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

# October 2025 Request for Phase One Applications

This request for applications is for founding teams interested in operating a charter school in New Jersey beginning in the 2026-2027 school year

## Deadline: October 15, 2025

### Issued August 2025

Please direct all questions to Allie Cobb at (609) 376-3819 or *allie.cobb@doe.nj.gov*

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## Glossary of Terms

For the purpose of this application the following terms have the following meanings:

- **Contiguous district boards of education:** school districts that comprise a region of residence that all share a common border.

- **Demonstrable experience:** a record of success in engendering student growth and improving the academic performances of at-risk, multilingual learners (ML), and students with disabilities (SWD); and evidence of financial stability.

- **District of residence/region of residence:** the school district in which a charter school facility is physically located, but if a charter school is approved with a region of residence comprising contiguous school districts, that region is the charter school's district ofresidence.

- **Experienced operators:** applicant teams that have either operated charter schools, managed a network of charter schools, operated successful nonpublic schools, or operated traditional public schools. Applicant teams that plan to partner with an education service provider such as a Charter Management Organization (CMO), Education Management Organization (EMO), or another organization type, are required to complete the Experienced Operator sections of the application using the CMO or EMO performance and financial data.

- **Founding team:** a group of individuals applying to initiate a charter school in New Jersey. Founding team members may transition to Board of Trustees members or employees of the school.

- **High-performing nonpublic school:** a nonpublic school that ranked in the 66$^{th}$ percentile or higher on a norm referenced achievement test in the school year prior to the school year in which a conversion application is submitted.

- **Mission:** a succinct, comprehensible, outcome-focused statement that is measurable and consistent with high academic standards and student success.

- **Norm-referenced achievement test**: any assessment that compares test takers' results to an average to distinguish between high and low performances. Examples include: the California Achievement Test (CAT), Metropolitan Achievement Test (MAT), Stanford Achievement Test (SAT), or the Comprehensive Test of Basic Skills (CTBS) or one of the tests within the CTBS.

- **Qualified founder:** an individual who can establish a charter school pursuant to *N.J.S.A.* 18A:36A-4*:* A charter school may be established by teaching staff members, parents with children attending the schools of the district, or a combination of teaching staff members and parents.

- **Vision:** a description of how the school will fulfill its mission.

## Introduction

The New Jersey Department of Education (Department) supports districts, schools and educators to ensure that all of New Jersey's 1.3 million students have equitable access to a high-quality education and achieve academic excellence. Through charter schools, the Department expects to provide New Jersey families with additional educational options to achieve a high-quality education. This Request for Applications (RFA) calls for applications to start charter schools that are likely to achieve strong educational outcomes.

This application document will guide you through the steps of developing a charter school application. Each section requests information about a specific aspect of your plan that will allow reviewers to understand and determine the overall capacity of the founding team to open and operate a high-quality charter school.

Characteristics of a successful application include, but are not limited to, the following:

- A clear, focused, results-oriented mission statement that aligns with all parts of the application;
- Aptitude for success with the student population that the school is likely to serve;
- An educational program that is designed to be effective for the student population;
- Strong and diverse leadership; and
- Strong financial planning and management.

If you have any questions regarding this application or the evaluation process, please contact:

Office of Charter and Renaissance Schools
New Jersey Department of Education
P.O. Box 500
Trenton, NJ 08625-0500

Phone: (609) 376-3819
Email: allie.cobb@doe.nj.gov

Table 1: Application Timeline

| Date | Event |
|---|---|
| September 2, 2025, 11:00 a.m. | Technical Assistance Training Webinar. To join, go to Microsoft Teams (link may be easiest to access using Google Chrome). |
| October 15, 2025, 4:15 p.m. | • Deadline to submit the Phase One Application (hard copy and electronic copy) to the New Jersey Department of Education, Office of Charter and Renaissance Schools.<br>• Deadline to submit the Phase One Application (hard copy only) to the appropriate New Jersey Department of Education County Offices, and district(s) of residence.<br>Please contact allie.cobb@doe.nj.gov with any questions or concerns regarding application submission. |
| October 16, 2025, 12:00 p.m. | Deadline to send Phase One Application receipts from the county(ies) and district(s) of residence to allie.cobb@doe.nj.gov |
| November 17, 2025 | Tentative date for applicant notification of qualified applicant status and eligibility to submit the Phase Two Application. |
| December 16, 2025, 4:15 p.m. | • Anticipated deadline to submit the Phase Two (hard copy and electronic copy) to the Department, Office of Charter and Renaissance Schools.<br>• Anticipated deadline to submit the Phase Two Application (hard copy only) to the county(ies) of residence and the district(s) of residence. |
| December 17, 2025, 12:00 p.m. | Anticipated deadline to send Phase Two Application receipts from the county(ies) and district(s) of residence to allie.cobb@doe.nj.gov |
| January 6, 2026 – January 7, 2026 | Tentative dates designated for in-depth interviews |
| February 13, 2026 | Charter application initial decision |
| June 30, 2026 | School preparedness process deadline |
| July 15, 2026 | Final approval, granting of Charter, pending successful school preparedness completion. |

## Application Instructions

The application of a proposed charter school becomes a public document upon completion and submission to the Department.

Resources to assist the founding team in the completion of the application include, but are not limited to:

- A technical assistance session provided by the Department on **September 2, 2025;**
- Networking with approved New Jersey charter schools, the New Jersey Public Charter School Association, institutions of higher education, professional and community organizations, and business and industry;
- New Jersey Department of Education's Office of Charter Schools website; and
- Review of all relevant laws and regulations related to charter schools in New Jersey, which are readily available from the Office of Charter and Renaissance School's website: NJ Charter School Laws and Regulations.

Guidelines for completing the application are as follows:

- Use the complete, proper name of the proposed charter school;
- Respond to every statement with a discrete response;
- Provide complete, concise responses to the statements immediately following the question;
- Respond to each statement in the text of the application. Do not address statements in attachments unless an attachment is explicitly requested;
- If a question does not apply to your team or application, simply respond "Not Applicable," **and** state the reason this question is not applicable to your team or application.
- **Adhere to the page limit for Phase One which is 20 pages.** A thorough and effective response can be developed within those guidelines. The Title Page, Application Cover Sheet, Attachments and Exhibits are not included in the narrative page limit.
- Use a twelve-point or larger font;
- Single-space the body of the application;
- Use no less than one-inch margins within the 20-page limit; and
- Edit the document for spelling, grammar, formatting and completeness prior to submission.

Note: Failure to comply with formatting instructions may impact assessment.

Guidelines for submitting the Phase One Application, which is due to 1) the county or counties of residence, 2) the district or districts of residence and 3) the Department **by 4:15 p.m. on Wednesday, October 15, 2025:**

- A hard copy of the application, including all attachments and supporting documents, is due to the county (or counties) of residence and to the district(s) of residence. A receipt (template provided on page 29) must be completed by a representative from each receiving party.
- Applications must be submitted to the Department using the following two methods:
    - Submit an electronic copy via email to allie.cobb@doe.nj.gov . All attachments and supporting documents **must be included and labeled in accordance with the File-Naming Conventions found on page 28.** The File-Naming Conventions must be followed in both the hard copy and

the electronic copy that is submitted via email;

- Mail or hand-deliver **one hard copy** of the application, **including all attachments and supporting documents in both formats,** to the address below:

**New Jersey Department of Education**

**Mailing Address:**
New Jersey Department of Education
Office of Charter and Renaissance Schools
P.O. Box 500
Trenton, NJ 08625-0500 Attn: Allie Cobb

**Physical Address:**
New Jersey Department of Education
100 Riverview Plaza
Trenton, NJ 08625

Clarification on the county and district submission requirements pursuant to *N.J.A.C.* 6A:11-2.1(b):

- If planning to operate within a district of residence, submit **one** hard copy to the district board of education and/or superintendent of the district of residence of the proposed charter school by the due date;
- If planning to operate within a region of residence, submit **one** copy of the application to **each** of the district boards of education and/or state district superintendents that comprise the region by the due date;
- If planning to serve a district that has a sending/receiving relationship with another school district, **one** hard copy of the charter school application must be submitted to **each** sending school district by the due date;
- Submit **one** hard copy of the **application** to the appropriate county office of education for the proposed charter school. If planning to operate within multiple counties, submit one copy of the application to each county office of education.
- Hard copies of the applications not submitted **to all** districts and counties of residence by the due date are subject to immediate disqualification and **will not** be reviewed by the Department;
- The applicant must have the district and county representatives sign a receipt indicating the date and time that the application is received.
- Applicants are strongly encouraged to contact district offices to confirm their hours of operation to ensure that applications are received by the October 15, 2025 deadline.
- **All applications are due to each district and county office of education by Wednesday, October 15, 2025**. Applicants must email copies of application receipt(s) indicating that the applications were received by October 15, 2025 by district(s) to allie.cobb@doe.nj.gov by **12:00 p.m., Thursday, October 16, 2025.**

Order and format for submitting the documents that comprise the Phase One Application:

1. **Title Page**
    a) Use the complete, proper name of the proposed charter school;
    b) Use the words "Charter School" in the title of the proposed school; and
    c) Include the words "New Jersey Charter School Application" on the Title Page.

2. **Application Cover Sheet and Team Information**
    a) Consistently use the complete, proper name of the proposed charter school; and
    b) Complete all requested information.

3. **Phase One Narrative**
    a) Follow the sequence and directions presented in this application;
    b) Number and label each section in the header;
    c) Copy or type each question before writing the response;
    d) Begin **each** section on a new page; and
    e) Number all pages in the footer sequentially beginning with Page 1-1, (e.g., Section 1, page 1).

4. **Exhibits**
    a) Follow sequence and directions presented in this application;
    b) Include the exhibit number and title (e.g., Exhibit 1: Demographic Analysis Form) in the header.

## Phase One Application

### Section 1: Application Cover Sheet & Team Information Summary

*Note:* Applicants must submit this information using this form. All information is ***required.*** Applicants are responsible for updating all contact information with the Office of Charter and Renaissance Schools.

**Name of Proposed School:** _____

**County:** _____

**District of residence or districts in the region of residence:** _____

**Anticipated physical address of school:**

*Note:* A physical address is required and must be identified by the founding team or the application may be subject to disqualification.

**Lead Founder**
Identify the **lead founder** for your team. This individual will serve as the contact for all communications, scheduling, and notices regarding your application. *Note:* This name and contact information will be provided to any press/media by the Department upon inquiry.

**Lead Founder:** _____

**District of Residence:** _____

**Mailing Address:** _____

**Phone:** _____ **Email Address:** _____

**Qualified Founder**
Identify the **qualified founder** for your team **(See the definition in the glossary of terms above).** A qualified founder must be identified for every district of residence identified for the proposed charter school. Repeat lines as needed.

**Qualified Founder:** _____

**District of Residence:** _____

**Please provide a detailed explanation of how this individual meets the requirements of a "qualified founder":**

**Names, roles, district of residence, and current employment of all individuals on founding team** *(add lines as needed):*

Table 2: Founding Team Information

| Full Name | Current Job Title and Employer | District of Residence | Position with Proposed School (Board Member, School Leader, etc.) |
|---|---|---|---|
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**Model or Focus of Proposed School (e.g., arts, college prep, dual language, etc.):**

Is the proposed school planning to partner with an Education Service Provider (ESP; i.e. Charter Management Organization or Education Management Organization or other organization) for school management/operation **or** is the proposed school seeking to replicate an existing school model **or** convert a nonpublic or public school to a charter school? Please select one of the following options*:*

☐ Partnering with an ESP

☐ Replicating an existing school model

☐ Public school conversion to a charter school

☐ Nonpublic school conversion to a charter school

Identify the proposed ESP, replicating entity, nonpublic or public school (if approved for a school, applicants must implement an open RFP process for an ESP):

_____

**Proposed Principal / Lead Person Information, if identified**
**(for all school(s) proposed to open in 2026)**

**Name of Proposed Principal / Lead Person Candidate:** _____

**Name(s) of Current School:** _____

**Current Employment:** _____

**Phone:** _____

**Email Address**: _____

**Charter School Lead Founder Signature:** _____

**Charter School Lead Founder's District or Region of Residence:** _____

Note: In Table 3, cells are left intentionally blank for the user to enter data.

Table 3: Enrollment Chart

| Grade Level | Year 1<br>2026-2027 | Year 2<br>2027-2028 | Year 3<br>2028-2029 | Year 4<br>2029-2030 |
|---|---|---|---|---|
| **Kindergarten** | | | | |
| **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** | 0 | 0 | 0 | 0 |

*Note:* Charter schools must allow for the natural progression of students from year-to-year. For example, if there are 50 seats offered to first graders in year 1, there must be at least 50 seats available for second graders in year 2. If approved, the proposed charter school will be held to a maximum enrollment by grade spans K to 5, 6 to 8 and 9 to 12 within the maximum approved enrollment total.

Applicants must avoid proposing an enrollment chart that terminates mid-grade span. Approved applicants will not be eligible for additional seats, grades or grade spans without explicit approval by the Commissioner of Education in accordance with N.J.S.A. 18A:36A and N.J.A.C. 6A:11-2.6. If approved, the enrollment chart above will constitute the proposed school's final approved enrollment. Once submitted in the phase one application, proposed enrollment charts may not be revised.

### Section 2: Mission and Education Program

a) State the mission of the proposed school in one sentence.
b) Provide a synopsis of the proposed educational program including key components of the education model and the unique and/or innovative features of the school.
c) Provide a description of how the key components and unique elements coalesce into a proposed school model.
d) Provide the rationale for selecting this model for the targeted district(s) and discuss how the school's educational program will serve the proposed school population.
e) Provide research-based evidence to support the mission-specific elements of the proposed educational plan.
f) Include specific citations in response to items *d* and *e*.

### Section 3: Demonstration of Need and Community Engagement

a) Describe why the district of residence or region of residence was selected. Describe the perceived needs not currently being met by the existing school options.
b) Describe how the proposed charter school model will meet the perceived needs and offer the greatest educational benefit to the students in this district or region of residence. **Complete Exhibit 1.**
c) Provide detail regarding the role of parents, families and the community in the application process. As **Attachment 1**, include evidence of support and interest, such as letters, petitions, etc. among parents, students, teachers, and community organizations or any combination thereof.
d) Describe the plan for ongoing community engagement including any community meetings, parent, teacher, and student input, surveys of prospective stakeholders, etc. that will be conducted as a continuing charter application team and as an operating charter school.

### Section 4: Enrollment and Admissions Summary

a) Describe the rationale for the number of students and grade levels served in year one and the basis for the growth plan illustrated in the Enrollment Chart completed in Section 1.
b) Describe the school's recruitment efforts and the school's target population. Provide evidence that the school will, to the maximum extent possible, seek the enrollment of a cross-section of the community's school-age population including at-risk, students with disabilities (SWDs) and students who are multilingual learners (MLs).
c) Describe the school's policies and procedures related to admissions, lottery, waiting lists, and enrollment and how these policies and procedures will be fair and equitable, as required by law.

### Section 5: Applicant and Founder Information

a) Explain the Founding Team's collective qualifications for establishing a high-quality school in New Jersey and assuming stewardship of public funds.
b) Describe how the Founding Team represents the interests of multiple stakeholders.
c) Describe briefly, in the narrative, the team's individual and collective qualifications for implementing the school design successfully, including capacity in areas such as:
    - School leadership, administration, and governance;
    - Curriculum, instruction, and assessment;
    - Performance management;
    - Parent and local community engagement;
    - Professional development;
    - General operations;
    - Facilities management;

- Financial management;
- Fundraising and development; and

d) Provide information regarding each Founding Team member and/or proposed board member by completing **Exhibit 2** below and submitting Founding Team member resumes as **Attachment 2.**
e) Provide signed and completed statements of assurances, included as **Exhibit 3**, from each Founding Team member.

### Section 6: Experienced Operator Information

*All experienced operator applicants must complete this section, including all public school conversions.*

a) Provide an overview of the organization's strategic vision and four-year growth plan for developing schools in New Jersey, including years of opening schools; number and types of school(s); and grade levels, projected numbers of students and management capacity.
b) Include a brief history of the Education Service Provider, replicating entity or conversion school's current school(s) including details on student achievement and fiscal performance using the Education Service Provider/ Replicating Entity Information/Conversion Schools Sheet included as **Exhibit 4**.
c) Describe the proposed relationship between the school and the ESP or replicating entity and how that relationship will directly impact the school's mission and goal attainment. *(For schools contracting with an ESP or replicating entity only)*

### Section 7: Public School Conversion to a Charter School (If applicable)

*Note:* In order for a public school to be eligible to convert to a charter school, at least 51 percent of the teaching staff in the school must sign a petition in support of the school becoming a charter school, and at least 51 percent of the parents or guardians of pupils attending that public school must sign a petition in support of the school becoming a charter school. A school that does not meet the criteria by the Phase 2 application will not be eligible for conversion.

a) Provide a brief history of the school and the rationale for converting to a charter school.
b) Provide evidence that the school has a strong academic track record, including academic outcomes for students eligible for free and reduced-price lunch, percentage of special education students and percentage of ML students.

### Section 8: Nonpublic School Conversion to a Charter School (If applicable)

The term "high-performing nonpublic school" refers to a nonpublic school that ranked in the 66th percentile or higher on a norm-referenced achievement test in the school year prior to the school year in which a conversion application is submitted pursuant to *N.J.A.C.* 6A:11-2.7.

a) Provide a brief history of the school and the rationale for converting to a charter school.
b) Provide evidence that the school has a strong academic track record, including academic outcomes for students eligible for free and reduced-price lunch, percentage of SWD and percentage of ML students.
c) Describe how the current curriculum will be modified to align to state standards.
d) Describe the plan to have all staff certified within the two-year time frame allowed under *N.J.S.A.* 18A:36A.
e) Provide assurances that no religious instruction, religious views or symbols will be promoted at the charter school.
f) Include 2024-2025 SY norm-referenced assessment data confirming the nonpublic school's ranking in the 66$^{th}$ percentile or higher.

## Summary Criteria for Each Section of the Phase One Application

### Section 1: Application Cover Sheet & Team Information Criteria Checklist

- [ ] All information is complete and accurate.
- [ ] A qualified founder is identified for the district(s) of residence.
- [ ] The founding team identifies one of the four experienced school operator options outlined (contracting with an ESP, replicating entity, public-school conversion, or nonpublic school conversion).
- [ ] The enrollment chart is complete and allows for a natural progression of students year to year and does not terminate in a grade level that is not a grade-span ending grade. (Charter schools in NJ cannot account for attrition in the maximum enrollment charts).

### Section 2: Mission and Education Program Criteria Checklist

- [ ] The mission is succinct, comprehensible, outcome-focused, measurable and consistent with high academic standards and student success.
- [ ] The narrative provides a clear description of how the proposed school will fulfill its mission.
- [ ] The application provides a summary of the education program that includes key components and the unique and/or innovative elements of the education program.
- [ ] The application provides a description of how the key components and unique elements coalesce into a proposed school model.
- [ ] The application's rationale for the proposed education model in the targeted district is supported with research-based evidence.
- [ ] The application provides research-based evidence to support the mission-specific elements of the proposed educational plan.
- [ ] The application includes specific citations in response to items *d* and *e*.
- [ ] The education program aligns with the school's mission.

### Section 3: Demonstration of Need and Community Engagement Criteria Checklist

- [ ] The application provides a coherent rationale for the decision to serve this population.
- [ ] The application provides a compelling explanation of how the proposed school will meet the perceived needs and offer the greatest educational benefit to students.
- [ ] The application provides information regarding educational options that are available to students, as well as the track record of those options (traditional, charter, nonpublic, etc.).
- [ ] The application demonstrates knowledge of and connections within the community.

- [ ] As Attachment 1, the application includes evidence of parental and family engagement in the application process and support of the Founding Team's October 2025 charter school application. Evidence of family engagement and support include, but are not limited to: surveys, letters, parent and guardian involvement activities, etc.

- [ ] As Attachment 1, the application provides evidence of support from community organizations that details how they will partner with the proposed school to fulfill the school's mission.

- [ ] The application provides evidence of ongoing engagement with the community/families as a continuing Founding Team and as an operating charter school.

- [ ] The application submits a completed Demographic Analysis Form as Exhibit 1. This submission must include the enrollment and academic performance data for every traditional public and public charter school within the district(s) of residence. The submission should include the names of nonpublic schools within the district(s) of residence that educate the grade levels that the proposed charter school is applying to serve.

### Section 4: Enrollment and Admissions Summary Criteria Checklist

- [ ] The enrollment summary aligns with the mission and educational plan.

- [ ] The application provides clear and compelling rationale and evidence of capacity to open at identified grade levels/grade spans.

- [ ] The application provides clear evidence that student recruitment and admissions policies will provide equal access to all interested students and families.

- [ ] The recruitment plan demonstrates that it is likely to lead to the school's serving a cross-section of the community's school-age population, including at-risk, special education, and English language learning students.

- [ ] Recruitment and admissions policies comply with N.J.S.A 18A:36A and N.J.A.C. 6A:11, and are aligned with the Office of Charter Schools' Document "Guidelines for Access and Equity in New Jersey Charter Schools."

### Section 5: Applicant and Founder Information Criteria Checklist

- [ ] Founders represent the interests of multiple stakeholders (parents, guardians, teachers, community members) and demonstrate capacity and commitment to found the school effectively.

- [ ] Founders exhibit a shared vision, purpose, and expectations for the school.

- [ ] Founders demonstrate evidence of individual and collective qualifications as listed in Section 5, item c.

- [ ] Founders demonstrate a clear understanding of charter school governance.

- [ ] All founders complete Exhibits 2 and 3 along with updated resumes.

### Section 6: Experienced Operator Criteria Checklist

- ☐ The organization's vision includes key strategies for implementation and identifies possible constraints.
- ☐ The application provides clear evidence of the operator's capacity to operate new schools successfully while maintaining the quality in existing schools.
- ☐ The organization demonstrates past success in replicating its school model and a stable history of financial viability.
- ☐ The organization outlines plans for the board to comply with all applicable laws and regulation in the selection of an ESP.
- ☐ The application provides a clear delineation of responsibilities between the ESP, Board of Trustees, school leaders.
- ☐ The application demonstrates effective governance and management structures and systems.

### Section 7: Public School Conversion to a Charter School Criteria Checklist (If applicable)

- ☐ Rationale for conversion and performance record of school is strong and compelling.
- ☐ School has a track record and capacity to successfully serve the targeted population.

### Section 8: Nonpublic School Conversion to a Charter School Criteria Checklist (If applicable)

- ☐ The rationale for conversion and performance record of school is strong and compelling.
- ☐ The school has a track record and capacity to successfully serve the targeted population.
- ☐ The school provides evidence that curriculum will be aligned to New Jersey Student Learning Standards.
- ☐ The school has a clear understanding of regulations and a specific plan regarding teacher certification.

## Exhibits

### Exhibit 1: Demographic Analysis Form

This exhibit consists of two parts and should be submitted as an Excel Workbook. The completed workbook should include two (2) sheets as described below.

1. As Sheet 1, "Enrollment," of the workbook, provide the most updated information for the district(s) that you propose as your district or region of residence in 2026-2027. The websites listed below provide the necessary data. Each item identified below should be a separate column in the sheet.
   Department Reported District Enrollment Data
   Department Special Education Data Reports
   NJ School Performance Reports available on the School Performance webpage
   a) District Name
   b) Total Enrollment, including district and charter school students
   c) District School Total Enrollment
   d) Charter School Total Enrollment
   e) % Free and Reduced-Price Lunch (district schools only)
   f) % SWD or Special Education (district schools only)
   g) % ML or English Language Learners (district schools only)
   h) % Asian
   i) % African-American
   j) % Hispanic
   k) % White
   l) % Other Racial/Ethnic Group

2. As Sheet 2, "Performance," of the workbook, provide the following information, by grade level, for all schools in the proposed district or region of residence that serve the same age / grades as the proposed charter school. For applicants proposing a region of residence, provide the following information for all schools that serve the same age / grades as you propose in all districts. The website listed below provides the necessary data. Each item identified below should be a separate column in the sheet. Include the names of grade levels served for local nonpublic schools that educate grade levels proposed for this charter school application.
   NJ School Performance Reports (most recent available)
   a) District Name
   b) School Name
   c) School Total Enrollment (corresponding to the most recent student performance data)
   d) School Type (i.e., district, charter, private)
   e) Grade Level
   f) % met or exceeded grade-level expectations on English Language Arts NJSLA (i.e., % Level 4 + % Level 5)
   g) % met or exceeded grade-level expectations on Mathematics NJSLA
   h) Median Student Growth Percentile in ELA (school-level variable)
   i) Median Student Growth Percentile in Math (school-level variable)
   j) Graduation Rate

### Exhibit 2: Charter School Founding Team Member Information Form

*Each founder and proposed charter school board member must complete this form. All forms must be signed by hand.*

Serving as a founder or member of a public charter school board is a position of public trust and fiduciary responsibility. As a founder or board member of a public school, founders and trustees are responsible for ensuring the quality of the school program, competent stewardship of public funds, and the school's fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the Department requests that each founder and prospective board member respond individually to this questionnaire. Where narrative responses are required, responses should be brief (60 words or less).

The purpose of this questionnaire is twofold:

1) to give application reviewers an introduction to the applicant team behind each school application; and
2) to encourage founders and board members to define the common mission, purposes, and obligations at the earliest stage of school development.

**Background**

1. Name of charter school for whom you are a founder or on whose Board of Trustees you intend to serve:

   _____

2. Full Name: _____

   a. District of Residence: _____

   b. Home Address: _____

   c. Business Name and Address: _____

   d. Telephone No.: _____

   e. Email Address: _____

3. Brief description of relevant experience

   ☐ a. Resume and professional biography are provided.

4. Indicate whether you currently serve or have previously served on a board of a school district, another charter school, a nonpublic school or any not-for-profit corporation.

   ☐ a. No

   ☐ b. Yes

   - If "Yes," briefly describe previous board experience.

**Governance/Operations**

1. Describe the role that you will play in the school's start-up and ongoing operation.

2. Briefly describe the specific steps the founding team will need to take to ensure that the school is successful.

3. Explain how you will know if the school is successful at any point in time.

**Disclosures**

1. Will any person related to you, or related to you by marriage, be employed by the proposed charter school in which you will hold office or be employed? Specify.

☐ a. No

☐ b. Yes

2. Are you or is any person related to you or related to you by marriage, a party to a contract with the proposed charter school? Specify.

☐ a. No

☐ b. Yes

3. Do you or does any relative receive compensation from or have any interest in any business which is a party to a contract with the proposed charter school in which will hold office or be employed? Explain.

☐ a. No

☐ b. Yes

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**Certification**

I, _____ , certify to the best of my knowledge and ability that the

(print full name)

information I am providing to the New Jersey Department of Education as a founder or prospective board member for _____ is true and correct in every respect.

(name of proposed Charter School)

Signature: _____

Date: _____

### Exhibit 3: Statement of Assurances

Each founder and proposed charter school board member must complete this form. All forms must be signed by hand.

The charter school and New Jersey Department of Education (Department) agree to comply with all of the following provisions:

1. Will not charge tuition, fees or other mandatory payments for attendance at the charter school or for participation in programs that are required for students.
2. Will enroll any eligible student who submits a timely and complete application, unless the school receives a greater number of applications than there are spaces for students, in which case a lottery will take place in accordance with New Jersey charter laws and regulations and will comply with all provisions of the Non-regulatory Guidance-Public Charter Schools Program of the U.S. Department of Education, which includes the use of a lottery for enrollment if the charter school is oversubscribed.
3. Will be open to all students, on a space-available basis, and will not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or academic achievement.
4. Will adhere to all applicable provisions of federal law relating to students with disabilities, including *IDEA 2004; Section 504 of the Rehabilitation Act of 1974;* and the *Americans with Disabilities Act* and appropriately employ/contract a child study team and special education service provider(s).
5. Will adhere to all applicable provisions of federal law relating to students who are English language learners, including *Title IV of the Civil Rights Act of 1964*, 42 U.S.C. §§ 2000c *et seq.,* and the *Equal Educational Opportunities Act of 1974,* 20 U.S.C. §§ 1701 *et seq*.
6. Will comply with all federal and state laws, including the *New Jersey Charter School Program Act of 1995*, as well as all applicable regulations, including *New Jersey Administrative Code, Charter Schools*.
7. Will employ highly qualified administrators and teachers who hold appropriate New Jersey certificates.
8. Will obtain all necessary permits, licenses, and certifications related to occupancy, fire, health, and safety within the building(s) and on school property.
9. Will provide enrollment and demographic data to the Department as required by *N.J.A.C.* 6A:11-2.1(i).
10. Will ensure an annual audit of the charter school pursuant to *N.J.S.A.* 18A:23-1 *et seq*.
11. Will ensure the utilization of a certified school business administrator (SBA).
12. Will establish the full implementation of a uniform system of double-entry bookkeeping in accordance with Generally Accepted Accounting Principles (GAAP) that is organized on a fund basis pursuant to *N.J.S.A. 18A:4-14*.
13. 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. Will ensure the recording of student attendance in the school register pursuant to *N.J.A.C.* 6A:32-8.1 *et seq*. and recording of student enrollment in the Charter School Enrollment System for the two required enrollment counts.
15. Will provide provisions for insurance coverage pursuant to *N.J.S.A*. 18A:36A-14(a). Including health benefits; general liability; property, officer and employee liability, including any performance surety; and vehicle liability for pupil transportation.
16. Acknowledge request for and receipt of the waivers documented in the RFA, unless otherwise indicated in the contract between the charter school and the Department.
17. Will comply with laws governing the *Open Meetings and Open Public Records Act.*
18. Will, for the life of the charter, participate in all data reporting and evaluation activities as requested by the U.S. Department of Education and the New Jersey Department of Education; this

includes participation in any federal- or state-funded charter school evaluations or studies, final grant report documentation and financial statements.

19. Will comply with all provisions of the *Every Student Succeeds Act* (114 P.L. 95), including but not limited to, provisions on school prayer, the *Boy Scouts of America Equal Access Act*, the Armed Forces Recruiter Access to Students and Student Recruiting Information, the Unsafe School Choice Option, and any provisions pertaining to the *Family Educational Rights and Privacy Act* (FERPA) and academic assessments.
20. Will maintain accounting records and other evidence pertaining to costs incurred, with the provision that the records must be kept available by the grantee during the grant period and thereafter for five full years from the date of final payment. The Department must be permitted to audit, review, and inspect the grantee's activities, books, documents, papers and other records relating to the expenditures of grant proceeds. The recipient further agrees to comply with all federal and state audit requirements and ensures that arrangements have been made to finance those mandatory audits
21. Will keep and maintain all equipment purchased with grant funds in accordance with federal law and regulation.
22. Will ensure equitable program participation, as required under section 427 of the *General Education Provisions Act*, 20 U.S.C. § 1228a
23. Will comply with the lower-tier certification covering lobbying and debarment/suspension in 34 CFR Parts 82.
24. Understand that if any findings of misuse of funds are discovered, the said funds must be returned to the Department and the Department may revoke the charter if it deems that the recipient is not fulfilling the academic goals and fiscal management outlined in the charter.
25. Will conduct an open RFP process to select an education service provider, if applicable.
26. Will comply with the streamlined tenure guidelines established by the Commissioner.
27. Will ensure that the school's curriculum will integrate the following elements throughout the education program: promote the elimination of discrimination; promote mutual acceptance and respect among students and enable students to interact effectively with others regardless of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability; provide instruction in multicultural education content and practices; provide instruction in African-American History as part of U.S. history; and provide instruction on the Holocaust and genocide.
28. Will not utilize state or local funds for the construction of a new facility per *N.J.A.C.* 6A:11-4.15(a).
29. Will comply with the *School Ethics Act*, *N.J.S.A. 18A:12-21 et seq.*
30. Will not have more than 50 percent of the board of trustees associated with any one nonprofit or for-profit entity nor will any vendor be a voting member of the board of trustees.
31. Will ensure that all kindergarten students will be five years old by October 1 of the year enrolled, if applicable, pursuant to *N.J.S.A.* 18A:38-5.
32. Will ensure that the percentage of school funds spent in the classroom is at least comparable to the average percentage of school funds spent in the classroom in all other public schools in the state, pursuant to *N.J.A.C. 6A:11-7.3(e)*.

I, the undersigned, do hereby agree to the assurances contained above.

**Print Name:** _____

**Signature of Proposed Charter School Authorized Representative:**

**Date:** _____

### Exhibit 4: Experienced Operator Information Sheet

This exhibit consists of three parts. The first part is required of all applicants and should be submitted as an Excel Workbook. The second and third parts are not required for public school conversion applications.

**Part 1**

In an Excel Workbook, provide a summary of **every school** in the organization's portfolio over the **last three years**. *Applicants proposing an ESP partner should include every school/charter school managed by the proposed ESP partner.*

Include the following information for **every school over the last three years.** The completed workbook should include three (3) sheets as described below. Each letter below should be a separate column in each sheet.

1. Workbook, Sheet 1 "Basic Information"
    a. School Name
    b. City/Location
    c. School Contact Information
    d. Year Opened
    e. If applicable, the year in which the contract with the ESP commenced
    f. If applicable, the year in which the contract with the ESP ended
    g. State/Federal Identification #s/NCES Codes
    h. ESP contact information for the Department
    i. Grade Levels Served in 2024-2025
    j. Total Enrollment in 2024-2025
    k. Grade Levels Served in 2023-2024
    l. Total Enrollment in 2023-2024
    m. Grade Levels Served in 2022-2023
    n. Total Enrollment in 2022-2023
    o. School type (e.g., turnaround)

2. Workbook, Sheet 2 "Demographic Information"
    a. School Name
    b. School: % Economically Disadvantaged Students in most recent year
    c. District: % Economically Disadvantaged Students from same year
    d. School: % SWD or Special Education in most recent year
    e. District: % SWD or Special Education from same year
    f. School: % ML or English Language Learners in most recent year
    g. District: % ML or English Language Learners from same year
    h. School: % Asian in most recent year
    i. District: % Asian in same year
    j. School: % Black or African American in most recent year
    k. District:% Black or African American in same year
    l. School: % Hispanic in most recent school year
    m. District: % Hispanic in same year
    n. School: % White in most recent school year
    o. District: % White in same year
    p. School: % Native Hawaiian or Pacific Islander in most recent year
    q. District: % Native Hawaiian or Pacific Islander in same year

r. School: % American Indian or Alaska Native in most recent year
s. District: % American Indian or Alaska Native in same year
t. School: % Two or More Races in most recent year
u. District: % Two or More Races in same year

3. Workbook, Sheet 3 "Performance"
   a. School: % Proficient (e.g., met or exceeded grade level expectations; achieved or exceeded proficiency standards, etc.) in English or Language Arts in most recent year
   b. District: % Proficient in English or Language Arts in the same year
   c. State: % Proficient in English or Language Arts in the same year
   d. School: % Proficient in the school in Mathematics in the same year
   e. District: % Proficient in the district in Mathematics in the same year
   f. State: % Proficient in the state in Mathematics in the same year
   g. The school's student growth score or value-added measure in English/Language Arts in the most recent year. In a footnote, indicate the instrument used to determine the growth score or value-added measure.
   h. The school's student growth score or value-added measure in Mathematics in the most recent year. In a footnote, indicate the instrument used to determine the growth score or value-added measure
   i. For nonpublic conversion applications, include norm-referenced assessment data that demonstrates a ranking in the 66$^{th}$ percentile or higher in the 2024-2025 academic year.
   j. The % returning students in most recent school year (i.e., the number of students enrolled in 2024-2025 who were still enrolled at the start of school year 2025-2026 divided by the total number of students enrolled in 2024-2025)
   k. Average attendance rate in the most recent year
   l. If applicable, four-year adjusted cohort graduation rate in most recent year
   m. Teacher attendance rate in most recent year

**Part 2**

Provide the following financial and organizational information regarding the proposed ESP, nonpublic school or Replicating Entity *(For nonpublic school applicants or applicants contracting with an ESP or replicating entity only)*:

a. Description of the ESP, nonpublic school's or Replicating Entity's management structure and summary of key personnel.
b. The ESP's, nonpublic school's or Replicating Entity's last three years of audited financial statements and management letters.
c. The ESP's, nonpublic school's or Replicating Entity's most recent internal financial statements, including balance sheets and income statements. Be sure that the ESP's or Replicating Entity's overall operations are distinctly represented.

**Part 3**

Provide the following information regarding the proposed ESP's or Replicating Entity's portfolio history *(For applicants contracting with an ESP or replicating entity only)*:

a. List any contracts with charter schools that have been terminated by either the ESP or a school, including the reason(s) for such termination and whether the termination was for "material breach."
b. List any and all charter revocations, non-renewals, shortened or conditional renewals, or withdrawals/non-openings of schools operated by the ESP or Replicating Entity, and explain what caused these actions.

### Exhibit 5: Application Notification to Districts

*N.J.S.A.* 18A:36A-4 (c) requires that a school notice of the filing of the application be sent to members of the State Legislature, school superintendents, and mayors and governing bodies of all legislative districts, school districts, or municipalities for each district of residence identified in the application. **Provide all of the information regarding your school's application in the "Notification to District" section, below, for all districts of residence.** If the application requests more than one district of residence, this information must be duplicated.

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**Notification to District**

Name of District: _____

County Freeholder Name: _____ Email: _____

County Executive Name: _____ Email: _____

Executive County Superintendent Name: _____ Email: _____

District Superintendent Name: _____ Email: _____

Board of Education President Name: _____ Email: _____

Mayor Name: _____ Email: _____

Town Council President Name: _____ Email: _____
(if Mayor does not act in that capacity)

Board of Chosen Freeholders President Name: _____ Email: _____
(if applicable)

Legislator 1 Name: _____ Email: _____

Legislator 2 Name: _____ Email: _____

Legislator 3 Name: _____ Email: _____

Legislator 4 Name: _____ Email: _____

Legislator 5 Name: _____ Email: _____

Legislator 6 Name: _____ Email: _____

Legislator 7 Name: _____ Email: _____

Legislator 8 Name: _____ Email: _____

Legislator 9 Name: _____ Email: _____

Legislator 10 Name: _____ Email: _____

Table 4: Electronic Application File-Naming Conventions

| Application Section | File Naming Convention |
|---|---|
| Section 1 | Application Cover Sheet, Team Information Summary and Enrollment Chart |
| Section 2 | Mission and Education Program |
| Section 3 | Demonstration of Need and Community Engagement |
| Section 4 | Enrollment and Admissions Summary |
| Section 5 | Applicant and Founder Information |
| Section 6 | Experienced Operator Information |
| Section 7 | Public School Conversion to a Charter School (If applicable) |
| Exhibit 1 | Demographic Analysis Form |
| Exhibit 2 | Charter School Founding Team Member Information Form |
| Exhibit 3 | Statements of Assurances |
| Exhibit 4 | Experienced Operator Information Sheets |
| Exhibit 5 | Application Notification to Districts |
| Exhibit 6 | 2025 October Charter School Application Receipt Template |
| Attachment 1 | Evidence of 2025 October Charter School Application Support |
| Attachment 2 | Founding Team Member Resumes |

**Exhibit 6: October 2025 Phase One Application District and County Submission Receipt**

# New Jersey Department of Education
# 2025 October Charter School Application Receipt

Name of Charter School Application: _____

Delivered to (Name of District/County): _____

Date: _____

Time: _____

Received by (Print name and title): _____

Signature: _____

Duplicate as necessary.