



# Chartered Public School Annual Progress & Accountability Report

## Instructions:

The Chartered Public School Annual Report is hereby presented in conformance with RSA 194-B:10 and New Hampshire Department of Education (NHed) Administrative Rules Ed 318.16. The filing of this report by **AUGUST 31** for the preceding school year is an annual requirement for each chartered public school. For more information, visit the website for the NHed [Office of Chartered Public Schools](#).

This report must be completed, filling in all fields and with appropriate attachments by the due date specified above. Compliance with the deadline and the contents of this report may be used to determine eligibility for federal CSP grant funding and in other compliance activities including renewal of your charter.

Please submit this report, signed and completed, as an electronic copy to [doe.nhcsp@doe.nh.gov](mailto:doe.nhcsp@doe.nh.gov). Questions regarding this form and process may be directed to the Office of Chartered Public Schools in writing to [doe.nhcsp@doe.nh.gov](mailto:doe.nhcsp@doe.nh.gov).

## Part I: School Contact Information

<b>School Name:</b> <i>(as registered with NH Secretary of State)</i>	
<b>School's Primary Address:</b>	
<b>Mailing Address</b> <i>(if different):</i>	
<b>Telephone Number:</b>	
<b>Head of School Name and Title:</b>	
<b>Email Address:</b>	
<b>Telephone Number:</b>	
<b>Authorized School Representative Name and Title:</b>	
<b>Email Address:</b>	
<b>Telephone Number:</b>	
<b>Did any of the information above change since last report?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is your school a current Federal Charter School Grant recipient?</b> <i>If yes, complete CSP Sub-Recipient Supplemental Reporting as well.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Part II: School Status

### A. Board of Trustees

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1. Have there been any changes in the membership of the Board of Trustees since the last annual report? If yes, provide comment.  Yes  No  N/A

Check here if more information is included in appendix.

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2. Have there been any changes to the Trustee's methods of operations since the last annual report? If yes, provide comment.  Yes  No  N/A

Check here if more information is included in appendix.

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3. Have there been any changes to the Trustee's by-laws since the last annual report? If yes, provide comment.

Check here if more information is included in appendix.

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4. Have there been any recusals made by a member of the Board of Trustees under RSA 194-B:5, VII? If yes, provide comment.

Check here if more information is included in appendix.

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### B. Student Enrollment and Related Services

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1. Is your charter school the only available public school for certain grades?  Yes  No  
If yes, do you provide education to all resident pupils in those grades?  Yes  No

2. Did you make all required data reports via the iplatform? If no, provide timeframe for completion below.  
 Yes  No

Check here if more information is included in appendix.

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### C. School Development and Progress

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1. Provide a statement of how the school is meeting the goals of its mission statement.

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- 2. Describe the processes, procedures, and policies the chartered public school has to ensure that it complies with non-discrimination laws as outlined in RSA 194-B:8 (1)**

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  - 3. Describe any transportation services available to students.**

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4. Provide a description of the community services available at the chartered public-school site, if any.

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#### D. Safety and Facilities

1. Does the chartered public school have a current, approved Certificate of Occupancy?  Yes  No
2. Provide date for most recent Fire Inspection Certificate?
3. Provide date for most recent Health Inspection?
4. What is the date of the most recent Insurance Certificate?
5. Provide date for most recent lead test, if applicable?  N/A
6. Provide date for most recent Asbestos Inspection Report, if applicable?  N/A
7. Was Restraint and Seclusion reporting required under RSA 126-U:7 completed?  Yes  No
8. Were substantiated incidents of bullying or cyberbullying reported as required under RSA 193-F:6?  
 Yes, provide # of Incidents: \_\_\_\_\_  No

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#### Part III: Financial Reporting

1. Did the school complete and submit their DOE 25 submission for the previous school year?  Yes  No  
If no, explain:
2. Did the school supply NHEd with a budget for the current school year?  Yes  No  
If no, explain:

## Part IV: Needs Assessment

Choose your method of reporting your needs assessment:  Questions below  Summary Attached

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1. When was the latest needs assessment completed?

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2. Who led the assessment process?

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3. Who participated in the process? Check all that apply.

- Board/Leaders/Administrators  Parents  
 Teachers  Students  
 Other: \_\_\_\_\_

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4. Has a plan been developed to address the identified needs?  Yes  No

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5. What's the timeline for addressing these needs? (number of months and/or years)

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6. List three needs that have been identified, in order of highest priority.

- 1.
  - 2.
  - 3.
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## Part V: Attachments

Please attach the following documents.

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|---|
| <input type="checkbox"/> School calendar, including hours of operation                                      |
| <input type="checkbox"/> Attach a copy of your Accountability Plan showing progress made toward goals       |
| <input type="checkbox"/> Attach a copy of your Needs Assessment in lieu of Part IV Question (if applicable) |

## Part VI: CSP Sub-Recipients Reporting

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- WE ARE **NOT** a current CSP sub-recipient (Skip these questions, sign and certify on the next page)  
 WE ARE a current CSP Sub-recipient (Complete questions below, sign and certify on the next page)

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1. Have you developed additional support plans for struggling and/or underperforming students?

Yes  No  N/A Explanation & Compliance Timeline:

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2. Did you use your Title II Funds in the previous school year?  Yes  No  N/A

Explanation:

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**3. Did you use any other title program funds in the previous school year?** Yes No N/A

Explanation:

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**4. Did you participate in the Best Practices Survey?** Yes No N/A

Explanation:

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**5. Have you developed and shared your Best Practices with NHEd so they can be made widely available?**

Yes No N/A Explanation & Compliance Timeline:

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**6. Did you complete a program specific financial audit for your CSP project and provide the state with a copy?**

Yes No N/A Explanation & Compliance Timeline:

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**7. Are you up to date with your GMS reporting?** Yes No N/A

Explanation & Compliance Timeline:

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## Part VII: Certification

We, the undersigned, do hereby certify that the information presented in this Chartered Public School Annual Report is true and accurate to the best of our knowledge.

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Chairman of Board of Trustees

\_\_\_\_\_  
Signature of Chairman of Board of Trustees

\_\_\_\_\_  
Date