

# New Jersey Department of Education

## Comprehensive Equity Plan 2016-2019

Forms and Instructions for School  
Districts, Charter Schools and  
Renaissance School Projects

**DUE DATE: On or before Friday,  
April 1, 2016**



Bergen County  
Office of Education  
**Hole-in-One** Resource

N.J.A.C. 6A:7

## Managing for Equality and Equity



- School District Board of Education and Charter School and Renaissance School Project Boards of Trustees must identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting its schools.
- This is achieved through a self administered needs assessment which would identify areas in need of improvement and thus generate the development of a three-year plan to address identified practices and/or conditions.

# Implementation of N.J.A.C. 6A:7

- If available, review the 2007-10 CEP
- Form Affirmative Action Team
- Conduct a Needs Assessment of each school
- Develop the district 3-year CEP based on the needs assessment
- Complete the Statement of Assurance
- Obtain board resolutions
- Assemble, and
- Submit CEP package to the county office for review and approval

# Create the Affirmative Action Team

- Designate the Affirmative Action Officer (AAO)
- Form an Affirmative Action Team (AAT)
  - Minimum of three individuals (may include a member of the community)
  - One member must be the AAO
- AAT conducts the needs assessment and develops the CEP
- AAT oversees the implementation of the district's CEP including internal monitoring of the plan
- Submit the names of team members on the “Affirmative Action Team Membership Form” in Appendix A

# Affirmative Action Officer

- Must be annually board approved
- Should lead the Affirmative Action Team
- Be the coordinator of implementation of N.J.A.C.6A:7
- Be a certificated staff member
- Coordinates required PD for certificated and non-certificated staff of N.J.A.C. 6A:7
- Notifies all students and employees of district's grievance procedures for handling discrimination complaints.

# Conduct a Needs Assessment of Every School Building/Facility

- Use the “Comprehensive Equity Plan Needs Assessment” (Appendix B) to conduct a needs assessment of every school within the district, or the charter school and renaissance school projects.
- The AAO will use this tool to identify areas which need improvement and will be included in the three-year CEP.
- There are four sections of the needs assessment:
  - Board responsibility
  - Professional/Staff Development
  - School and Classroom Practices
  - Employment and Contract Practices

# Professional Development

- Each district BOE shall provide on a continuing basis PD training for all school personnel (certificated and non-certificated) to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.
- When permissible, parents and other community members shall be invited to participate.

# Develop the Comprehensive Equity Plan

- Develop improvement strategies for those items identified as needing correction spanning the 2016-2019 school years.
- Comprehensive Equity Plan Forms are in Appendix C and below are the requirements for completion of the CEP.
  - **Identify the items as Compliant or Non-compliant**
    - NOTE: conduct a needs assessment of each school in the district or for charter schools and renaissance school projects.
  - **Develop improvement strategies**
    - Ensure that strategies are specific, measurable, achievable, realistic and time-bound (S.M.A.R.T.).
  - **Assign staff responsible for implementing each strategy.**
  - **Identify the timeline for completion of strategy or activity.**
  - **List documentation that will verify the identified need is being or was corrected.**





# Statement of Assurance for the Three-Year Comprehensive Equity Plan

- Submit a Statement of Assurance (SOA) found in Appendix D, which accompanies the three year Comprehensive Equity Plan.
- SOA must be signed by the Chief School Administrator, Charter School or Renaissance School Project Lead Person.
- Submit an SOA by September 1<sup>st</sup> for school years 2017-18 and 2018-19. These forms are also found in Appendix D.



# Board Resolutions

- Attach the following board resolutions to the CEP:
  - Resolution appointing the Affirmative Action Officer; and
  - Authorizing the submission of the proposed Comprehensive Equity Plan.

# Assemble and Submit the CEP Package

- Assemble and Submit the CEP to the County Office of Education in the following Order:
  - Statement of Assurance
  - Resolution appointing the Affirmative Action Officer
  - Resolution authorizing the submission of the proposed Comprehensive Equity Plan.
  - List of Affirmative Action Team members
  - Comprehensive Equity Plan Needs Assessment
  - Comprehensive Equity Plan forms

# Accountability and Sanctions for the CEP

- Submit an annual Statement of Assurance (Appendix D) indicating completion or progress has been made on the implementation of strategies for improvement and compliance with all applicable laws by September 1 each year of the 2016-2019 CEP.
- The Commissioner of Education may impose sanctions in accordance with N.J.S.A. 18A:55-2 for noncompliance with CEP implementation.

# County Office of Education Review

- What areas did the district identify as not being compliant?
- Did the district provide an implementation timeline that meets SMART elements?
- Did the district submit a copy of the Needs Assessment?
- Is the Statement of Assurance signed, dated and submitted? Please note, the SOA is an **ANNUAL** requirement.
- The county office will issue a letter of approval or a request for revisions which will be due within 30 days of notification.

# Suggested Timeline

- NOW – Make sure you have board approved your AAO. Create the AAT.
- January 2016 - Have each school administer the Needs Assessment.
- February 2016 – Collect school responses in order to administer the District Needs Assessment. If necessary, present items needing board resolutions at BOE meetings. Any actionable items must meet SMART elements.
- March BOE meeting – approve the CEP and SOA.
- Week of March, 28, 2016 – mail or hand deliver CEP with its required components to BC Office of Education (do not email, please).

# Resources

- **NJ State Division on Civil Rights website:**  
<http://www.state.nj.us/lps/dcr/>
- **U.S. Dept. of Education Office for Civil Rights website:**  
<http://www.ed.gov/about/offices/list/ocr/index.html?src=mr>
- **U.S. Commission on Civil Rights website:**  
<http://www.usccr.gov/>
- **U.S. Dept. of Justice Civil Rights Division website:**  
<http://www.justice.gov/crt/>
- **The NJDOE Equity Website**  
<http://www.state.nj.gov/equity/cep/>

# Contacts



Bergen County  
Office of Education  
Hole-in-One Resource

For questions or for more information contact the following offices:

- **Email:** [cep@doe.state.nj.us](mailto:cep@doe.state.nj.us)
- **Bergen County office of Education:**  
**(201)-336-6875**
- **Website:**  
<http://www.state.nj.gov/equity/cep/>