

Personnel Confirmation Agreement

This Personnel Confirmation Agreement (the “Personnel Agreement”) is made and entered into as of (“Effective Date”) by and between Edustaff, LLC (the “Provider”) and Melisa Akers, located at 11051 N Cut Rd, Roscommon, Michigan 48653, United States (the “School”). The Provider and the School may also variously be referred to individually as a “Party,” or collectively as the “Parties.”

The purpose of this Personnel Agreement is to memorialize and confirm your verbal acceptance of Provider’s placement of Samantha Hamilton to provide School Social Worker (referred to herein as “Assigned Personnel”) for the benefit of School, with the Services to be provided by the Assigned Personnel upon those terms as will be provided below. The mutual obligations of both Parties under the terms of this Personnel Agreement is contingent upon the Assigned Personnel’s completion of all prior-identified background check, onboarding, and training processes, procedures, and requirements from either Provider or the School.

The Parties acknowledge and agree that the above-referenced Assigned Personnel is, at all times during the pendency of this Personnel Agreement, an employee of Provider. All Provider related communications and decisions about the Assigned Personnel, including but not limited to performance reviews, disciplinary actions, and employment status changes are the sole function of Provider and shall be executed solely by Provider except where otherwise mandated by law.

The School will be billed by the Provider for all hours worked by the Assigned Personnel below providing Services for the benefit of the School and its students and pupils at the defined hourly rate specified in the School Staffing Agreement.

Please sign and return after reviewing and agreeing to the terms and conditions listed below:

| | |
|-----------------------------------------------------------------------|-----------------------|
| Name of Assigned Personnel: | Samantha Hamilton |
| Specialty/Discipline: | School Social Worker |
| Start Date: | August 25, 2025 |
| End Date: | June 11, 2026 |
| District Hourly Bill Rate: | \$85.00 |
| Method of Service Delivery (Onsite/Virtual): | Virtual |
| Anticipated number of Assigned Personnel hours per week: | 35 |
| Are background check procedures (i.e. fingerprinting) required? | School Fingerprinting |
| | |
| Assigned Personnel’s Requested Days Off, if applicable: | n/a |
| Name of platform Assigned Personnel will use to capture hours worked: | Nicole Grace |

| | |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| | |
| Name, title, and contact information of School employee that will be signing off on Assigned Personnel weekly timesheet | Nicole Grace |
| Billing Contact: Name | Julie Bell |
| Billing Contact: Email | bellj@coorisd.net |
| Billing Contact: Address, State, Zip | 11051 N Cut Rd, Roscommon, Michigan 48653, United States |
| ACH Utilized for Billing? | Yes |
| | |
| | |
| School Placement Contact: | Nicole Grace |

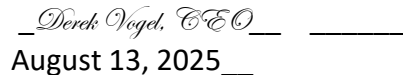
This Personnel Agreement is hereby incorporated into the prior-executed School Staffing Agreement between Provider and School. School agrees to continuation of billable hours for Provider contract assignment for above referenced Assigned Personnel during events that cause the School to close on a temporary and/or permanent basis. This Personnel Agreement remains in effect for the duration of this contract. If you do not accept or agree to any of the above terms, you must notify Provider upon receipt of this confirmation letter.

School:

 BOARDED WITH KIDSLAC
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_____ August 13, 2025_____

Provider:


August 13, 2025__

Electronic Record of Contracts

This document was generated as a record of certain contracts created, accepted and stored electronically.



Summary of Contracts

This document contains the following contracts.

| Title | ID |
|------------------------------------------------------------------------------------|--------------------------------------|
| Edustaff Personnel Confirmation Agreement - Master (Melisa Akers and Edustaff LLC) | ef0443f6-2875-4b13-9a67-1c5b805a02c5 |

Contract signed by:

| | | | |
|---------------------|-----------------------------------------------------------------------------------------------------------------|------------|--------------------------------------|
| Melisa Akers | | Signer ID: | 86f4bbce-7706-4527-ac8a-8790f45e95f2 |
| | | Email: | akersm@coorisd.net |
| Date / Time: | Aug 14, 2025 at 8:26 AM EDT | | |
| IP Address: | 136.228.48.2 | | |
| User Agent: | Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/138.0.0.0 Safari/537.36 | | |