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

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|---|---|---|---|
| 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]** | | |

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|---|---|
| **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<br>2. Exhibit A: scope and exclusivity<br>3. Sample consolidated invoice<br>4. Capability statement<br>5. [Solicitor's memo for the file]<br>6. Answers to the district's privacy addendum and security questionnaire |