1400 Atwater Drive Malvern, PA 19355

Customer:	Order Form Details:
Newport Independent Schools	**Pricing Expiration:** 1/08/2021
30 West 8th Street	**Quote Currency:** USD
Newport, Kentucky, 41071-1963	**Account Manager:** Ryan Patty
United States	
Contact: Jennifer Hoover	**Startup Cost Billing Terms:** One-Time, Invoiced after signing
Title: CFO	**Subscription Billing Frequency:** Annual
Phone: 859) 292-3001	**Sale Type:** New
Email: jennifer.hoover@newport.kyschools.us	**Initial Term:** 4/01/2021 – 6/30/2022

Pricing Overview	Amount
One-Time Fees	**$12,700.00**
Annual Recurring Fees	**$18,445.50**
(Initial Term Prorated Fees)	**$4,598.74**

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount
Frontline Implementation	1	$10,700.00	$10,700.00
Frontline Central Artifact Import - up to 150,000 documents to be migrated to Frontline Central	1	$2,000.00	$2,000.00

Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
(Frontline Central Solution Prorated Term)	4/01/2021	6/30/2021	$1,730.93
(Recruiting & Hiring Solution Prorated Term)	4/01/2021	6/30/2021	$2,867.81
Frontline Central Solution	7/01/2021	6/30/2022	$6,942.75
Recruiting & Hiring Solution	7/01/2021	6/30/2022	$11,502.75

1400 Atwater Drive Malvern, PA 19355

Additional Order Form Information

Tax Information

Tax Exemption: We currently have a tax exemption certificate on file for you.

PO Information

PO Status: Purchase order included
PO #:
Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment

Professional Services Information

Customer has one year from date of Customer's signature of this Order to utilize any Professional Services described in this Order. The Professional Services expire thereafter with no credit or refund due to Customer.

1400 Atwater Drive Malvern, PA 19355

12/29/2020

Invoicing Schedule	Due Date	Amount	
Invoice: One Time	**Upon Signing**	**$12,700.00**	**+ applicable sales tax**
Frontline Implementation		$10,700.00	
Frontline Central Artifact Import - up to 150,000 documents to be migrated to Frontline Central		$2,000.00	
Invoice: Prorated	**5/01/2021**	**$4,598.74**	**+ applicable sales tax**
Frontline Central Solution		$1,730.93	
Recruiting & Hiring Solution		$2,867.81	
Invoice: Annual	**7/31/2021**	**$18,445.50**	**+ applicable sales tax**
Frontline Central Solution		$6,942.75	
Recruiting & Hiring Solution		$11,502.75	

![frontline education logo]

12/29/2020

1400 Atwater Drive Malvern, PA 19355

This Order Form and any software, downloads, upgrades, documentation, service packages, material, information, or services set forth herein are governed by the terms of the Master Services Agreement, software license or other agreement with Frontline (the Agreement). BY SIGNING BELOW OR OTHERWISE ACCESSING, VIEWING, OR USING ANY SOFTWARE, DOWNLOADS, UPGRADES, DOCUMENTATION, SERVICE PACKAGES, MATERIAL, INFORMATION, OR SERVICES SET FORTH HEREIN, CUSTOMER CERTIFIES THAT IT HAS READ AND AGREES TO THE ORDER FORM TERMS (the Order Form Terms) ATTACHED HERETO AND THE AGREEMENT INCORPORATED HEREIN AND SHALL BE BOUND BY THE SAME. Customer also agrees that the terms of the Agreement and the Order Form Terms are confidential information of Frontline Technologies Group LLC, its affiliates and predecessors (collectively, Frontline) and are not to be shared with any third party without the prior written consent of Frontline.

| **Frontline Technologies Group LLC dba Frontline Education**	**Newport Independent Schools**
Signature:	Signature:
Name:	Name:
Title:	Title:
Address: 1400 Atwater Drive Malvern, PA 19355	Address: 30 West 8th Street Newport, Kentucky 41071-1963
Email: billing@frontlineed.com	Email:

Recruiting & Hiring

Standard Implementation Services

frontline
education™

Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.
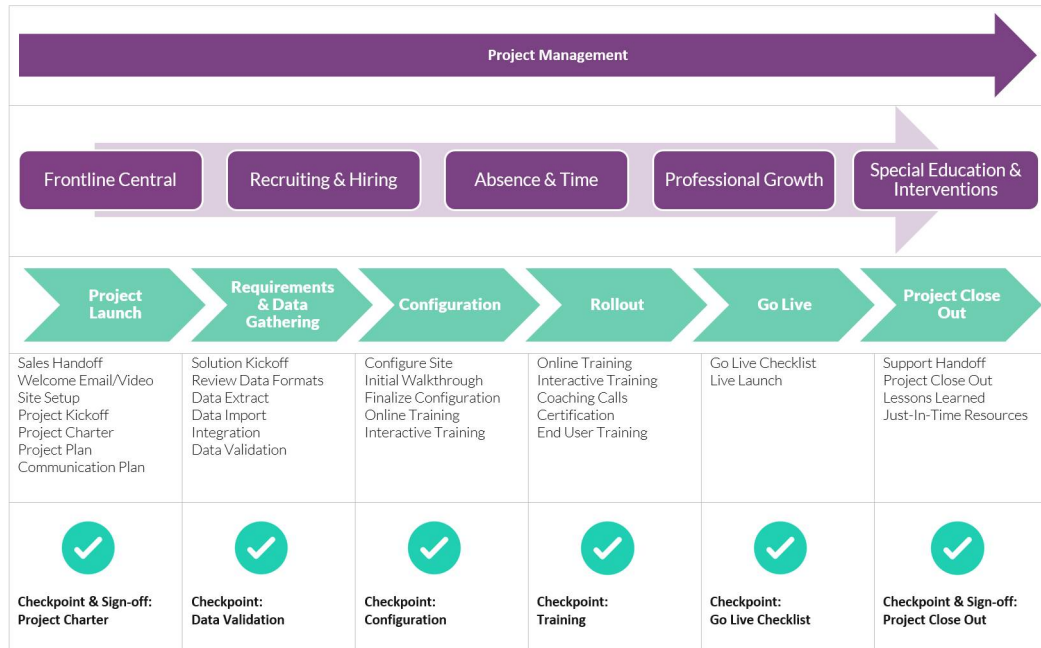
Scope/Deliverables

Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client's requisition-to-recommendation hiring process and best practices recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led *remote* training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Monitoring: periodic review of project progress to planned project milestones throughout implementation
- Project Close Out Call

Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide instructions on how to configure services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.

Specific examples of configuration services during implementation include –

Setups	Pre-configured with Recruiting & Hiring	Frontline Education Configuration Services
District Employer Info Page	Registration info included	Complete page
Location List	1	Adjust as needed
Position List	355 separate positions that fall in 38 categories under 3 areas	Adjust as needed
User List	1	1
Groups	0	2
Email Templates (Auto Replies)	4	3
Job Postings	Postings occur from enabled Recruiting & Hiring integration	
Campaign	0	1
Filters	28	1
Custom Filters	0	2
Admin Views	5	3
Application Pages	21	Up to 2 additional
Position Categories & Types	124	Adjust existing as needed
Pipelines	1 with 6 stages	Up to 1 additional
Forms	12	Up to 2 additional with workflows
Publics Forms Library	338	Not applicable
Forms Packet	Not Applicable	Up to 1
Job Description Templates	73	Up to 2
Applicant Certificate Types	134	Adjust existing as needed
User Groups & Permissions	1	Up to 1
Cross Advertising	6	Not applicable

Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

Data Imports - Applicant Tracking

- Applicant position list: categories and types
- Job Posting location/department list
- Applicant certificate types
- User list

Systems Integration

Integrations exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable integration types include --

Systems Integration - Applicant Tracking

- Standard web services integration with Frontline Education Solutions' Absence and Substitute Management and Frontline Central
- One established HRIS/Payroll integration
  - o An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources

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- One established integration across each of the other types of integration partners
  - Background Check Provider, Applicant Screening, Digital Interview
  - For a complete list of vendor partners, please refer to:
    https://www.frontlineeducation.com/Partners/Find_a_Partner

Reporting

- EEO reporting: built in reporting functionality to aggregate applicant data anonymously based on position types and date range.
- Ad-hoc Reporting on applicant, job posting, or forms data to export into an Excel file.

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out

Schedule

On average, a typical Proactive Recruiting implementation project runs about 2 weeks and a typical Applicant Tracking implementation project runs 10 – 15 weeks. Below is an example of a project schedule for implementation. Below is an example of a project schedule for implementation. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	Dur	2018				
				Jan	Feb	Mar	Apr	May
Sample Solution Rollout	1/2/18	5/4/18	89					
Project Kickoff	1/2/18	1/8/18	5					
Insights Platform Migration (clients with existing Frontline solutions)	4/3/18	4/16/18	10					
Applicant Tracking	1/9/18	4/16/18	70					
Proactive Recruiting	4/17/18	5/4/18	14					

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The "lead" contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrators

- System administrator: e.g. HR admin, or IT.
- The "point person" contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
    - Create/edit/delete: District Employer info page, job postings, position lists, locations, user accounts and permissions, email templates, campaigns, messages, custom filters, groups.
    - Search/filter/review: job postings and applicants
    - Configure system preferences

IT Department

- Will work with Frontline Education Support teams to:
    - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
    - Provide technical support in instances where local network/technology configurations impact usage of our solutions
    - Potentially support in-solution integrations
    - Link Applicant Tracking to employment opportunities page on website.

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.
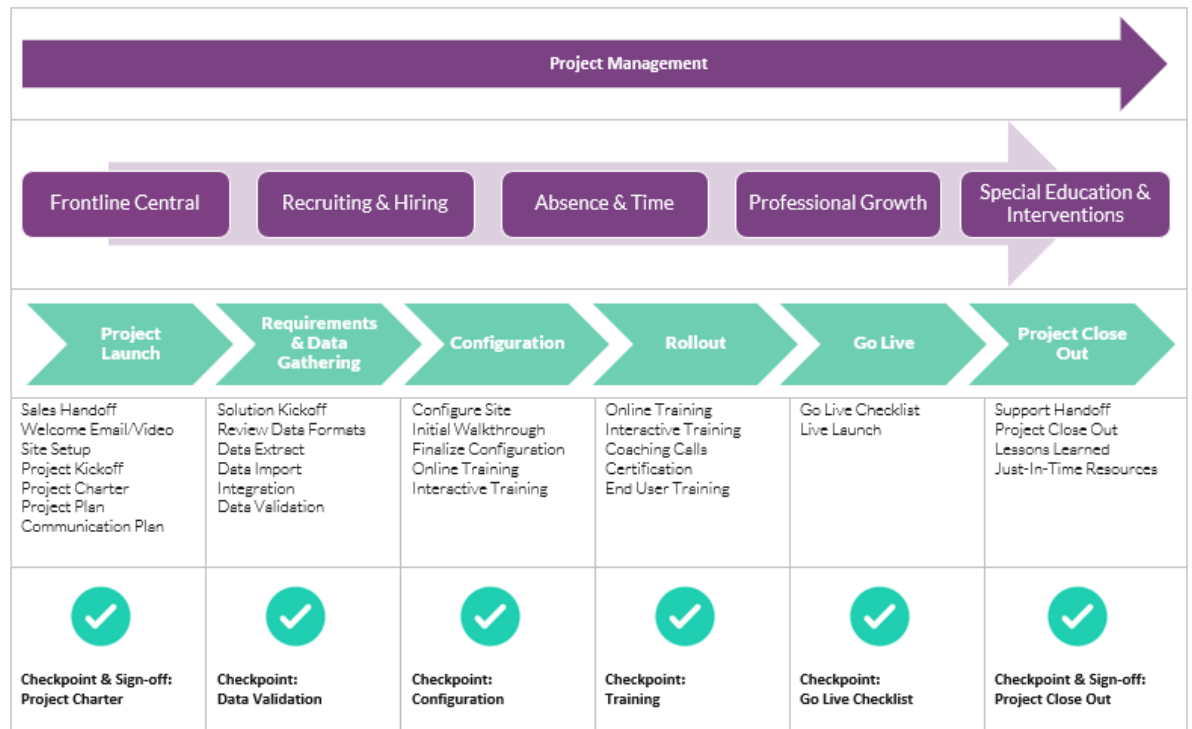
Frontline Central

Standard Implementation Services

![Frontline Education logo]

Statement of Work: Frontline Central Implementation Services

Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.

Scope/Deliverables

Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client's onboarding process and best practices recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Calls: periodic project status calls throughout implementation to review progress to the project schedule
- Project Close Out Call

Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.

Specific examples of configuration services during implementation include –

Setups	Pre-configured with Applicant Tracking System	Frontline Education Configuration Services
Forms	N/A	Up to 12 forms

Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Employees

Systems Integration

Integrations exist within Frontline Education solutions. Specific examples of configurable integration types include --
- Standard integration with Frontline Education Solutions' Recruiting and Hiring.

## Reporting

- Employee Extract

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.
- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out

Schedule

On average, a typical Frontline Central implementation project runs 8 - 10 weeks from project kickoff. Below is an example of a project schedule for implementation. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	2018	
			Jan	Feb
Sample Solution Rollout	1/2/18	2/27/18		
Project Kickoff	1/2/18	1/8/18		
Insights Platform Migration (clients with existing Frontline solutions)	2/14/18	2/27/18		
Frontline Central	1/10/18	2/27/18		

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The "lead" contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrators

- System administrator: e.g. HR admin, or IT.
- The "point person" contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
  - Create/edit/delete: new records, packets, and forms
  - Sending/tracking/completing forms

IT Department

- Will work with Frontline Education Support teams to:
  - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
  - Provide technical support in instances where local network/technology configurations impact usage of our solutions
  - Potentially support in-solution integrations

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
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Frontline Central Historical Artifacts Import

Standard Project Services

Introduction

Frontline Education provides a comprehensive project methodology and expert resources to partner with the district project team throughout the project. The Artifact file import of historical documents into our Frontline Central solution provides district administrators and users (with functional rights) to these artifacts.

Scope/Deliverables

Prerequisites

An effective delivery of the Frontline Central Historical Artifact Import project assumes the following prerequisites are understood and addressed by both the Client and Frontline during the Project Kick Off.

- Pricing and scope of SOW is size of district & historical artifacts up to 50 MB per artifact.
- The number of artifacts included in this scope is up to 150,000 artifacts totally up to 3GB total.
- The migration of documents can happen in up to 3 artifact loads.
- District artifact files must follow the required naming conventions as specified below.
- In accordance with Frontline's data security policies, import employee data is only accepted via Frontline's secure file transfer protocol. Active Employees should already be an imported into Frontline Central prior to Artifact import.
- *The data import scope is applicable to active Frontline Central users only. For historical record import matching purposes, it is the responsibility of the client to ensure all users are available within Frontline Central. *Note: See Additional Optional Services section for more information on importing users.*

Artifact Import File Limitations and Restrictions

The files must meet the following criteria:

- The following file types are accepted:
    - Pdf, doc, docx, csv, xls, xlsx, jpg, jpeg, bmp, png, jp2, gif, wmf, txt, ppt, pptx, Tiff/tif

        Please contact your Frontline Client Services agent if you have files that are not in this list. These will be evaluated on a case by case basis.

- Each file size must be less than established max file sizes for Frontline Central artifacts. See Learning Center documentation for latest specifications. Typically, this is less than 50 MB.
- All files must be placed in one "zip" folder/archive
- The maximum single zip file cannot be greater than 1GB.
    - Multiple "zip" archives can be provided to accommodate a large amount of data.

Artifact Import File Naming Convention

All files must be named in a very specific naming format. Furthermore, the files must be placed into a single compressed "zip" folder. If files are not received in the correct format, Frontline will work with the client to achieve this at an hourly rate outside the scope of the SOW.

- The naming convention for each file is as follows:

  Employee External ID_DocumentName_Category_Name_Year

  Example:

  1216264_DirectDeposit_Payroll_JaneDoe_2020.pdf

  This file name is used to map the file to the matching employee ID and category.

- Use a file compression tool to create a "zip" archive file.

Send Zip files to Frontline

When all "Zip" files are ready, contact your Frontline Implementation Consultant to receive instructions to access our secure file upload tool.

Processing Information

Please allow appropriate time for processing (see "schedule" section, below).

The Frontline Client Services agent will pre-validate all files to ensure:

- The total size of the individual "zip" file is less than 1 GB.
- Each individual file size is with the application's maximum file size restrictions.
- The file type/format is supported.
- The account identifier (Employee ID) matches an active account in Frontline Central.

If there are any validation errors, the overall process will be terminated, and the Frontline Client Services agent will provide a validation report, itemizing the errors. The errors must be resolved by a district representative.   After which, the process can be re-started.

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- One Time Bulk Frontline Central Active User Import
- Inactive employee import via sFTP or manual process
- Professional technical assistance to prepare artifacts for import
- Services beyond the implementation timeframe and project close out
- File & Data Clean-up

Schedule

Below is an average project activity duration timeline for the Frontline Central Historical Artifact Import project.

Activity	Average Duration
Project Kick Off	1 hour
Frontline Central User and Employee Prerequisites	1 week
District generates files in zip for Frontline Central import	2 weeks
Frontline Central artifact upload validation	2 weeks
Frontline Central artifact import	1 week
Frontline Central User access to imported artifacts	1 hour
Project Signoff	1 hour

*Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

System Administrators

- System Administrator: e.g. HR Director, Substitute Coordinator, Payroll Clerk, etc.
- The "main" contact(s): responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
  - Work with IT Department to run an Artifact extract from District's existing tools or system in the required naming format. *NOTE : Most commercial systems will have a basic Artifact batch export process that will create these Artifact files from data in the system today.*
  - Share the files with Frontline Education. When the "zip" files are ready, Frontline representatives will provide a secure link where files can be transferred directly to Frontline servers.
  - Verify extracted Artifacts to verify completeness and accuracy prior to sharing files to Frontline for import.
  - Verify Artifact files uploaded to correct Employee record within Frontline Central to verify completeness and accuracy of import.

IT Department

The district IT Department will work with a Frontline Implementation Consultant to:

- Assist System Administrator in extracting Artifacts for historical import and formatting to file names to Frontline naming requirements.
- Assist by making sure all necessary equipment is available for System Administrators to successfully utilize Frontline's web-based tools.
- Review, cleanse and organize the provided files into an appropriate file structure.
- Work with the Frontline Education Contact to resolve any data file issues.

Frontline Education Project Team: Roles & Responsibilities

Consultant

- Responsible for consultation meetings and implementation project milestone completion.
- Configure the Artifact Import Parameters in Frontline Central
- Process the import of the artifacts.
- Monitor, review and report back to the District Specified Contact any import errors or issues.

4

General Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will work collaboratively ensure import success.
- Client will provide subject matter experts who are familiar with organizational policies and procedures to help guide project.
- Frontline Education assumes that all artifacts and employee records will be validated by Client prior to import and after import is completed.

Recommended Artifacts to Migrate

Each district & state is unique, however below are recommended artifacts for Districts to migrate to Frontline Central

- Emergency Contact Information
- Original employment application with resume
- Original offer letter
- Job descriptions for position held throughout career with the district
- History of positions, roles, jobs, and responsibilities
- A summary of any criminal records uncovered during the background check
- A record of any instances of child abuse
- References
- Signed copy of employee handbook and district policies (such as professional relationship conduct with students including electronic communications)
- Verification of previous employment
- Credentials/Licenses
- Tax forms (W-4 and copies of previous W2 forms)
- Official transcripts
- Onboarding forms
- Relocation agreements (if applicable)
- Leave requests for non-medical reasons
- Child support or wage garnishments
- Professional growth records
- Records of any promotions, demotions, transfers, or performance/achievement recognitions
- Records of evaluations, reviews, self-assessments, or disciplinary actions
- Skills test results (if applicable)
- Signed Cobra Notifications
- Complaints from parents, administrators, other teachers, or school staff
- Resignation or termination records, including exit interview documentation

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup costs are priced with the assumption that implementation will be completed within 120 days after signing.