

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

# Annual Report Template (Updated May 2025)

## Introduction

The annual report was established in the *Charter School Program Act of 1995* to facilitate the commissioner’s annual review of charter schools. It is aligned to the Performance Framework developed by the Office of Charter and Renaissance Schools (OCRS), New Jersey Department of Education (Department), and meant to capture information that allows the Department to easily evaluate a charter school’s performance based on the criteria set forth in the Performance Framework.

## Annual Report Submission Guidelines

### Annual Report Submission

Each year per *N.J.S.A.* 18A:36A-16(b) and *N.J.A.C.* 6A:11-2.2(a), the board of trustees of a charter school must submit the annual report no later than 4:15 p.m. on August 1 to the district board(s) of education or state district superintendent, the executive county superintendent, and the commissioner of education. Further, the board of trustees must make the annual report available to the parents or guardians of the students enrolled in the charter school.

### Submission Process for the 2024-2025 Report

The annual report must be submitted via Homeroom as a Word document titled “Annual Report 2025.” To submit the report, upload it to the subfolder “Annual Report 2025” located inside the folder “Annual Report” on the charter school’s Homeroom site. Each Appendix must be saved as a separate Word or PDF document using the [file naming convention](#filenaming) found at the end of the document and then uploaded to the “Annual Report 2025” subfolder on the charter school’s Homeroom site.

#### Additional Submission Requirements

A copy of the report must be submitted to the district board(s) of education or state district superintendent of the charter school’s district(s) of residence no later than 4:15 p.m. on Friday, August 1, 2025. Copies require a cover page, which includes the school’s name and the date of the report. Paper copies arenot required to be sent to the executive county superintendent.

Written Comment Period:The board(s) of education or state district superintendent of the district(s) of residence of a charter school may submit comments regarding the charter school’s annual report to the commissioner no later than October 1, 2025.

## Annual Report Questions

### Basic Information about the School

Fill in the requested information in column 2 of Table 1, below. Please provide direct phone numbers for OCRS contact purposes.

Table 1: Basic Information

|  |  |
| --- | --- |
| Name of charter school |  |
| Grade level(s) to be served in 2025-2026 |  |
| Projected enrollment for 2025-2026 |  |
| 2024-2025 Total enrollment as of June 30, 2025 |  |
| 2024-2025 Students with disabilities (SWD) enrollment as of June 30, 2025 |  |
| 2024-2025 Multilingual learners (ML) enrollment as of June 30, 2025 |  |
| Current waiting list for 2025-2026 by grade level *Pursuant to N.J.A.C. 6A:11-4.6(a)2* |  |
| Waitlist within the district/region of residence |  |
| Waitlist of non-resident district/region of residence (Organize by district/region) |  |
| Website address |  |
| Name of board president |  |
| Board president’s email address (Embed link to board president’s email address on charter school website) |  |
| Board president’s direct phone number (Do not include charter school number) |  |
| Name of school leader (Include the preferred point of contact for official communications) |  |
| School leader’s email address |  |
| School leader’s direct office phone number and/or extension |  |
| Title IX McKinney-Vento District Homeless Liaison’s name and email address |  |
| School Safety Specialist’s name and email address |  |
| School Threat Assessment Team Members’ names and email addresses |  |
| Harassment, Intimidation and Bullying (HIB) Coordinator’s name and email address |  |
| Name of School Business Administrator (SBA) |  |
| SBA email address |  |
| SBA phone number |  |
| Name of District Testing Coordinator (DTC) |  |
| DTC email address |  |
| DTC phone number |  |

## School Site Information

Provide the requested information for each school location in Table 2, column 2. Copy the table below and fill it out for each school site if the school has more than one site.

Table 2: School Site Information

|  |  |
| --- | --- |
| Site name |  |
| Year site opened |  |
| Grade level(s) served at this site in 2024-2025 |  |
| Grade level(s) to be served at this site in 2025-2026 |  |
| Site street address |  |
| Site city |  |
| Site zip |  |
| Site lead or primary contact’s name |  |
| Site lead or primary contact’s office phone number and extension |  |
| Site lead’s email address |  |

## Organizational Performance Areas

### Education Program and Capacity

The following questions are aligned to the [*Organizational Performance Framework*](https://www.nj.gov/education/chartsch/accountability/docs/PerformanceFramework.pdf), Performance Area 1: Education Program and Capacity.

#### 1.1 Mission and Key Design Elements

1. State the school’s Commissioner-approved mission.
2. Briefly list the school’s key design elements.
3. If applicable, provide information regardingthe school’s unique academic goals related to the school’s mission using the guidelines and format below. Note: Mission-specific goals are optional. Schools that do not have mission-specific academic goals may leave this section of the annual report blank. Further, these goals may have changed from the school’s original charter application.

##### Guidelines

* All goals must be SMART, e.g., specific, measurable, ambitious and attainable, relevant and time bound.
* All measurements must be valid and reliable and must demonstrate rigor.
* Without exception, academic goals must be outcome-driven.
* Explain why the school has or has not met these goals, and what steps the school has taken to ensure progress.

Table 3: Format

|  |  |
| --- | --- |
| **Goal** | Ex: As a college-preparatory academy, our goal is to prepare students for the rigor of college-level coursework. |
| **Measure** | Ex: Year over year growth in the participation and passing rates on AP tests. |
| **Target** | Ex: Increase the proportion of students taking and passing AP tests by 10% from SY 2023-2024 to 2024-2025. |
| **Actual Outcome** | Ex: In 2023-2024, 50 AP exams were taken and 30 were passed, so the pass rate was 60% (30/50). In 2024-2025, 60 AP exams were taken, and 45 were passed, giving us a pass rate of 75% (45/60), which is a 15% increase. An additional 10 students took the AP exam. **Goal has been met.** |

#### 1.2 Curriculum

1. All charter schools are required to adopt and implement curricula aligned to the New Jersey Student Learning Standards. To affirm the charter school’s commitment to this requirement, complete and submit [Appendix A](#_Assurance_that_the), available at the end of this document.
2. Pursuant to *N.J.A.C.* 6A:8-3.1(a)3, charter schools are required to make their board-approved curriculum pacing guides and citations for core instructional materials publicly available on their website. Embed the website link to these items below.

#### 1.3 Instruction

1. What constitutes high-quality instruction at this school?
2. Provide a brief description of the school’s common instructional practices.
3. If applicable, please describe the school's policies regarding instruction for students who were required to quarantine during the 2024-2025 school year.
4. Provide the number of students, by grade level, that the school retained and did not promote to the next grade for the 2025-2026 school year. For each identified student, specify the justification for retention, referencing the criteria in the school’s board-approved promotion/retention policy submitted as **Appendix M**.
5. If applicable, indicate the number of students with an Individualized Education Plan (IEP) or a Section 504 Plan who will be retained for the 2025-2026 school year. Explain how the retention process for these students differed from the process used for students retained without an IEP or Section 504 Plan.
6. What support services will the school offer to retained students during the 2025-2026 school year?

#### 1.4 Assessment

1. In tables 4 and table 5, fill in the table to show year-over-year trends in the proportion of students meeting or exceeding expectations on the New Jersey Student Learning Assessment (NJSLA) for ELA and Math, as well as the proportion of students that achieved proficient or advanced proficiency on the NJSLA for Science administered by the school, if applicable. *Note: If the results of the Spring 2025 NJSLA have not been released to schools by July 15, 2025, leave the Spring 2025 column blank.*

Table 4: 3-Year NJSLA ELA and Math Assessment Results (Percentage of Students That Met or Exceeded Expectations)

| Assessment | Spring 2023 | Spring 2024 | Spring 2025 |
| --- | --- | --- | --- |
| ELA 3 |  |  |  |
| ELA 4 |  |  |  |
| ELA 5 |  |  |  |
| ELA 6 |  |  |  |
| ELA 7 |  |  |  |
| ELA 8 |  |  |  |
| ELA 9 |  |  |  |
| MAT 3 |  |  |  |
| MAT 4 |  |  |  |
| MAT 5 |  |  |  |
| MAT 6 |  |  |  |
| MAT 7 |  |  |  |
| MAT 8 |  |  |  |
| Algebra I |  |  |  |
| Geometry |  |  |  |
| Algebra II |  |  |  |

Table 5: 3-Year NJSLA Science Assessment Results (Percentage of Students That Achieved Proficient or Advanced Proficiency)

| Assessment | Spring 2023 | Spring 2024 | Spring 2025 |
| --- | --- | --- | --- |
| SCI 5 |  |  |  |
| SCI 8 |  |  |  |
| SCI 11 |  |  |  |

1. Explain the steps the school has taken, or plans to take, to ensure progress in each subject by grade level and by subgroup (i.e., students eligible for free and reduced-price lunch, Multilingual learners, students with disabilities, and racial/ethnic groups).
2. In table 6, please provide the total number of students who were eligible to participate in the WIDA ACCESS and Dynamic Learning Maps (DLM) assessments and the number of students who took the assessments during the 2024-2025 school year.

Table 6: Number of Students Eligible and/or Participating in WIDA ACCESS or DLM Assessment

| Assessment | Number of eligible students | Number of students administered the assessment |
| --- | --- | --- |
| WIDA ACCESS |  |  |
| DLM-ELA |  |  |
| DLM-Math |  |  |
| DLM-Science |  |  |

1. In table 7 and table 8, if applicable, provide information on the local benchmark assessments administered for ELA and Math during the 2024-2025 school year. Local benchmark assessment results may be submitted as **Appendix O.**

Table 7: ELA Local Benchmark Assessments Information for the 2024-2025 School Year

| Time of School year | Date of administration | Name of assessment | Grade(s) administered | Are assessments solely charter created, vendor created, or a combination of charter and vendor created? |
| --- | --- | --- | --- | --- |
| Beginning |  |  |  |  |
| Mid |  |  |  |  |
| End |  |  |  |  |

Table 8: Math Local Benchmark Assessments Information for the 2024-2025 School Year

| Time of School year | Date of administration | Name of assessment | Grade(s) administered | Are assessments solely charter created, vendor created, or combination of charter and vendor created? |
| --- | --- | --- | --- | --- |
| Beginning |  |  |  |  |
| Mid |  |  |  |  |
| End |  |  |  |  |

1. Describe the school’s process for selecting the local benchmark assessments. Explain how they align to the New Jersey Student Learning Standards (NJSLS) and the school’s chosen curricula.
2. Compare student results on local benchmark assessments with student results on statewide assessments (NJSLA). Explain any notable disparities.
3. For each subject and grade level, provide a list of the diagnostic, formative, and summative assessments that were administered during the 2024-2025 school year. If any of the identified assessments were partially or fully created by a vendor, please cite the vendor’s full name.
4. Describe how results from the assessments listed above were used to improve instructional effectiveness and student learning.
5. Describe how the school disseminated or otherwise made assessment results accessible to stakeholders (i.e., parents, students, board members, administration).

#### 1.5 Organizational Capacity - School Leadership/Administration

1. Fill in the requested information in Table 9 below regarding school leadership. Include staff directly employed by the school as well as staff employed through contracted providers, if applicable. For any administrator employed through a contracted provider, please also provide the name of the contracting entity. Add or delete rows as necessary.

Table 9: School Leadership/Administration Information

| **Administrator Name** | **Title** | **Employment Status (Employed by School/Contracted Provider)** | **Start Date** | **Annual Salary/**  **Contract Fee**  **(2024-2025)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### School Culture & Climate

The following questions are aligned to the [*Organizational Performance Framework*](https://www.nj.gov/education/chartsch/accountability/docs/PerformanceFramework.pdf), Performance Area 2: School Culture & Climate.

#### 2.1 School Culture and Climate

1. Fill in the requested information in Table 10 below regarding the learning environment at the school.

Table 10: School Culture and Climate Learning Environment

|  |  |
| --- | --- |
| Total Attendance Rate: (use the total number of days present divided by the total number of days enrolled) |  |
| Elementary School Attendance Rate (grades K-5) |  |
| Middle School Attendance Rate (grades 6-8) |  |
| High School Attendance Rate (grades 9-12) |  |
| Student to Certified Teacher Ratio |  |

1. Fill in the requested information in Table 11 below, regarding the professional environment at the school.

Table 11 School Culture and Climate Professional Environment

|  |  |
| --- | --- |
| Teacher Retention Rate between July 1, 2024, to July 1, 2025 |  |
| Total Staff Retention Rate from July 1, 2024, to July 1, 2025 |  |
| Frequency of teacher surveys and date of last survey conducted |  |
| Percent of teachers who completed the most recent survey |  |
| Percent of teachers who expressed satisfaction with school leadership or with the overall school environment on the most recent survey |  |

1. What actions did the charter school take to ensure that teachers complete the culture and climate surveys, and what specific expectations does the charter school have regarding teacher participation in these surveys?
2. What were the three main positive aspects teachers identified in the latest survey?
3. What were the three main challenges that teachers identified in the latest survey?
4. Fill in the requested information below regarding the school’s discipline environment in   
   2024-2025.

Table 12: Discipline Environment 2024-2025

| Grade Level | Number of students enrolled  as of Oct. 15, 2024 | Number of students receiving an out-of-school suspension  (unique count) | Number of students receiving an in-school suspension  (unique count) | Number of students expelled |
| --- | --- | --- | --- | --- |
| K |  |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |

1. If applicable, please provide the grade level and number of students with IEPs or Section 504 Plans who received an in-school or out-of-school suspension in the 2024-2025 school year.
2. If the suspensions and expulsions in 2024-2025 increased or decreased by ten percentage points or more than those in 2023-2024, please describe the reasons for the change.
3. All charter schools are required to develop and implement suspension and expulsion policies that are aligned with state law and regulation. To affirm the charter school’s commitment to this requirement, complete and submit [Appendix A](#_Assurance_that_the), available at the end of this document.
4. Pursuant to *N.J.S.A.* 18A:17-46, each charter school must post its Department-issued 2023-2024 HIB Grade Report to the school website. Please provide the link to the school’s report below.

#### 2.2. Family and Community Engagement

1. Fill in the requested information in Table 13 below regarding family involvement and satisfaction.

Table 13: Family Involvement and Satisfaction

|  |  |
| --- | --- |
| Number of parents or guardians currently serving on the school’s board out of the total number of board members |  |
| Frequency of parent/guardian surveys |  |
| Date of last parent/guardian survey conducted |  |
| Percent of parents/guardians who completed the most recent survey (consider one survey per household) |  |
| Percent of parents/guardians who expressed satisfaction with the overall school environment on the most recent survey |  |

1. What actions did the charter school take to ensure that parents completed the culture and climate surveys, and what specific expectations does the charter school have regarding parent participation in these surveys?
2. What were the three main positive aspects identified by parents/guardians in the latest survey?
3. What were the three main challenges identified by parents/guardians in the latest survey?
4. List and briefly describe the major activities or events the school offered to parents/guardians during the 2024-2025 school year and how those events were offered, i.e., in-person, virtually, hybrid, etc.
5. List and briefly describe the major activities or events conducted by parents/guardians to further the school’s mission and goals and how events were offered, i.e., in-person, virtually, hybrid, etc.
6. Fill in the requested information in Tables 14 and 15 below regarding community involvement. Add or delete rows as necessary.

Table 14: Community Involvement with Education Institutions

| **Partnering Organization** | **Description of the Partnership** | **Year Partnership was Established** | **Level of involvement: i.e., number of students and/or staff involved, hours per month, resources involved, etc.** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table 15: Community Involvement with Community Institutions

| **Partnering Organization** | **Description of the Partnership** | **Year Partnership was Established** | **Level of involvement: i.e., number of students and/or staff involved, hours per month, resources involved, etc.** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Briefly describe how the educational and community partnerships further the school’s mission and goals.

### Board Governance

The following questions are aligned to the [Organizational Performance Framework](https://www.nj.gov/education/chartsch/accountability/docs/PerformanceFramework.pdf), Performance Area 3: Board Governance.

#### 3.1 Board Capacity

1. Fill in the requested information in Table 16 below regarding board governance.

Table 16: Board Governance

|  |  |
| --- | --- |
| Number of board members required by the charter school’s bylaws |  |
| Date of the latest board self-evaluation (include a copy of the board’s self-evaluation tool as **Appendix B**) |  |
| Date of the latest school leader evaluation (include a copy of the board’s school leader evaluation tool as **Appendix C**)  (If the SBA receives a written evaluation, please include a copy of the tool as **Appendix C**) |  |
| If applicable, date of the latest evaluation of the charter school’s contracted education service provider (ESP) such as a charter management organization (CMO) or education management organization (EMO)  (Include a copy of the board’s evaluation tool for this contracted organization as **Appendix D** and as **Appendix E**, provide a signed and dated CMO or EMO contract with the ESP’s EIN number and current business address for the 2025-2026 school year**.**) |  |

1. If the current number of board members does not meet the minimum required by the charter school’s bylaws, please explain the reason. Additionally, describe the recruitment strategies the board is using to achieve compliance with the bylaws.
2. List the amendments to bylaws that the board adopted during the 2024-2025 school year.
3. List the critical policies adopted by the board during the 2024-2025 school year.
4. What were the board’s three main strengths identified in the latest board self-evaluation?
5. What were the board’s three main challenges identified in the latest board self-evaluation?

#### 3.2 Board Compliance

1. Fill in the requested information in Table 17 below regarding the board. To ensure compliance, consult the New Jersey School Board Association's (NJSBA) mandated trainings at: <https://www.njsba.org/training/mandated-training/#goviv>. Add or delete rows as necessary.

Table 17: Board of Trustee Information

| **Name** | **Start Date** | **Term Expiration Date** | **Number of Terms Served** | **Role on Board** | **Email Address** | **Date of Criminal Background Check** | **Date of all NJSBA Trainings** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Pursuant to *N.J.A.C.* 6A:11-4.12 (c) *Board of Trustees and Open Public Meetings Act*, which states “the board of trustees shall post a copy of all meeting notices and meeting minutes to the school’s website;” please provide the link to the school’s board meeting minutes below.
2. Please provide the month and year of the latest board meeting minutes posted on the school’s website and New Jersey Homeroom OCRS repository.
3. Pursuant to *N.J.S.A.* 18A:36A-15, *Complaints to board of trustees*, please provide as **Appendix F** the current board policy for the establishment of the grievance committee. Please embed the link to the policy on the charter school’s website.
4. Provide the number of grievances presented to the board in the 2024-2025 school year.

### Access and Equity

The following questions are aligned to the [*Organizational Performance Framework*](https://www.nj.gov/education/chartsch/accountability/docs/PerformanceFramework.pdf), Performance Area 4: Access and Equity.

#### 4.1 Access and Equity

1. Fill in the requested information in Table 18 below regarding the timeline of the school’s application process for prospective students for school year 2024-2025.

Table 18: School Year 2024-2025 Application Process Timeline

|  |  |
| --- | --- |
| Date the application for school year 2024-2025 was made available to interested parties |  |
| Date the application for school year 2024-2025 was due back to the school from parents/guardians |  |
| Date and location of the lottery for seats in school year 2024-2025 |  |

1. Provide the URL to the school’s application for prospective students for school year 2025-2026. As **Appendix G**, provide copies of the 2024-2025 and 2025-2026 initial application in as many languages as available.
2. List all venues where, prior to the lottery, interested parties could access the school’s application for prospective students for school year 2024-2025 and school year 2025-2026.
3. List all languages in which the application is made available. If the school participates in Newark or Camden’s enrollment process, please state that below.
4. List all ways in which the school advertised that applications for prospective students for school year 2024-2025 and school year 2025-2026 were available prior to the enrollment lottery.
5. Fill in the requested information in Table 19 below regarding student enrollment and attrition rates by grade level in 2024-2025.
6. Explain the school’s enrollment backfilling policy, then, as **Appendix H**, include the school’s board-approved policy.

Table 19: Student Enrollment and Attrition

| Grade Level | Number of student withdrawals (for any reason) during the school year | Number of students enrolled after the first day of school year 2024-2025 | Number of students enrolled in school year 2024-2025 who continued enrollment in school year 2025-2026 |
| --- | --- | --- | --- |
| K |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |

1. If applicable, please identify and/or explain the primary causes of student attrition during the 2024-2025 school year.

### Compliance

The following questions are aligned to the[*Organizational Performance Framework*](https://www.nj.gov/education/chartsch/accountability/docs/PerformanceFramework.pdf)*,* Performance Area 5: Compliance.

#### 5.2 Office of Charter and Renaissance School Compliance

Provide the requested information for each school location. Copy Table 20 below and fill it out for each school site if the school has more than one site.

Table 20: School Site Facility Information

|  |  |
| --- | --- |
| Site name |  |
| Site address |  |
| Facility lease information |  |
| Landlord name |  |
| Lease commencement date |  |
| Lease termination date |  |
| 2025-2026 annual lease cost |  |
| Facility mortgage/bond information |  |
| Purchase date |  |
| Mortgage lender/Bond Issuer(s) |  |
| Outstanding loan amount as of July 1, 2025 |  |
| Latest date of appraisal |  |
| Appraised value of property |  |
| If the facility is shared with any other entity, please identify the entity. Describe the shared areas and detail the days and time when these shared areas are used by the other entity. |  |

Table 21: School Site Facility Information Lease Summary

|  |  |
| --- | --- |
| Total number of leased facilities |  |
| Total annual cost of all leases |  |
| Total lease amount budgeted for 2025-2026 |  |

Table 22: School Site Facility Information Mortgage/Bond Summary

|  |  |
| --- | --- |
| Total number of mortgaged facilities |  |
| Total mortgage/bond amount |  |
| Mortgage principal budgeted for 2025-2026 |  |
| Mortgage payment interest budgeted for 2025-2026 |  |

1. All charter schools are required to maintain facilities compliant with health and safety standards. To affirm the charter school’s commitment to this requirement, complete and submit **Appendix A** available at the end of this document.
2. As **Appendix I**, provide the valid, unexpired Certificate of Occupancy with “E” usage, Annual Sanitary Inspection Report with satisfactory rating, and Fire Inspection Certificate with “Ae” code for each approved campus, and current leases.

#### 5.3 Other Compliance

1. Provide a description of the educator evaluation system the school has implemented. In accordance with [*N.J.A.C. 6A:11-6.2*](https://www.nj.gov/education/code/current/title6a/chap11.pdf)*,*in your description, include the required number and duration of observations conducted for tenured teachers, non-tenured teachers, tenured administrators and non-tenured administrators.
2. If the school leader evaluation system differs from the educator evaluation system described above, provide a description of the school leader evaluation system that the school has implemented.
3. As **Appendix J,** provide the board resolution approving the teacher and school leader evaluation systems.

**Note**: You may use [*Educator Evaluation System Guidelines for New Jersey Charter Schools*](https://www.nj.gov/education/chartsch/about/info/docs/evaluation.pdf) for guidance answering a), b) and c) above.

## File Naming Convention

Table 23: Appendix File Naming Convention

| **Appendix** | **File Naming Convention** |
| --- | --- |
| [Appendix A](#_Assurance_that_the) | Appendix A Statements of Assurance |
| Appendix B | Appendix B Board Self Evaluation Tool |
| Appendix C | Appendix C School Leader Evaluation Tool |
| Appendix D | Appendix D Contracted Education Service Provider Evaluation Tool, if applicable |
| Appendix E | Appendix E Annual CMO or EMO contract, signed and dated, if applicable |
| Appendix F | Appendix F Board policy for the establishment of a grievance committee |
| Appendix G | Appendix G Initial Enrollment Applications (Language) |
| Appendix H | Appendix H Board policy for enrollment backfilling |
| Appendix I | Appendix I valid, unexpired Certificate of Occupancy with “E” usage, Annual Sanitary Inspection Report with satisfactory rating, Fire Inspection Certificate with “Ae” code, and current leases. |
| Appendix J | Appendix J Board resolution approving the teacher and school leader/principal evaluation systems |
| Appendix K | Appendix K 2025 – 2026 School Calendar |
| Appendix L | Appendix L Organizational Chart |
| Appendix M | Appendix M Promotion/Retention Policy |
| Appendix N | Appendix N Graduation Policy |
| Appendix O | Appendix M Local Benchmark Assessment Results |

Each appendix must be submitted as a separate Word or .PDF file to the Homeroom folder “Annual Report 2025.” Save each appendix by the file naming convention provided in the second column of the above table.

## Appendix A Assurance that the school is meeting statutory and regulatory requirements

By checking each of the boxes and signing on the second page, the school confirms compliance with each of the statements listed. Once signed, save the document as a .PDF file named “Appendix A Statements of Assurance” and upload it to Homeroom. See page 2 of the annual report template for submission details.

| **Statement** | **Confirm Compliance (Add ✓ or X)** |
| --- | --- |
| **Instructional Providers**  The School shall employ or otherwise utilize in instructional positions only those individuals who are certified in accordance with the requirements applicable to other public schools, or who are otherwise qualified to teach under section *N.J.A.C.* 6A:9 *et seq.*, and applicable federal law. For the purposes of this section, "instructional positions" means classroom teachers and professional support staff. |  |
| **Background Checks; Fingerprinting**  The School shall maintain and implement procedures for conducting background checks (including a fingerprint check for a criminal record) of, and appointing on an emergency conditional basis (if applicable), all school employees and prospective employees (whether part or full time) of the School, as well as any individual who has regular access to the students enrolled in the school (including, but not limited to, employees and agents of any company or organization which is a party to a contract to provide services to the School) to the extent required by applicable law, including sections *N.J.S.A.* 18A:6-7.1, *et seq*. |  |
| **Educational Program**  The School shall implement and provide educational programs that are compliant with the New Jersey Student Learning Standards. |  |
| **Student Disciplinary Code**  The School shall maintain written rules and procedures for student discipline, including guidelines for suspension and expulsion, and shall disseminate those procedures to students and parents. Such guidelines and procedures must be consistent with applicable law including, but not limited to, requirements for due process, provision of alternative instruction and federal laws and regulations governing the discipline and placement of students with disabilities. |  |
| **Provision of Services**  The School shall provide services and accommodations to students with disabilities in accordance with any relevant polices adopted, as well as with all applicable provisions of the Individuals with Disabilities Education Act (20 U.S.C. § 1401 *et* *seq*.) (the “IDEA”), the Americans with Disabilities Act (42 U.S.C. § 12101 *et* *seq*.) (the “ADA”) and section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) (“Section 504”) and all applicable regulations promulgated pursuant to such federal laws. This includes providing services to attending students with disabilities in accordance with the individualized education program (“IEP”) recommended by a student’s IEP team. The School shall comply with all applicable provisions of section *N.J.S.A.* 18A:46-1 *et seq.*, and section *N.J.A.C.* 6A:11-4.8 of the Regulations concerning the provision of services to students with disabilities.  The School shall ensure delivery of services and accommodations to multilingual learners in alignment with all applicable federal and state laws governing language instruction educational programs (LIEPs). In doing so, the school will adopt all relevant provisions of Titles I and III of the Every Student Succeeds Act (20 U.S.C. § 6301 *et seq.*) (the “ESSA”), as well as all applicable regulations promulgated pursuant to such federal laws. Compliance shall also be maintained with all applicable provisions of section *N.J.A.C.* 6A:15 *et seq.,* section *N.J.A.C.* 6A:11-4.8, sections *N.J.A.C.* 6A:7-1.7 and 6A:7-1.8, section *N.J.A.C.* 6A:8-1.3, and sections *N.J.A.C.* 6A:9-3.2, and 6A:9-3.3 of the Regulations concerning the provision of services to multilingual learners. |  |
| **Facility Location**  The School shall take such actions as are necessary to ensure that the Facility Agreement, licenses and certificates are valid and in force at all times that the Charter is in effect. Pursuant to *N.J.A.C.* 6A:11-2.2, actions shall include at a minimum: a new lease, mortgage or title to its facility (if the charter school has changed facilities); a valid certificate of occupancy for "E" (education) use issued by the local municipal enforcing official at *N.J.A.C.* 5:32-2 (if the charter school has changed facilities); an annual sanitary inspection report with satisfactory rating; and an annual fire inspection certificate with "Ae" (education) code life hazard use at *N.J.A.C.* 5:70-4. Current copies of requisite documents shall be maintained in the New Jersey Homeroom OCRS document repository. |  |
| **Public School Contract Law**  The School will ensure adoption of Standard Operating Procedures (SOP) pursuant to *N.J.A.C.* 6A:23-22.14, including a plan for internal controls for the accounts payable/voucher system including Public School Contract Guidelines pursuant to *N.J.S.A.* 18A:18A-1 et seq. 14. The School will also ensure that each board member and any agency, corporation, person, or entity that enters into a contract or agreement on behalf of the charter school to provide administrative, educational, or other services adhere to the provisions of the Public School Contracts Law, *N.J.S.A.*18A:18A-1 et seq. |  |

### School Official/School Lead

Signature of School Official (School Lead):

Date:

Print/Type Full Name:

Title:

### Signatory Office (President, Board of Trustees)

Signature:

Date:

Print/Type Full Name:

Title: