

# 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 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 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 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 2025” 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, 2025.

### 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, 2025.

## 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 2025-2026 |  |
| Projected enrollment for 2025-2026 |  |
| 2024-2025 Total enrollment as of June 30, 2025 |  |
| Current waiting list for 2025-2026  *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 (Embed link to board president’s email address on renaissance school project’s website) |  |
| Board president’s direct phone number  (Do not include renaissance school project’s number) |  |
| Name of school leader  (Include the preferred point of contact for official communications) |  |
| 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 |  |
| 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. 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 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 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 2025-2026 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 2024-2025 school year.
5. 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 B**.
6. 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.
7. What support services will the school offer to retained students during the 2025-2026 school year?

#### Assessment

1. In tables 3 and table 4, 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 3: 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 4: 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 5, 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 5: 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 6 and table 7, 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 C.**

Table 6: Table 6: 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 school created, vendor created, or a combination of school and vendor created? |
| --- | --- | --- | --- | --- |
| Beginning |  |  |  |  |
| Mid |  |  |  |  |
| End |  |  |  |  |

Table 7: 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 school created, vendor created, or combination of school 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 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 D**, provide an organizational chart of the renaissance school project for the 2024-2025 school year.
2. As **Appendix E**, provide a list of the lead person(s), teachers, professional support staff, certification area(s) and criminal background check date for each campus in the renaissance school project.

#### 1.7 School Calendar

1. As **Appendix F**, please provide the 2025-2026 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 2024-2025. (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 related to the mode and delivery of supports in 2024-2025. (Please limit your response to a 1-page maximum.)
3. Fill in the requested information in Table 8 below regarding the renaissance school project’s discipline environment in 2024-2025. 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 below the table.

Table 8: 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 public schools are required to develop and implement suspension and expulsion policies that are aligned with state law and regulation. To affirm the RSP’s commitment to this requirement, submit the school’s board-approved suspension and expulsion policies as Appendix G.
4. Pursuant to *N.J.S.A.* 18A:17-46, each 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. List and briefly describe the major activities or events the renaissance school project offered to parents/guardians during the 2024-2025 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 9 and 10 below, regarding community involvement. Add or delete rows as necessary.

Table 9: Community Involvement with Educational 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 10: 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 established furthers the renaissance school project’s mission and goals.

## Board Governance

1. Fill in the requested information in Table 11 below regarding the renaissance school project’s board of trustees. 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 11: 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 Training** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. As **Appendix G**, 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 H,** provide a copy of any amendments to the bylaws the board of trustees adopted during the 2024-2025 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.
5. Pursuant to *N.J.S.A.* 18A:36A-15, *Complaints to board of trustees*, please provide as **Appendix I** the current board policy for the establishment of the grievance committee. Please embed the link to the policy on the renaissance school project’s website.
6. Provide the number of grievances presented to the board in the 2024-2025 school year.

## Enrollment

1. Fill in the requested information in Table 12 below with enrollment information for each grade level by site. Please complete a separate chart for each site that will be operating in 2025-2026. Please add an additional chart for each additional site.

Table 12: Enrollment for Site 1  
Site 1 [Insert Site Name] Enrollment

| Grade | Enrollment Count on Last Day of the 2024-2025 School Year | Projected Enrollment for the 2025-2026 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 13 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 13: 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 25 Enrollment for non-resident district students |  |
| Final Fiscal Year 25 non-resident enrollment tuition received |  |
| Projected Fiscal Year 26 Total Enrollment for all Sites |  |
| Projected Funding from Camden City School District Fiscal Year 26 |  |
| Projected Fiscal Year 26 Enrollment for non-resident district students |  |
| Projected Fiscal Year 26 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 2025 and June 2026.
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 J**, 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 Statement of Assurance |
| Appendix B | Appendix B Board-Approved Promotion/Retention Policy |
| Appendix C | Appendix C Local Benchmark Assessment Results |
| Appendix D | Appendix D Organizational Chart |
| Appendix E | Appendix E Staff Roster |
| Appendix F | Appendix F 2025 – 2026 School Calendar |
| Appendix G | Appendix G Board of Trustees Statement of Assurances |
| Appendix H | Appendix H Amendments to Bylaws |
| Appendix I | Appendix I Board-Approved Grievance Policy |
| Appendix J | Appendix J Facilities Timeline |

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 renaissance school project 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 renaissance school project 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 renaissance school project 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 renaissance school project shall implement and provide educational programs that are compliant with the New Jersey Student Learning Standards. |  |
| **Student Disciplinary Code**  The renaissance school project 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 renaissance school project 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 renaissance school project 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 renaissance school project 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. |  |
| **Public School Contract Law**  The renaissance school project 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 renaissance school project 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 renaissance school project 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. |  |

## 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: