



State of New Jersey

DEPARTMENT OF EDUCATION

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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Commissioner

December 1, 2015

TO: Chief School Administrators
Charter or Renaissance School Project Lead Persons
District Affirmative Action Officers

FROM: Robert L. Bumpus
Assistant Commissioner

SUBJECT: Submission of the Three-Year Comprehensive Equity Plan (CEP)

In accordance with N.J.A.C. 6A:7, Managing for Equality and Equity in Education, all school districts, charter schools and renaissance school projects are required to develop a three-year Comprehensive Equity Plan (CEP) and submit it for review and approval to their county office of education. The purpose of the CEP is to identify and, if necessary, correct policies, programs, practices and conditions which may be inequitable. The school district, charter school and renaissance school project must have an Affirmative Action Team led by the Affirmative Action Officer to conduct a needs assessment and, if necessary, create a plan to address areas identified for improvement in the needs assessment.

The CEP will be due to the county office of education no later than April 1, 2016. The CEP covers a period of three school years: 2016-17, 2017-18 and 2018-19. The county office will review the CEP for compliance and notify the school district, charter school or renaissance school project if revisions are required or if the CEP has been approved. Contact information for each county office of education can be found on the NJDOE website at <http://www.state.nj.us/education/counties/>.

Additionally, school districts, charter schools and renaissance school projects must submit on an annual basis, statements of assurance affirming compliance with laws, statutes and regulations governing equity in education by September 1 of each school year in which the CEP applies.

School districts are under the order of the Commissioner of Education to develop a desegregation plan will be provided with instructions regarding the plan in a separate memorandum.

Step by step directions and all forms necessary to conduct the needs assessment and develop the CEP are available on the NJDOE website at <http://www.nj.gov/education/equity/cep/>. If there are questions regarding the needs assessment or development of the CEP, email cep@doe.state.nj.us or contact your County Office of Education.

RLB/pb

c: Members, State Board of Education
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