BEFORE THE BOARD VOTES

Questions for your solicitor.

What counsel settles before a board approves a managed staffing program, and what Fullbench™ puts in front of counsel for each. A checklist for your district's own counsel, not legal advice: your solicitor decides every answer.

THE QUESTIONS	WHAT FULLBENCH PROVIDES
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? ☐ Which threshold and board vote apply, and which of its own rules bind the district if it runs an RFP?	The participation agreement with its exhibits, and a one-page memo for the file: what the program is, what it costs, what the district keeps. Nothing is purchased; there is no purchase order. Ask which cooperative vehicles list managed staffing and we say plainly which we hold.
02 Federal funds ☐ Will Title I, IDEA or relief money pay any line on the invoice? ☐ If so, do the federal standards in 2 CFR 200.320 and the district's own procurement policy govern the award, whatever the state exemptions say?	Each position carries the funding code your business office assigns. The invoice subtotals by code, or is issued as one invoice per fund.
03 Outsourcing district employees' work ☐ Does any role in the proposed scope cover work district employees do today? ☐ Does state law or a collective bargaining agreement attach notice, hearing or bargaining steps to contracting that work out?	The program runs the agencies that supply people the district does not employ. It does not contract out work district employees do or replace district positions, and the board memo template says so.
04 Exclusivity and carve-outs ☐ Which roles does the program cover, and is it exclusive for those roles? ☐ What sits outside it: the district's own employees, direct applicants, substitute-teacher agreements already in place, active assignments?	Exhibit A, which names the covered roles. The program is exclusive for those roles, and active assignments run to their agreed end dates. An agency that declines stops receiving the program's openings.

How to use it. Forward this with the participation agreement, Exhibit A and the board memo template, and tick each question as counsel settles it.

THE QUESTIONS	WHAT FULLBENCH PROVIDES
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? What are the breach-notice, retention and deletion terms?	Written answers to every line before anyone signs. 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.
06 Insurance certificates ☐ Which coverages and limits does the district require of an agency that places people in its buildings? ☐ Must the district be named as certificate holder or additional insured, and in what wording?	Agencies are vetted before they see any work, insurance included. Name the coverages and wording your district requires and we collect the certificates from each agency 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, and what record does the district keep?	Active placements stay through their agreed end date. At exit: the notice the agreement states, an orderly transition, and a complete export of the record. Agency relationships continue without us.
08 Payment terms and disputes ☐ Do the payment terms and the dispute window fit the district's bill-paying calendar? ☐ Who approves hours, and is anything added to the rates the district approved?	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?	The agency employs the professional; Fullbench administers the program and reviews each credential file. The district chooses each candidate. Direct-hire terms are in the participation agreement.

SEND US THE LIST

Every question answered in writing, the same business day.

Your solicitor adds the district's own questions and sends us the list before the board meeting.

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