

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

# Annual Report Template (Updated June 2024)

## Introduction

The annual report was established in the Urban Hope Act, *N.J.S.A.* 18A:36C-1 et seq., as a way to facilitate the Commissioner’s review of renaissance school projects. A renaissance school project must submit an annual report on August 1 following each full school year in which it is in operation.

## Annual Report Submission Guidelines

### Annual Report Submission

Per *N.J.A.C.* 6A:31-5.1(b), the renaissance school project must submit an annual report to the Commissioner and the renaissance school district. Per *N.J.S.A.* 18A:36C-10(b), the report shall be made publicly available, including on the Department of Education’s website.

### Submission Process for the 2023-2024 Report

The annual report must be submitted via Homeroom as a Word document titled “Annual Report 2024.” To submit the report, upload it to the subfolder “Annual Report 2024” located inside the folder “Annual Report” on the renaissance school project’s Homeroom site. Each Appendix must be saved as a separate Word or .PDF document using the [file naming convention](#_File_Naming_Convention) found at the end of this document and then uploaded to the “Annual Report 2024” subfolder on the school’s Homeroom site.

### Additional Submission Requirements

A copy of the report must be submitted to the renaissance school district no later than 4:15 p.m. on Thursday, August 1, 2024.

### Written Comment Period

The school district or State district superintendent(s) of the renaissance school district may submit comments regarding the annual report to the commissioner by October 1, 2024.

## Annual Report Questions

### Basic Information about the School

Fill in the requested information in column 2 of Table 1 below.

Table 1: Basic Information

|  |  |
| --- | --- |
| Name of renaissance school project |  |
| Grade level(s) to be served in 2024-2025 |  |
| Projected enrollment for 2024-2025 |  |
| 2023-2024 Total enrollment as of June 30, 2024 |  |
| Current waiting list for 2024-2025  *Pursuant to N.J.A.C*. 6A:31-4.5(a). |  |
| Waitlist within the district/region of residence |  |
| Waitlist of non-resident district/region of residence |  |
| Website address |  |
| Name of board president |  |
| Board president’s email address |  |
| Board president’s direct phone number |  |
| Name of school leader |  |
| School leader’s email address |  |
| School leader’s direct phone number and extension as necessary |  |
| School leader’s cell phone number |  |
| 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 direct phone number |  |

## School Site Information

Provide the requested information for each school location in Table 2. Copy Table 2 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 2023-2024 |  |
| Grade level(s) to be served at this site in 2024-2025 |  |
| Site street address |  |
| Site city |  |
| Site zip |  |
| Site lead or primary contact’s name |  |
| Site lead or primary contact’s direct office phone number and extension |  |
| Site lead’s email address |  |

## Organizational Performance Areas

### Education Program and Capacity

#### 1.1 Mission

1. Describe how the renaissance school project has progressed towards achieving the mission, goals, and objectives included in its application to the State. (Please limit your response to a 1-page maximum.)

#### Curriculum

1. As **Appendix A**, provide a signed assurance that the renaissance school project’s curriculum is aligned to the New Jersey Student Learning Standards.
2. Provide details about any planned changes to the curriculum and assessments for the 2024-2025 school year. Please limit your response to a 1-page maximum.

#### 1.3 Instruction

1. What constitutes high quality instruction at this school?
2. Provide a brief description of the school’s instructional practices.
3. Describe how the school has made efforts to address learning loss related to the Covid-19 public health emergency. What areas of strength and areas of opportunity remain?
4. If applicable, please describe the school's policies regarding instruction for students who were required to quarantine during the 2023-2024 school year.
5. Provide the number and grade levels of any students that the school retained from progressing to the next grade in the 2023-2024 school year. What supports will the school provide in the 2024-2025 school year?

#### Assessment

1. The Department is requesting data from local benchmark assessments administered during the 2023-2024 school year for the purpose of determining student achievement. Fill in the following local benchmark assessment data by percentage of students below, on, or above grade level, with “grade level” referencing the renaissance school project’s expectations of student mastery of the New Jersey Student Learning Standards (NJSLS). Please include end of year assessment results by percentage of students below, on, or above grade level for local assessments administered by the school.
2. New Jersey Student Learning Assessments resumed in the 2021-2022 school year. In table 5, fill in the table to show year over year trends in proportion of students meeting or exceeding grade-level expectations (“proficiency rate”) on all NJSLA administered by the school. Note: If 2023-2024 NJSLA results have not been released to schools by July 15, 2024, then leave the 2023-2024 column blank.

Table 3: Proficiency Rates on Local Assessments (% of Students) —Fall Diagnostic Assessment 2023

| Assessment | Below (%) | On (%) | Above (%) |
| --- | --- | --- | --- |
| ELA K |  |  |  |
| ELA 1 |  |  |  |
| ELA 2 |  |  |  |
| ELA 3 |  |  |  |
| ELA 4 |  |  |  |
| ELA 5 |  |  |  |
| ELA 6 |  |  |  |
| ELA 7 |  |  |  |
| ELA 8 |  |  |  |
| ELA 9 |  |  |  |
| ELA 10 |  |  |  |
| ELA 11 |  |  |  |
| ELA 12 |  |  |  |
| MAT K |  |  |  |
| MAT 1 |  |  |  |
| MAT 2 |  |  |  |
| MAT 3 |  |  |  |
| MAT 4 |  |  |  |
| MAT 5 |  |  |  |
| MAT 6 |  |  |  |
| MAT 7 |  |  |  |
| MAT 8 |  |  |  |
| Algebra I |  |  |  |
| Geometry |  |  |  |
| Algebra II |  |  |  |

Table 3b: Proficiency Rates on Local assessments (% of Students) —End of Year Summative Assessment 2024

| Assessment | Below (%) | On (%) | Above (%) |
| --- | --- | --- | --- |
| ELA K |  |  |  |
| ELA 1 |  |  |  |
| ELA 2 |  |  |  |
| ELA 3 |  |  |  |
| ELA 4 |  |  |  |
| ELA 5 |  |  |  |
| ELA 6 |  |  |  |
| ELA 7 |  |  |  |
| ELA 8 |  |  |  |
| ELA 9 |  |  |  |
| ELA 10 |  |  |  |
| ELA 11 |  |  |  |
| ELA 12 |  |  |  |
| MAT K |  |  |  |
| MAT 1 |  |  |  |
| MAT 2 |  |  |  |
| MAT 3 |  |  |  |
| MAT 4 |  |  |  |
| MAT 5 |  |  |  |
| MAT 6 |  |  |  |
| MAT 7 |  |  |  |
| MAT 8 |  |  |  |
| Algebra I |  |  |  |
| Geometry |  |  |  |
| Algebra II |  |  |  |

1. Identify the type of assessments used for interim assessment data:

| **Assessment Type (interim assessment)** | **✓ or X** |
| --- | --- |
| Solely renaissance school project created |  |
| Vendor and renaissance school project created |  |
| Combination of solely renaissance school project and vendor and renaissance school project created |  |

1. Identify the type of assessments used for end of year assessment results:

| **Assessment Type (end of year assessment)** | **✓ or X** |
| --- | --- |
| Solely renaissance school project created |  |
| Vendor and renaissance school project created |  |
| Combination of solely renaissance school project and vendor and renaissance school project created |  |

Table 4: Proficiency Rates on NJSLA Assessments

| **NJSLA Assessment** | **2022-2023**  **Percentage of students who met or exceeded expectations** | **2023-2024**  **Percentage of students who met or exceeded expectations** |
| --- | --- | --- |
| ELA 3 |  |  |
| ELA 4 |  |  |
| ELA 5 |  |  |
| ELA 6 |  |  |
| ELA 7 |  |  |
| ELA 8 |  |  |
| ELA 9 |  |  |
| ELA 10 |  |  |
| MAT 3 |  |  |
| MAT 4 |  |  |
| MAT 5 |  |  |
| MAT 6 |  |  |
| MAT 7 |  |  |
| MAT 8 |  |  |
| Algebra I |  |  |
| Geometry |  |  |
| Algebra II |  |  |

1. Explain what steps the school has taken, or plans to take, to ensure progress in both subjects 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. For each subject and grade level, provide a list of the diagnostic, formative, and summative assessments that were administered during the 2023-2024 year.
3. Describe how results from the assessments listed above were used to improve instructional effectiveness and student learning.
4. Describe the school’s process for selecting the locally administered assessments. Explain how they align to NJSLS and the renaissance school project’s chosen curricula.
5. Compare student results on locally administered assessments with student results on statewide assessments (NJSLA). Explain any notable disparities.
6. Describe how the renaissance school project disseminated or otherwise made assessment results accessible to stakeholders (i.e., parents, students, board members, administration).

#### 1.5 Progress towards Contract Renewal

1. Pursuant to *N.J.S.A* 18A:36C-10 and*N.J.A.C* 6A:31-5.3, describe how the renaissance school project has progressed towards renewal by meeting its goals and improving student achievement, absent a breach of the agreement that outlines the terms and conditions of the renaissance school project. (Please limit your response to a 1-page maximum.)

#### 1.6 Organizational Capacity

1. As **Appendix B**, provide an organizational chart of the renaissance school project for the 2023-2024 school year.
2. As **Appendix C**, provide a list of the lead person(s), teachers, and professional support staff, certification area(s) and criminal background check date for any renaissance school project.

#### 1.7 School Calendar

1. As **Appendix D**, please provide the 2024-2025 school calendar.

## School Culture and Climate

### School Culture and Climate

1. Describe how the renaissance school project promotes and maintains a culture of learning, scholarship and high expectations. Evidence may include, but is not limited to, student-led organizations, student achievements and recognition, levels of disciplinary referrals, class and staff attendance, and participation in school events and activities. Please describe any specific changes as it relates to the mode and delivery of programming in 2023-2024. (Please limit your response to a 1-page maximum.)
2. Describe how the renaissance school project provides and maintains the social and emotional supports and health services to adequately meet the needs of its students. Please include the categories and types of services available and any specific changes as it relates to the mode and delivery of supports in 2023-2024. (Please limit your response to a 1-page maximum.)
3. Fill in the requested information in Table 5 below regarding the renaissance school project’s discipline environment in 2023-2024. If the suspensions and expulsions in 2023-2024 increased or decreased by ten percentage points or more than those in 2022-2023, please describe the reasons for the change below the table.

Table 5: Discipline Environment 2023-2024

| Grade Level | Number of students enrolled  as of Oct. 15, 2023 | Number of students receiving an out-of-school suspension  (unique count) | Number of students expelled |
| --- | --- | --- | --- |
| K |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |

### 2.2. Family and Community Engagement

1. List and briefly describe the major activities or events the renaissance school project offered to parents/guardians during the 2023-2024 school year and how those events were offered, i.e., in-person, virtual, hybrid, etc.
2. List and briefly describe the major activities or events conducted by parents/guardians to further the renaissance school project’s mission and goals and how those events were offered, i.e., in-person, virtual, hybrid, etc.
3. Fill in the requested information in Tables 6 and 7, below, regarding community involvement. Add or delete rows as necessary.

Table 6: Community Involvement with Educational Institutions

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

Table 7: Community Involvement with Community Institutions

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

1. Briefly describe how the educational and community partnerships established furthers the renaissance school project’s mission and goals.

## Board Governance

1. Fill in the requested information in Table 8 below regarding the renaissance school project’s board of trustees.

Table 8: Board of Trustee Information

| **Name** | **Start Date** | **Term Expiration Date** | **Role on Board** | **Email Address** | **Date of Criminal Background Check** | **Date of all NJSBA Training** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. As **Appendix E**, provide a signed assurance that the board of trustees operates in accordance with the School Ethics Act, *N.J.S.A.* 18A:12-21, *et seq.*, and the Open Public Meetings Act, *N.J.S.A.* 10:4-6, *et seq.*
2. As **Appendix F,** provide a copy of any amendments to the bylaws the board of trustees adopted during the 2023-2024 school year.
3. 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.
4. Please identify the number of board members required by the renaissance school project’s bylaws.

## Enrollment

1. Fill in the requested information in Table 9 below with enrollment information for each grade level by site. Please complete a separate chart for each site that will be operating in 2024-2025. Please add an additional chart for each additional site.

Table 9: Enrollment for Site 1  
Site 1 [Insert Site Name] Enrollment

| Grade | Enrollment Count on Last Day of the 2023-2024 School Year | Projected Enrollment for the 2024-2025 School Year |
| --- | --- | --- |
| K |  |  |
| Grade 1 |  |  |
| Grade 2 |  |  |
| Grade 3 |  |  |
| Grade 4 |  |  |
| Grade 5 |  |  |
| Grade 6 |  |  |
| Grade 7 |  |  |
| Grade 8 |  |  |
| Grade 9 |  |  |
| Grade 10 |  |  |
| Grade 11 |  |  |
| Grade 12 |  |  |
| **Total** |  |  |

1. Fill in the requested information in Table 10 below for the total enrollment and revenue of all school sites. If final fiscal year funding from Camden City School District is unavailable, please provide the anticipated final funding amount.

Table 10: Total Enrollment and Revenue for all Sites

|  |  |
| --- | --- |
| Final Fiscal Year 24 Total Enrollment for all Sites |  |
| Final Funding from Camden City School District Fiscal Year 24 |  |
| Final Fiscal Year 24 Enrollment for non-resident district students |  |
| Final Fiscal Year 24 non-resident enrollment tuition received |  |
| Projected Fiscal Year 25 Total Enrollment for all Sites |  |
| Projected Funding from Camden City School District Fiscal Year 25 |  |
| Projected Fiscal Year 25 Enrollment for non-resident district students |  |
| Projected Fiscal Year 25 non-resident enrollment tuition received |  |

1. Describe how the renaissance school project monitors and minimizes attrition rates to ensure stable enrollment. (Please limit your response to a 1-page maximum.)

## Facilities

### 5.1. Funding

1. Describe any anticipated change(s) in the renaissance school project’s facility financing.
2. Are all the renaissance school project’s facilities funded at ninety-five percent of the per-pupil amount? If not, please describe.

### 5.2 Structural Changes

1. List renaissance school project sites that will be undergoing construction between July 2024 and June 2025.
2. Provide assurances that site plans and/or substantial reconstruction plans have been submitted to the Department for each site.
3. Please provide details of anymodifications to existing site plans and/or substantial reconstruction plans that have been submitted to the Department. ***If there are no modifications to the existing plans, simply indicate that here by writing “N/A” next to numbers 1–4.***
   1. Provide the facility name and address.
   2. Provide a description of changes/modifications to the facility(ies).
   3. Provide assurances that the facility meets regulations pertaining to the health and safety of pupils, per *N.J.S.A.* 18A:36C-4.b(11).
   4. As **Appendix G**, provide a revised timeline for implementing the changes.

## File Naming Convention

Table 11: Appendix File Naming Convention

| **Appendix** | **File Naming Convention** |
| --- | --- |
| [Appendix A](#AppendixA) | Appendix A Curriculum Statement of Assurance |
| Appendix B | Appendix B Organizational Chart |
| Appendix C | Appendix C Staff List |
| Appendix D | Appendix D 2024 – 2025 School Calendar |
| Appendix E | Appendix E Board Statement of Assurance |
| Appendix F | Appendix F Amendments to Bylaws |
| Appendix G | Appendix G Facilities Timeline |

Each appendix must be submitted as a separate Word or .PDF file to the Homeroom folder “Annual Report 2024.” Save each appendix by the file naming convention provided in the second column of the above table.

## Signatures

### School Official / School Lead

**Signature:**

Date:

Print/Type Full Name:

Title:

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

**Signature of Signatory Official (President, Board of Trustees):**

Date:

Print/Type Full Name:

Title: