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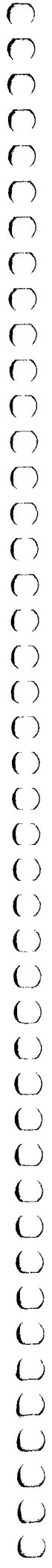
Presented By:

Connor Blesi
Regional Manager
856.600.1320
CBlesi@ESS.com

Presented To:

Bellmawr Public School District
Wednesday May 11, 2022
Educational Staffing Services







May 11, 2022

Mr. Patrick Doyle
Business Administrator/Board Secretary
Bellmawr Public School District
67 Ridgedale Avenue
Bellmawr, NJ 07932

Dear Mr. Doyle,

On behalf of the entire ESS team, I would like to thank you for the opportunity to respond to the RFP for Educational Staffing Services I, Connor Blessi, Regional Manager, am submitting this proposal. I commit to providing the educational personnel and management services required by Bellmawr Public School District.

We are excited for the opportunity to respond to this Request for Proposal. Our expanded depth of leadership and experience with New Jersey school districts position us to remain the best partner for Bellmawr Public School District. Your District will continue to enjoy the benefits of this partnership, including stability of fill rates, high quality substitutes and paraprofessionals, and expertise in systems and processes allowing for full transparency and accountability. We will continue to offer a shared responsibility to meet your staffing goals as a true partnership. Please note the important features of our program:

- **Maintaining High Quality, Stable Educational Staff:** Through our robust, 24/7 recruiting approach, and extensive ongoing training, we will continue to exceed your expectations. Your administration will never have to face the labor intensive, costly burden of recruiting, hiring, credentialing, training, payroll processing, and management of your valued educational staff, allowing them to redirect valuable resources to other critical projects.
- **Dedicated Management:** Our management team will continue to serve Bellmawr Public School District each and every day. Whether it's the team regularly meeting with your District's administrators, teachers, and other designees to address any concerns, or our corporate team hosting hiring events in your area, we work together to best meet the needs of your District.
- **Full Transparency and Accountability:** The ESS team is highly experienced in substitute management technology and management systems. Through our unique partnership with Frontline Education, your District will continue to be provided accurate reporting and billing supported with data and tracked trends, maintaining a partnership based on transparency and accountability.

We focus on all aspects of a customized program so District educators and administrators can utilize their time, resources, and skills providing a great education experience to every student, every day. The ESS advantages are directly related to our decades of education services leadership, experience, and willingness to do things differently to provide creative, effective staffing solutions. We look forward to continuing our partnership with Bellmawr Public School District. Through this proposal, we are proud to share with you our proprietary operating plans, standard operating procedures, management systems, and partnership culture.

Sincerely,

Connor Blessi, Regional Manager
CBlessi@ESS.com | 856 600.1320
ESS | 800 Kings Highway North | Suite 405 | Cherry Hill, NJ 08034 | ESS.com

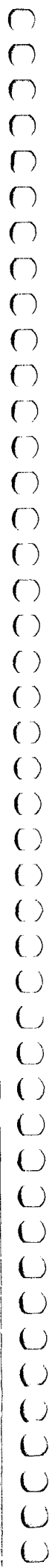


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Required Documents

Proposal Form

Appendix A - Educational Staffing Services

Political Contribution Disclosure Form

Statement of Ownership Disclosure

Stockholder Disclosure Certification

Non-Collusion Affidavit

Disclosure of Investment Activities in Iran

Contractor/Vendor Questionnaire

Affirmative Action Questionnaire

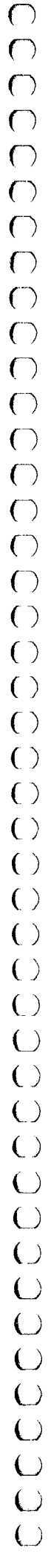
Certificate of Employee Information Report

Business Registration Certificate

W-9

Certificate of General Liability Insurance

Certificate of Workers Compensation Insurance



Executive Summary

On behalf of the entire ESS team, we would like to extend our sincere appreciation for the opportunity to submit our proposal to Bellmawr Public School District. We are eager to continue our partnership with your District. ESS exclusively serves the K-12 market, and we are fully committed to delivering Bellmawr Public School District an education focused management solution through exceptional recruiting and hiring outcomes while effectively leveraging District and community support. We are confident that only we, through our established and successful partnership, understand the key factors that will provide success with your educational staffing program. Further, we believe the dedicated management team we have provided your District, with customized recruiting plans and systems, will continue to provide exceptional service and give you confidence in our partnership's success.

Outlined below are the primary advantages of Bellmawr Public School District's continued partnership with ESS:

Dedicated Regional Management and Corporate Support

Bellmawr Public School District will continue to enjoy the individualized attention of your dedicated ESS District Team. Senior Vice President Noelle Baglivo and Regional Manager Connor Blesi serve as your District's main points of contact with ESS. Noelle and Connor will work together with Bellmawr Public School District's administration to ensure your program needs are met. The team will continue to implement recruitment strategies targeting qualified, local educational staff to work in your District. Executive Vice President Andy Hall supports your regional team with oversight by Senior Vice President Noelle Baglivo to guarantee that Bellmawr Public School District continue to receive a truly best-in-class program. This team will maintain its strong presence in your District because we understand the importance of availability and accountability right at home.

Established Program Structure

One of the greatest benefits of a continued partnership with ESS is that Bellmawr Public School District has already undergone our transition process. Your District will not have to go through a time-consuming transition period. Instead, Bellmawr Public School District will carry on with our proven educational staffing program. Since we first established our partnership in 2016, ESS has invested significant effort into providing, and evolving, a best-in-class program for your District and your students. The ESS District Team for Bellmawr Public School District is dedicated to providing peerless customer service to your District each and every day. Your administration, faculty, staff, substitutes, paraprofessionals, and support staff who work in your facilities will benefit from the continuation of our partnership as they already understand our policies and procedures, they have formed relationships with our management team, and they know how to use our web-based systems. Most importantly, your students will benefit from the consistency of working with familiar staff.

Training & Development

Bellmawr Public School District's educational staff are provided the most comprehensive training in the industry. Our customized training program ensures that each employee continues to receive the comprehensive training they need to succeed in Bellmawr Public School District.

All educational staff participate in training prior to working in your schools. These trainings allow for a level of completeness and assessment that is simply not possible through methods utilized by other staffing companies. Further, these training sessions provide one final check to ensure the employees meet the requirements of the positions they are about to fill and will be successful doing so. This training program is fully customized to meet your District's specific needs.

Specialized Recruiting Methods

ESS will continue to utilize our proven specialized recruiting methods, including online and print advertising, working with local colleges and universities, community outreach, and local recruiting events. In addition to the educational staff we currently have available to work in your District, we will continue to grow your already expansive substitute pool to ensure that your fill rates are always increasing, and your students are always receiving valuable instruction when District staff are absent.

Incentives and Retention of Valuable Educational Staff

Retaining valuable substitutes and paraprofessionals is essential to continuity in Bellmawr Public School District's classrooms. ESS has established several employee incentive initiatives to demonstrate to our staff how valuable they are to our team and your District.

Each month, we raffie about \$1,000 worth of prizes to exemplary staff. We also encourage District employees to nominate exceptional staff for the ESS Employee of the Month, where we award winners with a gift card, a letter of appreciation, and a certificate of excellence for their hard work. Additionally, educational staff are encouraged to take advantage of our employee referral program, earning \$100 for each new referral that results in a new employee for the District.

Conclusion

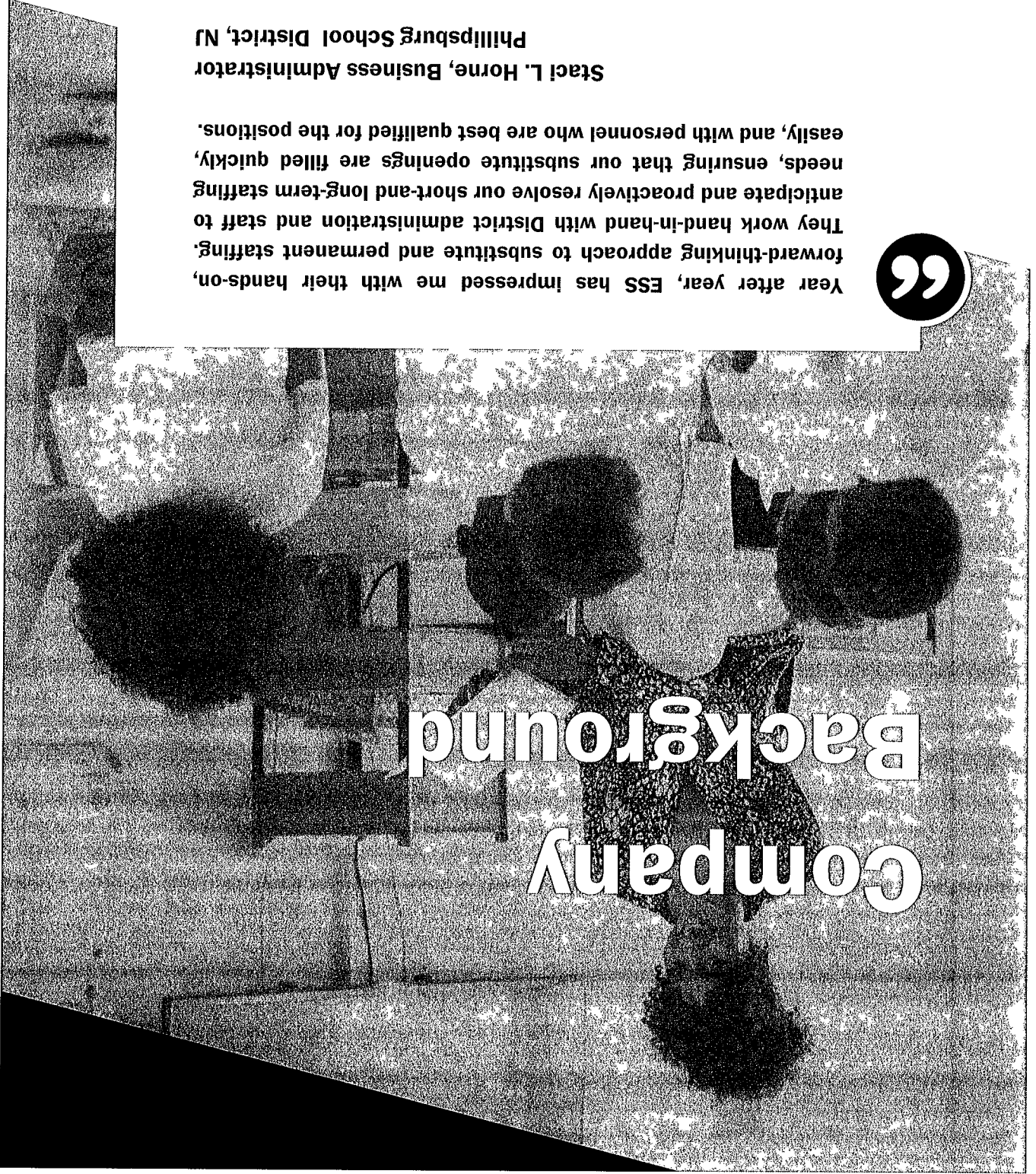
ESS understands the needs of Bellmawr Public School District and has the unique solutions that will deliver an exceptional quality of education to your students. Bellmawr Public School District can depend on us to continue to provide unmatched customer service, significant resources, and a team that cares about your schools, your students, and your community. We thank you for this opportunity and greatly look forward to our continued partnership with your District.



Year after year, ESS has impressed me with their hands-on, forward-thinking approach to substitute and permanent staffing. They work hand-in-hand with District administration and staff to anticipate and proactively resolve our short-and long-term staffing needs, ensuring that our substitute openings are filled quickly, easily, and with personnel who are best qualified for the positions.

**Staci L. Horne, Business Administrator
Phillipsburg School District, NJ**

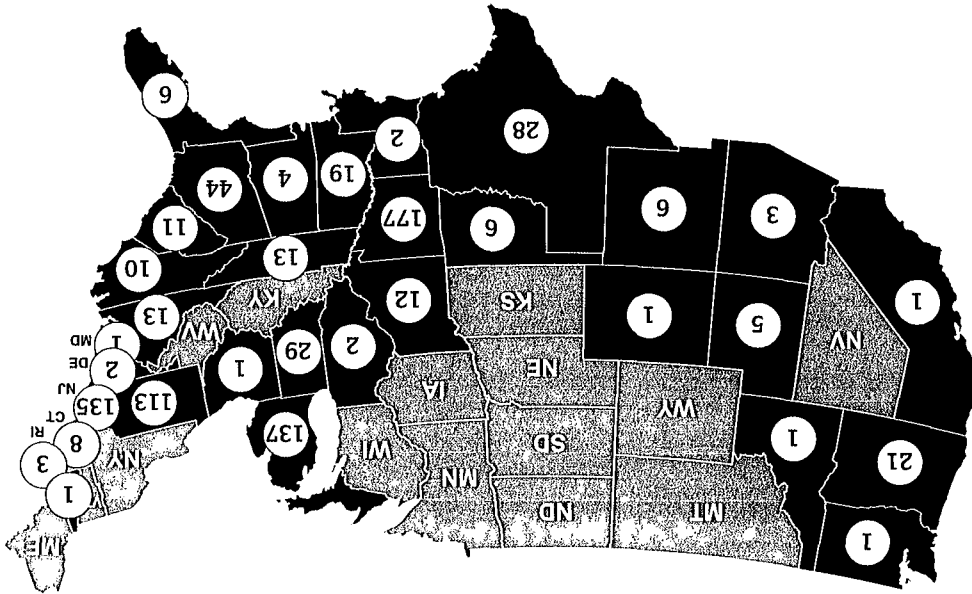
Company Background



Company Background

History

ESS was founded 22 years ago with the vision of providing administrative relief to school districts and professional working opportunities to qualified educators. Beginning in 2000 with just 17 partner districts and 150 substitute employees, the ESS program quickly became the premier solution for school districts and substitutes nationwide. In 2017, ESS brought in a new leadership team to help develop and grow the company into becoming the nation's leading dedicated provider of education staffing and management solution. We are now partnered with more than 800 districts in 32 states, serving 4,500,000 students daily and filling 40 different types of substitute and permanent positions with more than 76,000 employees. As the largest education-exclusive staffing provider in the country, our history and depth of service position us to provide the most effective solution to all school districts.



In the summer of 2019, ESS acquired two companies that enhanced our ability to provide industry-leading education solutions: Proximity Learning Inc., a company providing online, live instruction in K-12 school districts, and Enriched Schools, a company providing substitute teachers to charter schools across the country.

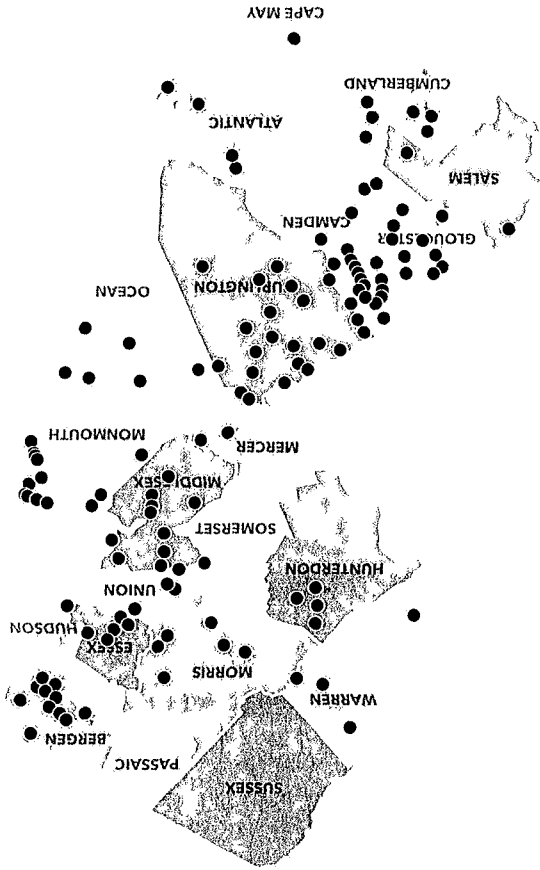
Since its inception, ESS has seen tremendous growth - not only in expanding our substitute pool and client list, but also in entering new states, leveraging the latest technologies, becoming more involved in the communities we serve, and winning industry awards. We are very proud of these awards. They are a testament to our educational staff; they are knowledgeable, compassionate, successful, and helpful. This experience and dedication will continue to be brought to Bellmawr Public School District.

New Jersey Experience

ESS is the largest dedicated provider of substitute and permanent staffing to New Jersey K-12 school Districts. For the last 22 years, our team has been supporting the school districts of New Jersey by recruiting, hiring, training, placing, and managing daily and permanent personnel. We have a strong regional presence with over 135 successful school district partnerships in the state, more than 8,600 currently active New Jersey substitutes and over 2,500 permanent employees.

We are confident and proud to say that ESS is the most successful and experienced education staffing partner in New Jersey, and this experience and success comes with real benefits for Bellmawr Public School District. Our deep roots within the state gives us both a strong employee pool and recruiting infrastructure to ensure that your District receives the highest quality and quantity of employees possible.

When you partner with ESS, you can trust that your District is working with education experts that evaluate, evolve, and invest in your program daily. It's not just about staffing. It's about investing time, personnel, and resources so you can focus on your primary goal of delivering a quality education.



Company Background

Comprehensive, Full-Service Educational Staffing and Management Program

As an ESS partner, you can trust that your District is working with education experts that evaluate, evolve, and invest in your program daily. It's not just about staffing. It's about investing time, personnel, and resources so you can focus on your primary goal of delivering a quality education.

We will continue to relieve your District of its many administrative burdens, improve its day-to-day operations, and place high-quality personnel while providing significant cost avoidance and value-added benefits to your District. We will continue to provide Bellmawr Public School District a comprehensive, full-service program, including:

Full-Service Program Management

Customized program
Regional support team
Tailored program direction and management

End-to-End Employee Management

Talent pool management
Comprehensive training
Additional training throughout the year
Supplementary online training
Affordable Care Act compliance
District & state compliance
Incident portal

Advanced Technology Systems

Absence management software
Customization, training & management
Employee time tracking & reporting
Custom reporting
ESS customized software

Administrative Relief

Human resource tracking
Credentialed checks
Candidate screening
Payroll disbursement
General liability coverage
Workers' compensation

Community-Tailored Recruiting

Recruiting 365 days a year
Print & digital advertising
District hiring events
Community engagement

Employee Benefits & Retention

Health benefits for employees
Weekly pay for employees
Employee incentives
Employee engagement
Career guidance
401(k) for employees

Reliable Absence Coverage

Building-based substitutes
Last minute/same day absence filling
Active assigning with text messages
Long-term portal

Peerless Customer Service

Daily reporting
Monthly meetings
School visits
Principal feedback
Financial reporting & analysis
Real-time reporting with QuickSight

Our Difference

For the past 22 years, we have been listening, learning, evolving, and innovating to ensure each school and student we serve achieves their full potential. ESS is committed to continuing as a true partner to Bellmawr Public School District, not just a provider. We know that the benefits of our program will continue to deliver your schools and students the support and success that they deserve.

Only Education, Always

ESS was founded with the sole focus of improving education. All of ESS' time and resources are invested exclusively in K-12 education, because the care and instruction of your students should never be a side project. Our goal is to help Bellmawr Public School District ensure quality education for every student, every day.

Responsive Regional Support

Your District is provided a dedicated Regional Support Team – a team that truly listens, responds, and meets your needs. You deserve to work with a partner that truly listens, and school districts across the country continue to choose ESS for that same reason.

Collaborative Program Strategy

ESS partnerships are built on collaboration. We maintain a regular rotation of calendar visits, establish touch-base meetings, provide mid-year and year-end reviews, and meet with your District to evaluate program performance and establish expectations for the program moving forward.

Every Voice Is Heard

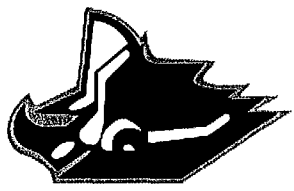
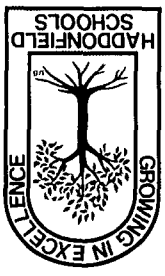
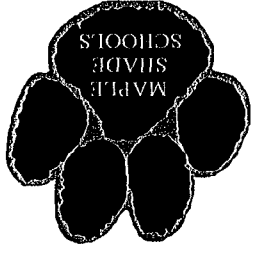
The ESS team proactively collects feedback on our performance through accessible, responsive lines of communication. These strategies ensure that we can deliver a flexible program, fully customized to your District.

Transparent Sales Process

Recently, misinformation from other providers has been used more and more prominently to influence District decisions. Rather than focusing on their company's benefits, other providers often choose to make misleading and baseless claims about "competitor information". As a matter of principle, we will not tell you why "they" are bad. Rather, we will enforce why ESS has earned the honor of becoming the largest education-exclusive provider of educational staffing and management services in New Jersey and the country.

References

Please contact any of our references to learn about our services. These partnerships are only a few distinct examples of our program's ability to deliver industry leading solutions and exceptional customer service to our clients.



Maple Shade School District

Contact: Mr. Michael Blake, Business Administrator
Email: mblake@msemail.org Phone: 609.413.1497
Address: 170 Frederick Ave, Maple Shade, NJ 08052
Services: Substitute Teachers, Paraprofessionals, Long-Term Substitutes
Enrollment: 2,224 Partner Since: 2015

Voorhees Township Public Schools

Contact: Dr. Diane Young, Assistant Superintendent
Email: youngd@voorhees.k12.nj.us Phone: 856.751.8446 ext. 6118
Address: 329 Route 73, Voorhees, NJ 08043
Services: Substitute Teachers, Paraprofessionals, Long-Term Substitutes, Clerical Employees
Enrollment: 3,200 Partner Since: 2019

Haddonfield Public Schools

Contact: Mr. Michael Catalano, Business Administrator
Email: mcatalano@haddonfield.k12.nj.us Phone: 856.429.7510 ext. 6217
Address: 1 Lincoln Avenue, Haddonfield, NJ 08033
Services: Substitute Teachers, Paraprofessionals, Long-Term Substitutes
Enrollment: 2,600 Partner Since: 2007

Monroe Township Public Schools

Contact: Ms. Lynn DiPietro, Assistant Superintendent
Email: ldipietro@monroe.k12.nj.us Phone: 856.629.6400 ext. 1016
Address: 75 East Academy Street, Williamstown, NJ 08094
Services: Substitute Teachers, Long-Term Substitutes, Clerical Employees
Enrollment: 6,200 Partner Since: 2002

Burlington Township School District

Contact: Mr. Nicholas Bice, Business Administrator/Board Secretary
Email: nbice@burltwpsch.org Phone: 609.387.3955 ext. 2054
Address: 710 Jacksonville Road, Burlington, NJ 08016
Services: Substitute Teachers, Paraprofessionals, Long-Term Substitutes, Coaches, Transportation Aides
Enrollment: 4,100 Partner Since: 2015

New Jersey Partnerships

ESS is partnered with more than 800 school districts nationally, including 135 school district partnerships in New Jersey. We are the largest and most effective provider in the state. On the following pages we have included a list of our past and present partnerships in New Jersey. This list is confidential.

<i>Asbury Park School District</i>	Clementon Elementary School District
Atlantic City Public School District	Clinton Township School District
Atlantic Highlands Elementary School	Collingswood Public Schools
Barrington School District	Cumberland Regional High School
Bayonne School District	Delran Township School District
Bellmawr Public School District	Delsea Regional School District
Berlin Township School District	<i>Deptford Township School District</i>
<i>Black Horse Pike School District</i>	Dunellen Public Schools
Bogota School District	<i>East Amwell Township School District</i>
Bordentown Regional School District	East Brunswick Public School District
Bound Brook School District	East Greenwich Township School District
Brick Township Public Schools	<i>East Rutherford School District</i>
Bridgeton School District	East Windsor Regional School District
Burlington County Institute of Technology	Eastampton Township School District
Burlington County Special Services School District	Egg Harbor City Public School District
Burlington Township School District	<i>Elizabeth Public Schools</i>
Camden City School District	Elk Township School District
Chatsworth/Woodland Township School District	Englewood Public School District
Cherry Hill Public Schools	Essex County Schools of Technology
Chester School District	Fair Haven Public School District
Chesterfield Township School District	Fair Lawn Public Schools
City of Burlington Public Schools	Fairfield Township School District
<i>Clayton Public Schools</i>	Florence Township School District
Clearview Regional High School District	Bellmawr Public School District
	<i>Franklin Township Public Schools</i>

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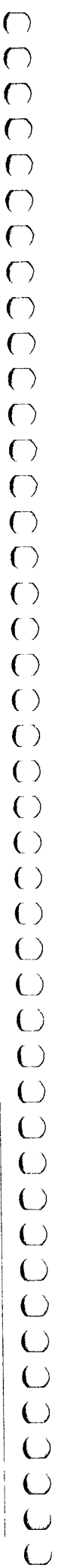
Glassboro Public Schools	<i>Logan Township School District</i>
Glen Rock Public Schools	<i>Lumberton Schools</i>
<i>Gloucester City School District</i>	Madison Public Schools
Gloucester Township Public Schools	Magnolia Public School District
<i>Great Meadows Regional School District</i>	<i>Mahwah School District</i>
Greater Egg Harbor Regional High School District	Manalapan Englishtown Regional School District
Greenwich Township School District	Manchester Regional High School
<i>Guttenburg Public School District</i>	Maple Shade School District
Hackensack Public Schools	Matawan Aberdeen Regional School District
Hackettstown School District	Medford Lakes School District
Haddonfield Public Schools	Medford Township Public Schools
<i>Hainsport School District</i>	Mendham Township School District
<i>Haledon Public Schools</i>	Middletown Township Public Schools
Henry Hudson Regional School	Millburn Township Public Schools
High Bridge School District	Millville Public Schools
Highland Park School District	Monroe Township Public School
<i>Hillside School District</i>	<i>Mount Holly Township Public Schools</i>
Jackson School District	<i>Mt. Ephraim School District</i>
Jamesburg Public Schools	<i>Mullica Township School District</i>
<i>Kearnsburg School District</i>	North Hanover Township School District
Keyport Public Schools	North Hunterdon-Voorhees Regional High School District
Lakehurst School District	North Plainfield Public School District
Lakewood Public School District	North Warren Regional School District
Laurel Springs School District	Northern Burlington County Regional School District
Lawnside School District	Oaklyn Public School District
Lebanon Township School District	Oceanport School District
Little Ferry Public Schools	Orange Public Schools
Lodi School District	<i>Palmyra School District</i>

Parshippany-Troy Hills Township Schools
Paulsboro Public Schools
Pemberton Township Schools
Penns Grove-Carneys Point Regional Schools
District
Pennsauken Public School District
Perth Amboy Public Schools
Phillipsburg School District
Pine Hill School District
Piscataway Township Schools
Pittsgrove Township School District
Pleasantville Public Schools
Plumsted Township School District
Ridgewood Public Schools
River Vale Public Schools
Riverside Township Public School District
Robbinsville Public Schools
Roseland School District
Rumson School District
Runnemede School District
Saddle Brook School District
Shamong Township School District
Shore Regional High School District
Somerdale Park School
Somerset Hills School District
South Brunswick School District
South Harrison Township Elementary School
South Orange Maplewood School District
South Plainfield School District

**Past clients are listed in italics*

South River Public Schools
Southampton Township School District
Sparta Township Public Schools
Spotswood Public Schools
Springfield Township School District
Stratford School District
Tabernacle Township School District
Teaneck Public Schools
Toms River Regional Schools
Township of Franklin Public Schools
Township of Ocean Schools
Township of Union Public Schools
Trenton Public Schools
Vineland Public Schools
Voorhees Township School District
Washington Township Public Schools
Watchung Borough School District
Wayne Township Public Schools
Wenonah School District
West Long Branch Public School District
Weymouth School District
Willingboro School District
Winslow Township School District
Woodbine School District
Woodbridge Township School District
Woodbury City Public Schools

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Belilmawr Public School District's Dedicated Support

“Throughout our partnership the ESS management team and staff have truly become an integral part of our schools. ESS has provided the resources and expertise required to successfully support our mission to educate our students in a fiscally responsible manner. They are professional, responsive and sensitive to the needs of the District. Both the administrative and client services staff at ESS has always been available to meet our emergency needs and will immediately correct any minor shortcomings as well. They truly understand what it takes to maintain a successful relationship with their business partners.

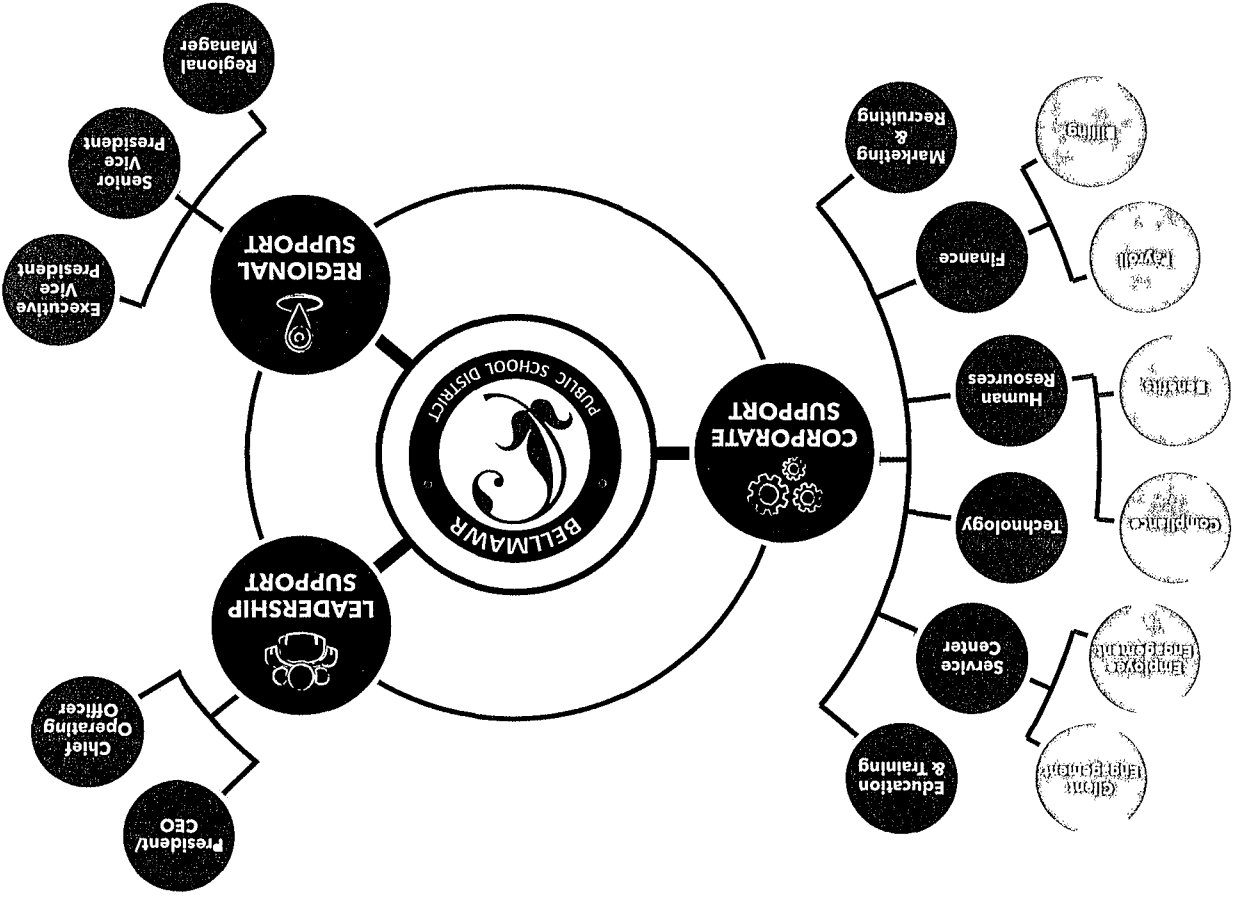
Joseph J. Del Rossi, Ed. D., Superintendent of Schools,
Medford Township Public Schools, NJ

Bellmawr Public School District's Dedicated Support

ESS District Team

ESS has provided Bellmawr Public School District a dedicated management team - the ESS District Team. The management team assigned to Bellmawr Public School District includes Senior Vice President Noelle Baglivo and Regional Manager Connor Blesi. The ESS District Team is led by Executive Vice President Andy Hall with operational oversight by Chief Operating Officer Steve Gritzuk. The team has developed an intimate understanding of your District and its expectations, providing services that cater specifically to Bellmawr Public School District.

The ESS District Team works closely with your schools and your community to provide daily communication and accountability to each school principal, supervisor, and any other Bellmawr Public School District designee, guaranteeing we are meeting each school's individual needs. On a daily basis, they are available and ready to answer your questions, address concerns, and provide solutions to ensure that our program is running efficiently in each of your schools.



Bellmawr Public School District's Dedicated Support

Leadership Support Team

ESS Leadership Support Team has decades of experience in managing K-12 districts and school services, as well as in financial management and business operations. The leadership team uses their years of experience to drive innovation within ESS and the industry. Under their leadership, ESS has grown into the largest K-12 education-exclusive service provider in the nation. Their clear, consistent direction will continue to lead the ESS/Bellmawr Public School District educational staffing and management program to success.

Buddy Helton, President & CEO

Buddy brings over 35 years of business expertise to our clients. For 12 years, he led a national facilities services company that served K-12 schools and higher education operations across the United States. Buddy delivered results, creating high customer satisfaction and company growth with average annual revenues that increased, on average, by 24% per year over 11 years.

Buddy and the ESS executive team have a pioneering attitude, innovating across technology, program, and service offerings. His leadership and drive for innovation will continue to be brought to Bellmawr Public School District, resulting in a high-performing program that improves educational equity and continuity for your students.

Steve Gritzuk, Chief Operating Officer

Steve has over 15 years of experience in K-12 operations and currently manages the entirety of ESS throughout the nation. He ensures quality operations and customer-centered programs for each and every ESS client. Steve is heavily involved in the transition and design of our district partnerships. He is strategically instrumental in a program's success, guiding everything from team selection to overall budget. A hands-on leader, he is an active presence with our partners, helping to adjust and refine program strategy to maintain optimal performance.

Steve is responsible for all aspects of the program's operations. He will ensure our ability to expand our program with your District as desired, and also our ability to provide a continuously high level of performance.

Bellmawr Public School District's Dedicated Support

Regional Support Team

The Regional Support Team is the leadership and management core of the ESS District Team. They focus on your District, building the knowledge and understanding of the community in order to provide the best possible service. They have experience in all aspects of educational staffing including recruiting, training, and managing K-12 educational staffing and management programs. This team is located in Cherry Hill, NJ.

Andrew Hall, Executive Vice President

Andy knows the inner workings of school systems – knowledge that helps ESS better-serve clients. He joined the company with more than 16 years of experience directing financial affairs as a school business administrator for public school districts. Since 2012, he has been leading operations in the Northeast, including in New Jersey.

Andy ensures your program is running smoothly and eliminates any concern Bellmawr Public School District administration or staff may have. He makes certain the ESS team delivers first-class customer service to encourage a long-lasting partnership.

Noelle Baglivo, Senior Vice President

One of our most successful and veteran leaders, Noelle has been providing substitute and paraprofessional talent and management services to our partners for over 12 years. She manages full operations in New Jersey. She excels at managing substitute teacher and paraprofessional programs, customizing recruiting strategies, and building partnerships in the communities. Noelle ensures that your schools receive exceptional communication and customer service on a daily basis. She is available and ready to answer your questions, address concerns, and provide solutions to ensure that our program is running efficiently in each of your schools.

Connor Blesi, Regional Manager

Your Regional Manager, Connor Blesi, works closely with your District administration to ensure that your continued partnership with ESS is a success. Connor acts as a source of continuous support to Bellmawr Public School District during our partnership. He serves as a primary point of contact for day-to-day leadership and operational support, responding promptly to inquiries and expeditiously resolving District concerns. Connor will continue to work closely with District officials, including your superintendent, business administrators, human resources director, principals, secretaries, and board members.

Bellmawr Public School District's Dedicated Support

Below are some of the tasks that the ESS Regional Team performs. These are essential to our open communication practices and allow your District unrestricted access to the program's performance in your schools.

District Support

- Develop an intimate understanding of your District's needs
- Build and maintain relationships through District meetings, monthly reviews, budget attainment, talent development planning, and involvement in strategic initiatives
- Monitor, report, and analyze data to identify successes, extrapolate trends, and craft actionable steps toward improvement
- Ensure the absence management system software is correctly running and your District staff, substitutes, and paraprofessionals are properly trained
- Track potential risks and problems to strategize solutions
- Generate and deliver reports detailing operational and financial performance
- Satisfy human resources' needs regarding recruiting, hiring, evaluating, and supervising employees

School Support

- Visit schools to meet with the principals, school staff, substitutes, and paraprofessionals
- Build relationships in the communities
- Use a customized principal survey to measure satisfaction with our performance
- Analyze the absences in your schools and reach out to substitutes to fill these positions, even absences reported at the last minute
- Evaluate educational staff in classroom
- Resolve any issues that may arise and be available for face-to-face meetings, phone calls, and email to answer any questions or resolve any concerns

Employee Support

- Guide candidates moving through the application process and manage interviews and training sessions
- Assist candidates in obtaining New Jersey and federal credentialing and clearances as well as any new hire paperwork needed
- Maintain accurate and up-to-date documentation on employee's credentials, trainings, incidents, and employees that have been removed from a school or your District
- Actively recruit by: targeting recent college graduates and local retired teachers, attending community job fairs, hosting ESS job fairs, attending school events, and building relationships with organizations in the community
- Foster a network of contacts to identify and source qualified personnel at local colleges and universities and organizations
- Utilize online recruiting resources and in-house applications to identify the highest quality candidates

Bellmawr Public School District's Dedicated Support

Corporate Support Team

Providing services solely to school districts, the Corporate Team understands the formula for success and will always be proactive and accessible to Bellmawr Public School District. This team coordinates with the ESS Regional Team and your District to serve as another source of continuous service. Made up of over 550 dedicated staff, the Corporate Team provides support that goes above and beyond your expectations.

Understanding and delivering the needs of Bellmawr Public School District is a continuous process, and we are committed to providing consistent customer service at every level. Each department of the Corporate Support Team is dedicated to your District by regularly evaluating, reporting, and taking action to further improve our partnership. These departments are available daily by phone and email to Bellmawr Public School District's staff, substitutes, and paraprofessionals to answer questions, offer guidance, and assist with any task.

Client Engagement

The client engagement department plays a key role in structuring Absence Management to Bellmawr Public School District's specifications. This team ensures that we provide the best customer service to your administrators, faculty, and staff. Our client engagement specialists provide comprehensive support to school personnel on a daily basis. Bellmawr Public School District will be appointed a group of client engagement representatives committed to serving your District. Your representatives will work with your District daily, assisting with tasks including absence entry, report generation, and statistical insight into our partnership.

Employee Engagement

The expansive employee engagement department addresses employees' inquiries and provides direction. This team leads ESS' employee engagement initiatives, regularly communicating with employees and offering direction to provide incentives and ensure their professional goals are being met. In addition to supporting our employees, employee engagement representatives will be active in filling Bellmawr Public School District's positions by reaching out to eligible employees via phone, email, and text message alerts each day. This team is available from 6:00 a.m. to 7:00 p.m. Monday through Thursday and 6:00 a.m. to 5:00 p.m. on Friday.

Human Resources

Our human resources team will partner with your human resources department making certain that our operations within your District are strategically aligned with your policies and procedures. The team will work with your District Administrators and other District officials to resolve any issues that may occur. If Bellmawr Public School District report an incident or accident, the human resources team will quickly handle it with utmost professionalism. Additionally, this team serves as a valuable resource for our employees to work out any issues, questions, or concerns they may have and to assist employees in enrolling in our medical benefits or 401(k) programs.

Recruitment

ESS' recruiting department is extensively experienced in talent engagement and education workforce effectiveness. The department will work diligently, helping the ESS District Team hire an abundance of talented local personnel to fill Bellmawr Public School District's positions.

The recruiting team understands your District's need to fill absences with experienced staff that will provide continuity in your District. The recruitment team will create an effective customized recruiting campaign for Bellmawr Public School District, employing a wide variety of strategies to heavily recruit for the best personnel available. ESS will host a recruiting event each month for your District.

Compliance

Bellmawr Public School District's substitute and paraprofessional workforce is guaranteed to be 100% compliant; the compliance department is well-versed with New Jersey's rules and regulations concerning school personnel. They lead the process of verifying the credentials of each employee that desires to come onboard with ESS. If any employee's credentials need updating, the compliance department will expedite the process. The department works closely with your fulfillment specialist to support the hiring of the educational staff working in your District.

Finance

Our finance specialists will review our billing and reconciliation procedures with your business office during the transition period and will be readily available to discuss your invoice and answer any questions. Preparing a billing backup report for your District each month, the finance department's primary goal is to make the billing process as simple, accurate and transparent as possible. Our adept and detail-oriented finance team makes sure that our employees are paid accurately and on time each week for all of their hard work.

Technology

The technology department ensures proper functionality and communications amongst systems' software and hardware. Experts in security, this team will work diligently to keep your systems absolutely secure using advanced firewall technologies and security fail safes.

Education and Training

The education and training team leverages extensive school experience to provide industry leading training to thousands of employees. ESS' team of training instructors provide in-person seminars and follow-up training classes to guarantee that we deliver employees who are skilled and up-to-date in the latest practices.

Local education trainers are hired from within your community and trained to our high standards to educate the employees working in your schools. The trainers can tailor the seminar to meet Bellmawr Public School District's requirements.





As the Business Administrator for the Bellmawr School District, I can attest to the fact that working with (ESS) is a smooth process. ... The services we receive are vital to the district. We use (ESS) for all of our substitute needs.

Amy Capriotti, Business Administrator
Bellmawr Board of Education, NJ

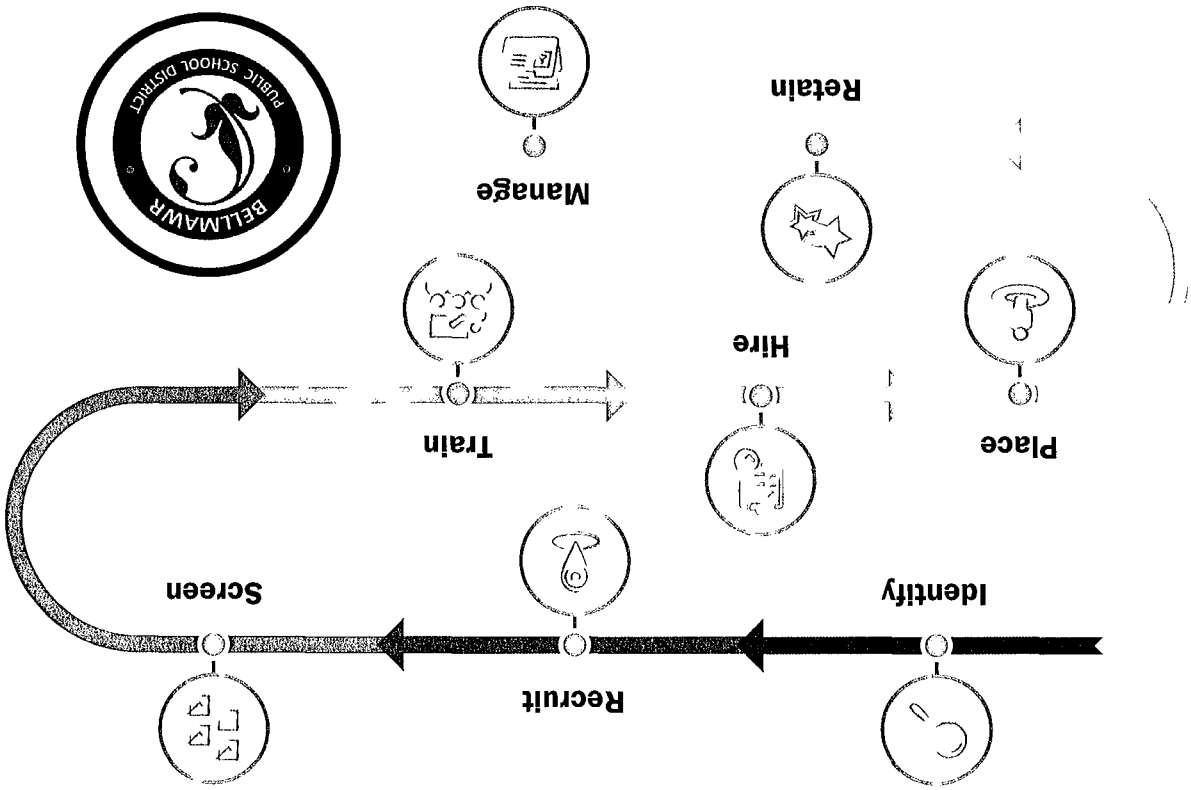
Employee Management Process

Employee Management Process

Bellmawr Public School District's classrooms will continue to be filled with educational staff that have the skills, certifications, and knowledge for each unique position your District requires. Educational staff undergo an in-person interview to assess previous experience, critical thinking, communication, confidence, and professional demeanor. The entire hiring process from recruiting, screening, hiring, training, evaluating, disciplining, and managing is designed to deliver a culture of excellence in your District.

The substitute and paraprofessional workforce will continue to be provided with benefits and an extensive support network. The candidates are carefully guided through each step of the hiring process by our Regional Support Team. They are in regular contact with employees and available for support during extended office hours. They also monitor credentials, making sure each and every employee is properly guided and compliant to work in your schools. By providing educational staff with benefits and ample support, your District is staffed with happy, confident, engaged educational personnel.

Our employee management process works as follows. Each step is integral to ensuring that Bellmawr Public School District's criteria are met.



ESS Employee of the Month



Employee Management Process

Identify

With our resources and experience in educational staffing, ESS is capable of employing staff to work in your District in any capacity. We target a selection of promising individuals that meet the exact specifications of Bellmawr Public School District. There are several key characteristics we look for in each employee.

Caring

Educational staff need to be interested in working with children and helping students achieve. They need to be friendly, empathetic, and sensitive to students' needs.

Patient

An educational staffing employee's job may be thankless, repetitive, and frustrating for long periods, interrupted by meltdowns and medical emergencies. The best educational staff remain calm and patient in crisis.

Organized

Making sure students receive the best instruction possible requires advanced planning. It is also important in achieving goals.

Communicative

Educational staff need to be great listeners and make an effort to understand what students are trying to communicate. They must be able to articulate information and instructions clearly and in terms that students can understand, which sometimes requires paraphrasing or interpreting information. Educational staff must be observant of students' body language indicating unspoken problems.

Cooperative

An educational staffing employee is only one member of the educational team. They have to cooperate with others to enhance the students' school experience while working with teachers, principals, other school staff.

Creative

Educational staff should be able to think outside the box to come up with creative solutions where traditional methods fail when working with students.

Positive

Students succeed when they believe in themselves. One of the surest ways of instilling this self-confidence is by supporting students with educational staff who exude optimism and a positive attitude. Educational staff should believe in their mission, their own talents, and the abilities of the students.

Adaptable

An effective educational staffing employee is able to adjust to situations while providing a productive learning environment.

Employee Management Process

Recruit

We will continue to deliver Bellmawr Public School District an education-focused management solution through exceptional recruiting strategies while effectively leveraging District and community support. The ESS District Team focuses on obtaining candidates who have a diverse background and certifications such as math, science, and special education to ensure that Bellmawr Public School District's assignments are filled with educational staff who accurately fit the specific roles required by your District. They utilize extensive resources and recruitment strategies, including listing ESS on the District's website and providing the District with bi-weekly District information sessions.

ESS doesn't believe in a "one size fits all" approach to recruitment. It is our job to figure out what works best for your District, and customize a plan to meet its unique needs. Below are a few of the customized recruiting techniques that we use for Bellmawr Public School District.

Community Recruiting

ESS will continue to build a strong community presence in Bellmawr to create opportunities to recruit qualified community members interested in working for your schools. We will look to Bellmawr Public School District's administration for guidance to ensure we are partnering with organizations that best fit the needs of your community and Bellmawr Public School District. The ESS District Team will identify candidates in your community that will make a positive impact within your classrooms.

ESS Job Fairs

To find candidates who understand Bellmawr Public School District's student population, we host community job fairs. These fairs will continue to be regularly held throughout your community.

Chamber of Commerce

ESS partners with the Chamber of Commerce, building relationships with local businesses and leveraging networking opportunities to promote jobs through websites, newsletters, and other media.

Department of Labor

We are active and engaged with the New Jersey Department of Labor. ESS regularly attends hiring events, posts jobs to its database, promotes our hiring events, and works with leadership to continuously source qualified, eager educational staff.

Events, Fairs, and Festivals

ESS will continue to participate in parades, host booths, hand out flyers, and greet the community to get the message out about substitute and paraprofessional opportunities at Bellmawr Public School District. We will attend events, fairs, and festivals throughout the surrounding area.

Employee Management Process

Digital Campaign

The ESS District Team creates marketing campaigns utilizing job posting message boards and social media to find candidates across Camden County.



Zoom

We host virtual hiring events through Zoom. We use the events to help explain what it is like to be an educational staffing employee and working in a school district. These online meetings have proven to be an effective recruiting avenue. The more we connect with candidates, the more excited they are to start working.

Online Job Boards and Broadbean

We use many individual online job boards, such as Indeed, CareerBuilder, and Glassdoor. We are able to post positions and search a database of resumes to match the skill sets needed at your District.

ESS uses Broadbean technology to integrate with thousands of job boards, resume databases, and social and professional networks to find qualified talent quickly and efficiently. The platform allows us to drive efficiency by creating one search to return results for our digital recruiting channels, including multiple job boards, at all once.

Social Media

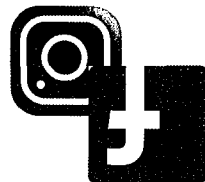
ESS leverages social media to connect with candidates. We use national social media profiles and New Jersey specific profiles. Our recruiting teams use a software called Sprout Social to ensure we are engaging with our followers, communicating with our employees, connecting with new candidates.

Facebook and Instagram

Through Facebook and Instagram, we use targeted posts to filter candidates by location and college degree. We remarket to applicants that have started the application process using their email addresses. The ESS District Team also posts job opportunities on the ESS New Jersey Facebook page to spread the word about job openings. For candidates that have already applied, we host live Facebook videos before orientations to explain what is expected as an ESS substitute.

LinkedIn

Through LinkedIn, we leverage the platform's robust interest groups, job posting, and recruiting tools. We also use LinkedIn Recruiter to find the right talent.



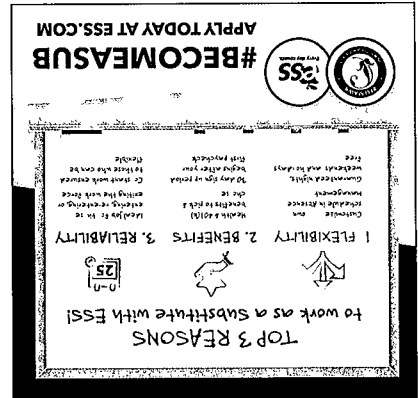
Employee Management Process

Grassroots Advertising

The ESS District Team will continue its grassroots campaign using everything from flyers, postcards, outdoor banners, and yard signs to source the perfect employees for your schools and students.

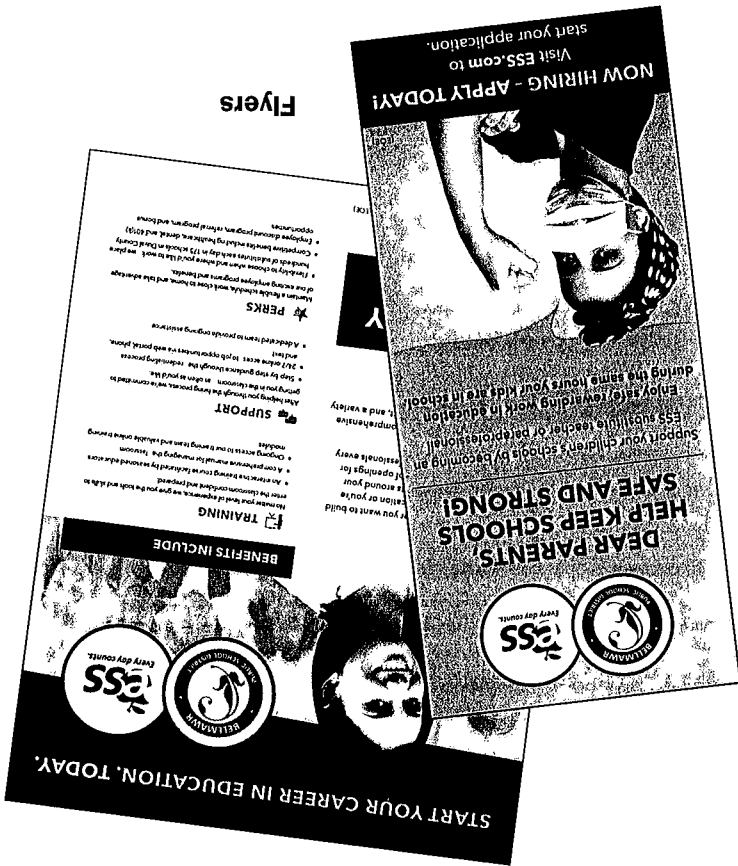
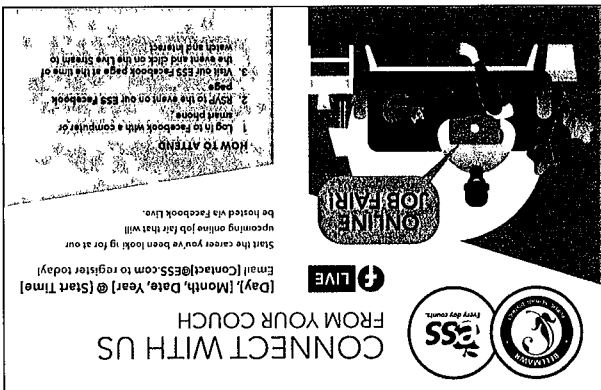


Postcard



Social Media Post

Online Event Ad



Flyers

Employee Management Process

Colleges and Universities

We recruit students and graduates pursuing a career in education from local colleges and universities. Our relationships with these institutions are deep, allowing us unique and valuable opportunities to connect with students and reach those who would be the best candidates for your District.

Campus Events

We join campus events, such as career fairs, information sessions, and workshops, to meet jobseekers, collect resumes, and explain the benefits of working as a substitute.

Career Centers

Career centers are vital to our recruitment efforts. We work closely with the centers, discussing potential ways to reach new graduates, post job opportunities, and form partnerships with career counselors so they continually send qualified candidates to apply to your District's positions.

Education Departments

We build relationships with professors and key personnel in education departments to recruit students who are pursuing careers in K-12.

College Networks

Handshake is a digital platform that allows us to scale our college and university recruiting. We are able to reach multiple college and university career centers at once. With Handshake, we can define and save our hiring criteria, then tap into the most engaged student audience. These scaling and efficiency features allow us to recruit quickly and efficiently.

 handshake

Employee Management Process

District Recruiting

Many of the best candidates for ESS are those that already have demonstrated experience or interest in Bellmawr Public School District. Retired teachers, parents active in the schools, and previous applicants for full-time positions are all excellent candidates. These individuals have established relationships with the students and a vested interest in your District, making them ideal employees.

District Events

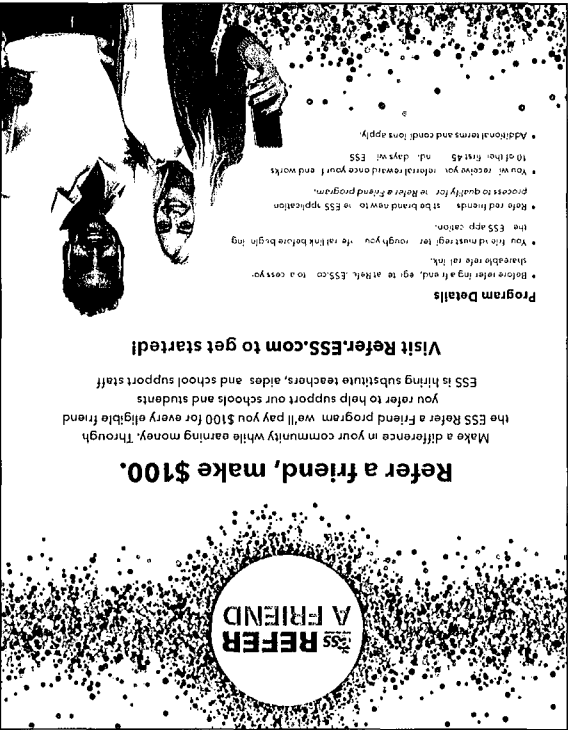
Attending and participating in District events also allows the ESS District Team to target qualified parents who would enjoy working while their children are in school. A few types of events that we can attend are back to school nights and District hiring events. We also provide an ESS banner to be used at all District events.

Retired and Aspiring District Staff

We solicit local retired teachers to encourage them to use their experience in education to engage local students and further promote education in the community. Additionally, individuals that had previously applied to full-time District positions may be interested in joining ESS to work in your District as an educational staffing employee.

Word-of-Mouth Referral

ESS has established a referral program to encourage candidates. The Refer a Friend program is for District staff, parents, PTO members, and community members to refer qualified candidates to work for ESS. All District community members are encouraged to participate in our employee referral program and receive \$100 gift card for each successful working referral.



The poster features a circular logo at the top with the text "ESS REFER A FRIEND". Below the logo, the text reads: "Visit Refer.ESS.com to get started! ESS is hiring substitute teachers, aides, and school support staff. You refer to help support our schools and students the ESS Refer a Friend program. We'll pay you \$100 for every eligible friend. Make a difference in your community while earning money. Through the ESS Refer a Friend program, we'll pay you \$100 for every eligible friend." Below this, a "Program Details" section lists the following points: "• Before referring a friend, e.g., to a co-worker, stateable rate rate link. • Your friend must register through you. • Refer a friend before beginning the ESS application. • Refer a friend who is new to the ESS application process to qualify for the Refer a Friend program. • You will receive your referral reward once your friend works 10 of the first 45 full days with ESS. • Additional terms and conditions apply." The background of the poster shows a group of people, including children and adults, in a classroom setting.

Employee Management Process

Screen

In-Depth Interviews

Each applicant goes through a structured screening process in which the candidate is thoroughly evaluated. This process ensures only the best candidates with the correct credentials are hired to work in your schools.

Phone Screen

The phone screen determines the seriousness and commitment of the applicants to Bellmawr Public School District and our company, as well as their ability to articulate information and communicate effectively.

Group Interview

During this in-person session, applicants are evaluated on their critical thinking skills, enthusiasm, communication skills, confidence, and professional appearance. This session is carefully designed to assess the candidate's ability to perform in a real school setting. Their skills as educators are tested.

Credentialing Screen

Candidates must possess proper clearances, certifications, and credentials to be hired. Educational staff will not be allowed to work within your District until all valid credentials are logged in our system.

District Interview

Bellmawr Public School District may interview any candidate and could be asked to provide a reference if the candidate had been a District employee previously.

Willsub+ Applicant Tracking System

ESS' own proprietary applicant tracking system, willsub+, is a web-based applicant tracking and recruiting system that helps our team identify and hire the best candidates to work in your schools. This system streamlines the recruiting, hiring, screening, and onboarding process. Applicant information including credentials, clearances, certifications, and trainings are saved electronically. The system provides automated compliance checks and expiration notifications to ensure 100% employee compliance.

Employee Management Process



Credentiaing

ESS' compliance department will continue to guarantee that paperwork is completed accurately and certifications, permits, and clearances are submitted. Employees' credentials are continuously monitored and audited. The ESS employees who work in your schools will be compliant with the New Jersey Department of Education, Bellmawr Public School District, and other state and federal laws.

Candidates must possess proper clearances, certifications, and credentials to be hired. ESS employees will not be allowed to work within your District until all valid credentials are logged in our system. All documentation will be kept and maintained for at least five years.

Background Checks, Clearances, and Documentation

- Fingerprint clearance through NJ Criminal History Review Unit (CHRU)
- Current resume
- Professional references
- Copy of college transcripts
- Copy of New Jersey teaching certificate, if applicable
- W-4 Employee's withholding allowance form
- I-9 Employment eligibility form, must be provided in person

New Jersey Criminal Records Check Process

ESS' completes the criminal records background check through the State of New Jersey and a company called Identigo. The process requires every applicant to provide fingerprints. These fingerprints get processed through the Identigo system prior to hiring. Anyone who has never been fingerprinted before will have to go to an onsite location to get fingerprinted. Employees who have previously been fingerprinted in New Jersey can complete an on-line application.

The State of New Jersey processes all prints. Once they complete the process, they will post the results online. If a criminal record surfaces, ESS and the applicant will receive a letter from the State of New Jersey with the details of the record and how to proceed moving forward.

All ESS employees working as Bellmawr Public School District substitutes and paraprofessionals must complete this process before getting hired or placed in your District.

Train

Educational staff will continue to be trained through ESS' own comprehensive, specialized training program. We take pride in providing the most comprehensive, consistent training to all educational staff.

While many staffing companies rely on remote, computerized training methods for their staff, ESS understands the necessity of training staff live before they begin working with Bellmawr Public School District's students. Prior to working in your schools, ESS employee participate in an in-depth training that provides them with the confidence they need to succeed.

These trainings allow for a level of completeness and assessment that is not possible through methods utilized by other staffing companies. ESS also utilizes this initial training class to review Bellmawr Public School District's procedures and to stress our high standards of professionalism. Any part of the training can be customized to meet your District's needs.

Key Advantages to ESS' Training Program

- Specified training class for each position, including ESS' copyrighted training guide
- Trainings are delivered through live, online learning classes
- Classes are customized to meet your District's requirements
- Provides one final check to ensure the employees meet the requirements of the positions they are about to fill and will excel in their respective roles



5K Run - Recruiting Event

Live Training - Substitute Teacher

ESS' training program for substitute teachers details the importance of establishing a positive classroom environment, managing the classroom, and ensuring the continuity of student education. Training instructors emphasize the substitute employee's professional responsibility for maintaining the safety, health, and welfare of the students under his/her supervision. Substitute teachers are trained in effective classroom management, following lesson plans, and instructional strategies. Below is the framework of the training:



Chapter 1: General Information for Substitute Teachers

- Ten Steps to Becoming a Successful Substitute Teacher
- Expectations, Professional Conduct, Responsibilities
- Daily Operations Procedures
- Top Twelve Principles for Substitute Teachers
- Accidents/Injuries
- Emergency Evacuation/Fire Drills/Intruders/Lockdown Procedures

Chapter 2: Classroom Management

- Basic Classroom Management Components/Setting the Tone
- Minimizing and Diffusing Confrontations
- How to Get and Maintain Students' Attention
- Communicating and Connecting with Students
- Classroom Management Situations

Chapter 4: Selected School Procedures and Policies

- Important School District Policies and Procedures
- Harassment, Intimidation, and Bullying
- Drug/Alcohol/Suicide Intervention
- Child Abuse/Neglect Reporting
- Bloodborne Pathogens
- Accident and Injury Prevention
- Safety and Emergency Protocols

Chapter 3: Lesson Plans and Teaching Strategies

- Lesson Plans and Delivery of Instruction
- Teaching Strategies
- In the Event There Are No Lesson Plans
- Special Education
- Daily Log and Feedback Report
- Working with Students and Support Staff

Live Training - Paraprofessional

The paraprofessional training cultivates an extensive understanding of adaptability, student interaction, positive attitude, behavior management, and special education needs. Paraprofessionals receive thorough training in the characteristics of varying disabilities and supporting education based on each student's academic, physical, social, emotional, and personal needs. The training program concentrates on a wide scope of disabilities, including autism, Asperger syndrome, limited mobility, anxiety disorders, and more. The training guarantees employees are well-prepared to meet each student's needs, improve learning, and carefully implement individualized education programs.



Chapter 1: General Information for Paraprofessionals

- Paraprofessional Services
- Inclusion
- Students, the Instructional Paraprofessional, and the Educational Team
- Daily Operating Procedures
- Instructions for Student Accident or Illness
- School Emergency Procedures

Chapter 2: Individuals with Disabilities Act (IDEA)

- IDEA Classifications
- The Individualized Education Program (IEP) and 504 Plan
- Characteristics, Educational Strategies and Techniques of Classifications
- General Educational Strategies and Techniques

Chapter 3: Fostering Positive Student Support

- Establishing an Appropriate Connection
- Encouraging Positive Student Behaviors
- Moving Students Toward Independence
- Data Gathering
- Behavioral Plan Implementation

Chapter 7: Resources

- Important School District Policies and Procedures
- Harassment, Intimidation, and Bullying – HIB Policy
- Child Abuse/Neglect Reporting Requirements
- Bloodborne Pathogens

Chapter 6: Selected District School Policies and Procedures

- Professional Conduct
- Understanding the Importance of Confidentiality
- Physical Contact

Chapter 5: Teamwork

- The Ten C's of Teamwork
- Collaboration with the Classroom Teacher
- Interacting with Building Personnel

Chapter 4: Professional Guidelines

- Professional Conduct
- Understanding the Importance of Confidentiality
- Physical Contact

Employee Management Process

Online Training - Global Compliance Network (GCN) Online Training

Modules

Educational staff complete periodic internet-based training modules via the Global Compliance Network, GCN. GCN enhances the professional development of educational staff through the provision of informative modules on topics such as classroom management for different grade levels, ethics and boundaries for school employees, understanding aggressive behavior, cyber-bullying, special education, and autism. There are over 150 educational modules available. Educational personnel will complete modules in GCN based on New Jersey requirements and Bellmawr Public School District's requirements.

Based on the type of educational employee, we require a certain number of specific modules to be completed. We further encourage employees to take any additional modules that they feel will be beneficial to them. Below are some of the training modules frequently completed by our staff:

Active Shooter Safety	Ethics & Boundaries for School Employees
ADHD	Employees
Alcohol and Drug Awareness for Employees	Diversity for Employees
Autism	First Aid in Schools
Anti-Bullying for Students	FERRPA
Behavioral Interventions for Students	Education Rights of Homeless Students
Bloodborne Pathogens	Mental Illness Awareness for Educators
Child Abuse Awareness	Playground Safety
Classroom Management	Professionalism
Confidentiality	Safe Lifting for Special Education
Cultural Awareness	School Safety

Certifications

Educational staff receive a certificate for each module completed through ESS Online Learning and GCN. Certificates are tracked and recorded in GCN and the employee's file in our applicant tracking system.



Additional GCN Classes by ESS

Just as a student is never finished learning, the training of an educational professional should never end. Each day, innovative techniques are developed to improve the student learning experience. We seek new methods and provide supplementary training to keep employees refreshed in the latest techniques. In addition to GCN's modules, GCN also hosts ESS training videos.

Bullying and Child Abuse

As educators, educational staff must be familiar with the signs and symptoms of bullying and child abuse among students. They must recognize these signs and follow proper procedure to report and prevent these abuses to ensure student health and safety at all times. In this module, employees learn the various types of maltreatment, abuse, and bullying, and the steps they must take to address these issues.

Classroom Management

It takes more than following standard classroom procedures to work in a school and provide quality education successfully. Managing the classroom is essential to giving every student a valuable learning day. Employees learn some of the basic techniques of classroom management, and the distinct differences between "controlling" a classroom and "managing" a classroom. They will understand the necessary steps to minimize problems and establish themselves as a positive authority figure for students.

Company Incident Reporting Process

When working in a school district, it is essential for ESS employees to perform responsibilities diligently and professionally at all times. By understanding the factors that contribute to an incident report, substitute teachers and paraprofessionals may avoid performance issues and punitive measures that result from repeated, or severe, incident reports. This module discusses ESS' procedures for reporting incidents concerning inappropriate behavior of employees.

Daily Operations

Regular routines and daily operations are essential to students and schools. Employees learn the basics of daily operational procedures and adhering to the regular teacher's classroom routines, including signing in, classroom introductions, and taking attendance. These standards help to create an orderly classroom and school experience for the employee and the students.

Injury Prevention and Workers' Compensation

Just as students' safety is a top priority, it is also essential for ESS employees to consider their own safety when working in a school district. Many factors that contribute to workplace injuries, but many can be prevented. While each workday may be different, there are simple precautions that substitute teachers and paraprofessionals can take to ensure they and their students do not sustain an injury. In the rare event of an injury, it is necessary that employees know the proper school and company procedures for reporting the injury and receiving treatment.



ESS In-Person Training Class

Instructional Strategies

In the absence of lesson plans, "free time" can lead to inappropriate student behaviors and classroom management problems. It is essential to have additional activities prepared to maximize instruction and focus students. This module explores ideas that the employees can use in the absence of lesson plans or when students complete the activities prepared by the classroom teacher.

Paraprofessionals and Special Education

The paraprofessional serves a significant role in the day to day education of students. It is the responsibility of the paraprofessional to support students during the school day and collaborate with school District staff to provide quality education. In this module, employees learn how to support students with diverse challenges and disabilities, the importance of the Individualized Education Plans (IEP), confidentiality regulations, and how to encourage student independence.

Professionalism

This module discusses the importance of demonstrating the highest level of professionalism at all times. Employees learn the importance of professional attire, positive attitude, and the ESS professional standards. They learn how their professional demeanor affects their work performance, and the impact it can have on students and the school. By striving to maintain a high level of professionalism, their work will result in improved learning days for students and increased school district satisfaction.

Understanding Lesson Plans

Teachers' lesson plans are created to maximize curriculum and enhance student learning. When educational staffing employees teach, executing the lesson plan is critical, but sometimes can confuse even the most experienced substitute teacher. Employees learn the importance of lesson plans, where to find them, and how to implement them for a successful day in the classroom.

Ongoing Training

Our commitment to Bellmawr Public School District includes our promise to customize a training program for your District. Every employee working in your schools will continue to be well-prepared and trained for your requirements. Employees have access to ongoing training. These ongoing trainings are available in multiple forms:

Annual Training

We can offer an annual training for returning employees to the new school year. Employees may attend this training to discuss new developments in instructional and safety strategies, reinforce ideas, and implement any additional information as requested by Bellmawr Public School District.

Additional Training Requested by Your District

Bellmawr Public School District may request that employees undergo additional training on any topic and ESS will implement it into your customized employee training program. Additional training could include:

- Bullying Prevention
- Confidentiality Training
- Electronic Use Policy
- Reporting Child Abuse and Neglect
- Seclusion, Isolation, and Physical Restraint
- Emergency Preparedness
- Preventing Child Sexual Abuse
- Sexual Harassment Awareness Training
- Intruder Training
- Crisis Prevention Intervention

Employee Management Process

Hire

Photo ID Badge

After the in-person training, photos are taken of each employee. The photos are used for the ESS issued photo identification badge. These badges are provided to every employee. The badge is provided at no cost to the employee or Bellmawr Public School District.

Educational staff and ESS corporate employees will not be permitted on Bellmawr Public School District's property if they are not carrying their ESS badge. We will be in compliance with Bellmawr Public School District's policies.

Offer Letter

Upon successful completion of the screening and credentialing process and participation in the training program, applicants receive formalized offer letters of employment with ESS.

Employee Packet

ESS wants new employees to feel welcomed and be prepared to work in your District. We provide detailed employment information in their new employee packet.

General Information for Employees

- Pay Rates
- School Information
- Contact Information
- Tip Sheets to Access Forms Online

Employee Perks

- Referral Program
- Employee of the Month
- Impact Award
- Credentialing Refund
- Raffles
- Employee Discount Program

Tips Sheets and Guides

- Employee Payroll Portal Tip Sheets
- Absence System Tip Sheets
- Employee Handbook
- Substitute Teacher Training Guide
- Paraprofessional Training Guide

Payroll and Benefits

- Pay Date Schedule
- Payroll Portal Registration
- 401(k) Enrollment
- Enrolling for Benefits
- Health Benefits Guide
- Injury of Accident Reporting Procedures



Place

Absence Management

ESS utilizes Frontline Education's Absence Management technology to place educational staff and track absences. The system was built to mirror the regulations and certifications of both Bellmawr Public School District and the state of New Jersey. An educational staffing employee is only able to view an assignment for which they hold the required credentials. If an employee's certificate has expired, or the maximum number of work days allowed by that certificate is exceeded, the employee is no longer be able to accept positions. Educational staff are not able to accept assignments if any of their other clearances or credentials are missing or invalid.

Daily Assignment Placements

As soon as a District employee calls out, ESS begins the process to fill that position with a highly qualified substitute. Our multifaceted approach is extremely comprehensive and allows ESS to fill assignments at a high rate. We utilize several technology platforms as well as the traditional methods to create a unique approach.

Instant Contact



Absence Management contacts qualified educational staff by email and phone notifications immediately when a vacancy is posted. We use a text message system, willsub+ Message Center, to send out text messages in mass batches. The system allows educational staff to receive text message notifications about jobs for which they qualify. Educational staff can view and accept the assignments through the text message.

Personalized Contact

The ESS District Team begins their efforts early in the morning, calling, emailing, and texting educational staff to fill any open vacancies. Our regional call center in Cherry Hill, NJ is also a permanent, available resource.

Building-Based Substitutes

To help resolve last-minute callouts, ESS places "on-call" substitutes within specific school buildings in your District. Our building-based substitute program stations substitutes within a specific school building in an "on-call" capacity, meaning they are always available to fill any last-minute vacancies. These substitutes then fill any unfilled vacancies in that school, on any given day.

Employee Management Process

Long-Term Assignment Placements

It is crucial to fill Bellmawr Public School District's long-term absences with highly skilled and properly certified substitutes. To ensure we fill your long-term absences with the most highly capable, District-approved employees, ESS has created a Long-Term Portal.

Bellmawr Public School District has the ability to submit a request online. If a preferred candidate is indicated, the ESS District Team will check to certify the individual's credentials match the requirements of the position and that they are up-to-date, ensuring full state and District compliance. They will then reach out to determine whether the substitute is interested in accepting the assignment. If no preferred individual is listed, our team promptly begins to search our internal employee database to find a qualified substitute. Each candidate is assessed based on the level of qualification, evaluations from previous long-term assignments, and a one-on-one phone interview. If we cannot find an internal match for an assignment, we source externally through job marketing campaigns, job fairs, and college career centers.

Once we have qualified candidates and interview thoroughly, we present resumes to Bellmawr Public School District and coordinate with your District to schedule interviews. When an Bellmawr Public School District designee has made a final decision, we will confirm and present compliance checks and certifications to guarantee the final candidate is 100% compliant with the New Jersey Department of Education, your District, and all other requirements.

Long-Term Request Portal Sample

Every day counts.

Resources

Absence Management

Log out

Contact

Blog

About

School Districts

Job Seekers

Apply

Long-Term Requests

Welcome, District Admin

Create Long Term Request

Show 10 entries

Search

LT-ID	District	School	District	Employee	Name	Status	Subject	Created	Modified	Options	
21 10000	Sample	High School	Jane Smith	Unfilled	Pete Jones	2020-12-21	10:44	Pete Jones	2020-12-21	18:01	View/Edit
21-665	Sample	Middle School	John Doe	Filled	Jane Lane	2020-07-27	11:20	Emma Cornwell	2020-10-01	16:21	View/Edit
21-5249	Sample	High School	Mary Major	Cancelled	Ted Silverstein	2020-11-16	09:19	Emma Cornwell	2020-11-16	13:21	View/Edit

Retain

ESS understands the importance of retaining valuable staff to ensure consistency in your schools. To that end, we have invested heavily in our employee retention and satisfaction initiatives.

At ESS, it's not a coincidence that we treat our employees well and they like working for us. The two go hand-in-hand. We offer a variety of benefits, perks, and learning opportunities that keep employees motivated, prepared, and engaged. We believe strongly in connecting with employees to understand their needs and to meet those needs.

Convenient Pay

Employees enjoy the convenience of receiving a paycheck for their work every week, available as direct deposit or through our free debit card program.

Economic Security

Employees are offered a 401(k) retirement plan. Enrollment is on a quarterly basis, after one year of service. It offers a variety of options depending on the employee's retirement goals and risk preferences.

Comprehensive Support

Employees are provided with unparalleled customer service through dedicated support channels. Our employee engagement team is available from 6:00 a.m. to 7:00 p.m. Monday through Thursday and 6:00 a.m. to 5:00 p.m. Friday to assist with questions and help on being placed for vacancies. The ESS District Team is also available every day to provide personalized support to employees.



ESS Employee Appreciation Day

Employee Management Process

Health Benefits

We offer comprehensive, affordable health benefits to employees and their families. Bellmawr Public School District has the option to pay part of the plan or have the educational staff pay for the entire plan. Educational staff are offered insurance from day one of their employment.

We offer a variety of guaranteed issue, affordable plans to meet employees' needs with:

- Five medical plan options - Major Medical Silver Plan, Major Medical Bronze Plan, Basic MEC Plan, Standard MEC/Limited Medical, and Preferred MEC/Limited Medical
- Zero co-pay telehealth
- Zero co-pay virtual primary care
- Zero deductible plans
- No underwriting (no required medical questions or screenings)
- Superior prescription coverage with generic Rx fill starting at \$0
- Healthcare navigation

ESS also offers a variety of guaranteed issue, voluntary insurance options such as:

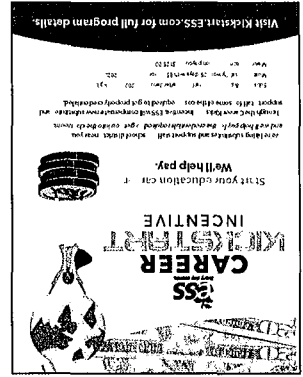
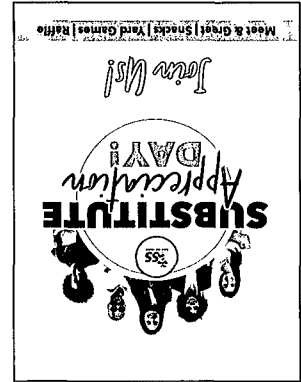
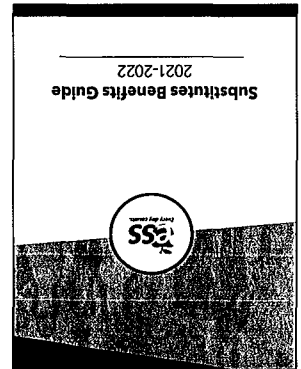
- Dental
- Vision
- Life
- Hospital Indemnity
- Short-Term Disability
- Long-Term Disability
- Critical Illness
- Accident

Employee Appreciation Days

ESS hosts Employee Appreciation Days as a thank you to our employees for their dedication and hard work. During these events, we provide coffee and donuts, lunch, or snacks and we give away gift cards and prizes.

ESS Career Kickstart Initiative

ESS offers an incentive program for newly hired employees, ESS Career Kickstart Initiative. This program helps employees recoup the costs of obtaining their credentials. Newly hired employees who work 25 days with ESS and the District can receive up to \$125 compensation to reimburse them for background checks and medical checks.



ESS Monthly Raffle

Each month, we give away exciting prizes to lucky employees who meet or exceed certain work frequency and performance qualifications. We reward our most dedicated people with an opportunity to win something big each month. The more days they work, the more chances they have to win. Prizes are distributed as gift cards, often digitally to maximize ease of delivery.

Recognition

Employee of the Month

Employees are nominated by District employees each month. The winners receive a \$50 gift card, a letter of appreciation, as well as a coffee tumbler.

Impact Award - Employee of the Year

This award is given once a year to exemplary ESS employees. It is based on the total number of days worked in a one-year period, feedback from our partner school districts, and a commitment to exceed expectations. The winners must go above and beyond their assigned duties every day, having a positive impact on the schools and students they serve. The winners receive a \$500 cash prize, an additional \$500 to donate to the school of their choice, and a crystal trophy.

Employee Referral Program

Employees are encouraged to participate in our employee referral program. We offer paid incentives to employees for each successful working referral. They earn \$100 for each referral.

Cash Performance Incentives

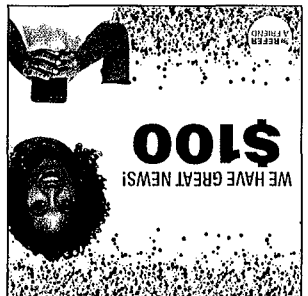
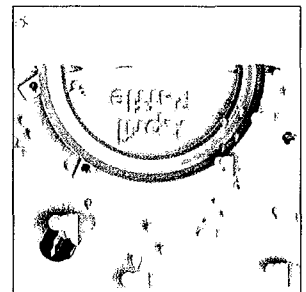
Employees can earn cash rewards for accepting assignments on hard-to-fill days, in hard-to-fill locations, or for accepting a certain quantity of assignments before a certain date.

American Education Week and Employee Appreciation Week

As a small token of our appreciation, we raffle off gift cards during American Education Week in November and Employee Appreciation Week in the month of May. Employees are automatically entered into each day's drawing if they work an assignment that day.

Discounts and Perks

Each employee working for ESS enjoys the financial benefits of the an employee discount program through BenefitHub. This employee discount and reward program helps educational staff save money every day on purchases from groceries to vacations.



Employee Management Process

Manage

The ESS District Team handles the day-to-day management of the educational staff working in your schools. Each employee working in Your District will maintain the high professional and safety standards that you expect of your regular District staff. Additionally, the team will swiftly and efficiently resolve any necessary action in the event of unsatisfactory employee performance.

Expectations of Employees

Professional Appearance

Employees are expected to maintain a high standard of professional conduct and professional appearance. They will follow your District's and ESS' specific professional appearance policies. Educational staff are expected to keep their attire and person neat, clean, and well-kept at all times. Employees will not be permitted on Bellmawr Public School District property if they are not dressed appropriately.

Professional Conduct Policy

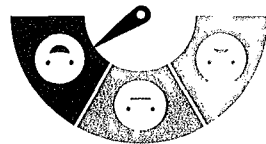
Employees are expected to follow proper conduct and ethics. Employees will strictly adhere to Bellmawr Public School District's and ESS' standards of professionalism, security, and conduct including your District's policy on Drug and Tobacco Free environment.

Guarantee of Safety

ESS' foremost commitment is to the safety of students and personnel. Bellmawr Public School District creates a safe and healthy learning environment for students, and ESS' staff will go to great lengths to promote safety even further. We will notify your District of safety concerns immediately when discovered. Educational staff are prepared with a thorough understanding of the importance of student safety and preventative measures. The interactive training class and supplementary training manuals discuss various topics of safety extensively, including but not limited to: accident prevention, student behavior concerns, school and classroom safety, and accident reaction and reporting procedures. Employees are guaranteed to be conscious of your District's safety policies concerning the students and themselves.

Accidents and Injury

Your District retains no responsibility for pursuing and investigating workers' compensation claims for ESS' employees. We conduct a full accident investigation to determine the cause of the accident, as well as ways to prevent further accidents in the future. In the event of an injury, ESS staff should immediately call our human resources department. District staff and ESS employees can find information related to workers' compensation on the "Resources" tab of ESS' website. Here, users will find all relevant documentation, including company injury reporting procedures.



Evaluations

ESS educational staff are provided evaluations and internal performance reviews. These forms of measurement help employees understand their requirements and guarantees they are effective for your District. Evaluations and reviews will be conducted in accordance with your policies and will address employee performance, professionalism, and progress.

Self-Evaluations

Every employee is expected to complete an employee evaluation. Educational staff are provided the evaluation through an electronic survey. This evaluation provides the educational staff with a rubric for self-assessing their effectiveness, through various indicators on a rating scale. The ultimate goal of this evaluation is to create a common standard for what constitutes a high-quality educational experience for the students ESS educational staff serve, and how ESS can measure areas of improvement as professionals who are striving for increased effectiveness. In addition to the rating scale, the survey also provides room for comments and notes, allowing for a more profound self-assessment. The results are used for personal reflection, program improvements, and professional development planning.

Resolving Unsatisfactory Performance

Although we take painstaking measures to hire skillful individuals who will perform optimally in your schools, we have procedures in place to address unsatisfactory performance. In the event of an incident, District employees simply submit an incident report through the resources portal on ESS' website. A sample of the incident form is on the next page. The incident portal tracks and saves all data in our system. Vincent Cinaglia, ESS HR Manager, will handle each incident with extreme urgency and will take action as soon as an incident is reported. Once submitted, a copy of the incident is simultaneously sent to your District's Human Resources department for full transparency.

Each incident is treated with the utmost importance. We partner with the school administration to determine if termination is appropriate. ESS also blocks any employee that Bellmawr Public School District does not want working in a specific school or your District. This type of partnership alleviates some of the strain put on Bellmawr Public School District's human resource staff and allows them to focus on other key areas throughout your District.

Employee Management Process

Retraining and Retraining Educational Staff

ESS' incident portal focuses on a grading scale. The grading scale allows District staff to "grade" the severity of incidents. This grading allows for the possibility of retraining and retaining educational staff who have committed less serious offenses, which will help further improve fill and retention rates.

The retraining initiative will alert the training team of any recurring issues that may arise within the employee's job performance. Educational staff with less serious incidents will attend additional trainings to help correct their subpar performance and stop any recurring issues. We have found that many educational staff with minor incidents don't realize the reasons for their poor performance. With a little mentoring and extra training, most educational staff that had minor incidents become valuable employees.

Immediate Resolution

The ESS District Team is able to immediately resolve any issues that may arise. They are available for face to face meetings, phone calls, and email to answer any questions or resolve any concerns. The entire ESS team that is intended in this proposal is also available for in-person meetings, phone calls, and emails at any time. Our goal is to continue to support Bellmawr Public School District and have a very successful partnership based on continued improvement, transparency, and results.

Incident Reporting Portal Sample

Incident Details

District

ESS Employee

Job

Type of Incident ?

Consent to Retrain ?

Recommended Action

Concise Description:

Files upload:

Select Employee

Select Job

Performance

☒ Yes ☐ No

Provide Warning

Add Notes

Choose Files

No file chosen

Cancel

CREATE INCIDENT REPORT

Employee Management Process

Employee Pay Practices

ESS educational staff are paid every Friday via direct deposit or debit card. Their weekly hours worked are determined by their sign-in and out times, as well as the dictated span of hours in the vacancy they are filling. ESS is responsible to ensure proper payroll tracking of taxes, benefit eligibility, Affordable Care Act, worker's compensation claims, unemployment claims, and other necessities of the payroll process.

Tracking Hours Worked

Precision tracking of employee working hours, custom pay codes created for Bellmawr Public School District, and a thorough reviewing process guarantees that educational staff are properly authorized for payment.

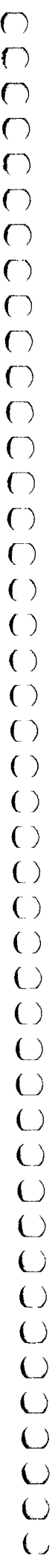
Educational staff clock in and out of their assignments through an ESS willsub+ Time Tracking notebook. Educational staff can either use the attached barcode scanner with their photo ID badge or type in their ID and PIN.

The school building designee reviews the electronic timesheets sheets and reconciles the assignments in willsub+. If there is any abnormality or discrepancy with an assignment, the designee emails the ESS client engagement team or the ESS District Team to resolve the issue. Discrepancies are determined if the sign in/out times vary from the times allotted in the absence that the employee accepted in willsub+. The reconciliation process ensures each employee is properly paid and accurate bills are sent out to your District.

To further aide our district partners, we created a billing and payroll system, the Source, that speaks directly with Absence Management, willsub+, and our payroll system. This system allows us to bill and pay accurately and create District specific financial reports. We are able to process billing and payroll quickly, benefiting Bellmawr Public School District and the educational staff.

Our thorough review process guarantees that all educational staff will be correctly paid. This review drills down to the individual level, easily allowing for different pay rates based on credentials, or any other criteria your District desires.

Since the Source speaks directly with willsub+ and our payroll system, this allows us to customize pay and billing to the position, as well as to automate the process for the thousands of transactions your District may require.

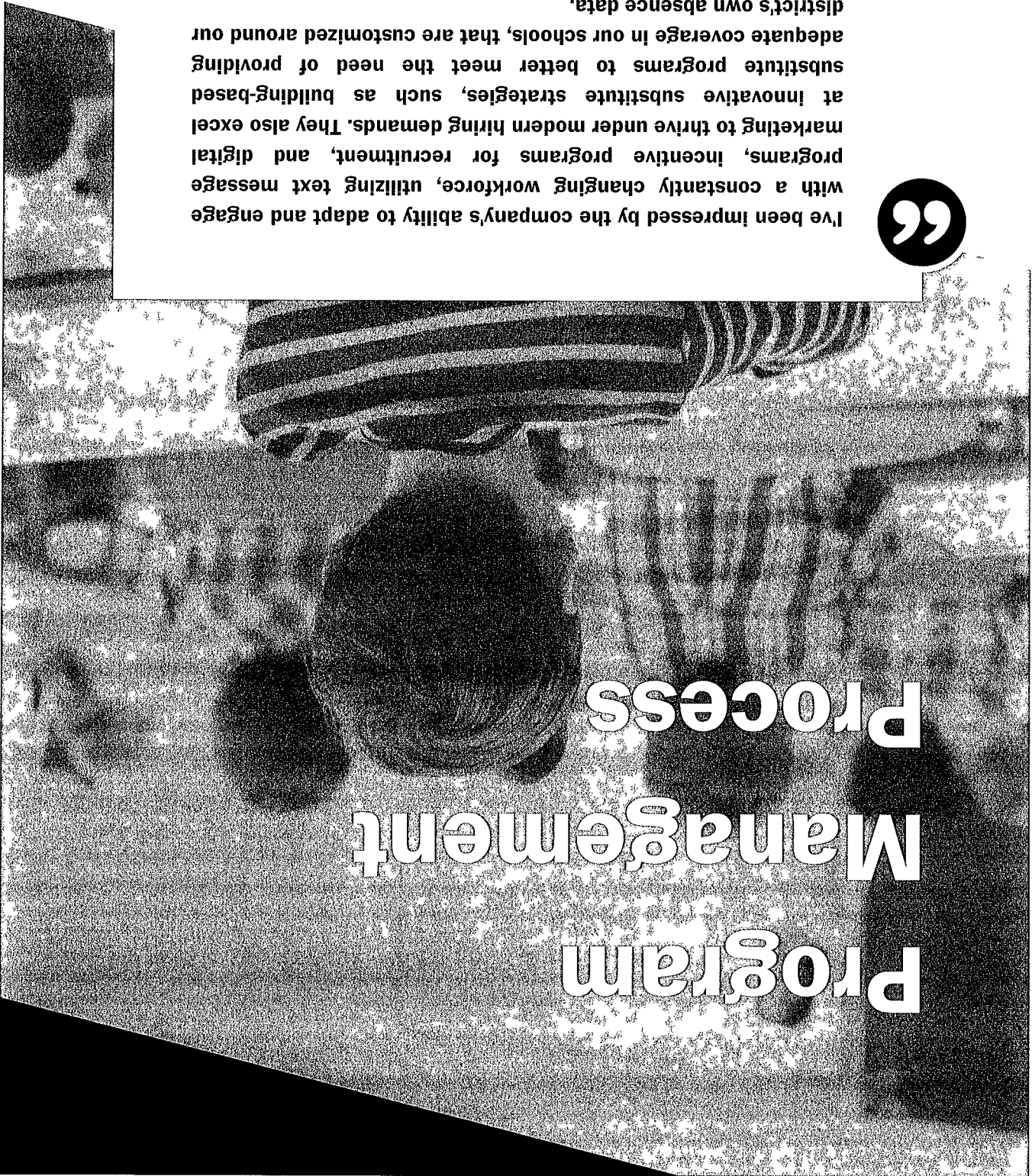


Darren Harris, Business Administrator/Board Secretary
Pittsgrove Township Schools, NJ

I've been impressed by the company's ability to adapt and engage with a constantly changing workforce, utilizing text message programs, incentive programs for recruitment, and digital marketing to thrive under modern hiring demands. They also excel at innovative substitute strategies, such as building-based substitute programs to better meet the need of providing adequate coverage in our schools, that are customized around our district's own absence data.



Program Management Process



Program Management Process

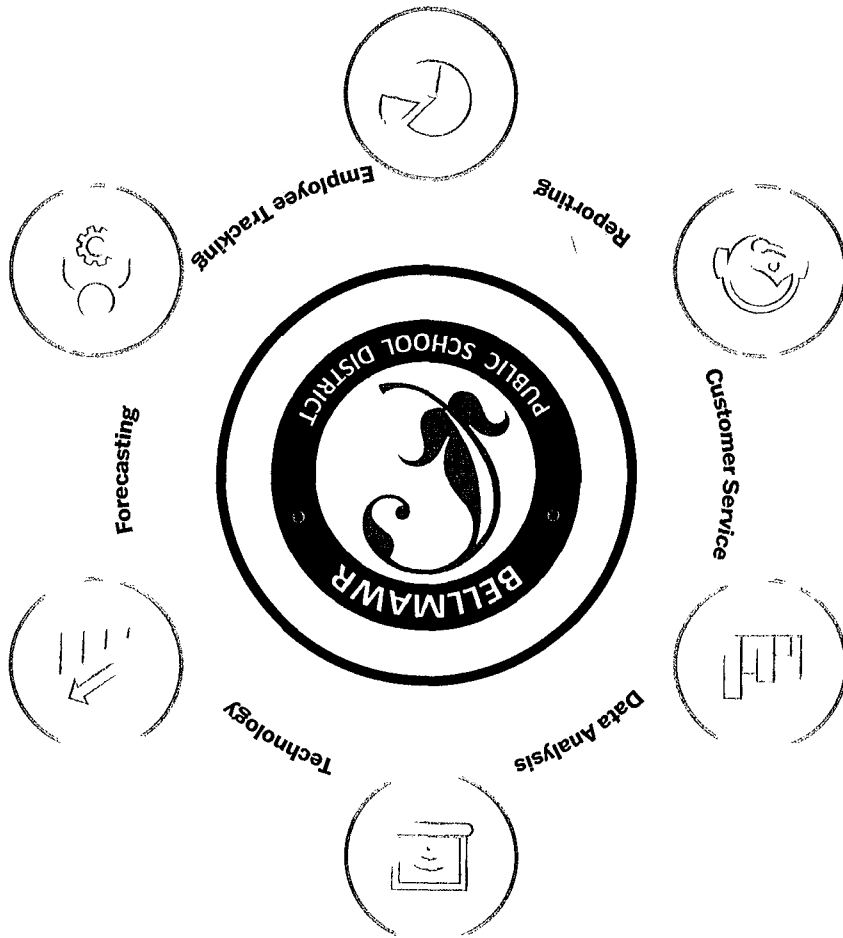
Bellmawr Public School District's educational staffing program will be managed with strict attention to fiscal responsibility, efficiency, and excellent customer service. From the onset of our partnership, we will establish a series of regular meetings and communication initiatives to clarify your objectives, review service and performance, and set goals for the future. The result: Bellmawr Public School District will be provided a service that goes above and beyond your expectations and a program that aligns with your District's objectives, provides full transparency, and fosters a responsive partnership.

Accountability is a key component to our program, which we accomplish through detailed reporting and open collaboration with District officials. Your administration will know who is working in their schools, when they are working, who they are replacing, what times call outs are taking place, the positions that are calling out, and the reasons for the absence. With this information, we will build a plan with Bellmawr Public School District's administration to help improve your statistics.

We will utilize several technology platforms to support our partnership. With ESS' advanced technology suite at your disposal, our partnership will elevate Bellmawr Public School District to new levels of efficiency in ways that other staffing companies cannot.

Multifaceted Approach

Our multifaceted approach to the management of the educational staffing program is highly comprehensive and ongoing.



Program Management Process

Data Analysis

ESS takes a uniquely proactive approach to staffing and management for our partner districts. We leverage detailed program reporting to analyze District and school trends. The ESS District Team analyzes your absence data and these analytics allow ESS to allocate resources to appropriate locations. Our priority is tackling fill rate challenges in your District's hard-to-fill locations and ensuring your schools the support they need for a successful educational staffing program.

Bellmawr Public School District benefits from these insights as well. As trends become apparent in staff absences such as time of absence entry, absence frequency, or absences on specific days of the week, District administration will be able to take corrective action to minimize these trends. By adjusting absence policies and increasing accountability, your District will experience a noticeable difference in program effectiveness.

Customer Service

Understanding and delivering the needs of Bellmawr Public School District is a continuous process, and we are committed to continuing to provide consistent customer service at every level. The ESS District Team works closely with your schools and your community to gain an intimate understanding of your District's diverse needs. On a daily basis, the team is ready to answer Bellmawr Public School District's questions, address concerns, and provide solutions to ensure that our program is running efficiently in each of your schools. They are readily available daily by phone, email and in-person to provide assistance and respond to any call or email within one business day.

- We are readily available daily by phone, email and in-person to provide assistance and respond to any call or email within one business day.
- We provide high levels of program transparency, including regular financial reporting; customized daily, weekly, mid-year, and annual reports; and program analysis by position and school.
- We provide live District support representatives, employee call centers, technical assistance, and any resources your District needs for the program to be successful.
- We monitor your District's data daily, identifying peak days to ensure there are enough educational staff; tracking employee absences by position, school, and reason; and analyzing the recruiting and hiring pipelines.
- We regularly evaluate, report, and take action to continuously improve our partnership.
- We are an active and accessible presence throughout Bellmawr, building relationships with members of your neighborhoods and working to establish ESS as a positive influence in those areas.

Program Management Process

Principal/Administrator Report Card

Designed to gather crucial program feedback, the Principal/Administrator Report Card survey can be sent to all principals and administrators throughout the year. These surveys are also used as an opportunity to alert the ESS District Team of any new recruiting events occurring in the community. It is critical that we receive school-based feedback to continuously improve our program. This provides us an opportunity to continue to innovate and challenge ourselves to improve each and every month.





PRINCIPAL SURVEY

Please complete this brief survey to help us understand your current level of satisfaction with our services. Thank you for your time!

First Name _____ Last Name _____

Name of School _____

	VERY SATISFIED	SATISFIED	NEUTRAL	DISSATISFIED	VERY DISSATISFIED
1 ESS' substitutes arrive on time and check in with the main office	☐	☐	☐	☐	☐
2 ESS' substitutes are prepared, dress professionally, and interact with students and staff in a positive manner	☐	☐	☐	☐	☐
3 ESS' management team is responsive and attentive if an issue or concern arises	☐	☐	☐	☐	☐
4 ESS' management team is visible and active in my school	☐	☐	☐	☐	☐

Recruitment: Are there any upcoming events that ESS can be a part of (parent nights, back to school nights, etc)? Please specify _____

Comments: _____

Program Management Process

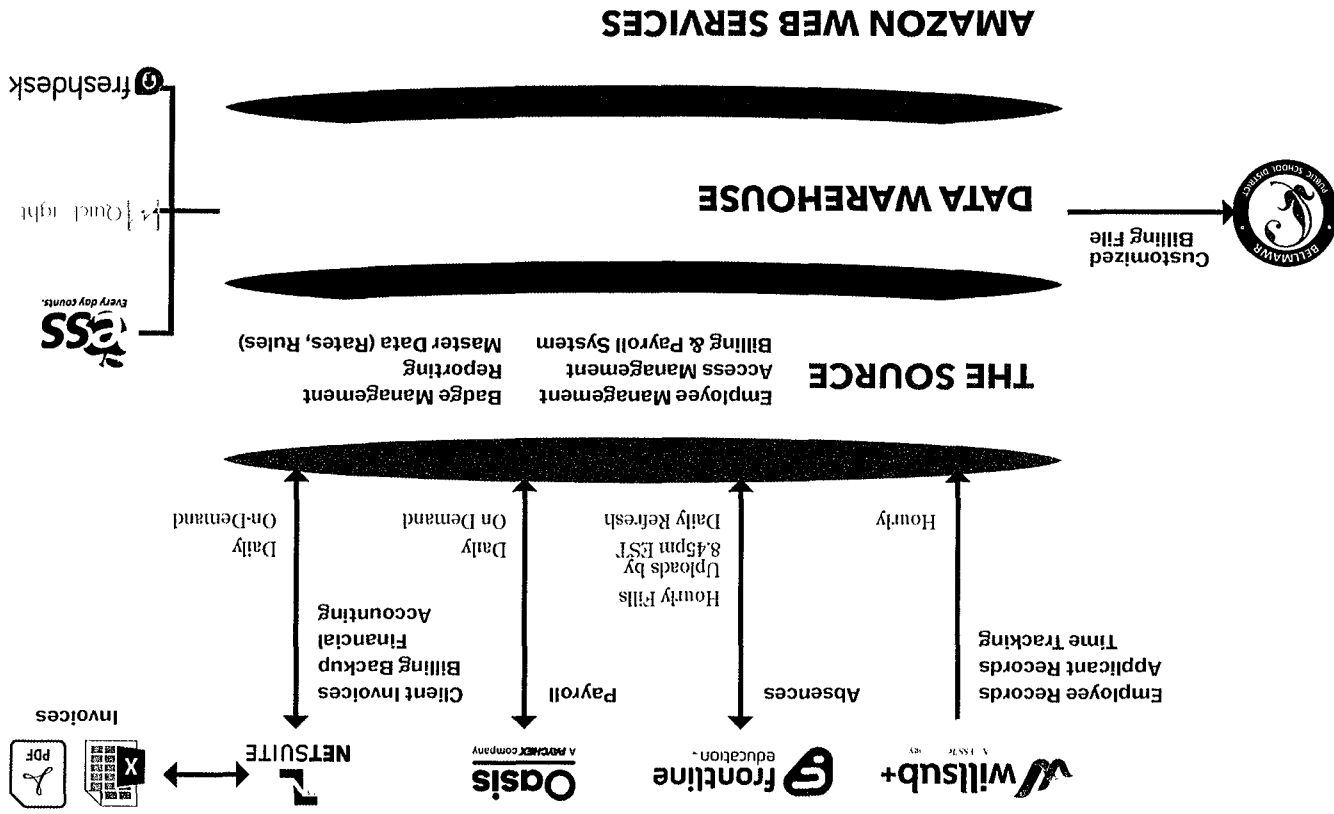
Technology

ESS utilizes several technology platforms to create a unique program. With ESS' advanced technology suite at your disposal, our partnership will continue to elevate Bellmawr Public School District to new levels of efficiency in ways that other staffing companies cannot. Our technology will continue to relieve your District of many administrative tasks, such as credential verification, absence reporting and tracking; timekeeping, long-term substitute placements, incidents, and payroll disbursement. These processes are automated and streamlined, so your District can direct those resources elsewhere.

We have developed software systems to benefit our district partners and educational staff. All of our software systems integrate with each other and with Frontline Education software. As the only company capable of providing this advanced technology suite, as well as employing veteran Frontline Education experts within our very own technology team, your District enjoys detailed information and absolute transparency of your educational staffing program.

ESS' Data Warehouse

The most important part of ESS' technology is our data warehouse. It processes, collects, and manages data from all our technology sources so we can provide Bellmawr Public School District meaningful insights into your educational staffing program. Using the information in the data warehouse, we are able to create custom reports for Bellmawr Public School District as well as create customized billing files.



Program Management Process



Absence Management

We have been partnering with Frontline Education for over a decade. ESS is one of Frontline Education's largest end-users, and as such, we have the experience and relationship necessary to continue bringing additional efficiencies, improvements, and customizations to your system. We have an in-house, specialized Frontline Education technology team, which allows us to customize the system to your District's preferences.

When an absence is submitted in Absence Management, the system immediately begins to search for an available and qualified substitute via internet, text message alerts, and telephone (interactive voice response). Absence Management helps ESS manage absence requests and employee leave, find educational staff, and monitor the status of absences in real-time. All District employees and educational staff have been trained on Absence Management. The District may request additional training at any time.

With our program, we customize Absence Management to the District's requirements. Also, Bellmawr Public School District can elect to manage some of its own Absence Management tasks, or ESS can continue to provide full managed service. The system is tailored to your preference.

Customer Preferences

ESS can fully customize Absence Management to meet Bellmawr Public School District's requirements at any point during our partnership. These customizations can include preferred substitute lists and performance exclusions, which can block educational staff from accepting assignments in specific schools, classrooms, or in your District overall. With the increased system access we provide Bellmawr Public School District, your administrators has the ability to move, remove, or block educational staff from accepting assignments as desired. While other service providers do not provide these options, we believe it's crucial to the success of our partnership to empower Bellmawr Public School District to make quick, important system actions as needed.

- Preferred Substitute Lists - ESS can create "Preferred Substitute List" for District administration and staff that will allow them to offer assignments to their favorite substitutes before they're available to the rest of Bellmawr Public School District's substitute pool.

Bellmawr Public School District's employees can access their personal lists directly from their Absence Management account. Through their "account" tab, Bellmawr Public School District staff can add substitutes to their preferred lists by typing in the names of whichever substitutes they want to add to the list. The list can be further customized by creating a "favorite five" within the preferred substitute list, which will let District staff chose the order preferred substitutes receive phone calls and who receives email notifications about specific absence postings. There is also an accompanying "search" bar on the preferred substitute list that will allow staff to quickly find substitutes by their last name.

Employee Preferences

ESS' Frontline Absence Management system allows employees to customize their assignment preferences through a variety of search- and profile-specific features. These preference options include:

- Preferred Schools - Through their preferences menu in Absence Management, educational staff can pick which schools they want to see assignments from in your District. The menu allows for positive or negative filters, meaning they can filter by all the schools they would like to work at or by those they don't.
- Call Times - Educational staff can set their preferred times to be called by ESS staff.
- Non-Work Days - With the non-work days feature, educational staff can show their availability for assignments throughout the entire school year. They can go through the calendar of the entire year, and mark which days they are not available work.

At the employee's request, ESS can also make unique alterations to the educational staff's profile that are normally not possible, due to our advanced access and customization with the platform.

Absence Management's Report Writer

Bellmawr Public School District's administrators will have full access to the Report Writer function within Absence Management and will, therefore, have the ability to create, run, and analyze ad hoc Absence Management reports with no limitations. The system is tailored to your preference.

Absence Management Training

We will offer trainings for all District and school administrators, school users, teachers, support staff, substitutes, and paraprofessionals at the start of the year and anytime throughout the year as needed. We will also provide tip sheets. The tip sheets are easy-to-follow step-by-step instructions on each function that the user would utilize in Absence Management.

Program Management Process



willsub+ is a cutting-edge software developed and managed by ESS. It's a powerful, all-in-one program that makes the employee management processes faster, easier, and more useful for administration and educational staff. **willsub+** provides many unique and invaluable advantages to districts in applicant tracking, absence management, and time tracking.

willsub+ Applicant System

ESS uses **willsub+** for applicant tracking. It helps our team identify and hire the best candidates to work in your schools. This system streamlines the recruiting, hiring, screening, and onboarding process. Applicant information including credentials, clearances, certifications, and trainings are saved electronically. We will customize screening questionnaires to identify the best candidates for your District. The system provides automated compliance checks and expiration notifications to ensure 100% employee compliance.

willsub+ Time Tracking

ESS captures employee time, including those with multiple jobs and locations, through **willsub+** Time Tracking. The program helps ESS manage staff and ensure accurate pay for hours worked. The **willsub+** Time Tracking system eliminates paper timesheets, decreases manual data entry to increase efficiency, and accurately captures working hours and job attendance. It also provides District and school administrators the ability to view when and where educational staff are working in real time.

Educational staff can log into **willsub+** Time Tracking through any computer, tablet, or smartphone with internet connection to sign in and sign out of their assigned jobs. Educational staff will then submit their electronic timesheet for approval either daily or at the end of the week. Upon submission, each school designee will review and reconcile each employee's electronic timesheet.

willsub+ Geofencing

Geofencing is a unique **willsub+** feature that provides ESS an additional way to ensure the employee is on location. With geofencing, employees will not be able to sign in/out if they are more than 200 yards outside of range of the premises of their assignment.

Timesheets									
Pending 1 Submittal									
Tue Apr 21, 2020 Adminstrative Office (I)									
Professional	1	8:00 AM	3:30 PM	0:414 221 643	Route-Rothman W/ Darlene	03:30	AM	▼	Sub
did not show for the assignment									
Wed Apr 22, 2020 Adminstrative Office (I)									
Professional	1	8:00 AM	3:30 PM	0:414 221 643	Route-Rothman W/ Darlene	03:30	PM	▼	Sub
did not show for the assignment									
Thu Apr 23, 2020 Adminstrative Office (I)									
Professional	1	8:00 AM	3:30 PM	0:414 221 643	Route-Rothman W/ Darlene	03:30	PM	▼	Sub
did not show for the assignment									





Freshdesk

As part of our commitment to deliver superior customer service to Bellmawr Public School District and your educational staff, ESS utilizes the industry-leading helpdesk software, Freshdesk. Thanks to Freshdesk, client and employee engagement representatives can expeditiously provide solutions and rapidly resolve queries.

Oasis Payroll System

Bellmawr Public School District is alleviated of burdens associated with the processing and distribution of educational staffing payroll. ESS partners with Oasis for its payroll needs, utilizing essential data directly from Absence Management and ESS Time Tracking to ensure accuracy and minimize discrepancies.



The Source™

ESS developed the Source™ to help us manage District information. ESS is able to see all pay rates, bill rates, and accounting codes for your District by position and all contract information. This information helps the ESS District Team and the ESS finance team quickly access your District's data. It also allows us to bill and pay accurately and create District specific financial reports. We are able to process billing and payroll quickly, benefiting Bellmawr Public School District and the educational staff.

To aid educational staffing personnel, the software interacts with all our technology to provide a single employee information page for each employee. Our employee engagement team can quickly help educational staff with any question they may have. The Source™ allows the team to see a employee's work, pay and hire history, credentials, badge information, incentives won, surveys completed, text alerts received, past details on emails and calls made by the employee, and the employee's location.

Program Management Process

Reporting

Bellmawr Public School District can depend on ESS to be truly transparent and forthcoming about program data. We understand how crucial transparency is for District decision-makers, and we are committed to providing it so they can do their jobs with the best information and at the highest levels of efficiency.

In addition to daily communication and availability, the ESS District Team will work closely with District administration and school administration to establish your reporting needs and the resulting processes, procedures, and analysis required. These reports are essential to maintaining open communication.

ESS can create and customize any report that is needed. Customization and data options are endless. Reports can be exported into simple formats for your District to review, such as PDF, Excel, and HTML. If District officials require a specific report, we will tailor it based on your specifications. Reports can be scheduled to be emailed to any District or school designee daily. We will train Bellmawr Public School District on all reporting systems.

Mid-Year and Year-End Reports

Providing our partners with detailed reports is one of ESS' standard operating procedures. During the mid-year and year-end reviews, we organize the educational staffing program data by using easy-to-follow charts and graphs. This data is provided by school and by position type. The reports that are created for these two reviews are very comprehensive and cover out entire program.

Report Types

As with all our reports, there are endless ways to pull, save, and view the data. Custom date ranges, position type, and "by school" may be chosen. The ESS District Team will work with Bellmawr Public School District to customize all reports that are needed and as our partnership grows, we can create any new report. Because all of ESS' technology systems integrate, we can provide any combination of reporting Bellmawr Public School District may need, including:

School Building Analysis	Long-Term Assignments
Substitute Coverage Report	Active Substitutes and Skills
Year-to-Year Comparison	Preference List
Assignments Filled	No Sub Needed Absences
Average Time to Fill Vacancy	Absences by Reason
Placements by Certifications	Absences by Grade Level
Daily Attendance	Substitute Hire Type
Incident Report	Preferred Substitute Report
Employee Feedback	Number Days Substitute Worked
Certification Level	Customized Reports
Cost Comparison	

Program Management Process

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Below is a sample of the QuickSight Dashboard . The data shows the overall fill rate for the day, weekly trends, monthly trends, and fill rates by school. The fill rates by school can be further broken down by position.



Program Management Process

Invoicing

Utilizing ESS' Absence Management system, District employee absences can be tracked by employee type, absence type, program, location, reason, cost fund code, and any other data point available in the system. Additionally, our system allows for all this information to be included on our invoices and in our billing backup reports, which are sent to your District every pay cycle. These inclusions make it much easier for districts to allocate appropriate educational staffing funding.

Including this information is rare among educational staffing service providers, however, we are happy to go above and beyond for our partners and include any and all data they may need to facilitate improved workflow on their end.

When creating an invoice, the ESS team first ensures educational staff assignments were correctly entered (and if necessary, correctly reconciled) in Absence Management. The team then creates an invoice to be sent to Bellmawr Public School District by Wednesday of the following week in PDF format, supplemented by a Microsoft Excel backup report.

The invoices and the billing backup report contain the employee's name, position title, school assignment, the name of District staff and grade level, job site, number of hours, bill rate, weekly pay period ending date, purchase order number, and any other information your District would require. Our finance department will continue to work closely with your District to review each invoice, so you can be sure that billing is accurate and agreeable. Bellmawr Public School District benefits from watchful and meticulous support from the ESS billing team. This team works to ensure billing accuracy, efficiency, and clarity, and are always available to answer any questions about the billing process.

The following page provides a sample invoice for your review.



Working Incentive Gift Card Winner



Bill To
Bellmawr Board of Education 256 Anderson Avenue Bellmawr, NJ 08031

Date	9/23/2022
Invoice #	INV115174
P.O. No.	
Terms	Net 15

Invoice Total:	\$3,419.35
Amount Due:	\$3,419.35
Make checks payable to: ESS Northeast, LLC	

Billing For Week Ending: 9/23/2022			
Placements	Description	Rate	Amount
5	Test Middle School	\$102.38	\$511.90
10	Full Day Non-Certified Teacher Placement	\$81.90	\$819.00
4	Half Day Non-Certified Teacher Placement	\$40.95	\$163.80
12	Test High School	\$81.90	\$982.80
7	Test Elementary School	\$81.90	\$573.30
5	Half Day Non-Certified Teacher Placement	\$40.95	\$204.75
1	Test Preschool	\$81.90	\$81.90
	Full Day Non-Certified Teacher Placement		
Subtotal of Current Period:			\$3,337.45

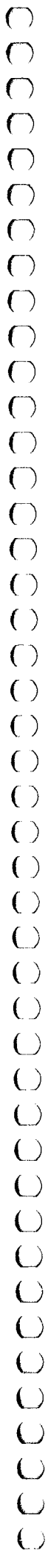
Prior Period Billing Adjustments			
Placements	Description	Rate	Amount
1	Sub Strickland, Nancy on 9/16/2022 for Jacoby, Paula at Test Elementary School	\$81.90	\$81.90
Subtotal of Adjustments:			\$81.90

I do solemnly declare and certify that the within bill is correct and that services have been rendered as stated therein, that no bonus has been given or received by any person in connection with the above claim, that the amount therein stated is justly due and that the amount charged is a reasonable one Buddy Helton President/CEO

DV 004-001-17937

1 of 1

Teacher



Implementation Plan



ESS recruits well locally, which is so important and appreciated because it gives us substitutes and permanent staff who are already invested in the success and well-being of our students. The company hosts two or more onsite recruiting events within our schools every year, and also actively recruits within the McGuire-Dix-Lakehurst military base, which is located within our school District.

Richard Kaz, School Business Administrator/
School Board Secretary,
Northern Burlington County Regional School District, NJ



Transition Process

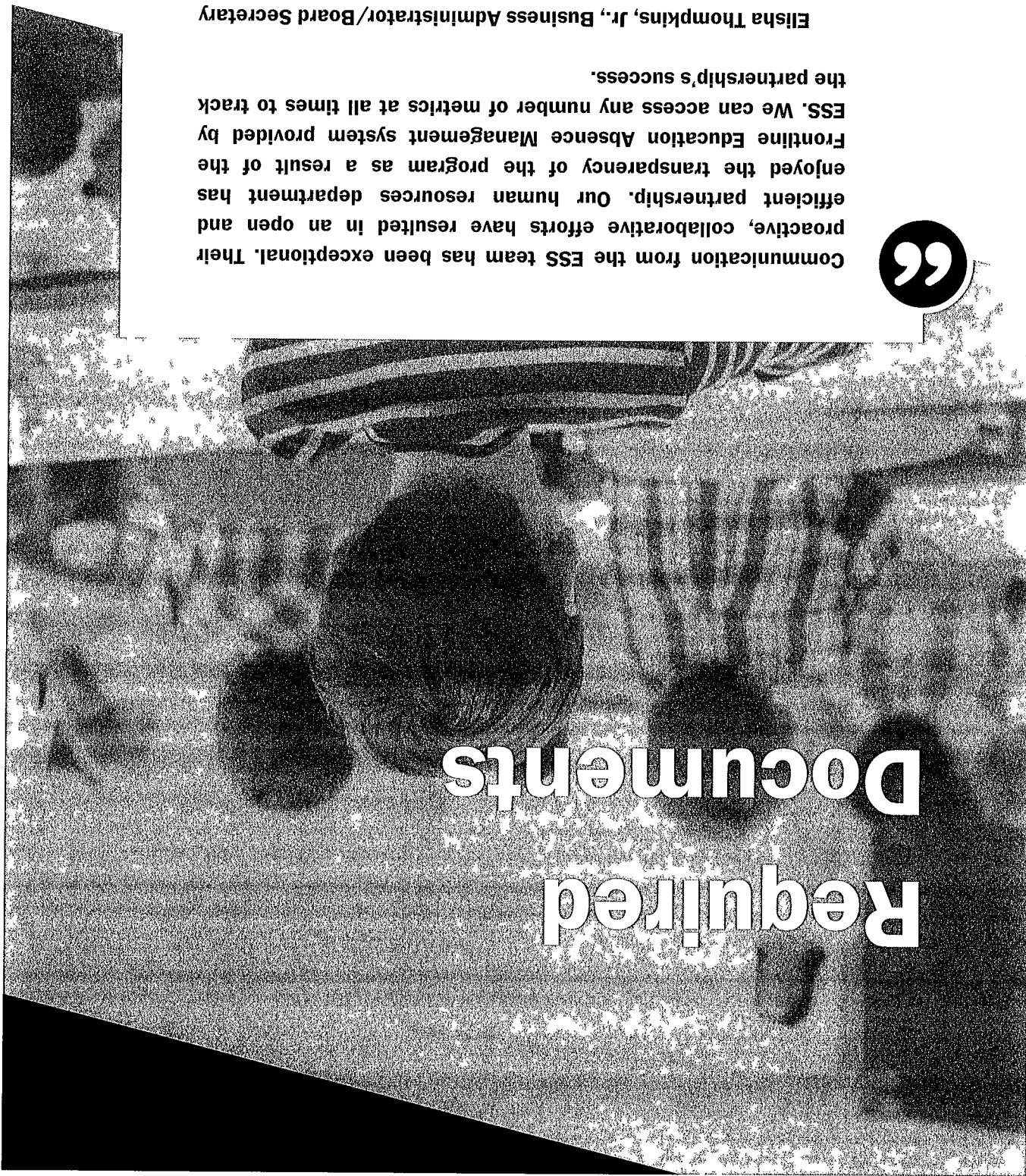
ESS executed a smooth, successful transition of your District in 2016. The transition team guided your District through the implementation process, collaborating with District officials to customize our program to meet your particular goals.

As your current service provider, we are happy to say that all our services are in place, on schedule, and running at peak efficiency. We are ready and eager to continue our timely and efficient service to your District's schools into our next contract period together.

One of the greatest benefits of a continued partnership with ESS is that your District has already undergone our transition process. Therefore, you will not have to go through a time-consuming transition period. Instead, you will carry on with our proven educational staffing program. Your administration, faculty, and the educational staff who work in your facilities will benefit from the continuation of our partnership. They already understand our policies and procedures, they have formed relationships with our management team, and they know how to use our web-based systems.

As your current service provider, all substitutes and paraprofessionals utilized by Bellmawr Public School District are already hired by our firm. When our partnership first began, your current educational staff in good standing were welcomed into our ESS family and provided training on our policies, procedures, and educational strategies.

ESS' comprehensive support does not end with our initial implementation period. On a continuous basis, we adapt and update facets of the program with the goal of achieving maximum efficiency. We listen to your feedback and strive to streamline processes to ensure we exceed your expectations.

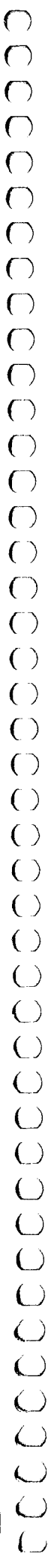


Required Documents



Communication from the ESS team has been exceptional. Their proactive, collaborative efforts have resulted in an open and efficient partnership. Our human resources department has enjoyed the transparency of the program as a result of the Frontline Education Absence Management system provided by ESS. We can access any number of metrics at all times to track the partnership's success.

Elisha Thompkins, Jr., Business Administrator/Board Secretary
Pleasantville Public Schools, NJ



Bellmawr Board of Education
Business Office
256 Anderson Avenue
Bellmawr, NJ 08031

Proposal Form

Educational Staffing Services

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal

Name ESS Northeast, LLC

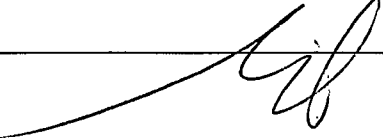
Address 800 Kings Highway N., Suite 405, Cherry Hill, NJ 08034

Federal Tax ID Number 27-0223984

Phone number 856.482.0300 Ext. 3140 Fax number 856.334.1722

E-Mail JBelz@ESS.com

Authorized Agent Jeffrey Belz Title General Counsel and Vice President

Agent's Signature  Date 05/09/2022

All proposals must be received no later than **Wednesday, May 11, 2022 at 1:00 p.m.** All proposals are to be sent to:

Mr. Patrick Doyle, Business Administrator/Board Secretary
256 Anderson Avenue
Bellmawr, NJ 08031
Phone 856-931-6298 x1311

Appendix A Educational Staffing Services			
Position	Pay Rate (District Discretion)	Bill Rate	% Markup
Substitute teacher	\$100/day	\$133.00	1.33
Building Floater Substitute Teacher	\$125/day	\$166.25	1.33
Long-Term Substitute Teacher	\$175/day	\$232.75	1.33
Certified Paraprofessional*	\$125/day	\$166.25	1.33
Uncertified Paraprofessional	\$115/day	\$152.95	1.33
Substitute Paraprofessional	\$100/day	\$133.00	1.33
Substitute Learning Consultant	\$115/day	\$152.95	1.33
Substitute Custodian	\$20/hour	\$ 26.60	1.33
Substitute Tutor	\$42.95/hour	\$ 57.12	1.33
ESY/Summer Custodian	\$20/hour	\$ 26.60	1.33
ESY/Substitute Paraprofessional	\$20/hour	\$ 26.60	1.33
* = Certified means holding valid NJ substitute or teacher certificate			

To be completed, signed below and returned with proposal.

Bellmawr Board of Education

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that ESS Northeast, LLC (Business Entity) has made the following reportable political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

Date of Contribution	Amount of Contribution	Name of Recipient Elected Official/Committee/Candidate	Name of Contributor

The Business Entity may attach additional pages if needed.

☒ No Reportable Contributions (Please check (✓) if applicable.)

I certify that (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent Jeffrey Belz

Signature

Business Entity ESS Northeast, LLC

Title General Counsel and Vice President

To be completed, signed and returned with Bid/Proposal

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of

Organization: ESS Northeast, LLC

Organization

Address: 800 Kings Highway N., Suite 405

City, State, ZIP: Cherry Hill, NJ 08034

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☒ For-Profit Corporation (any type) ☒ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II Check the appropriate box

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (COMPLETE THE LIST BELOW IN THIS SECTION)
- OR
- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (SKIP TO PART IV)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
*Please see attached sheets.	

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal security and exchange commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal securities and exchange commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

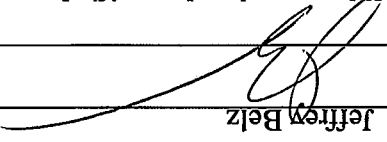
Website (URL) containing the last annual SEC (or foreign equivalent) filing	
Not applicable.	
Page #'s	

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address
*Please see attached sheets.	

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **ANYTOWN Board of Education** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Board of Education** to notify the **Board of Education** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **Board of Education** to declare any contract(s) resulting from this certification void and unenforceable.

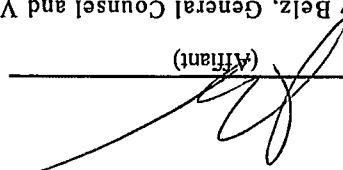
Full Name (Print):	Jeffrey Belz	Title:	General Counsel and V.P.
Signature:		Date:	05/09/2022

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

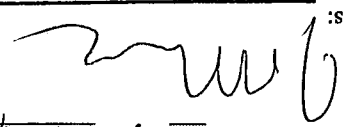
Stockholder Disclosure Certification **List of Owners with Ten Percent (10%) or More Interest**

Owner's Name	Home Address	Title/Office	Percent (%) of Partnership	Shares Owned
10% Owners of Source4Solutions, LLC				
S4T Holdings Corp	300 East Randolph St. Suite 3850, Chicago, IL 60601	N/A	100%	
10% Owners of S4T Holding Corp.				
TVG-ESS Intermediate, LLC	300 East Randolph St. Suite 3850, Chicago, IL 60601	N/A	100%	
10% Owners of TVG-ESS Intermediate, LLC				
TVG-ESS Holdings, LLC	300 East Randolph St. Suite 3850, Chicago, IL 60601	N/A	100%	
10% Owners of TVG-ESS Holdings, LLC				
Vistria ESS Holdings, LLC	300 East Randolph St. Suite 3850, Chicago, IL 60601	N/A	53 33%	
Nautic Partners (ESS), L P	50 Kennedy Plaza, 17th Floor, Providence RI 02903	N/A	38 31%	
10% Owners of Vistria ESS Holdings, LLC				
Vistria Fund IV, LP	300 East Randolph St. Suite 3850, Chicago, IL 60601	N/A	49 91%	
Vistria Fund IV (FT), LP	300 East Randolph St. Suite 3850, Chicago, IL 60601	N/A	39 01%	
10% Owners of Nautic Partners (ESS), L.P.				
SC ESS LLC	PO Box 1410, Greenwich CT 06836	N/A	34 11%	
Nautic Capital (ESS), L.P	50 Kennedy Plaza, 17th Floor, Providence RI 02903	N/A	26 61%	
10% Owners of SC ESS LLC				
SCP Diversified Fund II LLC	PO Box 1410, Greenwich CT 06836	N/A	100%	
10% Owners of SCP Diversified Fund II LLC				
Chris Shumway	c/o SCP Diversified Fund II LLC, PO Box 1410, Greenwich CT 06836	N/A	100%	
10% Owners of Nautic Capital (ESS), L.P.				
Bernard V Buonomano III Revocable Trust	c/o Nautic Capital, 50 Kennedy Plaza, 17th Floor, Providence RI 02903	N/A	23 53%	
Scott F Hilinski	c/o Nautic Capital, 50 Kennedy Plaza, 17th Floor, Providence RI 02903	N/A	22 12%	
Habib Y Gorgi / Gorgi 2007 Gift Trust	c/o Nautic Capital, 50 Kennedy Plaza, 17th Floor, Providence RI 02903	N/A	18 18%	
Christopher J Crosby	c/o Nautic Capital, 50 Kennedy Plaza, 17th Floor, Providence RI 02903	N/A	16 23%	
Christopher F Corey	c/o Nautic Capital, 50 Kennedy Plaza, 17th Floor, Providence RI 02903	N/A	16 64%	

JOHN MCCORMICK
NOTARY PUBLIC
STATE OF NEW JERSEY
ID # 50176209
MY COMMISSION EXPIRES OCT. 27, 2026



(Affiant)
Jeffrey Belz, General Counsel and V.P.
(Print name & title of affiant)
(Corporate Seal)

Subscribed and sworn before me this 9th day of May, 2022

(Notary Public)
My Commission expires:

10% Owners of Vistria Fund IV (FT), LP	One Kaiser Plaza - The Ordway Building Oakland, CA 94612	N/A	17.01%
Kaiser Permanente Group Trust			

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Camden

ss:

I, Jeffrey Belz (name of affiant) residing in Cherry Hill (name of municipality) and State of New Jersey of full age, being duly sworn according to law on my oath depose and say that:

I am General Counsel and Vice President (title or position) of the firm of ESS Northeast, LLC (name of firm)

the bidder making this Proposal for the bid

entitled RFP for Educational Staffing Services, and that I executed the said proposal with full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the

the truth of the statements contained in said Proposal (name of contracting unit) except bona fide employees or bona fide established commercial or selling agencies maintained by contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, I further warrant that no person or selling agency has been employed or retained to solicit or secure such and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Subscribed and sworn to

before me this day

(Signature)

Jeffrey F. Belz
(Type or print name of affiant under signature)

Notary public of
JOHN-MCCORMICK
NOTARY PUBLIC
STATE OF NEW JERSEY
ID # 50176209
My Commission expires OCT. 27, 2026

May 9, 2022

(Seal)

**ANYTOWN BOARD OF EDUCATION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

BID SOLICITATION/PROPOSAL TITLE RFP for Education Staffing Services

VENDOR/BIDDER NAME

FSS Northeast, LLC

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☒ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran. OR
☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities
Duration of Engagement
Anticipated Cessation Date
Attach Additional Sheets If Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein, that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature
Jeffrey Belz, General Counsel and V.P.
Print Name and Title

Version REV. 2.1 2021

Date

05/09/2022

This form is to be completed, certified and submitted prior to the award of contract.

CONTRACTOR/VENDOR QUESTIONNAIRE & CERTIFICATION

Proposal Date: Wednesday, May 11, 2022
RFP for Educational Staffing Services

Name of Company ESS Northeast, LLC
Street Address 800 Kings Highway N., Suite 405 PO Box _____
City, State, Zip Cherry Hill, NJ 08034
Business Phone Number (856) 482.0300 Ext. 3140
Emergency Phone Number (877) 983.2244
FAX No. (856) 334.1722 E-Mail JBelz@ESS.com
FEIN No. 27-0223984
Years in Business 22 Number of Employees 550

References – Work previously done for School Systems in New Jersey

Name of District	Address	Contact Person/Title	Phone
1. Maple Shade School District	170 Frederick Avenue, Maple Shade, NJ 08052	Mr Michael Blake, Business Administrator	856 779 1750 ext 5207
2. Voorhees Township Public Schools	329 Route 73, Voorhees, NJ 08043	Dr Diane Young, Assistant Superintendent	856 751 8446 ext. 6118
3. Haddonfield Public Schools	1 Lincoln Avenue, Haddonfield, NJ 08033	Mr Michael Catalano, Business Administrator	856 429 7510 ext 6217
4. Monroe Township Public Schools	75 East Academy Street, Williamstown, NJ 08094	Ms Lynn DiPietro, Assistant Superintendent	856 626 6400 ext. 1016

Direct/Indirect Interests

Vendor Certification

I declare and certify that no member of the ANYTOWN Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the proposal, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts, Gratuities, Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

Jeffrey Belz, General Counsel and V.P.
President or Authorized Agent (Print)

SIGNATURE

To be completed, signed below and returned with proposal.

AFFIRMATIVE ACTION QUESTIONNAIRE

Proposal No. _____

Proposal Date: _____

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Certificate of Employee Information Report stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☒ No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report. ☒ Yes ☐ No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered "**NO**" to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

www.state.nj.us/treasury/contract/compliance/

- Click on "Employee Information Report"
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Purchase and Property
Contract Compliance and Audit Unit—EEO Monitoring Program
P.O. Box 206
Trenton, NJ 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education prior to the execution or award of contract.

I certify that the above information is correct to the best of my knowledge.

Name: Jeffrey Belz

Signature _____

Title General Counsel and Vice President

Date 05/09/2022

Name of Company ESS Northeast, LLC

Address 800 Kings Highway N., Suite 405

City, State, Zip Cherry Hill, NJ 08034

Certification 31109

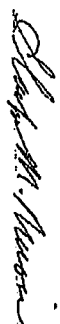
CERTIFICATE OF EMPLOYEE INFORMATION REPORT

~~RENEWAL~~

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-JUL-2019 to 15-JUL-2022



ESS NORTHEAST, LLC
800 KINGS HIGHWAY NORTH, STE 405
CHERRY HILL NJ 08034


ELIZABETH MAHER MUOIO
State Treasurer

Taxpayer Identification# 270-223-984/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione

Director

New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TRADE NAME:

SEQUENCE NUMBER:

1499378

ISSUANCE DATE:

05/02/18



Director

New Jersey Division of Revenue

TAXPAYER NAME:
ESS NORTHEAST, LLC

ADDRESS:

800 KINGS HWY NORTH STE 405
CHERRY HILL NJ 08034-1511

EFFECTIVE DATE:

07/13/09

FORM-BRC

(04-081) 0205846V

W-9

Form
Department of the Treasury
(Rev. October 2018)

Request for Taxpayer
Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
ESS Northeast, LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
☐ Individual/sole proprietor or single-member LLC	☐ C Corporation
☐ S Corporation	☐ Partnership
☐ Trust/estate	☐ P
4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):	
Exempt payee code (if any)	
Exemption from FATCA reporting code (if any)	
5 Address (number, street, and apt. or suite no.) See instructions.	
800 Kings Highway N, Suite 405	
6 City, state, and ZIP code	
Cherry Hill, NJ 08034	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Employer identification number	2 7 - 0 2 2 3 9 8 4
Social security number	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/4/2022

7/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies Three City Place Drive, Suite 900 St. Louis MO 63141-7081 (314) 432-0500		INSURED ESS Northeast, LLC 800 Kings Highway North Suite 405 Cherry Hill NJ 08034	
INSURER A: Philadelphia Indemnity Insurance Co. NAIC # 18058		INSURER F: INSURER E: INSURER D: INSURER C: INSURER B:	

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	LTR	TYPE OF INSURANCE	ADSL SUBR	INSR LWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X	COMMERCIAL GENERAL LIABILITY	Y	N	PHPK2295335	7/1/2021	7/1/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (ea occurrence) \$1,000,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
A	X	UTILITY LIABILITY		N	PHUB775248	7/1/2021	7/1/2022	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
A	X	ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRE AUTOS ONLY	X	N	PHPK2295335	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT \$1,000,000 BODILY INJURY (Per person) \$XXXXXXX BODILY INJURY (Per accident) \$XXXXXXX PROPERTY DAMAGE (Per accident) \$XXXXXXX
A	X	UMBRELLA LIAB	X	N	PHUB775248	7/1/2021	7/1/2022	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
A	X	EXCESS LIAB	X	N	PHPK2295335	7/1/2021	7/1/2022	E.L. DISEASE - POLICY LIMIT \$XXXXXXX E.L. DISEASE - EA EMPLOYEE \$XXXXXXX E.L. EACH ACCIDENT \$XXXXXXX
A	X	STARTING PROFESSIONAL LIABILITY		N	PHPK2295335	7/1/2021	7/1/2022	Claims Made \$2,000,000 ea. wrongful act E.L. DISEASE - POLICY LIMIT \$25,000 deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
INCLUDED AS ADDITIONAL INSURED IF REQUIRED BY WRITTEN CONTRACT WITH RESPECT TO GENERAL LIABILITY PER THE TERMS AND CONDITIONS OF THE POLICY

CERTIFICATE HOLDER

CANCELLATION

16046438 THE BELLMAWR BOARD OF EDUCATION C/O THE BUSINESS OFFICE 256 ANDERSON AVENUE BELLMAWR NJ 08031	AUTHORIZED REPRESENTATIVE
--	-------------------------------

Rick Leonard AUTHORIZED REPRESENTATIVE	Proof of Insurance WorkCentric (NJ) MPP
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	

CANCELLATION

INSR LTR	TYPE OF INSURANCE	ADDL SUBR	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT \$ (Ea accident) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$ (Per accident)	
AUTOMOBILE LIABILITY ANY AUTO ☐ OWNED ☐ AUTOS ONLY ☐ HIRED ☐ AUTOS ONLY ☐ SCHEDULED ☐ AUTOS ☐ NON-OWNED ☐ AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$ E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000	
UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ RETENTION \$						WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☐ N N/A	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☐ N N/A						DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)	

COVERAGES

CERTIFICATE NUMBER: 66170800

REVISION NUMBER:

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PRODUCER SUNZ Insurance Solutions, LLC ID: (Embraceor LLC) c/o Embraceor LLC 1900 Reston Metro Plaza, Suite 600 Reston, VA 20190		INSURED ESS Northeast LLC 800 Kings Highway North Suite 405 Cherry Hill NJ 08034																					
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/7/2022

