

EXECUTIVE BRIEFING • 01

Every open role is a second job for someone in your office. *This is about that job.*

A briefing on managing every staffing agency your district uses through one contact, one process and one record. Written to be read before the meeting, not during it.

DOCUMENT

Executive briefing

PREPARED FOR

Superintendent and cabinet

AS OF

17 September 2026

PAGES

17

What this briefing covers, in the order it matters.

Four sections, in the order a district asks about them: the problem, the offer, the mechanism, the cost.

01	The second job	04
	What every opening costs your office before anyone is hired.	
02	What changes, and what does not	07
	One partner in front of the agencies you already use.	
03	How the work moves	10
	One request, one path, one gate — and the record it leaves behind.	
04	What it costs, and what stays yours	14
	No direct program cost, the limits in writing, and the first thirty days.	

SECTIONS

Four. Each one opens on a navy page, so the briefing can be picked up anywhere.

HOW TO READ THIS

Nothing here needs a presenter. If you have five minutes, read page 07 and page 14: what changes, and what it costs. A question this briefing does not answer is worth asking in the meeting — a question we cannot answer plainly is a question you should keep asking.

SECTION 01

The problem is not your agencies. It is that *nobody manages them as one.*

Every opening means separate emails, separate follow-ups, separate credential files on separate timelines. The work of holding it together is real work, and it lands on people you hired to run schools.

Count the touches on your last hard-to-fill opening.

Not the days it took — the touches. The emails, the follow-ups, the credential chase, the timesheet reconciliation. That is the number this briefing is about.

BEFORE THE MEETING

Two questions worth answering first. How many agencies does the district work with today? And who on your staff does the chasing?

AS OF

17 September 2026

Every open role means separate emails, calls and follow-ups to each agency your district uses — and separate answers to chase down and compare. Credential files arrive by email, in different formats, on each agency’s own timeline. Someone in your office tracks all of it.

Then multiply. Every opening, every absence, every semester. Those hours land on your HR team and your building leaders — people hired to run schools, not to run a vendor desk.

FIG. 01 One opening, multiplied by every agency on the list

AGENCY	THE ASK	THE FOLLOW-UP	THE CREDENTIAL CHASE	THE TIMESHEETS
Agency 01	●	●	●	●
Agency 02	●	●	●	●
Agency 03	●	●	●	●
Agency 04	●	●	●	●
Agency 05	●	●	●	●

FIVE AGENCIES • FOUR RECURRING TASKS • ONE OPENING

The multiplication is the problem, not any one agency. Five is a placeholder — substitute your district’s own number and the shape does not change. The four columns are the recurring tasks named on this page. Every dot is a separate exchange with a separate organisation, in its own format, on its own timeline.

Each agency is doing what you asked. The gap is between them.

The work with no owner is the coordination work — and it has quietly become somebody's second job.

THE ASK

Nothing on this page asks you to change a standard, a requirement, or an agency relationship.

Districts have history with their agencies, and usually a person they like at each one. Nothing in this briefing asks you to spend that. Your approved list does not change. Your right to decline any candidate, for any reason, does not change. Neither does the rate cap you set for a role.

Nothing about your standards changes. What changes is how many conversations it takes to enforce them.

FULLBENCH — EXECUTIVE BRIEFING, SECTION 01

That is the whole proposition, and it is deliberately narrow. We are not offering to hire for you, to set your rates, or to tell you which people belong in your buildings. We are offering to take the coordination — and to leave a record of it that you can read afterwards.

One sentence, if you read nothing else. One partner to manage every staffing agency your district uses — one contract, one invoice, one record, one contact, one record, and no direct program cost to your district.

SECTION 02

One partner in front of the agencies you *already* use.

Nothing is ripped out. One contact absorbs the coordination; your team keeps every decision that matters — which people to accept, and which hours to approve.

One partner to manage every staffing agency your district uses.

One contact, one relationship — instead of separately contacting and following up with several agencies.

THE TERM

K-12 managed staffing network: one partner that coordinates the staffing agencies a district already uses.

You state a need once. From there we handle distribution to your agencies, the follow-up, the credential collection and the timesheet processing. Your team keeps the decisions that matter: which people to accept, and which hours to approve.

NOT AN AGENCY

Fullbench coordinates the staffing agencies your district already uses. It does not replace them.

Managed for you, with control when you want it. If your team would rather run distribution itself, it can — the managed layer is a service, not a requirement.

FIG. 02 What moves, and what stays yours



The line is the offer. Everything above it is coordination work the program absorbs. Everything below it is a decision that stays with the district, exactly where it sits today. Drawn from the division of labour described in this section; the line does not move without your say-so.

Keep the agencies you trust.

Your current agencies stay. Fullbench coordinates them; it does not replace them.

CROSS-REF

Which agencies participate is one of the four decisions that stay with the district. See the figure on page 07.

You decide who participates. Relationships you value are not touched.

FULLBENCH — EXECUTIVE BRIEFING, SECTION 02

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- **Your agencies stay.** They join the program and keep working with you. Nothing about the relationship you already have with them is unwound.
 - **The approved list is yours.** Which agencies participate is the district's call, and it stays the district's call.
 - **Added supply is your call too.** When your agencies cannot cover a role, we bring in well-vetted suppliers from the network — with your approval, and not otherwise.
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The point is worth stating plainly, because it is usually the first thing a district checks: this is not a consolidation exercise. It is one partner placed in front of the suppliers you already chose.

FOR PROCUREMENT

Because the district pays nothing directly, Fullbench can typically be engaged through a standard vendor agreement rather than a priced solicitation — your procurement office determines the right path, not us. We will complete your required vendor forms and cooperate with your purchasing office's process.

SECTION 03

One request, one path — and *a record of every step.*

How a need moves from your office to a start date, what holds that start date until the file is complete, and what the record can answer months after everyone has forgotten.

How a need moves, end to end.

Six steps, one opening, end to end. Every step names who acts.

06

SEQUENCE

Numbered because the order is real. Step five cannot precede step four.

CROSS-REF

Step 05 is the credential gate. It is set out in full on page 11.

01

You state the need once.

The role, the school, the start window — told to one contact. That is the last time you repeat it. Your team can also post the need directly.

WHO ACTS District states the need; Fullbench prepares the release.

02

Every approved agency sees it at the same recorded instant.

No calling around, no agency hearing about it first. The moment of release is on the record, so no one can claim they were tipped off or left out.

WHO ACTS Fullbench releases; the district can take the controls.

03

Candidates come back through one place, in one format.

Submissions arrive ready to compare side by side. Each agency submits at its own rates, under the cap your district sets — our platform will not accept a submission above it.

WHO ACTS Agencies submit; Fullbench handles the follow-up.

04

Your team decides.

Which people to accept is your decision and stays your decision. Each status change is recorded as it happens.

WHO ACTS District decides; Fullbench carries the outcome back.

05

The gate holds the start date.

No start date can be set while any required document is missing or still awaiting review — never without an approved file.

WHO ACTS Agencies upload; Fullbench reviews; you see status.

06

Hours are clocked and approved digitally.

Which hours to approve is your decision too. The work record and the approval record end up being the same record.

WHO ACTS District approves the hours; Fullbench runs the platform.

No start date without an approved file.

A hard rule in the system, not a policy aspiration. Your district defines the required documents; each file is reviewed before it counts.

EXACT WORDING

No start date can be set while any required document is missing or still awaiting review.

Nobody stands in front of students on a promise that paperwork is on the way. And because missing items surface immediately rather than the week before a start, the paperwork stops being the thing that delays the start. Clearer credential visibility. Faster starts.

FIG. 03 Two states, one rule



Expiry counts, and the check keeps running. An expiry date is captured when a document is approved, and an expired document stops satisfying the requirement. A daily pass asks the same question of every active placement on a thirty-day horizon and emails the district about its workers and the agency about its own. It warns; it does not remove anyone — pulling a placed worker is the district’s call.

YOUR STANDARD

The gate enforces your district’s own list, document by document.

THE STANDARD

The workflow reviews every document your district requires, records who approved each one and when, and holds the start date until all of them are approved.

A record you can stand behind in a board meeting.

Every release, submission, approval and status change is timestamped on the program record. Months later, the district can reconstruct exactly what happened and when.

THE POINT

Not reporting. Defensibility – without asking five agencies to search their email.

WHAT THE RECORD HOLDS

WHEN THIS HAPPENS	THIS IS ON THE RECORD
An opening is released	the recorded instant, and every approved agency it reached
An agency submits a candidate	the submission, and the agency behind it
Your team changes a status	the decision, and the moment it was made
A document is approved	the approval, and the document’s expiry date
An hour is approved	the school approval behind the billed hour

ON THE RECORD Hours are clocked and timesheets approved digitally, so the work record and the approval record are the same record.

When a board member or an auditor asks who was cleared, when, and who approved – the answer is in one place, not scattered across inboxes.

FULLBENCH – EXECUTIVE BRIEFING, SECTION 03

SECTION 04

No direct program cost. And the limits, *in writing*.

What the program costs your district, where the program honestly stands today, what we will not claim about it, and what the first thirty days actually look like.

What it costs your district.

Nothing directly. That answer is worth a page rather than a footnote, because a vague answer here should end the conversation.

FUNDING

Funded by the participating agencies, after your district has paid. Nothing is billed to your district.

01 How is the program funded, then?

The participating agencies fund it, under the fee stated in each agency's own agreement and deducted from its remittance after your district has paid. The program never bills your district.

02 Is there anything for us to buy?

No software to buy, no licence, no new line item in your budget. You pay for the hours your schools approve, on one consolidated invoice instead of a stack of agency invoices.

03 What does it take to start?

A scope, a contact, and your current agency list for that scope. There is no direct program cost to start, and you decide whether to continue.

THE SHORT ANSWER

No direct program cost to your district.

Not during a pilot, and not after one.

Where the program stands today.

Every figure below is work already done in schools by the team that operates this program.

FIGURES

Production aggregates from work already done in schools. Not projections, not a forecast, not a target.

The four figures below come from our operating team's own work in schools.

Who runs it. This team staffs schools every day: special education, related services, paraprofessionals, nursing and substitutes.

WHAT STAYS YOURS

Three of them, set down here so a pilot cannot move them.

WHAT STAYS WITH THE DISTRICT

Every hiring decision. Agencies submit; your office interviews, chooses, and sets every start date. No agency can advance its own candidate.

Every rate ceiling and every approved hour. The maximum bill rate is your number with nothing added to it, and only hours a school approved reach the invoice.

Every credential approval. The gate covers the documents your district requires, each reviewed and approved by your office before a start date can exist.

The first thirty days.

Start narrow: one school, one role type, or your hardest-to-fill category.
Nothing is ripped out.

05

CHOOSING A SCOPE

The best first scope is the opening that currently generates the most phone calls.

MEASURE

Set the success measure in your own terms: fewer touches for your office per opening, and a clean record at the end.

01 You pick the scope, and name one contact.

One school, one role type, or one category. Small enough that stopping costs you nothing.

WHO ACTS District chooses the scope; Fullbench scopes it with you.

02 Your agencies are brought in for that scope.

The outreach, the setup and the follow-up are ours. Nobody is dropped and nothing is re-procured.

WHO ACTS Fullbench contacts your agencies, with your green light.

03 The first opening goes out once, to everyone.

Every approved agency sees it at the same recorded instant. That instant is the first entry on your program record.

WHO ACTS Fullbench releases; the district can take the controls.

04 Candidates come back in one format, and you decide.

Ready to compare side by side. Interview, hold, decline, select — every one of those is still yours.

WHO ACTS Agencies submit; you decide; Fullbench follows up.

05 The gate holds the start date until the file is complete.

On day one, every required document is approved and on the record — nothing outstanding, nothing on the way.

WHO ACTS Agencies upload; Fullbench reviews; you see status.

A SEQUENCE, NOT A SCHEDULE

How long each step takes depends on the scope you choose and how quickly your agencies come on. There is no direct program cost to start, and you decide whether to continue.

One partner to manage every staffing agency your district uses.

Fifteen minutes: your openings, your agencies, and what week one would look like for your office. Bring the person who does the chasing today — they will ask the best questions.

NEXT STEP

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A short form, no obligation. Or reply to the person who sent you this briefing.