

March 8, 2007

Re: Welcome to GMS!

Recently, Saline Area Schools decided to contract with GOOD MARKS FOR SCHOOLS, LLC (GMS) employee leasing services to provide substitutes for the district. This means that the district will no longer be directly employing you; rather it will use the services of substitutes contracted by GMS. You will be pleased to know that Saline representatives have recommended that you be hired as one of the individuals GMS employs to provide substitute services in Saline school buildings. This letter is your invitation to continue in your role as a substitute assigned to Saline Area Schools as an employee of our firm.

It will be necessary for you to provide the completed payroll and employment documents as a part of this transition, expected to be completed by the March 22, 2007. Our firm's goal is to provide uninterrupted substitute services for Saline Area Schools.

As a new employee of GMS, and prior to receiving payment for your services, you will need to complete and submit a few payroll-related and employment forms. These documents are enclosed. Also, you will need to sign a non-exclusive, at-will employment contract with GMS, also enclosed. This means that, in addition to providing services at Saline, you will be free to provide substitute services to other school districts, too. It also means that you are employed at the will of GMS.

So, if you are interested in providing substitute services in the Saline Area Schools in the future, complete the GMS Substitute forms and return them to Mandy Rucky. Once GMS receives all the completed forms, you will become one of the approved substitutes and you will be contacted to provide your services to Saline Schools on an as-need basis.

Services provided by substitutes are very important to the smooth operation of the district's educational programs. It is the goal of GMS to be a quality employer that provides quality substitutes to Saline Area Schools. Our firm is looking forward to our ensuing professional relationship with you.

Please feel free to contact our firm regarding any questions or concerns that you may have regarding these new circumstances. You can reach us by calling (269) 580-0531 or by e-mail at [gms@goodmarks.biz](mailto:gms@goodmarks.biz). Our website is [www.goodmarks.biz](http://www.goodmarks.biz), should you be interested in learning more about us.

Sincerely,

Mark Kreter, Principal