide direct instruction in place of a teacher.
- Introduce new content or skills.
- Assign grades to students.
- Touch or be in physical contact with students.
- Give students a final grade and/or determine whether a student should pass or fail.
- Sole responsibility for contact with a parent to discuss a student's IEP, progress or placement decision.
- Serve as substitute teachers.
- Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.

For the physical safety of the students and/or the KES Substitute Paraprofessional and to avoid KES being held liable for injuries, the following duties shall not be performed:

- Administering medication.
- Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
- Physically move or touch a student.
- Sole supervision of a playground.
- Sole supervision for releasing a student(s) onto a school bus or other vehicle.
- Transporting students in a motor vehicle.
- To be alone with a student in a private setting (this includes In-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students, and/or assignments without on-site supervision from district/school personnel).

Additionally, KES employees should not be placed on special education/needs assignments that require a KES employee to perform the following duties:

- Administering feeding or breathing tubes.
- Diapering, toileting and/or dressing involving personal undergarments.
- Leading, directing or sole supervision of students for bathroom support/assistance.
- Touching or being in physical contact with students.
- One-on-one contact with special needs students including physical restraint.
- Anything else related to a serious medical impairment.

District/School will use KES Substitute Paraprofessional only in assignments consistent with the job descriptions for which KES places them, will not give duties to a KES Substitute Paraprofessional that KES Substitute Paraprofessional must perform outside of District/School's premises, and will take full responsibility for assignments or duties that differ from the KES Substitute Paraprofessionals' mutually agreed upon job duties, responsibilities, work environment, or location, unless mutually agreed to in writing.

I have reviewed and read a copy of the KES Paraprofessional (Substitute) job description. I agree that this job description accurately describes the duties and responsibilities of the KES Substitute Paraprofessional.

I understand that we are to immediately notify KES of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. We further understand that no changes may take effect until KES has formally agreed to the proposed change.

Print Name of School District

Kelly Services, Inc.

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Kelly Education

JOB DESCRIPTION: SPECIAL EDUCATION SUBSTITUTE TEACHER

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

JOB TITLE: SUBSTITUTE TEACHER.

Other job titles that a Substitute Teacher may be known by include (but are not limited to): Substitute Educator, Guest Teacher, Guest Educator, and Relief Teacher, etc.

QUALIFICATIONS:

- a) Meets state requirements for education qualifications.
- b) Ability to assist implementing an instructional support program with students of varying ages and sizes.
- c) Effective organizational, communication and interpersonal communication skills.
- d) Must be able to follow oral and written directions and have the ability to establish effective working relationships with District/School staff and students.
- e) Maintain student and school personnel confidentiality.
- f) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.
- g) Manifests a positive role in school/community relations.
- h) Additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Educational Staffing (KES).
- i) Must successfully complete KES special education training (and school specific training, if applicable) prior to accepting/filling special education substitute teacher assignments.

REPORTS TO AND SUPERVISED BY:

District/School Principal and/or Building Administrator. Kelly Special Education Substitute Teacher will receive day-to-day and all classroom-specific instruction from the District/School.

JOB GOAL:

Provide instruction for scheduled lessons, manage the classroom environment and promote student learning in the absence of the regular District/School classroom teacher.

To assist, support, and work closely with supervising district/school teachers, administrators, and other team members in providing educational benefit for special education students.

Dependent upon assignment, but always under direct supervision of District/School employees, this role may be working directly in a special education classroom, working in a general education classroom or environment, and/or working one-on-one with a student or small group of students

RESPONSIBILITIES:

District/School employees are responsible for developing curriculum, planning instruction, evaluating academic and behavior progress, developing goals and objectives, providing day-to-day supervision of the Substitute Teacher, ensuring classrooms are adequately staffed, and communicating progress to parents.

Substitute Teachers work at all times under direction and supervision of School District employees, and shall exercise the following responsibilities:

- a) Report to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials.
- b) Dress in a safe and appropriate manner as described in the KES Standards of Professional Conduct.
- c) Follow sign in/sign out procedures as prescribed by the District/School principal.
- d) Assume duties of the regular District/School classroom teacher promptly and in accordance with school rules.
- e) May supervise students in out-of-class settings (e.g., assemblies, lunchroom) as directed and supervised by District/School principal.
- f) Implement existing lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate.

- g) Instruct students regarding a variety of classroom topics/courses of instruction, as determined by the School/District lesson plan.
- h) Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students. Address the various learning styles of students accordingly.
- i) Assign reasonable tasks and homework to students in accordance with the School/District lesson plans.
- j) If serious or disruptive student behavior problems occur, seeks assistance from a neighboring District/School teacher or a building administrator.
- k) Take all necessary and reasonable precautions to protect equipment, materials, and facilities.
- l) Maintain and/or assist in maintaining classroom control that fosters a safe, positive environment for all students and staff in accordance with Kelly Services, District/School, state, and all applicable laws and regulations.
- m) Ensure adequate supervision of students and classroom environment to assure health, welfare, and safety of students.
- n) Allows all students to see the on-site nurse or visit the school clinic if and when they request to do so. The KES Substitute Educator should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
- o) Allows all students to use the restroom if and when they request to do so. The KES Substitute Educator should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
- p) Ensures that the students are never left unattended in the classroom.
- q) Report student injury, accidents, illness, and discipline problems to Kelly supervisor and District/School personnel immediately.
- r) Report all personal injury or school property and/or theft to Kelly supervisor and District/School personnel immediately.
- s) For long-term assignments, it may be required to develop lesson plans; devise, administer, and grade tests and assignments; participate in parent-teacher conferences; and attend school-related functions. (These activities may occur outside of normal school hours.)

UNACCEPTABLE DUTIES/RESPONSIBILITIES.

KES Substitute Teachers employees shall not:

- (1) Use corporal punishment.
- (2) Have sole supervisory responsibility for the duration of the school day assignment.
- (3) Grant permission for a student to leave school before the regular dismissal time.
- (4) Detain a student after dismissal time.
- (5) Communicate information about a student or staff member with anyone but the District/School principal or department head.
- (6) Leave money or valuables in the classroom.
- (7) Leave students unsupervised at any time during the day.
- (8) Perform bus driving, driving education, and/or crossing guard duties.
- (9) Teach a class that requires the use of laboratory, woodworking, metal shop, or any other dangerous equipment.
- (10) Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.

For the physical safety of the students and the KES Substitute Teacher and to avoid KES being held liable for injuries, the KES Substitute Teacher shall not perform that will require or permit the following duties:

- (1) Administer medication.
- (2) Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
- (3) Have sole supervision of a playground.
- (4) Have sole supervision for releasing a student(s) onto a school bus or other vehicle.
- (5) Transport students in a motor vehicle.
- (6) Be alone with a student in a private setting.¹

The KES Substitute Teacher shall not be placed on special education assignments that require the following:

- (1) Administering feeding or breathing tubes.
- (2) Physical restraint of a student (unless led and directed by full time district employee).

¹ This includes in-house teaching, visiting a student's home for any reason, and/or assignments without on-site supervision from district personnel.

IN GENERAL

In your role supporting the Special Education environment, you may be required to physically move or touch a student as part of executing your responsibilities. In the event KES Substitute is assigned to a special needs position where the job requires physical contact—that contact must be age-appropriate, must be performed at the direction of or under the direct supervision of District/School personnel, and must be directly related to the duties of the position and/or situationally appropriate.

I have reviewed, read, and received a copy of the detailed job descriptions for KES Instructional positions. I have familiarized myself with the essential functions and job duties of the position(s) for which I am interested, and my signature below indicates that I can perform the essential functions of the position(s). I agree that, if hired, I will perform the duties in accordance with the expectations and policies of Kelly Services, Inc. and/or its subsidiaries ("Kelly") and all school to which I am assigned.

Name (Printed)

Signature

____ / ____ / ____
Date

JOB DESCRIPTION: SPECIAL EDUCATION PARAPROFESSIONAL

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

JOB TITLE: SPECIAL EDUCATION PARAPROFESSIONAL (SUBSTITUTE)

Other job titles that paraprofessional may be known by include (but are not limited to): Paraeducator, Aide, Education Technician, Teacher Aide, Instructional Assistant, Classroom Assistant, Education Assistant, Learning Support Assistant, and Teaching Assistant

QUALIFICATIONS:

1. Meets state requirements for education qualifications.
2. Ability to lift materials and supplies, as well as assist in the implementation of an instructional support program with students of varying ages and sizes.
3. Has effective organizational, communication, and interpersonal communication skills.
4. Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
5. Maintain student and school personnel confidentiality.
6. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.
7. Manifests a positive role in school and community relations.
8. Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Educational Staffing.
9. Dress in a safe and appropriate manner as described in the KES Standards of Professional Conduct.
10. Must successfully complete KES special education training (and school specific training, if applicable) prior to accepting/filling special education paraprofessional assignments.

REPORTS TO AND SUPERVISED BY:

School Principal and/or Assigned District/School Teacher. Kelly Paraprofessional will receive day-to-day and all classroom-specific instruction from the District/School.

JOB GOAL:

To assist, support, and work closely with supervising district/school teachers, administrators, and other team members in providing educational benefit for special education students.

Dependent upon assignment, but always under direct supervision of District/School employees, this role may be working directly in a special education classroom, working in a general education classroom or environment, and/or working one-on-one with a student or small group of students.

SCOPE OF RESPONSIBILITY:

Substitute Paraprofessionals work at all times under direction and supervision of District/School professional employees. District/School employees are responsible for developing curriculum, planning instruction, evaluating academic and behavior progress, developing goals and objectives, providing day-to-day supervision of the Substitute Paraprofessional, ensuring classrooms are adequately staffed, and communicating progress to parents.

In the absence of the full-time paraprofessional, the Substitute Paraprofessional provides classroom assistance to special needs students and to the assigned District/School teacher, who has ultimate responsibility for designing and implementing educational programs, activities and services.

The District/School teacher prepares the lessons, plans the instructional support activities the Substitute Paraprofessional carries out, and evaluates the achievement of the students with whom the Substitute Paraprofessional is working; and the Substitute Paraprofessional works in close and frequent proximity and under the direction and guidance of the supervising District/School teacher(s). Under the guidance of the classroom teacher, the KES Substitute Paraprofessional must:

- a) Allows all students to see the on-site nurse or visit the school clinic if and when they request to do so. The KES Substitute Paraprofessional should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.
- b) Allows all students to use the restroom if and when they request to do so. The KES Substitute Paraprofessional should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.

UNACCEPTABLE DUTIES/RESPONSIBILITIES:

As a support role, KES Substitute Paraprofessional employees should not:

- Have sole supervisory responsibility for the duration of the school day assignment.
- Prepare lesson plans.
- Use corporal punishment.
- Develop curricular materials.
- Provide direct instruction in place of a teacher.
- Introduce new content or skills.
- Assign grades to students.
- Give students a final grade and/or determine whether a student should pass or fail.
- Sole responsibility for contact with a parent to discuss a student's IEP, progress or placement decision.
- Serve as substitute teachers.

For the physical safety of the students and/or the KES Substitute Paraprofessional and to avoid KES being held liable for injuries, the following duties shall not be performed:

- Administering medication.
- Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
- Sole supervision of a playground.
- Sole supervision for releasing a student(s) onto a school bus or other vehicle.
- Transporting students in a motor vehicle.
- To be alone with a student in a private setting (this includes In-house teaching, visiting a student's home for any reason, and/or assignments without on-site supervision from district/school personnel).

Additionally, KES employees should not be placed on special education/needs assignments that require a KES employee to perform the following duties:

- Physical restraint of a student (unless led and directed by classroom teacher).
- Administering feeding or breathing tubes.

In this role supporting the Special Education environment, the KES employee may be required to physically move or touch a student as part of executing their responsibilities. In the event KES Substitute is assigned to a special needs position where the job requires physical contact—that contact must be age-appropriate, must be performed at the direction of or under the direct supervision of District/School personnel, and must be directly related to the duties of the position and/or situationally appropriate.

I have reviewed and read a copy of the KES Special Education Paraprofessional (Substitute) job description. I agree that this job description accurately describes the duties and responsibilities of the KES Special Education Substitute Paraprofessional.

I understand that we are to immediately notify KES of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. We further understand that no changes may take effect until KES has formally agreed to the proposed change.

Name of School District (Printed)

Name (Printed)

Title (Printed)

Signature

____ / ____ / ____
Date

JOB DESCRIPTION: TUTOR

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

JOB TITLE: TUTOR

Other job titles that a Tutor may be known by include (but are not limited to): Private Tutor, Private Teacher, Instructor, Private Instructor and (Subject) Coach.

QUALIFICATIONS:

1. Meets education qualifications.
2. Contributes to the student's learning, growth and advancement.
3. Is punctual and maintains professional conduct at all times.
4. Demonstrates academic competence in subject area(s) and the ability to effectively demonstrate and communicate needed academic skills during tutoring session that comply with established curriculum.
5. Has effective organizational and communication skills.
6. Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District, Kelly Education staff, and students.
7. Manifests a positive role in school and community relations.
8. Ability to collaborate effectively with the school, and/or Kelly Education staff, to increase student performance.
9. Maintains patient, flexible, positive, consistent, dependable and cooperative attitude.
10. Maintains student, school and Kelly Education personnel confidentiality.
11. Complies with all Kelly Education and school district policies.
12. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community.
13. Dresses in a safe and appropriate manner as described in the Kelly Education Standards of Professional Conduct.
14. Must inform Kelly of any new leads (tuition or education services work) resulting from a contract related directly or indirectly to Kelly. Any education services must be arranged via Kelly.
15. If virtual, Tutor must:
 - a. Agree to Kelly's Remote Work Acknowledgment;
 - b. Meet technical requirements for virtual instruction, including appropriate computer equipment and internet functionality; and
 - c. Works in a quiet, professional, uninterrupted environment.

JOB GOAL:

To assist, support, and contribute to student learning and advancement by working with students to help them understand key concepts learned in the classroom, assisting with homework, projects, test preparation, papers, research, and other academic tasks.

This role will require working one-on-one with a student or in a small group of students, either in-person or virtually. Dependent upon assignment, but always under direct supervision of either designated school personnel or monitored in a virtual environment by a students' parent or adult representative.

REPORTS TO AND SUPERVISED BY:

Tutor is supervised by the school principal, school tutoring program manager, school teacher, or another District/School designee/liaison. Tutor will receive day-to-day instruction, supervision, training, and teaching curriculum from the District/School.

SCOPE OF RESPONSIBILITY:

The District/School prepares the Tutoring lessons, plans the instructional support activities the Tutor carries out, and evaluates the achievement of the students with whom the Tutor is working. Under the guidance of the school staff, the Tutor must:

- a) If in person at a school, allow all students to see the on-site nurse or visit the school clinic if and when they request to do so. The Tutor should never make judgment calls as to the authenticity of a student's request in this regard;
- b) Allow all students to use the restroom if and when they request to do so. The Tutor should never make judgment calls as to the authenticity of a student's request in this regard.

Tutors work at all times in close and frequent proximity and under direction and supervision of District/School professional employees, or, if virtual, will be monitored virtually by a student's parents or adult representative.

UNACCEPTABLE DUTIES/RESPONSIBILITIES:

As a support role, Tutors should not:

- Use corporal punishment.
- Have sole supervisory responsibility of a student.
- Touch or be in physical contact with students.

For the physical safety of the students and/or the Tutor, the following duties shall not be performed:

- Administering medication.

- Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
- Physically move or touch a student.
- Sole supervision of a playground.
- Sole supervision for releasing a student(s) onto a school bus, to a parent or student representative, or other vehicle.
- Transporting students in a motor vehicle.
- To be alone with a student in a private setting (this includes In-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students, and/or assignments without on-site supervision from either district/school personnel or Kelly Education, as described herein).

Tutors should not be placed on special education/needs assignments that require a Tutor to perform the following duties:

- Administering feeding or breathing tubes.
- Diapering, toileting and/or dressing involving personnel undergarments.
- Leading, directing or sole supervision of students for bathroom support/assistance.
- Touching or being in physical contact with students.
- One-on-one contact with special needs students including physical restraint.
- Anything else related to a serious medical impairment.

In addition, Tutors should not:

- Discuss fees with any student, parent, or student representative.
- Arrange for or discuss tutoring opportunities without the involvement of Kelly Education.
- Accept payment directly from the student, the student's parent or student representative.

District/School and parents/guardians will use Tutor only in assignments consistent with the job descriptions for which Kelly Education places them, will not give duties to a Tutor that the Tutor must perform outside of District/School's premises, Kelly premises or virtually, and will take full responsibility for assignments or duties that differ from the Tutor's mutually agreed upon job duties, responsibilities, work environment, or location, unless mutually agreed to in writing.

I have reviewed and read a copy of the Tutor job description. I agree that this job description accurately describes the duties and responsibilities of the Tutor.

I understand that we are to immediately notify Kelly Education of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. We further understand that no changes may take effect until Kelly Education has formally agreed to the proposed change.

Print Name of Customer

Kelly Services, Inc.

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

JOB DESCRIPTION: CUSTODIAL WORKER

1) JOB TITLE: CUSTODIAL WORKER (SUBSTITUTE). Other job titles that a substitute Custodial Worker may be known by include (but are not limited to): Custodian, Maintenance Worker, etc.

2) QUALIFICATIONS.

- a) Meets state requirements for education qualifications.
- b) Has effective organizational, communication and interpersonal communication skills.
- c) Must be able to follow oral and written directions and have the ability to establish effective working relationships with District/School staff and students.
- d) Must comply with school Safety Manual Rules and Regulations and OSHA requirements.
- e) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the school.
- f) Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education (KE).

3) REPORT STRUCTURE.

- a) The Custodial Worker shall report to the School Principal or an authorized custodial manager or supervisor.
- b) Kelly substitute Custodial Worker will receive day-to-day and all job-specific instruction from the School District.

4) JOB GOAL. In the absence of a full-time Custodial Worker, the KE Custodial Worker will create a clean environment for students, staff and visitors in the assigned building. The Custodial Worker will act under the direction of the School District's full-time Custodial Manager or his or her designee, who has ultimate responsibility for designing and implementing custodial services.

5) SCOPE OF RESPONSIBILITY:

- a) Work at all times under direction and supervision of School District's full time, professional staff.
- b) Follow sign in and sign out procedures, as prescribed by the School District.
- c) Dresses in a safe and appropriate manner as described in the KE Standards of Professional Conduct
- d) Assist in providing cleaning, maintenance and other custodial care services to the building and school grounds, under the direction and guidance of School District personnel.
- e) Follow the School District's cleaning and sanitation rules and procedures.
- f) Implement proper care, use, and safety of chemicals and equipment.
- g) Report any school building or grounds safety concerns, or faulty equipment to School District personnel.
- h) Report all personal injury or school property or theft to Kelly supervisor and District/School personnel immediately.

6) UNACCEPTABLE DUTIES & RESPONSIBILITIES. The Custodial Worker shall not:

- a) Have any supervisory responsibility for students.
- b) Touch or be in any type of physical contact with students.
- c) For the physical safety of the students and the KE Custodian and to avoid KE being held liable for injuries, the Custodian shall not perform duties that will require or permit the following:
 - (1) Administer medication.
 - (2) Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
 - (3) Physically move, touch, or be in any type of physical contact with a student.

(4) Be alone with a student in a private setting.¹

(5) One-on-one contact with special needs students including physical restraint or care.

- d) Deny any student the option to use the restroom if and when they request to do so unless otherwise directed by School District personnel.
- e) Deny any student the option to see the on-site nurse or visit the school clinic if and when they request to do so unless otherwise directed by School District personnel.
- f) Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.

School District will use KE Custodial Worker only in assignments consistent with the job descriptions for which KE places them, will not give duties to a KE Custodial Worker that KE Custodial Worker must perform outside of School District's premises, and will take full responsibility for assignments or duties that differ from the KE Custodial Workers' mutually agreed upon job duties, responsibilities, work environment, or location, unless mutually agreed to in writing.

7) IN GENERAL

I have read this job description for a KE Custodial Worker, and it accurately describes the duties and responsibilities that we want him or her to perform.

We agree to immediately notify our KE representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. We further understand that no changes may take effect until KE has formally agreed to the proposed change.

Upon signing this job description, I agree on behalf of the School District that this job description is incorporated by reference and made part of the agreement we have the Kelly Services, Inc. through its service offering, Kelly Education.

Print Name of School District or Employee

Kelly Services, Inc.

Signature: _____

Signature: _____

Print Name: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

¹ This includes in-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students and/or assignments without on-site supervision from district personnel.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/22/2021

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 OWNED BY THIS CERTIFICATE OF INSURANCE. 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 to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services, Inc 3400 Overton Park Drive SE Suite 300 Atlanta, GA 30339	CONTACT NAME Keri Devine PHONE (A/C, No, Ext.) 404 497-7500 E-MAIL ADDRESS kdevine@mcgriff.com FAX (A/C, No)	
	INSURER(S) AFFORDING COVERAGE INSURER A .ACE American Insurance Company INSURER B .ACE Fire Underwriters Insurance Company INSURER C .Indemnity Insurance Company of North America INSURER D .Federal Insurance Company INSURER E .ACE Property and Casualty Insurance Company INSURER F .	
INSURED Kelly Services Inc. and it's Subsidiaries 999 West Big Beaver Road Troy, MI 48084 Branch/Dept.	NAIC # 22667 20702 43575 20281 20699	

COVERAGES **CERTIFICATE NUMBER:**F7EYSYP3 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liability GEN L AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER			HDO G72496966	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			ISA H25553883	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
E	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			XEU G2792413A 007	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$
A B C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WLR C68926117 (AZ, CA, MA) SCF C68926154 (WI) WLR C68926191 (AOS) WCU C68926233 (MI, OH, WA)	01/01/2022	01/01/2023	☒ PER STATUTE ☐ OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
D	CRIME			68018744 Covers Employee Dishonesty (Theft) & Customer Protection (\$USD)	01/01/2022	01/01/2023	Each Loss \$ 3,000,000 \$ \$ \$ \$

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

Any provisions referenced on this Certificate of Insurance apply only as required by written contract. In the event of cancellation by the insurance company (ies) the General Liability, Workers Compensation, and Automobile Liability policy (ies) have been endorsed to provide 30 days' Notice of Cancellation to the certificate holder shown below

Evidence of Coverage

CERTIFICATE HOLDER

Name: _____
 Address 1: _____
 Address 2: _____
 City: _____ State: _____ Postal Code: _____

CANCELLATION

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

AUTHORIZED REPRESENTATIVE