



New Hampshire Department of Education
Office of Charter Schools

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. Questions regarding this form and process may be directed to the Office of Chartered Public Schools in writing to doe.nhcsp@doe.nh.gov.

Part I: School Contact Information

School Name: <i>(as registered with NH Secretary of State)</i>	Ledyard Charter School
School's Primary Address:	39 Hanover Street Lebanon, NH 03766
Mailing Address (if different):	PO Box 327
Telephone Number:	(603)- 727-4772
Head of School Name and Title:	Wendy Kozak, Executive Director
Email Address:	wkozak@ledyardcharterschool.org
Telephone Number:	(603)- 727-4772
Authorized School Representative Name and Title:	Laura Velis
Email Address:	laura@greenvisoraccounting.onmicrosoft.com
Telephone Number:	(603)- 727-4772
Did any of the information above change since last report?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is your school a current Federal Charter School Grant recipient?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Part II: School Compliance

A. Website Compliance

1. Please confirm that the following items are publicly displayed on your school website:

- | | | |
|---|-------|--|
| i. Board Minutes | X Yes | <input type="checkbox"/> No |
| ii. Bylaws | X Yes | <input type="checkbox"/> No |
| iii. Curriculum | X Yes | <input type="checkbox"/> No |
| iv. School Policies | | |
| v. Student Handbook | X Yes | <input type="checkbox"/> No |
| vi. School Calendar | X Yes | <input type="checkbox"/> No |
| vii. School Charter with any Amendments | X Yes | <input type="checkbox"/> No |
| viii. Latest Audit | X Yes | <input type="checkbox"/> No <input type="checkbox"/> N/A |
| ix. Latest APR | X Yes | <input type="checkbox"/> No <input type="checkbox"/> N/A |

2. Does your school charge tuition? Yes X No Out of State Students Only

3. Are there fees charged to every student to access education? (i.e., technology fees, etc.) Yes X No
If Yes, what are they:

**Fees do not include things such as before/after school, field trips, etc.*

B. State Registration

1. Is your school currently in good standing with the Secretary of State? X Yes No

Part III: School Status

A. Board of Trustees

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

We have added two new Board members between
June - October 2023

Check here if more information is included in appendix.

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

Check here if more information is included in appendix.

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

Yes No

Check here if more information is included in appendix.



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. Yes No

Check here if more information is included in appendix.

B. Student Enrollment and Related Services

1. What was the attendance rate of pupils enrolled at the school last year: 82%

2. What is the percentage of pupils that either graduated, or were promoted to the next grade level: 100%

3. What is the total number of pupils enrolled at the school during the previous school year: 50

4. Did you make all required data reports via the i-Platform? If no, provide timeframe for completion below.

X Yes No

Check here if more information is included in appendix.

C. School Development and Progress

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

Our mission is to provide students with real life learning experiences - we do this through relevant curriculum that engages students to actively participate in their learning. We incorporate academic field trips, social activities, vocational/internship facilitation as a way to help support this goal. We focus on creating project based learning that will prepare students well for college, the workplace, and life as successful and happy adults.

We have added additional hands-on learning experiences including an indoor garden and a more robust field trip schedule. We utilized federal grant funds to include more academic field trips and purchase supplies for PBL curriculum. We are also working hard to engage the families of our students, which is part of our mission, through support to low income parents and opportunities to volunteerism within the school. We have increased our community partnerships, allowing further opportunities for our students.

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)

Ledyard Charter School does not discriminate in any manner when interviewing new students, when interviewing new employees, and in all other aspect of our program we do not violate individual civil rights in any manner -we do not discriminate based on gender, sex, race, disability, or any other identity. Ledyard Charter School provides due process in accordance with state and federal laws and rules -we have a process for complaints that both students and staff are welcome to use.

3. Describe any transportation services available to students.

LCS rents buses from local school districts, vans from Enterprise, and utilizes the local public transit, Advanced Transit, for field trips. We do not provide transportation to or from school. We do not provide any other transportation services.

4. Provide a description of the community services available at the chartered public-school site, if any. We offer our students breakfast and lunch free of charge in addition to take home food. We offer clothes to our students in need and school supplies free of charge. We help families find mental health counseling.

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? 10/17/23
-
3. Provide date for most recent Health Inspection? 3/13/23
-
4. What is the date of the most recent Insurance Certificate? 7/1/24
-
5. Provide date for most recent lead test, if applicable? NA X N/A
-
6. Provide date for most recent Asbestos Inspection Report, if applicable? 5/7/21 X N/A
-
7. Was Restraint and Seclusion reporting required under RSA 126-U:7 completed?
X Yes, provide # of incidents: 0 No
-
8. What was the number of incidents that occurred on school grounds that required the intervention of local, state, or federal law enforcement: 0
-
9. Were substantiated incidents of bullying or cyberbullying reported as required under RSA 193-F:6?
X Yes, provide # of Incidents: 0 No
-

Part IV: 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:

3. Did you submit an audit for the previous fiscal year ending July 2022? Yes No

Part V: Needs Assessment

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

1. When was the latest needs assessment completed?

May 2, 2023

2. Who led the assessment process?

WestEd as part of the CSI process

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

Board/Leaders/Administrators

Parents

Teachers

Students

Other: Support staff, admin

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

5. What's the timeline for addressing these needs? 1 year

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

1. Identify, support, and monitor a commonly defined set of rigorous, evidence-based instructional practices that foster greater student engagement and strengthen instruction.

2. Develop and implement an academic diagnostic assessment and response

system to assess students' math and ELA skills and empower teachers to respond to student learning needs more effectively.

3. Monitor short and long term goals for learning

Part VI: Attachments

Please attach the following documents.

School calendar, including hours of operation

Attach a copy of your Accountability Plan showing progress made toward goals

Attach a copy of your Needs Assessment in lieu of Part IV Question (if applicable)

A sample plan to address the needs of struggling students

Copy of your admissions process including any application forms

A best practice to share with the community



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.

Wendy Kozak
Printed Name of Authorized Representative

Executive Director
Title

Wendy Kozak
Signature of Authorized Representative

10/24/23
Date

Lucretia Witte

Lucretia Witte
Printed Name of Chairman of Board of Trustees

Lucretia Witte
Signature of Chairman of Board of Trustees

10 / 24 / 2023
Date