



**New Jersey Department of Education,  
Office of Charter and Renaissance Schools**

# **2017 Request for Phase One Applications**

This request for applications is for founding teams interested in operating a charter school in New Jersey beginning in the 2018-19 school year

**Deadline: March 31, 2017**

**ISSUED JANUARY 2017**

*Please direct all questions to Allie Cobb at (609) 292-5850 or [allie.cobb@doe.state.nj.us](mailto:allie.cobb@doe.state.nj.us)*

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## Introduction

The mission of the New Jersey Department of Education (NJDOE) is to ensure that all students, regardless of birth circumstance, graduate from high school ready for college and career. Charter schools play a critical role in meeting the mission of the NJDOE and we are committed to providing New Jersey families, particularly those in high-need communities, with quality schools. This Request for Applications (RFA) calls for applications to start charter schools that are likely to achieve strong educational outcomes. Through charter schools, we expect to provide families with educational options of many different shapes and sizes but with one thing in common: quality education.

This application packet will guide you through the steps of developing a charter school application. Each section requests information about a specific aspect of your plan that will allow reviewers to understand and determine the overall capacity of the founding team to open and operate a quality charter school.

Characteristics of a successful application include but are not limited to:

- A clear, focused, results-oriented mission statement that aligns with all parts of the application;
- Demonstrated success with the student population that the school is likely to serve;
- An educational program that has proven to be effective for the student population;
- Strong and diverse leadership with demonstrable experience leading successful charter schools; and
- Strong financial planning and management.

If you have any questions regarding this application or the evaluation process, please contact:

Office of Charter and Renaissance Schools  
New Jersey Department of Education  
P.O. Box 500  
Trenton, NJ 08625-0500

Phone: (609) 292-5850

Email: [allie.cobb@doe.state.nj.us](mailto:allie.cobb@doe.state.nj.us)

## Application Timeline

Date	Event
January 27, 2017, 2:00-3:30PM	Technical Assistance Training Webinar. To join, go to <a href="http://www.state.nj.us/education/chartsch/">www.state.nj.us/education/chartsch/</a>
March 31, 2017, 4:15PM	<p>Deadline to submit the electronic version of the Phase One Application to <a href="mailto:njcharter@doe.state.nj.us">njcharter@doe.state.nj.us</a></p> <p>Deadline to submit the hard copy Phase One Application to 1) the <b>county(ies)</b> of residence, 2) the <b>district(s)</b> of residence, and 3) the NJDOE.</p>
April 3, 2017, 4:15 PM	Deadline to send receipts from the <b>county(ies)</b> and <b>district(s)</b> of residence to <a href="mailto:njcharter@doe.state.nj.us">njcharter@doe.state.nj.us</a>
May 15, 2017	Applicants are notified of qualified applicant status and eligibility to submit the Phase Two Application.
July 17, 2017, 4:15 PM	<p>Deadline to submit the electronic version of the Phase Two Application to <a href="mailto:njcharter@doe.state.nj.us">njcharter@doe.state.nj.us</a></p> <p>Deadline to submit the hard copy Phase Two Application to 1) the <b>county(ies)</b> of residence, 2) the <b>district(s)</b> of residence, and 3) the NJDOE.</p>
July 19, 2017	Deadline to send Receipts from the <b>county(ies)</b> and <b>district(s)</b> of residence to <a href="mailto:njcharter@doe.state.nj.us">njcharter@doe.state.nj.us</a>
August 28–31, 2017	Applicant Interviews
September 30, 2017	Charter Application Initial Decision
June 29, 2018	School Preparedness process deadline
July 16, 2018	Final approval, granting of Charter, pending successful school preparedness completion.

## Application Instructions

**The application of the proposed charter school becomes a public document upon completion and submission to the New Jersey State Department of Education (NJDOE).**

Resources to assist the proposed charter school in the completion of the application include, but are not limited to:

- A technical assistance session provided by the New Jersey Department of Education on **January 27, 2017**;
- Networking with approved New Jersey charter schools, the New Jersey Charter School Association, institutions of higher education, professional and community organizations, and business and industry;
- New Jersey Department of Education Website: <http://www.nj.gov/education/chartsch/>; and
- Review of all relevant laws and regulations related to charter schools in New Jersey, which are readily available from the Office of Charter and Renaissance School's website: <http://www.nj.gov/education/chartsch/regs.htm>

Guidelines for completing the application are as follows:

- Use the complete, proper name of the proposed charter school;
- Respond to every statement with a discrete response;
- Provide complete, concise responses to the statements immediately following the question; and
- Respond to each statement in the text of the application. Do not address statements in attachments unless an attachment is explicitly requested;
- If a particular question does not apply to your team or application, simply respond "Not Applicable," AND state the reason this question is not applicable to your team or application.
- **The page limit for Phase One is 25 pages.** A thorough and quality response can be developed within those guidelines. The Title Page, Application Cover Sheet, Attachments and Exhibits are not included in the narrative page limit.
- Use a twelve-point or larger font;
- Single-space the body of the application;
- No less than 1" margins; 25 page limit; and
- Edit the document for spelling, grammar, formatting and completeness prior to submission.

**Note: Failure to comply with formatting instructions may impact assessment.**

Guidelines for submitting the Phase One Application, which is due to 1) the county or counties of residence, 2) the district or districts of residence and 3) the NJDOE **by 4:15PM on Friday, March 31, 2017:**

- A hard copy of the application, including all attachments and supporting documents, is due to the county (or counties) of residence and to the district(s) of residence. A receipt (template provided on page 26) must be completed by a representative from each receiving party.
- Applications must be submitted to the NJDOE using the following two methods:

- Email the application in both Word (.doc or .docx) and PDF (.pdf) format to [njcharter@doe.state.nj.us](mailto:njcharter@doe.state.nj.us). All attachments and supporting documents **must be included** in the email in either Word or PDF format; and
- Mail or hand deliver **one HARD COPY** of the application, **including all attachments and supporting documents**, to the address below:

**NJDOE Address Information**

**Mailing Address:**

New Jersey Department of Education  
Office of Charter Schools  
P.O. Box 500  
Trenton, NJ 08625-0500  
Attn: Allie Cobb

**Physical Address:**

New Jersey Department of Education  
100 Riverview Plaza  
Trenton, NJ 08611

Clarification on the county and district submission requirements pursuant to *N.J.A.C. 6A:11-2.1(b)*:

- If planning to operate within a district of residence, submit **one** hard copy to the district board of education and/or superintendent of the state-operated school district of the district of residence of the proposed charter school by the due date;
- If planning to operate within a region of residence, submit **one** copy of the application to **each** of the district boards of education and/or state district superintendents that comprise the region by the due date;
- If planning to serve a district that has a sending/receiving relationship with another school district, **one** hard copy of the charter school application must be submitted to **each** receiving school district by the due date;
- Submit **one** hard copy of the application to the appropriate County Office of Education for the proposed charter school. If planning to operate within multiple counties, submit one copy of the application to each County Office of Education.
- Hard copies of the applications not submitted **to all** districts and counties of residence by the due date are subject to immediate disqualification and **will not** be reviewed by the NJDOE; and
- The applicant must have the district and county representatives sign a receipt indicating the date and time that the application is received.
- **All applications are due to each district and county on March 31, 2017.** Applicants must email copies of application receipt(s) indicating that the applications were received on March 31, 2017 from district(s) to [njcharter@doe.state.nj.us](mailto:njcharter@doe.state.nj.us) by **April 3, 2017**.

Order and format for submitting the documents that comprise the Phase One Application:

1. **Title Page**
  - a) Use the complete, proper name of the proposed charter school;
  - b) Use the words "Charter School" in the title of the proposed school; and
  - c) Include the words "New Jersey Charter School Application" in the Title Page.
  
2. **Application Cover Sheet and Team Information**
  - a) Consistently use the complete, proper name of the proposed charter school; and
  - b) Complete all requested information.
  
3. **Phase One Narrative**
  - a) Follow the sequence and directions presented in this application;
  - b) Number and label each section in the header;
  - c) Copy or Type each question before writing the response;
  - d) Begin **each** section on a new page; and
  - e) Number all pages in the footer sequentially beginning with Page 1-1, (e.g., Section 1, page 1).
  
4. **Exhibits**
  - a) Follow sequence and directions presented in this application;
  - b) Include the Exhibit number and title (e.g., Exhibit 1: Demographic Analysis Form) in the header.

For the purposes of this application the following terms have the following meanings:

- **"Contiguous district boards of education"** means school districts that comprise a region of residence that all share a common border.
- **"Experienced Operators"** are either applicants that have previously operated a charter school or managed a network of charter schools; or applicants that intend to contract with an Education Service Provider (ESP) such as a Charter Management Organization (CMO) or Education Management Organization (EMO).
- **"Founding Team"** means a group of individuals applying to replicate a school model in New Jersey. Founding team members may transition to Board of Trustees members or employees of the school.
- **"Qualified founder"** means an individual who can establish a charter school pursuant to N.J.S.A. 18A:36A-4: *A charter school may be established by teaching staff members, parents with children attending the schools of the district, or a combination of teaching staff members and parents.*
- **"Mission"** means a succinct, compelling statement of the school's goals and values.
- **"District of residence"** means the school district in which a charter school facility is physically located; if a charter school is approved with a region of residence comprised of contiguous school districts, that region is the charter school's district of residence.
- **"Vision"** describes how the school will fulfill its mission.

## Granting of Charter

In accordance with *N.J.A.C. 6A:11-2.1(i)*, approved applicants **must submit, by June 30**, the documentation not available at the time of the application submission including, but not limited to, copies of:

1. A list of names of the current members of the board of trustees;
2. The bylaws of the board of trustees;
3. The Certificate of Incorporation;
4. The Federal Employer Identification Number;
5. The Credit Authorization Agreement for Automatic Deposits;
6. The lease, mortgage or title to its facility;
7. The certificate of occupancy for “E” (education) use issued by the local municipal enforcing official;
8. The sanitary inspections report (if applicable) with “satisfactory” rating;
9. The fire inspection certificate with “Ae” (education) code life hazard use at *N.J.A.C. 5:70-4*;
10. An organizational chart and a list of the lead person, school business administrator, teachers and professional support staff including required certifications and criminal background check status;
11. A budget summary, budget narrative and cash flow statement for the following fiscal year, based on the most recent enrollment projections;
12. Evidence of a uniform system of double-entry bookkeeping in conformance with Generally Accepted Accounting Principles (GAAP);
13. The resolution of the board of trustees naming the Affirmative Action Officer, the Section 504 Coordinator and the Title IX Coordinator;
14. Evidence of enrollment of at least 90% of approved maximum enrollment, as verified by student registrations by parents/guardian(s); and
15. Documentation that ensures compliance with all federal and state regulations and statutes.

Additionally, the Office of Charter and Renaissance Schools will conduct a preparedness visit before the charter school may be granted a charter. A preparedness visit is the on-site visit by Department personnel that gauges readiness for school opening. The preparedness visit shall include a review of the program, facility and fiscal documentation and interviews with the Board of Trustee members and staff members of the proposed charter school to assess organizational leadership and capacity.

The preparedness visit must include:

1. Facility review and approval by the county office of education and local building officials; and
2. A verification of full student enrollment and review of appropriate documentation.

## Charter Agreement

The Commissioner will grant a charter on or before July 16, 2018 if all required documentation is submitted and approved by the NJDOE by June 30, 2018. The Commissioner’s granting of the charter will be contingent on the applicant signing a charter agreement. The charter agreement will set forth the terms and conditions of operating a charter school in New Jersey and will also contain accountability criteria by which the charter school will be evaluated.

## Section 1: Application Cover Sheet & Team Information Summary

*Note: Applicants must submit this information using this form. All information is REQUIRED. Applicants are responsible for updating all contact information with the Office of Charter and Renaissance Schools.*

**Name of Proposed School:** \_\_\_\_\_

**County:** \_\_\_\_\_

**District of residence or districts in the region of residence:** \_\_\_\_\_

**Anticipated physical address of school:** \_\_\_\_\_

*Note: A physical address is required and must be identified by the founding team or the application may be subject to disqualification.*

**Lead Founder.** Identify the **lead founder** for your team. This individual will serve as the contact for all communications, scheduling, and notices regarding your application. *Note: This name and contact information will be provided to any press/media by the NJDOE, Public Information Office upon inquiry.*

**Lead Founder:** \_\_\_\_\_

**District of residence:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Qualified Founder.** Identify the **qualified founder** for your team (**please rely upon the definition provided on page 7 of this application**). A qualified founder must be identified for every district of residence identified for the proposed charter school. Repeat lines as needed.

**Qualified founder:** \_\_\_\_\_

**District of residence:** \_\_\_\_\_

**Please provide a detailed explanation of how this individual meets the requirements of a “qualified founder”:**

\_\_\_\_\_

**Names, roles, district of residence, and current employment of all persons on founding team (you may add lines as needed):**

Full Name	Current Job Title and Employer	District of Residence	Position with Proposed School (Board Member, School Leader, etc.)

**Model or Focus of Proposed School (e.g., Arts, College Prep, Dual Language, etc.):**

**Is the proposed school partnering with an Education Service Provider (ESP; i.e. Charter Management Organization or Education Management Organization or Other Organization) for school management/operation OR is the proposed school seeking to replicate an existing school model? If so, please select one of the following options:**

- Partnering with an ESP
  Replicating an existing school model  
 Nonpublic school conversion to a charter school
  Public school conversion to a charter school

Identify the proposed ESP, Replicating Entity, Nonpublic School or Public School (if approved for a school, applicants must implement an open RFP process for an ESP):

**Proposed Principal / Head of School Information, if identified (for all school(s) proposed to open in 2018; add additional lines as needed):**

**Name of proposed Principal Candidate:** \_\_\_\_\_

**Name of current school:** \_\_\_\_\_

**Current employment:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Charter School Lead Founder Signature** \_\_\_\_\_

## PHASE ONE APPLICATION

### Section 2: Mission, Vision and Education Program

- State the mission and vision of the proposed school. Provide a synopsis of the proposed educational program including key components of the education model and any unique or innovative features of the school.
- Clearly identify the rationale for selecting this model for replication in the targeted district(s) and discuss how the school’s educational program will serve the proposed school population.
- Provide evidence that the school(s) or program(s) for which the experienced operator was responsible served student population(s) similar to the population(s) to be served by the proposed charter school. Include the key design elements of the school(s) or program(s) that are being replicated. *(If applicable)*

### Section 3: Demonstration of Need and Community Engagement

- Describe why the district of residence or region of residence was selected. Describe the perceived needs not currently being met by the existing school options and how the proposed charter school model will meet the perceived needs and offer the greatest educational benefit to the students in this district or region of residence. **Complete Exhibit 1 as an attachment.**
- Provide detail regarding the role of parents, families and the community in the application process. If possible, provide evidence of support among parents, students, teachers, or any combination thereof.
- Describe the plan for ongoing community engagement including any community meetings, parent, teacher, and student input, surveys of prospective stakeholders, etc. you plan to conduct.

### Section 4: Enrollment and Admissions Summary

- Complete the following information regarding the school’s enrollment plan.

District or Region of Residence: \_\_\_\_\_

Grade Level	Year 1 2018-19	Year 2 2019-20	Year 3 2020-21	Year 4 2021-22
K				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
<b>Total</b>				

*Note: Charter schools must allow for the natural progression of students from year-to-year. For example, if there are 50 seats offered to first graders in year 1, there must be at least 50 seats available for second graders in year 2. If approved, the proposed charter school will be held to a maximum enrollment by grade spans K-5, 6-8 and 9-12.*

- b) Describe the rationale for the number of students and grade levels served in year one and the basis for the growth plan illustrated in the Enrollment Summary.
- c) Describe the school's recruitment efforts and the school's target population. Provide evidence that the school will, to the maximum extent possible, seek the enrollment of a cross-section of the community's school-age population including at-risk, special education and English language learning students.
- d) Describe the school's policies and procedures related to admissions, lottery, waiting lists, and enrollment and how these policies and procedures will be fair and equitable, as required by law.

### **Section 5: Applicant and Founder Information**

- a) Explain the Founding Team's collective qualifications for establishing high-quality schools in New Jersey and assuming stewardship of public funds.
- b) Describe how the Founding Team represents the interests of multiple stakeholders.
- c) Describe briefly, in the narrative, the team's individual and collective qualifications for implementing the school design successfully, including capacity in areas such as:
  - School leadership, administration, and governance;
  - Curriculum, instruction, and assessment;
  - Performance management;
  - Parent and community engagement;
  - Professional development;
  - General operations;
  - Facilities management;
  - Financial management;
  - Fundraising and development; and
- d) Provide information regarding each Founding Team member and/or proposed Board member by completing **Exhibit 2**.
- e) Provide signed and completed statements of assurances, **included as Exhibit 3**, from each Founding Team member.

### Section 6: Experienced Operator Information (If applicable)

Any experienced school operator **MUST** complete this section, including all nonpublic or public school conversions.

- a) Provide an overview of the organization's strategic vision and four-year growth plan for developing schools in New Jersey including years of opening, number and types of schools (grade levels), projected numbers of students and management capacity.
- b) Include a brief history of the ESP, replicating entity or conversion school's current schools including details on student achievement and fiscal performance using the Education Service Provider/ Replicating Entity Information/Conversion Schools Sheet included as **Exhibit 4**.
- c) Describe the proposed relationship between the school and the ESP or replicating entity and how that relationship will directly impact the school's mission and goal attainment. *(For schools contracting with an ESP or replicating entity only)*

### Section 7: Nonpublic School Conversion to a Charter School (If applicable)

A "high-performing nonpublic school" means a nonpublic school that ranked in the 66th percentile or higher on a norm-referenced achievement test in the school year prior to the school year in which a conversion application is submitted pursuant to N.J.A.C. 6A:11-2.7. A school that does not meet the criteria by the Phase Two Application may not be eligible for conversion.

- a) Provide a brief history of the school and the rationale for converting to a charter school.
- b) Provide evidence that the school has a strong academic track record, including academic outcomes for students eligible for free and reduced price lunch, percentage of special education students and percentage of ELL students.
- c) Describe how the current curriculum will be modified to align to state standards.
- d) Describe the plan to have all staff certified within the two year time frame allowed under N.J.S.A. 18A:36A.
- e) Provide assurances that no religious instruction, religious views or symbols will be promoted at the charter school.

### Section 8: Public School Conversion to a Charter School (If applicable)

In order for a public school to be eligible to convert to a charter school, at least 51% of the teaching staff in the school shall have signed a petition in support of the school becoming a charter school and at least 51% of the parents or guardians of pupils attending that public school shall have signed a petition in support of the school becoming a charter school. A school that does not meet the criteria by the Phase 2 application will not be eligible for conversion.

- a) Provide a brief history of the school and the rationale for converting to a charter school.
- b) Provide evidence that the school has a strong academic track record, including academic outcomes for students eligible for free and reduced price lunch, percentage of special education students and percentage of ELL students.

## Summary Criteria for each Section of the Phase One Application

### Section 1: Application Cover Sheet & Team Information Criteria

- All information is complete and accurate.
- A qualified founder is identified for all district(s) of residence.
- The founding team identifies one of the four options outlined (contracting with an ESP, replicating entity, nonpublic conversion or public conversion).

### Section 2: Mission, Vision and Education Program Criteria

- The mission is succinct, comprehensible, outcome-focused, measureable and consistent with high academic standards and student success.
- The mission is reflected throughout all sections of the application.
- The vision provides a clear description of how the proposed school will fulfill its mission.
- The application provides a summary of the education program that includes key components and the unique elements of the education program.
- The application provides a description of how the key components and unique elements coalesce into a proposed school model.
- The application provides a summary of the research base and performance record, including specific citations, demonstrating success with the proposed target population.
- The education program aligns to the school's mission and vision.

### Section 3: Demonstration of Need and Community Engagement Criteria

- The application provides a coherent rationale for the decision to serve this population.
- The application provides a compelling explanation of how the proposed school will meet the perceived needs and offer the greatest educational benefit to students.
- The application provides information regarding educational options that are available to students and the track record of those options (traditional, charter, private, etc.).
- The application demonstrates knowledge of and connections within the community.
- The application includes evidence of having engaged parents and families in the application process including surveys and parent involvement activities.
- The application provides specific letters of support from community organizations and how they will partner with the proposed school to fulfill the mission of the school.
- The application provides evidence of ongoing engagement with the community/families.

### Section 4: Enrollment and Admissions Summary Criteria

- The enrollment chart is complete and allows for a natural progression of students year to year. (Schools in NJ cannot account for attrition in the maximum enrollment charts).
- The enrollment summary aligns with the mission and educational plan.
- The application provides clear and compelling rationale and evidence of capacity to open at identified grade levels/grade spans.
- The application provides clear evidence that student recruitment and admissions policies will provide equal access to all interested students and families.

- The recruitment plan demonstrates that it is likely to lead to the school serving a cross-section of the community’s school-age population, including at-risk, special education, and English language learning students.
- Recruitment and admissions policies comply with N.J.S.A 18A:36A and are aligned with the Office of Charter Schools’ Document “[Guidelines for Access and Equity in New Jersey Charter Schools.](#)”

**Section 5: Applicant and Founder Information Criteria**

- Founders represent the interests of multiple stakeholders (parents, teachers, community members) and demonstrate capacity, and commitment to found the school effectively.
- Founders exhibit a shared vision, purpose, and expectations for the school.
- Founders demonstrate evidence of individual and collective qualifications as listed in c) above.
- Founders demonstrate a clear understanding of charter school governance.
- All founders complete Exhibits 2 and 3.

**Section 6: Experienced Operator Criteria (If applicable)**

- The organization’s vision includes key strategies for implementation and identifies possible constraints.
- The application provides clear evidence of the operator’s capacity to operate new schools successfully while maintaining the quality in existing schools.
- The organization demonstrates past success in replicating its school model and a stable history of financial viability.
- The organization outlines plans for the Board to complete due diligence in selection of an ESP.
- The application provides a clear delineation of responsibilities between the ESP, Board of Trustees, school leaders.
- The application demonstrates effective governance and management structures and systems.

**Section 7: Nonpublic School Conversion to a Charter School Criteria (If applicable)**

- The rationale for conversion and performance record of school is strong and compelling.
- The school has a track record and capacity to successfully serve the targeted population.
- The school provides evidence that curriculum will be aligned to New Jersey Student Learning Standards.
- The school has a clear understanding of regulations and specific plan regarding teacher certification.

**Section 8: Public School Conversion to a Charter School Criteria (If applicable)**

- Rationale for conversion and performance record of school is strong and compelling.
- School has a track record and capacity to successfully serve the targeted population.

## Exhibits

### Exhibit 1: Demographic Analysis Form

This exhibit consists of two parts and should be submitted as an Excel Workbook. The completed workbook should include two (2) sheets as described below.

1. As Sheet 1, "Enrollment," of the workbook, provide the following information from 2015-16 for the district(s) that you propose as your district or region of residence in 2018-19. The websites listed below provide the necessary data. Each bullet below should be a separate column in the sheet.

<http://www.state.nj.us/education/data/enr/enr16/>

<http://www.state.nj.us/education/specialed/data/>

<https://homerom5.doe.state.nj.us/pr/>

- a) District Name
- b) Total Enrollment, including district and charter school students
- c) District School Total Enrollment
- d) Charter School Total Enrollment
- e) % Free and reduced price lunch (district schools only)
- f) % Special Education (district schools only)
- g) % English Language Learners (district schools only)
- h) % Asian
- i) % African-American
- j) % Hispanic
- k) % White
- l) % Other racial/ethnic group

2. As Sheet 2, "Performance," of the workbook, provide the following information, by grade level, for **all schools in the proposed district or region of residence that serve the same age / grades as the proposed charter school.** For applicants proposing a region of residence, provide the following information for all schools that serve the same age / grades as you propose in all districts. The website listed below provides the necessary data. Each bullet below should be a separate column in the sheet.

<http://www.nj.gov/education/pr/1415/database.html>

- a) District Name
- b) School Name
- c) School Total Enrollment in 2015-16
- d) School Type (i.e., district, charter, private)
- e) Grade Level
- f) % met or exceeded grade level expectations on English Language Arts PARCC (i.e., % Level 4 + % Level 5)
- g) % met or exceeded grade level expectations on Mathematics PARCC
- h) mSGP in ELA (school level variable)
- i) mSGP in Math (school level variable)
- j) Graduation Rate

## Exhibit 2: Charter School Founding Team Member Information Form

*Each founder and proposed charter school board member must complete this form. All forms must be signed by hand.*

Serving as a founder or member of a public charter school board is a position of public trust and fiduciary responsibility. As a founder or board member of a public school, you are responsible for ensuring the quality of the school program, competent stewardship of public funds, and the school's fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, NJ DOE requests that each founder and prospective board member respond individually to this questionnaire. Where narrative responses are required, responses should be brief (60 words).

The purpose of this questionnaire is twofold: 1) to give application reviewers an introduction to the applicant team behind each school application; and 2) to encourage founders and board members to define the common mission, purposes, and obligations at the earliest stage of school development.

### Background

1. Name of charter school for whom you are a founder or on whose Board of Trustees you intend to serve:
2. Full Name:  
District of Residence:  
Home Address:  
Business Name and Address:  
Telephone No.:  
E-mail Address:
3. Brief description of relevant experience.  
 Resume and professional biography are provided.
4. Indicate whether you currently serve or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation.  
 No  Yes  
If "Yes," briefly describe previous board experience.

**Governance/Operations**

1. Describe the role that you will play in the school’s start-up and ongoing operation.
2. Briefly describe the specific steps the founding team will need to take to ensure that the school is successful.
3. Explain how you will know if the school is successful at any point in time.

**Disclosures**

1. Will any person related to you, or related to you by marriage, be employed by the proposed charter school in which you will hold office or be employed? Specify.  
 No  Yes
2. Are you or is any person related to you or related to you by marriage, a **party to a contract** with the proposed charter school? Specify.  
 No  Yes
3. Do you or does any relative **receive compensation from or have any interest in any business** which is a party to a contract with the proposed charter school in which will hold office or be employed? Explain.  
 No  Yes

**Certification**

I, (PRINT NAME) \_\_\_\_\_,  
certify to the best of my knowledge and ability that the information I am providing to the New Jersey Department of Education as a founder or prospective board member for \_\_\_\_\_ (Charter School)  
is true and correct in every respect.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Exhibit 3: Statement of Assurances

Each founder and proposed charter school board member must complete this form. All forms must be signed by hand.

Statement of Assurances
<p>The charter school and New Jersey Department of Education (NJ DOE) agree to comply to all of the following provisions: <i>(Read and check)</i></p> <ol style="list-style-type: none"><li>1. Will not charge tuition, fees or other mandatory payments for attendance at the charter school or for participation in programs that are required for students.</li><li>2. Will enroll any eligible student who submits a timely and complete application, unless the school receives a greater number of applications than there are spaces for students, in which case a lottery will take place in accordance with New Jersey charter laws and regulations and will comply with all provisions of the Non regulatory Guidance—Public Charter Schools Program of the U.S. Department of Education, which includes the use of a lottery for enrollment if the charter school is oversubscribed.</li><li>3. Will be open to all students, on a space-available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or academic achievement.</li><li>4. Will adhere to all applicable provisions of federal law relating to students with disabilities, including <i>IDEA 2004; Section 504 of the Rehabilitation Act of 1974;</i> and the <i>Americans with Disabilities Act</i> and appropriately employ/contract a child study team and special education service provider(s).</li><li>5. Will adhere to all applicable provisions of federal law relating to students who are English language learners, including <i>Title IV of the Civil Rights Act of 1964;</i> the <i>Equal Educational Opportunities Act of 1974;</i> MGL c. 76 § 5; and MGL c. 89, 71 § (f) and (l).</li><li>6. Will comply with all federal and State laws, including the New Jersey Charter School Program Act of 1995, as well as all applicable regulations, including New Jersey Administrative Code, Charter Schools.</li><li>7. Will employ highly qualified administrators and teachers who hold appropriate New Jersey certificates.</li><li>8. Will obtain all necessary permits, licenses, and certifications related to occupancy, fire, health, and safety within the building(s) and on school property.</li><li>9. Will provide enrollment and demographic data to the NJDOE as required by <i>N.J.A.C. 6A:11-2.1(i)</i>.</li><li>10. Will ensure an annual audit of the charter school pursuant to <i>N.J.S.A. 18A:23-1 et seq.</i></li><li>11. Will ensure the utilization of a certified school business administrator (SBA).</li><li>12. Will establish the full implementation of a uniform system of double-entry bookkeeping in accordance with Generally Accepted Accounting Principles (GAAP) that is organized on a fund basis pursuant to <i>N.J.S.A. 18A:4-14</i>.</li><li>13. Will ensure adoption of Standard Operating Procedures (SOP) pursuant to <i>N.J.A.C. 6A:23A-22.14</i>, including a plan for internal controls for the accounts payable/voucher system including Public School Contract Guidelines pursuant to <i>N.J.S.A. 18A:18A</i>.</li></ol>

14. Will ensure the recording of student attendance in the school register pursuant to *N.J.A.C. 6A:32-8* and recording of student enrollment in the Charter School Enrollment System for the two required enrollment counts.
15. Will provide provisions for insurance coverage pursuant to *N.J.S.A.18A:36A-14(a)*. Including health benefits; general liability; property, officer and employee liability, including any performance surety; and vehicle liability for pupil transportation.
16. Acknowledge request for and receipt of the waivers documented in the RFA, unless otherwise indicated in the contract between the charter school and NJ DOE.
17. Will comply with Open Meetings and Open Public Records Act laws.
18. Will, for the life of the charter, participate in all data reporting and evaluation activities as requested by the U.S. Department of Education and the New Jersey Department of Education; this includes participation in any federal or state funded charter school evaluations or studies, final grant report documentation and financial statements.
19. Will comply with all provisions of the *No Child Left Behind Act*, including but not limited to, provisions on school prayer, the Boy Scouts of America Equal Access Act, the Armed Forces Recruiter Access to Students and Student Recruiting Information, the Unsafe School Choice Option, the Family Educational Rights and Privacy Act (FERPA) and assessments [P.L. 107-110].
20. Shall maintain accounting records and other evidence pertaining to costs incurred, with the provision that the records shall be kept available by the grantee during the grant period and thereafter for five full years from the date of final payment. NJ DOE must be permitted to audit, review, and inspect the grantee's activities, books, documents, papers and other records relating to the expenditures of grant proceeds. The recipient further agrees to comply with all federal and state audit requirements and ensures that arrangements have been made to finance those mandatory audits
21. Will keep and maintain all equipment purchased with grant funds in accordance with federal law and regulation.
22. Will insure equitable program participation, as required under section 427 of the *General Education Provision Act*.
23. Will comply with the lower-tier certification covering lobbying and debarment/suspension in 34 CFR Parts 82 and 85.
24. Understand that if any findings of misuse of funds are discovered the said funds must be returned to NJ DOE and NJ DOE may revoke the charter if it deems that the recipient is not fulfilling the academic goals and fiscal management outlined in the charter.
25. Will conduct an open RFP process to select an education service provider, if applicable.
26. Will comply with the streamlined tenure guidelines established by the Commissioner.
27. Will ensure that the school's curriculum will integrate the following elements throughout the education program: promote the elimination of discrimination; promote mutual acceptance and respect among students and enable students to interact effectively with others regardless of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability; provide instruction in multicultural education content and practices; provide instruction in African-American History as part of U.S. history; and provide instruction on the Holocaust and genocide.
28. Will not utilize state or local funds for the construction of a new facility, if applicable.
29. Will comply with the *School Ethics Act*.

<p>30. Will not have more than 50% of the board of trustees associated with any one non-profit or for-profit entity nor will any vendor be a voting member of the board of trustees.</p> <p>31. Will ensure that all kindergarten students will be five years old by October 1 of each year, if applicable, pursuant to <i>N.J.S.A. 18A:38-5</i>.</p> <p>32. Will ensure that the percentage of school funds spent in the classroom is at least comparable to the average percentage of school funds spent in the classroom in all other public schools in the State, pursuant to <i>N.J.A.C. 6A:11-7.3(e)</i>.</p>	
<b>Signature</b>	
I, the undersigned, do hereby agree to the assurances contained above.	
PRINT NAME:	
Signature of Proposed Charter School Authorized Representative	Date

#### Exhibit 4: Experienced Operator Information Sheet (IF APPLICABLE)

This exhibit consists of three parts. The first part is required of all applicants and should be submitted as an Excel Workbook. The second and third parts are only for applicants contracting with an ESP or replicating entity.

**Part 1.** In an Excel Workbook, provide a summary of **every school** in the organization's portfolio over **the last 3 years**. *Applicants proposing an ESP partner should include every school/charter school managed by the proposed ESP partner.*

Include the following information for **every school over the last 3 years**. The completed workbook should include three (3) sheets as described below. Each bullet below should be a separate column in each sheet.

1. Workbook, Sheet 1 "Basic Information"
  - a. School name
  - b. City/location
  - c. School contact information
  - d. Year opened
  - e. If applicable, the year in which the contract with the ESP commenced
  - f. If applicable, the year in which the contract with the ESP ended
  - g. State/Federal Identification #s/NCES Codes
  - h. ESP contact information for the NJDOE
  - i. Grade levels served in 2015-16
  - j. Total enrollment in 2015-16
  - k. Grade levels served in 2014-15
  - l. Total enrollment in 2014-15
  - m. Grade levels served in 2013-14
  - n. Total enrollment in 2013-14
  - o. School type (e.g., turnaround)
2. Workbook, Sheet 2 "Demographic Information"
  - a. School Name
  - b. School: % Free or reduced price lunch in most recent year
  - c. District: % Free or reduced price lunch from same year
  - c. School: % Special Education in most recent year
  - d. District: % Special Education from same year
  - e. School: % English Language Learners in most recent year
  - f. District: % English Language Learners from same year
  - g. School: % Asian in most recent year
  - h. District: % Asian in same year
  - i. School: % African-American in most recent year
  - j. District: 2015-16 % African-American in same year
  - k. School: % Hispanic in most recent school year
  - l. District: % Hispanic in same year
  - m. School: % White in most recent school year
  - n. District: % White in same year

3. Workbook, Sheet 3 "Performance"
  - a. School: % Proficient (e.g., met or exceeded grade level expectations; achieved or exceeded proficiency standards, etc.) in English or Language Arts in most recent year
  - b. District: % Proficient in English or Language Arts in the same year
  - c. State: % Proficient in English or Language Arts in the same year
  - d. School: % Proficient in the school in Mathematics in the same year
  - e. District: % Proficient in the district in Mathematics in the same year
  - f. State: % Proficient in the state in Mathematics in the same year
  - g. The school's student growth score or value-added measure in English/Language Arts in the most recent year. In a footnote, indicate the instrument used to determine the growth score or value-added measure (if not a New Jersey-based school)
  - h. The school's student growth score or value-added measure in Mathematics in the most recent year
  - i. The % returning students in most recent school year (i.e., the number of students enrolled in 2015-16 who were still enrolled at the start of school year 2016-17 divided by the total number of students enrolled in 2015-16)
  - j. Average attendance rate in the most recent year
  - k. 4-year adjusted cohort graduation rate in most recent year
  - l. Teacher attendance rate in most recent year

**Part 2.** Provide the following financial and organizational information regarding the proposed ESP or Replicating Entity (*For applicants contracting with an ESP or replicating entity only*):

- a. Description of the ESP or Replicating Entity's management structure and summary of key personnel.
- b. Provide the ESP or Replicating Entity's last three years of audited financial statements and management letters.
- c. Provide the ESP or Replicating Entity's most recent internal financial statements, including balance sheets and income statements. Be sure that the ESP or Replicating Entity's overall operations are distinctly represented.

**Part 3.** Provide the following information regarding the proposed ESP or Replicating Entity's portfolio history (*For applicants contracting with an ESP or replicating entity only*):

- a. List any contracts with charter schools that have been terminated by either the ESP or a school, including the reason(s) for such termination and whether the termination was for "material breach."
- b. List any and all charter revocations, non-renewals, shortened or conditional renewals, or withdrawals/non-openings of schools operated by the ESP or Replicating Entity, and explain what caused these actions.

**Exhibit 5: Application Notification to Districts**

N.J.S.A. 18A:36A-4 (c) requires that a school notice of the filing of the application be sent to members of the State Legislature, school superintendents, and mayors and governing bodies of all legislative districts, school districts, or municipalities for each district of residence identified in the application.

**Provide ALL of the information regarding your school’s application below for all districts of residence.**

If the application requests more than one district of residence, this table must be duplicated.

<b>Name of District</b>	
<b>County Freeholder Name</b>	
<b>County Freeholder Email</b>	
<b>County Executive Name</b>	
<b>County Executive Email</b>	
<b>Executive County Superintendent Name</b>	
<b>Executive County Superintendent Email</b>	
<b>District Superintendent Name</b>	
<b>District Superintendent Email</b>	
<b>Board of Education President Name</b>	
<b>Board of Education President Email</b>	
<b>Mayor Name</b>	
<b>Mayor Email</b>	
<b>Town Council President Name</b> (if Mayor does not act in that capacity)	
<b>Town Council President Email</b> (if Mayor does not act in that capacity)	
<b>Board of Chosen Freeholders President Name</b> (if applicable)	
<b>Board of Chosen Freeholders President Email</b> (if applicable)	

<b>Legislator 1 Name</b>	
<b>Legislator 1 Email</b>	
<b>Legislator 2 Name</b>	
<b>Legislator 2 Email</b>	
<b>Legislator 3 Name</b>	
<b>Legislator 3 Email</b>	
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<b>Legislator 7 Name</b>	
<b>Legislator 7 Email</b>	
<b>Legislator 8 Name</b>	
<b>Legislator 8 Email</b>	
<b>Legislator 9 Name</b>	
<b>Legislator 9 Email</b>	

**New Jersey Department of Education**  
**Receipt of 2017 March Charter School Application**

Name of Charter School: \_\_\_\_\_

Delivered to (Name of District/County) \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Received By: \_\_\_\_\_  
**Please Print Name and Title**

Signature: \_\_\_\_\_

**\*\*Duplicate as Necessary\*\***