

WriteStart Boot Camp Glassboro Intermediate School Summer Program



Glassboro Borough in the State of New Jersey

APPLICATION FOR FUNDING Summer 2015

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Glassboro Intermediate School
WriteStart Boot Camp Program
202 North Delsea Drive
Glassboro, NJ 08028
Phone: (856) 652-2700
<http://www.glassboroschools.us/Domain/163>



APPLICATION CHECKLIST (Please attach to the front of your completed Application)

- Cover letter indicating Applicant's name, the principal place of business and, if different, the place where the services will be provided; project title, etc
- Provide a key contact person(s) name for follow up calls (if necessary) and written correspondence related to the grant. The contact could be the Executive Director or an agency staff person but not both: Included on Cover Page
- Submit proposal original plus five unbound copies
- Paper or binder clip original, do not bind or staple proposal copies
- Reduce oversized pages to 8 1/2 x 11
- Convert double-sided pages to single-sided pages
- Provide additional information requested in proposal instructions i.e., board of directors: Page 5
- Provide proof of matching and gap financing funds for Public Services proposals: Page 22
- Proposal must be signed by proposing agency
- The age of the Proposer's firm and the average number of employees over the past three years: Employees 2012-2013: 370 / Employees 2013-2014:371 / Employees 2014-2015: 382
- The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles: Page 21
- A listing of all other engagements where services of the types being proposed were provided in the past ten years. This should include other County governments and other levels of government. Contact information for the recipients of the similar services must be provided. The County may obtain references from any of the parties listed.
- Complete financial information for the proposed project (schedules/exhibits): Page 22
- Non-profit Corporations must provide evidence of 501(c) 3 status.
- Map indicating location of proposed project: Page 6
- D-U-N-S Number: Page 5
- Proof of any necessary professional license or certification from the State of New Jersey for all professionals assigned to the engagement: Page 22

- Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law: Page 5
- Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency: Page 5
- An Affirmative Action Statement (copy of form attached): Page 21
- A completed Non-Collusion Affidavit (copy of form attached): Page 21
- A completed Owner Disclosure Statement (copy of form attached) N/A
- A copy of the Proposer's Business Registration Statement: N/A
- A representation that all services will be performed within the United States of America: Page 5

REQUEST FOR PROPOSAL FOR
Competitive Contracting
Programs and Services for Children Countywide to
Promote and Enhance the Development of Boys and Girls
RFP # 15-023
COUNTY OF GLOUCESTER
Contract Term
June 29, 2015 - August 13, 2015
Proposal Cover Page

Date of Submission: May 20, 2015
Applicant Name/
Submission Agent: Glassboro Intermediate School
Glassboro Public Schools
Mailing Address: 560 Joseph Bowe Boulevard, Glassboro, NJ 08028
CDBG Request: \$ 26,871.00
Total Program Amount: \$ 26,871.00
Program Title: WriteStart Boot Camp: A program to enhance the social,
organizational, and writing skills for students entering 7th and 8th
grade in September 2015, and their parents / guardians living in
Glassboro, NJ.
Program Address: Glassboro Intermediate School, 202 North Delsea Drive, Glassboro,
NJ 08028
Agency Mission: Prepare all students entering 7th and 8th grade in September 2015,
with the social, organizational, and writing skills and attitudes
necessary to succeed as lifelong learners and to be competent, well
rounded individuals ready to attain productive and self-filling roles in
a global society. A partnership of Board of Education, staff, students,
parents and community ensure a commitment to the shared obligation
to provide optimum opportunities for learning. Educational
community members dedicate themselves to the responsible
execution of their obligations to the children, parents, guardians, and
citizenry of the Borough of Glassboro.
Agency Contact Person: Carol Ceglia, Language Arts Teacher, ext. 72132
Andrew Pancoast, Language Arts Teacher, ext. 72136
Diane Villec, Language Arts Teacher, ext. 72135

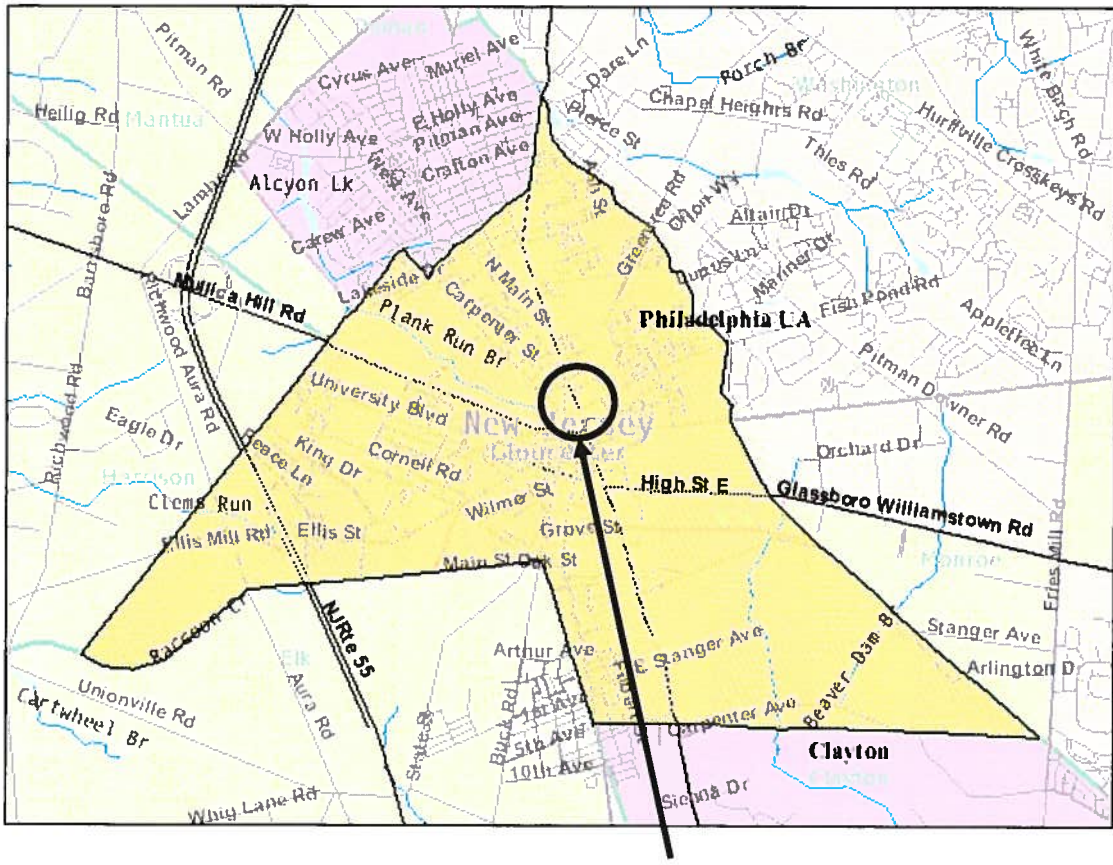
Agency authorized: Send correspondence to Glassboro Public Schools, 856-652-2700

Year of incorporation: 501(c)3 status: N / A

Faith-Based Organization: No

AGENCY INFORMATION

1. Information not supplied in other portions of this application.
 - a. Type of Agency: Community-Based Organization (Educational Agency/Institution)
 - b. Length of time agency/program has been in operation: More than 90 years.
 - c. Major sources of agency funding: Local funding, state funding, federal grant funding
2. Board of Education members
 - Peter J. Calvo, President
 - Chris Kane, Vice President
 - Susette Jones
 - Ed Keith
 - June H. Longley
 - Anthony Marino
 - Melvin McDonald
 - Ben Stephens
 - Elizabeth Volz
3. Insurance information
 - WORKER'S COMP
 - Insurance Company: New Jersey Schools Insurance Group
 - Policy Number: W161AF
 - Insured: Glassboro Public Schools
 - LIABILITY INSURANCE
 - Insurance Company: Utica National Insurance Company
 - Policy Number: 2227963
 - Insured: Glassboro Public Schools
4. Neither Glassboro Public Schools nor any individuals assigned to the WriteStart Boot Camp Program are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
5. D-U-N-S Number 059586263
6. All services will be performed within the United States of America.



WriteSmart Boot Camp Program
Glassboro Intermediate School
202 North Delsea Drive
Glassboro, NJ 08028

Detailed Requirements of the
Request for Proposal

Request for Proposal Checklist

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.

Please initial below, indicating that your proposal includes the itemized document.
A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR
REFUSAL.

- | | INITIAL
BELOW |
|---|------------------|
| A. Seven signed copies of your complete proposal. | <u>KL</u> |
| B. Non-Collusion Affidavit properly notarized. | <u>KL</u> |
| C. Public Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity. | N / A |
| D. Authorized signatures on all forms. | <u>KL</u> |
| E. Business Registration Certificate(s) | N/A |

Note: N.J.S.A 52:32-44 provides that the County shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate for the State of New Jersey, and the business registration certificate of any subcontractors, at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE LISTED REQUIREMENTS.

NAME OF PROPOSER: Dr. Mark J. Silverstein

Person, Firm or Corporation: Glassboro Public Schools


BY:  _____
NAME TITLE
Superintendent of Schools; Glassboro School District

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REQUEST

In the past years, there has been a historical dip in writing skills for students in 7th and 8th grades, especially those who are considered at-risk due to their socioeconomic status. WriteStart Boot Camp Program is requesting funding through the CDBG in the amount of \$26,871.00. This funding will be used to create a program which provides at-risk students entering 7th and 8th grades in September 2015, with a research-based program that will allow them to extend their writing and literacy skills. WriteStart Boot Camp will give students a passion for writing and empower them to realize that they are lifelong learners. Their skills need to be boosted so that when they enter Glassboro Intermediate School in September, they will have an easier transition into Intermediate's rigorous Language Arts Literacy curriculum. We wish to extend this opportunity to all at-risk students, including those living in subsidized housing throughout the district, those that have free or reduced lunch, and those who struggle with academic literacy.

PROGRAM DESCRIPTION

The WriteStart Boot Camp Program was developed to change the attitude of low income families living in public assisted housing, and impress upon them the importance of writing, not only in the school setting, but writing as it applies to real world situations. WriteStart Boot Camp is designed for all students who are transitioning from the elementary to the middle school setting, as well as those entering 8th grade whose literacy skills need additional remediation. Our philosophy considers each child's writing development as a joint responsibility, shared by teachers and parents. The WriteStart Boot Camp will invite parents to take an active role in their child's middle school writing activities and emphasize the importance of providing positive learning experiences for their children.

The WriteStart Boot Camp curriculum is aligned to the curriculum of the Glassboro Public Schools and the Grades 7 and 8 Core Curriculum State Writing Standards. The learning environment, activities, and interactions are research-based. Each writer's experience is designed to progress with the knowledge of each child's interests, abilities, needs and background.

Writing standards will be addressed to ensure children have a head start on the NJDOE writing criteria as they transition from the elementary setting to secondary educational standards. Types of writing will include: writing arguments to support claims with clear reasons and relevant evidence; writing informative/explanatory texts to examine a topic and convey ideas, concepts, and information through the selection, organization, and analysis of relevant content; and writing narratives to develop real or imagined experiences or events using effective technique, relevant descriptive details, and well-structured event sequences. This program will allow the Glassboro Public School District to directly impact the academic success of approximately 60 incoming seventh and eighth grade students.

This new program will be enhanced through on-site guest speakers who will provide real world writing topics and situations to build background for budding writers. Presenters will include a published author, a Glassboro Police Department representative, and a Rowan University Planetarium expert, to provide cross-curricular real world writing experiences.

- The WriteStart Boot Camp Program at the Glassboro Intermediate School will offer a 7 week summer camp. The camp will meet 3 days a week servicing the socio-economically disadvantaged students of Glassboro Public School District. This institution will stimulate and develop deeper self-concepts, encourage exploration and learning, while providing academic content in writing that is aligned to the curriculum of the Glassboro Public Schools and 2010 Teaching and Learning Standards for 7th and 8th grades.
- This writing program will create a smooth transition and consistency when our students enter our rigorous middle school literacy programs in September 2015.
- Argumentative writing skills will include using words, phrases, and clauses to create cohesion and clarify the relationships among claims, reasons, and evidence. Students will learn to establish and maintain a formal style. Students will also learn to write a concluding statement or section that follows from and supports the argument presented.
- Students will also learn to write informative/explanatory texts by introducing a topic clearly, previewing what is to follow: organize ideas, concepts, and information, using strategies such as definition, classification, comparison/contrast and cause/effect. Students will develop the topic with relevant facts, definitions, concrete details,

quotations, or other information and examples. Students will use appropriate transitions and precise language to inform about or explain the topic.

- They will also learn to engage the reader by establishing a context and point of view and introducing a narrator and/or characters; organize an event sequence that unfolds naturally and logically. Students will use narrative techniques such as dialogue, pacing and description, to develop experiences, events, characters, and provide a conclusion that follows from and reflects the narrators' experiences.
- We will provide two programs in the evening to parents designed to enhance their capability to impact their child's learning experience. Topics discussed will include utilizing PowerSchool to access student progress, promote community after school programs for students, and share in the writing experience.

HISTORY

It has been well documented that economic disadvantage and poor academic achievement are related. Students coming to school from economically disadvantaged and/or dysfunctional families and who may experience drug/alcohol problems and/or illiteracy at home are at a more severe disadvantage and arrive at school with many deficiencies when compared to other children.

One population of children that appears to be at a greater risk for learning difficulties are students living in subsidized public housing; i.e., developments like Ellis Manor. The problem is of such proportion and impact that, in 1989, President George H. Bush and our state governors identified this area as one of the six America 2000 Goals for Education. Specifically stated, the goal is that every child will start school ready to learn. Additionally, in 2001, the President George W. Bush made it a cornerstone of his administration with the No Child Left Behind Act.

In an effort to address this pervasive issue in Glassboro, we wish to initiate the WriteStart Boot Camp Program to give students who may be at a greater risk for learning difficulties a chance to become familiar both with their new learning environment, and also with the challenges in the writing curriculum that they will face in middle school.

PROBLEM

Our students who live in subsidized housing are at the highest risk for academic failure. We feel it is imperative that WriteStart Boot Camp will increase the academic and social success of all children entering 7th and 8th grades in September 2015, who are living in subsidized housing throughout Glassboro, NJ. WriteStart Boot Camp will help students in this socio-economic group retain more academic skills in literacy and writing, and will give them the tools to access community-based resources that are in place, in order to empower them to continue achieving academic success.

There are over 1,100 students receiving free and reduced lunches in the Glassboro Public School district. Most live in subsidized housing units in Glassboro, and those in middle school would be eligible for this new program. They are not all located in the lowest Census Tract areas of Glassboro, but the income levels of these residents will meet the low-income/below poverty standards set by the CDBG and the state.

Currently, there is no summer program for these students, which would help close the achievement gap for this at-risk Glassboro population. Approximately 90% of the town's below poverty level, low income children who are at a higher risk of academic failure live in subsidized housing in Glassboro, and would benefit our WriteStart Boot Camp Program and its services.

SOLUTION AND REASON FOR FUNDING

Using the CDBG funding, the WriteStart Boot Camp Program will create a community-oriented program which will last for seven weeks, from June 30 through August 13, 2015. It is an environment totally conducive to learning. All students will be transported to and from the program, which will be housed at Glassboro Intermediate School. Students will attend the program for 3 days a week, and will be fed both breakfast and lunch. New Jersey State certified teachers will provide instruction for 3 hours per day, 9 hours per week. This program will be a researched-based literacy and writing curriculum, using Common Core State Standards, and will be aligned to current middle school curriculum and instruction in Language Arts Literacy.

WriteStart Boot Camp program teachers feel that children entering 7th and 8th grades in 2015 who participate in this community-based program will have a huge head start on their 2015 / 2016 academic school year. Our nurturing environment will help to motivate them to attain higher levels of academic success. In this manner, they can learn and continue to develop into inquisitive, well-grounded adolescents who are confident and feel empowered to grow emotionally, physically, and cognitively.

Initially, we are piloting this program for the summer of 2015. However, our hopes are to expand this wonderful community and educational program into the following summers. The benefit is that all children in subsidized housing in Glassboro who are entering middle school in 2015 will now have the opportunity to be a part of WriteStart Boot Camp. This program will give our highest at-risk population a better chance to achieve academically in the future and change their perspective on education, the importance of learning, and the power of utilizing the resources available to them in our community of Glassboro. This program will also allow these students to experience a much easier transition into the secondary part of their education, which will begin in September 2015, at Glassboro Intermediate, and hopefully continue on for them at Glassboro High School.

PROGRAM OBJECTIVES

The purpose of WriteStart Boot Camp is to provide low income residents, living in subsidized housing throughout the Borough of Glassboro, New Jersey, with the tools necessary to understand and create effective narrative, informative, and argumentative writing. The parents / guardians will understand, appreciate and support the importance of writing in education for the present and for future endeavors.

The WriteStart Boot Camp Program meets the following National Objectives:

- A. Principally benefit low and moderate-income persons
 - a. 100% of the children participating in the WriteStart Boot Camp program live in public housing facilities and live at or below poverty level and are eligible for the free and reduced lunch program.
- B. Meet other urgent community needs.
 - a. Reduce number of African-American males eventually needing special education services.
 - i. Ninety percent of the students being served through the WriteStart Boot Camp program are either African American and or bi-racial.
 - b. Raise the academic achievement of low income populations.
 - i. It is the hope of the newly formatted program that we increase academic achievement of the low income students by 20%.

PROGRAM GOALS

The goal of the program is to build effective learners who are enthusiastic about reading and writing. Our goal is to help children become independent, self-confident, writers who have the ability to understand and create a variety of different writing pieces. Students in the program will become creative, independent thinkers who experience success while acquiring skills necessary to be an effective writer in the secondary curriculum and in their future careers. Students will learn in an environment that encourages them to take risks without judgment from their peers.

Additional goals include:

- A. To provide a safe and healthy learning experience for middle school students who are struggling with reading and writing.
- B. To build lifelong learners who recognize the value and importance of writing.
- C. To improve student writing in the secondary grades evidenced through the use of writing portfolios.
- D. To improve student ability on research-based writing assignments.

METHOD(S) USED TO MEASURE AND TRACK GOALS

Students will be evaluated on their writing and group activities using CCSS-aligned writing rubrics that are specific to narrative, informative, and argumentative tasks. Rubrics will evaluate the effectiveness of content, organization, grammar, spelling, and punctuation. Students will also be evaluated on their ability to work with others, participate in small group and whole group discussions, and their ability to complete short tasks relative to reading and writing.

In addition to the assessment system, teachers will monitor student writing, collect data, and maintain student portfolios and produce anecdotal records to assist and provide evidence that each individual student is making progress. Student progress will be monitored by teachers throughout the WriteStart Boot Camp program.

TARGET POPULATION

According to the New Jersey Department of Education, there are 554 school districts in New Jersey. Glassboro Public Schools are in the lowest 19th percentile regarding socioeconomic status. As a result, NJDOE has assigned us a DFG rating of B. The target population to be served consists of low income families with children entering middle school who reside in subsidized housing or other comparable Section 8 housing in throughout the Borough of Glassboro, and those who receive free or reduced lunches.

ACTIVITY PLAN

	Activity	Responsibility	Frequency
1	Pre-assessment of students on appropriate assessment instrument for determining baseline writing ability	Teachers	Upon each child's enrollment in the program
2	Instructional writing program, analyzing writer's craft activities. (Pay the teacher's salary)	Teachers	5 hours each day, 21 days beginning June 30 th and ending August 13 th
3	Programs for parents, with children, during evening hours	Teachers	2 times during the course of the program
4	Culminating program for parents during boot camp hours	Teachers	1 afternoon
5	Guest speakers	Teachers	Anticipated to be approximately 3 guest speakers to launch writing genres
6	Post-assessment of students on appropriate assessment instrument	Teachers	Upon the end of enrollment for each child during camp
7	Parent assessment of key concepts and understandings from parent targeted programs	Teachers	End of school year

ADDITIONAL INFORMATION

1. Program Duration

a. This program is will extend over the period from June 29, 2015, through August 13, 2015.

2. Qualifications of Staff

a. Carol Ceglia, Andrew Pancoast and Diane Villec, the program teachers proposed to be funded by the grant, possesses state endorsed certifications as middle school Language Arts teachers (5-8) or English Language Arts (K-12) and meets all State of New Jersey Department of Education requirements for public school employment.

b. Guest presenters will possess the certification and experience required of their organizations to provide the types of services the WriteStart Boot Camp Program will request of them.

ADDENDUM E

Basic Criteria of Best Practices

Check the boxes for the statements that apply to your program

- Program, principles, and policies address factors currently identified as priorities in County approved plans and strategies.
- Program cooperates with other community entities in a comprehensive system of care.
- Program, principles, and policies are culturally sensitive; and appropriate to the gender, age, education, income and relationship level of the people it serves.
- Program, principles, and policies empower clients to take positive action on their own behalf to reduce problem behaviors and increase positive outcomes.
- Program and practices are based on sound scientific principles that indicate the likelihood that the program will yield expected outcomes.
- Program could be repeated in other settings with only minor adaptations (duplicability).
- Key program leadership is directly immersed in the daily workings of the program from piloting through implementation.
- Evaluation continues for a period of at least three (3) years, and ideally for five (5) years.
- Provider has adequate resources (people, time, legitimacy, contact with the target population, and stakeholder buy-in) to implement the program, as well as a plan for alternate resources if necessary.
- Realistic means exist for engaging the target population in the program.
- Program incorporates documented, systematic and ongoing staff training and, where indicated, cross-training with other agencies.

ADDENDUM F

PROGRAM NAME: Write Start Boot Camp

Agency Financial Information

Source	Actual Agency Budget Last Year (fiscal year)	Present Agency Budget (fiscal year)
(1) State Grants	NA	NA
(2) Federal Grants		
(3) Allocations Requested or Received from United Way		
(4) Foundation/Trust Grants		
(5) Client Fees/Shared Costs		
(6) Cash Contributions or Donations		
(7) In-kind		
(8) Operating Reserve Funds		
(9) Capital Reserve Funds		
(10) Misc./Other Funds		
TOTALS:		
Expense Categories	Actual Agency Budget Last Year	Present Agency Budget
a. Personnel	NA	NA
b. Fringe Benefits		
c. Travel		
d. Equipment		
e. Supplies		
f. Contractual		
g. Insurance		
h. Maintenance		
i. Training & Conferences		
j. Direct Assistance to Clients		
k. Fees & Dues		
l. Miscellaneous & Other		
TOTAL:		

ADDENDUM F (Continued)

Program Budget Information SECTION A – PROGRAM BUDGET SUMMARY

Program Requesting Funding	CDBG Funds	Match	All Other Funds	Total Program Cost
	\$26,871.00	\$0	\$0	\$26,871.00

SECTION B – PROGRAM BUDGET

Expense Categories	CDBG Funds	Match and Other Funds
m. Personnel	\$13,392.00	
n. Fringe Benefits	\$1025.00	
o. Travel	\$3654.00	
p. Equipment	NA	
q. Supplies	NA	
r. Contractual	NA	
s. Other (Itemize)	Please See Attached	
TOTAL:	\$26,871.00	

SCHEDULE A - PROGRAM BUDGET

Description	CDBG	GBOE	In-Kind
3 Teachers	\$13,392		
FICA*			
TPAF/FICA and Health Benefits*	\$ 1025		
Food	\$ 6,200		
Transportation	\$ 3654		
Classroom Supplies	\$ 1,700		
Presenters (3)	\$ 900		
School Principal, Salary & Benefits*			
Nursing Services, Salary & Benefits*			
Facilities Lease*			
Utilities: Electric Gas, Water & Sewer*			
TOTAL	\$ 26, 871		

SCHEDULE B - PERSONNEL

Position	Salary excluding fringe benefits
Teacher Prep Day : 4 hours on 6/29/15 for 3 teachers	\$ 432
3 Middle School Certified English teachers For 21 days @ \$36/hour for 5 hours per day	\$11,340
2 Parent Nights: 3 teachers for 2 parent nights 5 hrs each event(3for event/2 for prep) @ 36/hr	\$1,080
Culminating activity: 3 teachers for culminating activity 5 hrs prep @ \$36/hr	\$540
Total	\$13,392

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to

assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

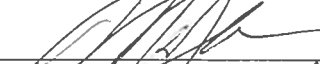
The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

The undersigned vendor further agrees to furnish the required forms of evidence and understands that their contract/company's bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.S.A. 17:27

Representative's Name/Title (Print): Dr. Mark Silverstein

Representative's Signature: 

Name of Company: Glassboro Public Schools

Tel. No.: 856-652-2700 Date: 5/4/15
ext. 7621

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF GLOUCESTER

ss:

I AM *Mari Silva*

OF THE FIRM OF Glassboro Public Schools

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
 2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
 3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE COUNTY OF GLOUCESTER RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
 4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL OF SELLING AGENCIES OF THE PROPOSER.
- (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS 14th DAY

OF May 20 15.

Mary M MacMichael
(TYPE OR PRINT NAME OF
AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF

MY COMISSION EXPIRES: MARCH 13 20 17

MARY M MACMICHAEL
NOTARY PUBLIC
STATE OF NEW JERSEY
My Commission Expires March 13, 2017

ADDENDUM G

2015-2016 Certification

APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT

The applicant certifies that the information in this Application is true, correct, and authentic and that the purpose of this request is consistent with our organization's Article of Incorporation, By-Laws and Mission. Furthermore, all applicable statutes, terms, conditions, regulations and procedures for program compliance and fiscal control will be implemented to ensure proper accountability of grant funds. I certify that the funds requested in this application will not supplant funds that would otherwise be used for the purposes set forth in this project.

The filing of this application has been authorized by the Agency Board of Directors, and I have been duly authorized to act as the representative of the agency in all matters in connection with this application. I also agree to follow all terms, conditions, and applicable federal and state statutes.

The Applicant acknowledges that Gloucester County may conduct its own independent review, analysis and verification of all information contained in this Application.

The undersigned is authorized to bind all Financial Beneficiaries to this certification and warranty of truthfulness and completeness of the Applications.

If non-profit, this application has been duly authorized by a resolution or other board action and also gives signature authority as reflected in board minutes. **(Please attach signed board minutes.)**

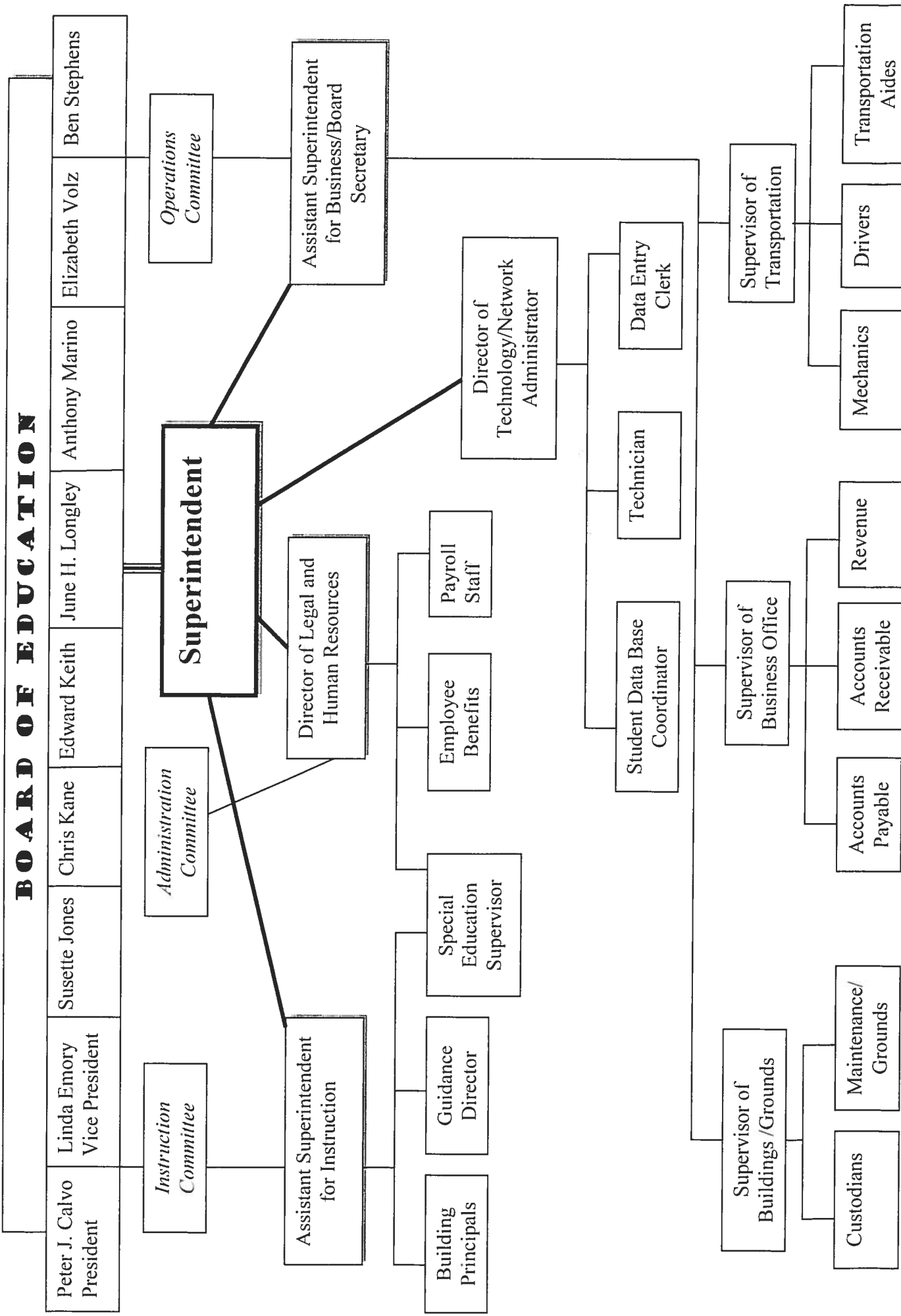
Dr. Mark Silverstein
Type Authorized Official's Name

Superintendent
Authorized Official's Title


Authorized Official's Signature

5/4/15
Date

GLASSBORO SCHOL DISTRICT ORGANIZATIONAL CHART



**Glassboro School District
Job Description**

TITLE: TEACHER

QUALIFICATIONS:

1. New Jersey Instructional Certificate and Standard NJ Instructional Certificate in Subject Matter Endorsement or eligibility
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment

REPORTS TO: School Principal

SCOPE: A secondary education teacher is to provide an approved higher education program to establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members

POSITION GOALS:

1. Work to achieve district educational goals and objective by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities
2. Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil
3. Set specific objectives wherever possible in lesson preparation and weekly lesson plans and carry through presentation to effectively achieve these objectives
4. Monitor pupil academic progress and personal growth toward stated objectives of instruction
5. Maintain records of pupil's educational progress in class record books and/or board approved forms and summarize these marks for reporting purposes
6. Identify pupil needs and cooperate with professional staff members in assessing and resolving learning problems
7. Establish and maintain standard of pupil behavior needed to achieve a classroom climate conducive to learning
8. Serve as a member of the schools' pupil assistance committee as required

XXX-XX-9869
591083

The State of New Jersey

747616

Department of Education
State Board of Examiners
Standard Certificate

Issued
06/09

This is to certify that
ANDREW J KERNS-PANCOAST

County 76 District 0000

Has met all of the requirements established by the State Board of Education and is authorized to serve in the public schools of New Jersey as indicated below:

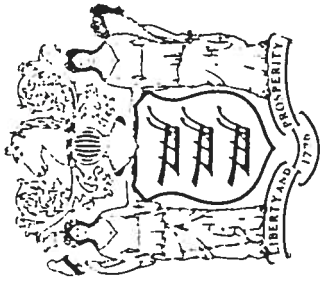
Teacher of English

Lucille E. Davy
Commissioner of Education

Robert R. Higgins
Secretary, Board of Examiners

WARNING: THIS DOCUMENT CONTAINS MULTIPLE SECURITY FEATURES INCLUDING A CHAIN-LINK WATERMARK.

The State of



New Jersey

Department of Education
State Board of Examiners

CERTIFICATE

This is to certify that

CARL CAHL

has met all of the requirements established by the State Board of Education and is
authorized to serve in the public schools of New Jersey as indicated below:

TYPE	ISSUED	EXPIRES	D E S C R I P T I O N	CO. DIST.
REG.	06/77	-	ELEMENTARY SCHCOL TEACHER	
REG.	06/77	-	TEACHER OF READING	

Fred E. Burke

Commissioner of Education



Fred A. Price

Secretary, State Board of Examiners

XXX-XX-0418
Tr# 259580

The State of New Jersey

Cert# 942221

Department of Education
State Board of Examiners

Standard Certificate

This is to certify that

Issued Expires
05/14

DIANE L VILLEC

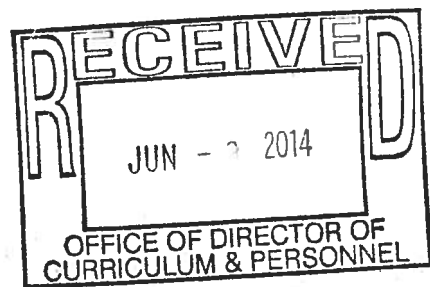
County District
00 0000

Has met all of the requirements established by the State Board of Education and is authorized to serve in the public schools of New Jersey as indicated below:

Elementary School with Subject Matter Specialization:
Language Arts/Literacy Specialization in Grades 5 - 8

David C. Hesse
Acting Commissioner

Robert R. Higgins
Secretary, Board of Examiners



BASIS OF AWARD

(To be completed by County evaluation committee-100 Point total will be used to determine the Award)
 The County will select the vendor deemed most advantageous to the County, based on price and other factors considered.

EVALUATION FACTORS		SCORE
Points awarded will be based on the information contained in the technical proposal, any supplemental information obtained and information gathered during the interview, if one is conducted.		
A. <u>Proposal contains all required checklist information</u> _____ points (15 max)		
B. <u>Relevance and Extent of Qualifications, Experience, and Training of Personnel to be assigned</u> _____ points (15 max)		
C. <u>Collaboration with Other Agencies – Clear description of working relationships</u> _____ points (15 max)		
D. <u>Consistency with Five Year Consolidated Plan Priorities</u> _____ points (20 max)		
E. <u>Meeting CDBG National Objective of Benefit to Low-Moderate Income Persons (at least 51% of clients served must be low-mod)</u> _____ points (15 max)		
F. <u>Reasonableness of Cost Proposal demonstrating Matching Funds/Leveraging</u> _____ points (20 max)		
TOTALS		