June 27, 2017

Hi Gauran:

We currently have a website up and running and we have been in the process of developing our back office. Currently we have a login process for teachers and for schools. We are also going to start a separate division which will service Charter Schools. Here are a few things that we would like to make sure our back office as in a web-based platform.

We have many of our forms currently on our website and we can discuss more details when we meet.

We currently are using a system called Humanity for our agency to post job opening and for teachers to see available jobs. The systems also allows teachers to submit their teacher availability and teachers can submit their work hours on a timesheet. The site does not allow a school to look at time sheet. We would like to perform the functions noted below more efficiently.

# For our Recruiter/Placement Personnel

1. Sort teacher resumes and sort by the state. We will be servicing six states which will increase next year.

2. Ability for teachers to upload picture I'D to our website  
3. Upload proof of education to our website  
4. Upload criminal background check to our website

5. Upload their resume' to our website

6. The agency can post job openings and put in school name, address, contact person, phone number, and special instructions as needed to enter a building, parking or classroom details.

Currently we have a teacher contract on our website for them to read, sign, date and submit back to the agency.

For Teachers Being Placed on a Job  
1. Teachers can post their availability work schedules

2. Teachers can respond to job openings

3. Teachers can cancel their job assignment or work availability

4. Teachers can see when a job has been filled (job no longer available).

Currently when we post a job a teacher receives a text alert to look at their email. The jobs are posted in a teacher’s email.

For Schools  
1. The school has the ability to make sub requests from our website and can make the request for any length of time they desire (a week, day, month or long-term)   
2. The ability to inform a school which teacher has been confirmed for request.

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For Schools (continued)

3. The school can review a teacher’s resume’/background upon request.   
4. School can fill the agency school registration and submit. We currently have this function on our website.

5. A school can read, sign, and date the agency’s policies and procedures and billing procedure.

We currently have a three 2 ½ minute video for new teachers and we would like to add this to our website. Please go to YouTube and type in the search box Pro Teaching Video and please watch.

Hope this helps as I know I may not have included all items but I look forward us meeting this week.

Thank you,

Liezal E. Dozier

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