



State of New Jersey

DEPARTMENT OF EDUCATION

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TO: District Superintendents
Charter School Leaders

FROM: Pam Castellanos *PJC*
Executive Assistant

SUBJECT: Planning for the Opening of Schools

As you plan for the opening of schools in September, the Department would like to assist you by providing the attached documents to assess a successful start to the school year. Of special concern to the opening of schools are the areas of health and safety, instructional materials and supplies, staffing, scheduling of students, facilities and transportation.

The following documents are included with this memo:

- "Opening of Schools Evaluation Tool: School Year 2011-12" (optional)
- "Annual Facilities Checklist: Health And Safety Evaluation Of School Buildings" (required for each individual school)
- "Facilities Checklist Instructions and Guidance" – provides directions for completing the Facilities Checklist

Use of the "Opening of Schools Evaluation Tool" is optional; we suggest that you use it to plan and identify potential problem areas that may prevent a successful opening of your schools. The Evaluation Tool references the Facilities Checklist under item #13. Please note that all districts are required to complete the "Annual Facilities Checklist" for each school. (The Facilities Checklist and related facilities forms were provided to you as part of a broadcast on August 4th.)

We hope that you find this information useful, particularly if you are a first-time superintendent of schools or a new charter school leader. Staff from your county office of education will contact you to find out whether assistance is needed with opening your schools. Please provide us with any suggestions for revision or modification that you may have for the Evaluation Tool (email doebroadcasts@doe.state.nj.us).

Enjoy the remainder of your summer and best wishes for a successful school year.

Attachments