

STAFFING SERVICES AGREEMENT

Print Shop Specialist - Managed Staffing

Between Higher Information Group LLC and Pleasant Valley School District

SERVICE PROVIDER	CLIENT
Higher Information Group LLC A Pennsylvania Limited Liability Company (hereinafter "HIG")	Pleasant Valley School District A Pennsylvania Public School District (hereinafter "PVSD" or "the district")

Effective Date: October 1, 2026 | **Term:** 69 Months

RECITALS

WHEREAS Higher Information Group LLC ("HIG") is in the business of providing managed staffing and print services solutions to educational and commercial clients;

WHEREAS Pleasant Valley School District ("PVSD" or "the district") desires to engage HIG to provide a qualified Print Shop Specialist to manage and operate the district's in-house print shop and support copy fleet;

WHEREAS both parties desire to set forth the terms and conditions governing the placement, supervision, billing, and management of such personnel;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

SECTION 1 - SCOPE OF SERVICES

HIG shall identify, recruit, screen, hire, and employ a qualified Print Shop Specialist (the "Employee") to be placed on-site at the Pleasant Valley School District to perform print shop and copier support duties as described in Exhibit A (Print Shop Job Description), attached hereto and incorporated herein by reference.

The Employee shall report to the HIG vendor point-of-contact for all employment matters and shall be available to the district for day-to-day operational direction as further described in Section 4 below.

Standard working hours shall be 7:30 AM to 3:30 PM, Monday through Friday, subject to negotiation with the district. Any modification to hours or schedule shall be documented in a written amendment to this Agreement.

SECTION 2 - TERM OF AGREEMENT

This Agreement shall commence on October 1, 2026, and shall continue for a period of sixty-three (69) months, expiring on June 30, 2032, unless earlier terminated in accordance with Section 9 of this Agreement.

Upon expiration of the initial term, this Agreement may be renewed by written mutual consent of both parties, subject to renegotiation of billing rates and terms.

SECTION 3 - BILLING & MONTHLY FEES

3.1 Monthly Billing Formula

The monthly fee payable by PVSD to HIG shall be calculated based upon the following components as set forth in the Staffing Billing Worksheet (Exhibit B), attached hereto:

Line Item	Basis	Amount	Status
Hourly Wage	<i>Negotiated / Agreed Rate</i>	\$20.00/hr*	Variable
Hours Per Day	<i>Negotiated / Agreed Schedule</i>	8 hrs/day*	Variable
Days Worked Yearly	<i>Negotiated / District Calendar</i>	210 days*	Variable
Yearly Base Salary	<i>Wage x Hrs/Day x Days/Year</i>	\$33,600.00	Calculated
Employer Payroll Taxes	<i>8.35% of Base Salary</i>	\$2,805.60	Included
Health Care Benefit	<i>Included at Employee Expense</i>	N/A	Included
HIG Management Fee	<i>11% of Subtotal (Salary + Benefits)</i>	\$4,004.62	Included
HIG Management Discount	<i>6% Discount (Salary + Benefits)</i>	(\$1,820.28)	
TOTAL ANNUAL COST		\$38,589.94	
MONTHLY BILLING AMOUNT	<i>Annual Total / 12</i>	\$3,215.83	

* The figures above reflect initial assumptions based on \$20.00/hour x 8 hours/day x 210 days. **The monthly billing amount will be adjusted whenever the hourly wage, daily hours, or number of days worked are modified by mutual written agreement of the parties.** This figure will go up over time as the Cost-of-Living increases.

3.2 Cost of Living Adjustments

On each anniversary of the Effective Date, the hourly wage component shall be subject to a cost-of-living adjustment ("COLA"). The COLA shall be mutually agreed upon in writing by both parties no later than sixty (60) days prior to each anniversary date. If the parties fail to agree upon an

adjustment, the prior year's rate shall remain in effect unless either party provides written notice of termination pursuant to Section 9.

3.3 Health Care Benefits

Health care for the employee will be included at the Employee Expense if elected.

3.4 Paid Vacation

There is no paid vacation as the employee is only expected to work 210 days each calendar year.

3.5 Payment Terms

PVSD shall remit payment to HIG within thirty (30) days of receipt of each monthly invoice. Invoices shall be issued on the first business day of each month. Invoices outstanding beyond thirty (30) days shall accrue interest at the rate of 1.5% per month on the unpaid balance.

SECTION 4 - EMPLOYMENT RELATIONSHIP & RESPONSIBILITIES

4.1 Employer of Record

The Employee placed under this Agreement is and shall always remain an employee of Higher Information Group LLC. HIG is the employer of record and shall be solely responsible for:

- All federal, state, and local payroll taxes and withholdings
- Workers' compensation insurance coverage
- Unemployment insurance
- All employee benefits offered under this Agreement (retirement contributions, health care if applicable, paid vacation if applicable)
- Compliance with all applicable employment laws, including but not limited to Title VII, the ADA, FMLA, and the Pennsylvania Human Relations Act

4.2 Recruitment & Candidate Selection

HIG shall be solely responsible for sourcing, recruiting, screening, and presenting qualified candidates. The district shall have the right and opportunity to participate in the interview process and shall be consulted with respect to candidate selection. The district's input and preference shall be given serious consideration; however, all final hiring decisions shall be made by and vest exclusively with HIG as the employer of record.

4.3 Day-to-Day Direction by the District

The district shall be responsible for setting the daily operational expectations for the Employee, including work priorities, print job assignments, and schedule expectations consistent with this Agreement. The district is encouraged to communicate regularly with the Employee and with HIG's designated account contact to ensure productivity and service satisfaction.

The district shall schedule and conduct bi-weekly (or as necessary) meetings with the Employee to discuss performance metrics, operational issues, and feedback. The district shall also participate in quarterly account review meetings with HIG and the Employee.

4.4 Termination of Employee Placement

If PVSD has reasonable concerns regarding the performance, conduct, or suitability of the Employee, PVSD shall promptly notify HIG in writing. PVSD shall have the right to provide input and express its position regarding the continued placement of the Employee. However, all decisions regarding disciplinary action, suspension, or termination of the Employee shall rest solely with HIG as the employer of record.

HIG shall take PVSD's input seriously and shall act in a timely and professional manner to address any concerns raised. In the event HIG determines that termination or replacement of the Employee is warranted, HIG shall use commercially reasonable efforts to identify and place a qualified replacement in the shortest practicable time.

In the event PVSD wishes for the Employee to be removed from the placement for reasons other than documented misconduct or performance failure, PVSD shall provide HIG with thirty (30) days' written notice.

4.5 Disciplinary Authority

All disciplinary actions, including but not limited to verbal counseling, written warnings, suspension, and termination, shall be the sole responsibility and authority of HIG. The District shall not directly discipline, threaten, or take adverse employment actions against the Employee. Any concerns shall be communicated through HIG's designated account manager, who shall address the matter in accordance with HIG's employment policies and applicable law.

SECTION 5 - JOB DUTIES & PERFORMANCE STANDARDS

The Employee shall perform the duties described in Exhibit A to this Agreement. Key responsibilities include, but are not limited to:

- Operating high-speed production copiers, computers, jogger, stapler, and cutter within the print shop and copy rooms
- Troubleshooting copier and other equipment issues; performing limited maintenance such as supply replenishment, cleaning, and minor repairs; placing service calls when required
- Sorting and managing copy requests (hard copy, emails, Papercut tickets) by due date, color/monochrome, and quantity
- Monitoring and ordering toner, staples and other supplies for the print shop and all District schools
- Performing lamination services using District or school-provided equipment
- Maintaining organized record-keeping systems and promoting a clean, safe, and professional work environment
- Advising District staff on copier operational issues as needed
- Meeting bi-weekly (or as necessary) with the District-appointed contact to discuss performance metrics

- Participating in quarterly account reviews with HIG and PVSD
- Acting as liaison between HIG and PVSD to maintain a positive vendor relationship

The Employee shall be certified or working toward Canon certification (preferred), possess Papercut knowledge (preferred), demonstrate strong mechanical troubleshooting skills, effective communication skills, and be capable of lifting a minimum of 50 pounds.

SECTION 6 - BUSINESS EQUIPMENT & LEASE REFERENCE

The parties acknowledge that the operation of the District's print shop requires the use of certain business equipment. The terms governing the use, maintenance, and lease of production equipment shall be set forth in a separate Business Equipment Lease Agreement (the "Equipment Lease") between the parties, which is incorporated herein by reference as Exhibit C.

The Employee shall operate and maintain all leased equipment in accordance with manufacturers' specifications, HIG's operational standards, and the terms of the Equipment Lease. PVSD shall ensure that the print shop facility and equipment are maintained in a suitable condition for safe operation and shall promptly notify HIG of any equipment failures or safety concerns.

SECTION 7 - CONFIDENTIALITY

Each party agrees to maintain the confidentiality of the other party's proprietary information, student records, and operational data. The Employee shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all applicable District policies regarding student data privacy. The financial terms of this Agreement shall be considered confidential and shall not be disclosed to any third party without prior written consent, except as required by law.

SECTION 8 - INDEMNIFICATION & LIABILITY

HIG shall indemnify, defend, and hold harmless PVSD, its board members, administrators, and employees from and against any claims, damages, liabilities, costs, and expenses arising out of or related to: (a) HIG's role as employer of record, including any employment-related claims brought by the Employee; (b) HIG's failure to comply with applicable employment laws; or (c) HIG's gross negligence or willful misconduct.

PVSD shall indemnify, defend, and hold harmless HIG, its members, managers, and employees from and against any claims, damages, liabilities, costs, and expenses arising out of or related to: (a) PVSD's direction of the Employee's day-to-day work activities; (b) PVSD's failure to maintain a safe and suitable work environment; or (c) PVSD's gross negligence or willful misconduct.

Neither party shall be liable for indirect, incidental, special, or consequential damages arising under this Agreement.

SECTION 9 - TERMINATION

Either party may terminate this Agreement upon ninety (90) days' prior written notice to the other party. Termination by PVSD prior to the expiration of the initial 63-month term may result in an early termination fee as mutually agreed and set forth in any applicable addendum.

Either party may terminate this Agreement immediately upon written notice if the other party: (a) materially breaches any provision of this Agreement and fails to cure such breach within thirty (30) days of written notice thereof; or (b) becomes insolvent, makes an assignment for the benefit of creditors, or is subject to bankruptcy proceedings.

SECTION 10 - GENERAL PROVISIONS

10.1 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its conflict of laws provisions.

10.2 Entire Agreement

This Agreement, together with all Exhibits (Exhibit A - Print Shop Job Description, Exhibit B - Staffing Billing Worksheet, Exhibit C - Business Equipment Lease), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, warranties, and understandings.

10.3 Amendments

This Agreement may only be amended by a written instrument signed by authorized representatives of both parties.

10.4 Severability

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

10.5 Notices

All notices under this Agreement shall be in writing and delivered by hand, certified mail, or email with confirmation to the addresses specified by each party in writing.

10.6 Independent Contractor / No Joint Venture

Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship between HIG and PVSD. HIG is an independent contractor. The Employee is solely an employee of HIG and is not an employee of PVSD for any purpose.

10.7 Equal Opportunity

HIG is an Equal Opportunity / Affirmative Action employer. Qualified applicants and employees receive consideration without regard to race, sex, disability, veteran status, or other protected classification under applicable federal and state law.

SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Staffing Services Agreement as of the Effective Date first written above.

HIGHER INFORMATION GROUP LLC	PLEASANT VALLEY SCHOOL DISTRICT
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A

PRINT SHOP JOB DESCRIPTION

Reports To: Vendor Point-of-Contact (Higher Information Group LLC)

Hours: 7:30 AM to 3:30 PM, Monday - Friday (flexible, to be negotiated with District)

Summary

Performs copying and office duties to support the daily operation and production of the District's in-house print shop, including minor maintenance to the fleet of District copiers.

Primary Responsibilities

- Operate high-speed production copiers, computers, jogger, stapler, and cutter within the print shop or copy rooms
- Troubleshoot copier and other equipment issues; perform limited maintenance such as supply replenishment, cleaning, and minor repairs; place service calls when required
- Advise staff on operational issues for equipment throughout the school district
- Receive and place phone calls and emails communicating with District staff regarding copy shop operations
- Sort all incoming copy requests (hard copy, emails, papercut tickets) by due date, color/monochrome, and quantity for maximum efficiency
- Organize and maintain appropriate record-keeping systems
- Monitor spare supplies such as toner and staples; order supplies for replenishment for the print shop and all schools
- Receive paper from PVSD vendor, load into print shop, stack paper boxes, and organize supplies
- Prepare and bundle print jobs for delivery; replenish spare toner to schools; load and transport boxes/bins; deliver boxes to school buildings
- Perform lamination services as needed
- Promote a clean, safe, and friendly working environment
- Perform other job-related duties as requested by HIG management
- Meet bi-weekly (or as necessary) with the client-appointed contact to discuss performance metrics
- Participate in quarterly account reviews with HIG and PVSD
- Act as liaison between HIG and PVSD to provide feedback and ensure a positive vendor relationship

Job Qualifications

- Canon Certified preferred
- Papercut knowledge helpful
- Strong mechanical, technical, and troubleshooting skills
- Effective communication skills with ability to interact with all levels of staff
- Strong attention to detail and ability to maintain high accuracy levels
- Excellent organizational skills
- Ability to multitask and prioritize

- Ability to lift a minimum of 50 pounds

Higher Information Group LLC is an Equal Opportunity / Affirmative Action employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or other protected status.

EXHIBIT B

STAFFING BILLING WORKSHEET

Pleasant Valley School District - Print Shop Specialist

Item	Current Value
Hourly Wage	\$20.00
Hours Per Day	8
Days Worked Yearly	210
Yearly Base Salary	\$33,600.00
Employer Payroll Taxes (8.35%)	\$2,805.60
Health Care Benefit	Available at Employee Expense
HIG Management Fee (11%)	\$4,004.62
HIG Management Discount	(\$1,820.28)
TOTAL ANNUAL COST	\$38,589.94
MONTHLY BILLING AMOUNT	\$3,215.83

** The monthly billing amount will be recalculated and amended in writing whenever the hourly wage, daily hours, number of days, or benefit offerings are modified by mutual agreement. A revised Exhibit B shall supersede this version upon both parties' written acceptance.*

** Annual cost-of-living adjustments to the hourly wage shall be negotiated and reflected in an updated Exhibit B.*

EXHIBIT C

BUSINESS EQUIPMENT LEASE REFERENCE

The parties acknowledge that the operation of the Pleasant Valley School District print shop is supported by business equipment subject to a separate Master Lease Agreement between the parties. The Master Lease governs the terms of use, maintenance obligations, payment, and return of all leased production equipment, including high-speed production copiers and related devices.

The Employee placed by HIG shall operate all leased equipment strictly in accordance with the terms of the Master Lease, manufacturer specifications, and HIG's operational standards. A copy of the executed Master Lease is maintained on file with both parties and is incorporated into this Agreement by reference.

In the event of any conflict between the terms of this Staffing Services Agreement and the Master Lease with respect to equipment use or maintenance obligations, the terms of the Master Lease shall control.

Master Lease Reference: IHR-5117 beginning date 7/1/26 (72 Month Program)