PACKET · FOR THE OFFICES THAT HAVE TO APPROVE IT

The approval packet.

Everything your business office, your solicitor and your board need to say yes to one coordinated program for the staffing agencies your district already uses. Forward each reader the page written for them, or send the whole packet.

INSIDE	FOR	AS OF	PAGES
Who reads what · the district brief · the sample invoice · the agreement in summary · counsel's checklist · the board memo · the shared timeline	HR directors, business managers, solicitors, boards	November 2026	9

WHO READS WHAT

Three offices, three yeses, one packet.

The person who brings the idea does not approve it. The business office, the solicitor and the board do, and each reads a different page. This packet gives every reader theirs.

EACH READER, WHAT THEY DECIDE, AND THEIR PAGE

READER	WHAT THEY DECIDE	WHAT THEY READ	PAGE
Human resources, or the program sponsor	The scope, the agencies to include, and the dates	The district brief, and the shared timeline to fill in on the first call	3 · 8
The business office	Whether the invoice fits the ledger: funding codes, subtotals by fund, payment terms	The sample consolidated invoice	4
The solicitor	The classification, the approval path, and the terms of the participation agreement	What the agreement covers, and counsel's checklist	5 · 6
The board	A contracted service, approved on the board's own calendar	The board memo template, in the board's format	7

How to use this packet

1. **Forward each page to its reader,** or send the whole packet and point each office at its page. Nothing in it needs a cover note.
2. **Collect the questions** finance, counsel and the board raise. Send them to us in one list; every one is answered in writing the same business day, and we join the call with your business manager and solicitor if it helps.
3. **Fill in page 8 together** on the first call: the board date, the review dates, the first opening, the first invoice. If the board date moves, every date after it moves with it.
4. **Put the board memo in the packet** in your board's own format. The agreement, its exhibits and the capability statement go with it.

WHAT WE SEND ON REQUEST

The participation agreement with its exhibits, the capability statement, and written answers to your data-privacy addendum and security questionnaire.

YOUR OWN MONTH, IN THIS FORMAT

Send a redacted copy of the agency invoice that gives your office the most trouble. We show you that month the way page 4 shows it, before you decide anything.

SAME BUSINESS DAY

Every question from finance, counsel or the board is answered in writing the day it is asked. The answers become a written FAQ for your team, so nobody repeats the meeting.

THE DISTRICT BRIEF · FOR THE SPONSOR AND THE CABINET

One partner to manage every staffing agency your district uses.

One contract, one invoice, one record, one contact, and no program fee to your district. Your agencies stay, and every hiring decision stays with your district.

One contract, one contact

Every agency you use under a single agreement, run by one named person. Raise a need once instead of chasing several agencies.

Keep the agencies you trust

Your current agencies join and keep placing their people in your schools, under their own names. You decide who is in.

One invoice, one record

Every approved hour from every agency on one invoice, coded to your funds; every release and approval timestamped on your record.

HOW ONE NEED MOVES

01

Opening submitted once

Your district submits the opening on the platform, once.

02

Released

Every approved agency sees it at the same recorded instant.

03

Documents reviewed

Fullbench™ reviews and approves every required file; you can pull any of them.

04 THE GATE

Start date can be set

Only once every required document is approved and not expired.

05

Hours approved

Your schools approve timesheets on screen; approved hours become the invoice.

WHAT STAYS WITH YOUR DISTRICT

- Which agencies participate, and which candidate is hired
- The rate range for each role, approved by your office
- Which documents each role requires before a start
- Which hours are billable; your schools approve them on screen

WHAT IT COSTS YOUR DISTRICT

No program fee.

You pay for the hours your schools approve, at the rates your office approved, on one consolidated invoice instead of a stack of agency invoices. No software fee, no licence, no implementation charge.

Fullbench™

Invoice SAMPLE

FB-SAMPLE-0001

BILL TO

Sample School District
Business Office · Accounts Payable
100 Sample Street
Sample City, ST 00000

REMIT TO

Fullbench
Accounts Receivable
ap@fullbench.co
Remittance details as on our W-9 and your vendor record

INVOICE NO.	**FB-SAMPLE-0001**
INVOICE DATE	November 4, 2026
SERVICE PERIOD	October 19–30, 2026
PO NUMBER	**PO-SAMPLE-2611**
YOUR VENDOR NO.	V-SAMPLE-0108
TERMS	Net 30
DUE DATE	**December 4, 2026**

PROFESSIONAL	ROLE	BUILDING	ACCOUNT CODE	HOURS	RATE	AMOUNT
Agency A				3 professionals · 208.50 hours		**$8,139.00**
Paraprofessional 1	1:1 para	Elementary 1	10-1000-320	70.00	38.00	2,660.00
Paraprofessional 2	1:1 para	Elementary 2	10-1000-320	66.50	38.00	2,527.00
Facilitator 1	Facilitator	High School	22-1000-320	72.00	41.00	2,952.00
Agency B				2 professionals · 108.00 hours		**$10,224.00**
SLP 1	SLP	Middle School	22-2150-320	60.00	92.00	5,520.00
Psychologist 1	Psychologist	District	22-2140-320	48.00	98.00	4,704.00
Agency C				2 professionals · 139.00 hours		**$7,404.00**
Teacher 1	SpEd teacher	Elementary 1	10-1000-320	75.00	68.00	5,100.00
Paraprofessional 3	Classroom para	High School	21-1000-320	64.00	36.00	2,304.00

Every line is an hour a school approved, at the rate your office approved for that role. Returned timesheets are not billed. One payment to Fullbench; each agency is paid from it, itemized.

Approved hours	455.50
Agency staffing, 3 agencies	$25,767.00
Program fee to the district	$0.00
Total due	**$25,767.00**

BY FUND

Fund 10 · General fund	211.50 h	$10,287.00
Fund 22 · IDEA Part B	180.00 h	$13,176.00
Fund 21 · Title I	64.00 h	$2,304.00
Total	**455.50 h**	**$25,767.00**

HOW TO READ THIS INVOICE

Each line carries the account code your business office assigned to that position. If your funding model needs it, this invoice is issued as three, one per fund. A timesheet backup comes with it: every line by day, with the approver. Questions: **ap@fullbench.co**.

Sample document. Every name, number, code, hour and rate is a placeholder; your invoice carries your own.

FOR THE SOLICITOR · THE AGREEMENT IN SUMMARY

What the participation agreement covers.

A summary for the file, term by term, in the words the agreement uses. If this page and the signed agreement ever disagree, the agreement governs.

TERM	WHAT THE AGREEMENT SAYS
One agreement	One participation agreement with Fullbench covers every agency your district uses. Each agency signs its own participation agreement with us, so adding an agency is an introduction, not a procurement, and removing one is a note to your program contact.
What it is	A contracted service. Nothing is purchased, no purchase order is raised, and there is no bid. Your solicitor confirms the classification for the file.
Scope and exclusivity	Exhibit A names the roles the program covers, and the program is exclusive for those roles. Your own employees, direct applicants and the substitute-teacher agreements you already hold sit outside it.
What the district keeps	Which agencies participate; the rate range for each role; which candidate is hired; which documents a role requires; which hours are billable. Each agency remains the employer of the people it places. The program does not contract out work district employees do or replace district positions.
Cost and payment	No program fee to the district. Approved hours at approved rates, on one invoice carrying your funding codes. Net 30 on a correct invoice, up to net 60 where your board's calendar needs it; disputes within 10 business days; undisputed amounts remain payable.
Active placements	Stay in place through their agreed end date. New openings, extensions, renewals and replacements in the covered scope move through the program after launch.
Direct hire	Hiring a placed professional onto your own staff is written into the agreement, free past the threshold it states. The schedule is handed to you at the first meeting.
Data	No student data of any kind. US region, encrypted in transit and at rest, access scoped by district. Incidents reported within 72 hours; deletion on written request within 30 days of termination, except tax and payroll records.
Term and exit	The notice the agreement states; an orderly transition of active placements; a complete export of your record: placements, timesheets, approvals, credential statuses. Your agency relationships are direct and continue without us. There is nothing to buy out.

THE PACKET WE SEND

The participation agreement with Exhibit A, a one-page memo for the file, the capability statement, and written answers to your data-privacy addendum and security questionnaire.

THREE PATHS

Direct board approval of a contracted service; cooperative purchasing where the board wants a competed record; or a voluntary RFP. Your solicitor confirms the path.

FEDERAL FUNDS

If Title I, IDEA or relief money will pay any line, federal procurement standards apply whatever the state exemptions say. Confirm the fund before choosing the path.

FOR THE SOLICITOR · COUNSEL'S CHECKLIST

Nine questions for your solicitor.

What your solicitor decides, and what Fullbench puts in front of counsel for each. Not legal advice: your solicitor decides every answer, adds the district's own questions, and sends us the list before the board meeting.

01 Classification and the approval path

Is coordinating the district's existing agencies a contracted service, or a purchase that must be bid? Which path fits: direct board approval, cooperative purchasing, or a voluntary RFP?

WE PROVIDE The agreement with its exhibits and a one-page memo for the file. Nothing is purchased; there is no purchase order.

02 Federal funds

Will Title I, IDEA or relief money pay any line on the invoice? If so, do the federal standards and the district's own procurement policy govern the award?

WE PROVIDE A funding code on each position; the invoice subtotals by code, or is issued as one invoice per fund.

03 Outsourcing district employees' work

Does any role in scope cover work district employees do today, and does state law or a bargaining agreement attach notice or hearing steps to contracting it out?

WE PROVIDE The program runs the agencies that supply people the district does not employ. It does not replace district positions; the board memo says so.

04 Exclusivity and carve-outs

Which roles does the program cover? What sits outside it: the district's own employees, direct applicants, substitute-teacher agreements already in place, active assignments?

WE PROVIDE Exhibit A, which names the covered roles. The program is exclusive for those roles.

05 Data privacy and security

Which data-privacy addendum and security questionnaire apply? What data does the program hold, where, and who can see it?

WE PROVIDE Written answers to every line before anyone signs. No student data of any kind. Incidents reported within 72 hours; deletion within 30 days of termination.

06 Insurance certificates

Which coverages and limits does the district require of an agency placing people in its buildings, and in what wording must it be named?

WE PROVIDE Agencies are vetted before they see any work, insurance included. Name the coverages and wording; we collect the certificates during onboarding.

07 Termination, notice and active placements

What notice ends the agreement, and is the term acceptable? What happens to active placements at launch and at exit?

WE PROVIDE Active placements stay through their agreed end date. At exit: the stated notice, an orderly transition, and a complete export of the record.

08 Payment terms and disputes

Do the payment terms and the dispute window fit the district's bill-paying calendar? Is anything added to the rates the district approved?

WE PROVIDE Net 30 on a correct invoice, up to net 60 where the board's calendar needs it; disputes within 10 business days; undisputed amounts stay payable. Schools approve hours on screen. No program fee.

09 Who employs the professional

Who is the employer of each person placed, for wages, taxes and employment matters? What are the terms if the district hires a placed professional directly?

WE PROVIDE The agency employs the professional; Fullbench administers the program. Direct-hire terms are written into the participation agreement.

FOR THE BOARD PACKET

Board memo template.

Replace each [bracket], keep the sections your board expects, and move it into your board's own format.

MEMORANDUM

TO [Board of Education], [District name]
FROM [Name], [Title]
DATE [Board meeting date]
ITEM [Agenda item number]
RE **Approval of a participation agreement with Fullbench for a managed staffing program covering [scope]**

Recommendation	That the Board approve the participation agreement with Fullbench, including Exhibit A, as a contracted service for [scope, e.g. special education and related services], effective [date], and authorize the [Superintendent / Business Manager] to sign it.
Background	The district uses [number] staffing agencies for [scope], each with its own contract, invoice and point of contact. [One sentence on today's workload.] Fullbench runs them as one program: one agreement, one point of contact, one itemized invoice, and one record of every release, approval and timesheet.
What is being approved	A contracted service. Nothing is purchased and no purchase order is issued. [Solicitor] has reviewed the agreement and confirmed the classification and the approval path: [direct board approval / cooperative contract / RFP award].
What it costs the district	No program fee. The district pays for the hours its schools approve, at the rates its office approves, on one invoice carrying its funding codes. Net 30 on a correct invoice, up to net 60 where the board's calendar needs it.
What the district keeps	Every hiring decision; the rate range for each role; which documents a role requires; approval of timesheets; and which agencies participate. Each agency remains the employer of the people it places. The program does not replace district positions or contract out work district employees do.
Scope and exclusivity	Exclusive for [roles in scope] under Exhibit A. District employees, direct applicants and existing substitute-teacher agreements sit outside it; active assignments run to their end dates.
Term and exit	Term: [term]. The district may end the agreement on [notice period] notice. Active placements transition in an orderly way, the district takes a complete export of its program record, and its agency relationships continue directly.
Fiscal impact	No program fee and no new line item. Agency hours for [scope] continue to be paid from [fund / budget code] within [budgeted amount] for [school year]. [If federal funds pay any line, the procurement standard counsel confirmed.]
Attachments	1. Participation agreement 2. Exhibit A: scope and exclusivity 3. Sample consolidated invoice 4. Capability statement 5. [Solicitor's memo for the file] 6. Answers to the district's privacy addendum and security questionnaire

WORKSHEET · FILL IN ON THE FIRST CALL

Your shared timeline, and what to settle before you sign.

Seven dates, who owns each one, and nine things to settle. If the board date moves, every date after it moves with it. A fillable version is at fullbench.co/resources/timeline-worksheet.

Your dates

WALKTHROUGH WITH YOUR TEAM AND FINANCE

Date | Who attends

BUSINESS OFFICE AND SOLICITOR REVIEW COMPLETE BY

Date | Reviewer

BOARD MEETING

Date | Agenda owner

AGENCY LIST SHARED WITH FULLBENCH

Date | Agencies named

AGENCIES ONBOARDED BY

Date | Your program contact

FIRST OPENING RELEASED

Date | Role and building

FIRST CONSOLIDATED INVOICE

Date | Business office contact

Before you sign

- [ ] **Scope**
  One whole program area, or everything your agencies supply
- [ ] **Covered roles**
  The roles the program is exclusive for, and what sits outside it, in Exhibit A
- [ ] **The agency list**
  Every agency you use for that scope, and a green light for us to contact them
- [ ] **Required documents by role**
  What Fullbench reviews and approves before anyone starts
- [ ] **Rate range by role**
  Built from what your agencies charge today; approved by your office
- [ ] **Funding codes and invoice structure**
  Codes per position; one invoice with subtotals, or split by fund
- [ ] **Your contacts**
  Who chooses the candidate, approves the hours and reads the invoice; one per department if you like
- [ ] **The approval path**
  Direct board approval, cooperative purchasing, or a voluntary RFP
- [ ] **The solicitor's question list**
  Sent to us before the board meeting; answered in writing the same day

NEXT STEP

Your agencies. One coordinated staffing program.

Bring one real opening and your current agency list. We walk through the candidate review, the credential review and the invoice your business office would receive, with the person who would run your program, and we fill in page 8 together. Fifteen minutes, nothing signed, no program fee to your district.

fullbench.co/walkthrough

Or reply to the person who sent you this packet.