



**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](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

**School Name:** The Founders Academy Public Charter School  
(as registered with NH Secretary of State)

**School's Primary Address:** 5 Perimeter Rd. Manchester, NH 03013

**Mailing Address (if different):**

**Telephone Number:** 603-952-4705

**Head of School Name and Title:** Cassie Hayes, Dean of School

**Email Address:** cassie.hayes@tfanh.org

**Telephone Number:** 603-952-4705

**Authorized School Representative Name and**

**Title:** Cassie Hayes, Dean of School

**Email Address:** cassie.hayes@tfanh.org

**Telephone Number:** 603-952-4705

**Did any of the information above change**

**since last report?** ☐ Yes ☒ No

**Is your school a current Federal Charter**

**School Grant recipient?** ☒ Yes ☐ No

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**Part II: School Compliance****A. Website Compliance****1. Please confirm that the following items are publicly displayed on your school website:**

- i. Board Minutes ☒ Yes ☐ No
- ii. Bylaws ☒ Yes ☐ No
- iii. Curriculum ☒ Yes ☐ No
- iv. School Policies ☒ Yes ☐ No
- v. Student Handbook ☒ Yes ☐ No
- vi. School Calendar ☒ Yes ☐ No
- vii. School Charter with any Amendments ☒ Yes ☐ No
- viii. Latest Audit ☒ Yes ☐ No ☐ N/A
- ix. Latest APR ☒ Yes ☐ No ☐ N/A

**2. Does your school charge tuition?** ☐ Yes ☐ No ☒ Out of State Students Only**3. Are there fees charged to every student to access education? (i.e., technology fees, etc.)** ☐ Yes ☒ 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?** ☒ 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☐ *Check here if more information is included in appendix.*

Two new parent board members have been added during the 22-23 school year. They are John Bauer and Bill Roy.

**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.*

**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.



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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.** ☐ 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:**

Middle School: 92.37%

High School: 88.91%

Total: 91.22%

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

91.2%

**3. What is the total number of pupils enrolled at the school during the previous school year:** 397

**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.**

The Founders Academy Mission Statement reads:

The Founders Academy is a public chartered school encompassing grades 5 - 12 that is free and open to all New Hampshire students. The Academy develops leaders who understand and apply the lessons of the past, demonstrate exceptional character and lead by example. The Academy recognizes the importance of balance in the development of the whole person, and respects each student's journey.

Principled leadership is fostered by means of a curriculum of classical studies that includes analyzing the lives of great men and women of history, mining the rich classical ideals of the Western tradition, and tracing the evolution of the precious and costly idea of liberty.

Founders has a 30 minute Round Table which focuses on the mission of the school. Students meet in their Round Table every day for 30 minutes. This time is focused on the mission, themes of the school, character development, the code of conduct, and more.

Each quarter one middle school and one high school student is selected by their peers to be student of the quarter. This student is chosen based on character and leadership qualities.

Founders has a rigorous curriculum with a strong emphasis on history, specifically, American history. Students complete their first high school requirement in 8th grade by completing US History 1. Students are encouraged to take on leadership roles through student government and organizing clubs. Each semester students are recognized for good character.

**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)**

Founders Academy Public Charter School Charter, section (M), page 21: *"Founders shall not discriminate on the basis of sex, race, color, age, religion, handicap, or sexual/gender orientation, ethnic origin or marital status in the selection of students or staff, or in the administration of its educational program, or in any other way as is prohibited by relevant state and federal law. The Board of Trustees shall develop and adopt a policy and create administrative procedures to address complaints or concerns."*

Student Handbook, section 5.1: *"Non-Discrimination Policy. The Founders Academy admits students of any race, color, sex, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, religion, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs."*

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

Manchester resident students are provided busing from the Manchester Transit Authority.

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

On the school's web site ([www.thefoundersacademy.org](http://www.thefoundersacademy.org)) a page entitled "Career Pathways and Community Outreach" appears in the "Student" drop down menu.

This outline of community outreach was created by a student to outline community engagement opportunities and recognition for participating students.

Additionally, each senior is required to complete a senior project which has several components of community service.

## **D. Safety and Facilities**

**1. Does the chartered public school have a current, approved Certificate of Occupancy?** X Yes ☐ No

**2. Provide date for most recent Fire Inspection Certificate?** October 2022

**3. Provide date for most recent Health Inspection?** July 2019

**4. What is the date of the most recent Insurance Certificate?** August 2023

**5. Provide date for most recent lead test, if applicable?** August 2022

6. Provide date for most recent Asbestos Inspection Report, if applicable? February 2017

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?

☐ Yes, provide # of Incidents: \_\_\_\_\_ X No

## Part IV: Financial Reporting

1. Did the school complete and submit their DOE 25 submission for the previous school year? X Yes ☐ No If no, explain:

2. Did the school supply NHed with a budget for the current school year? ☐ Yes X No If no, explain: This will be submitted after final edits are made in early September.

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

## Part V: Needs Assessment

Choose your method of reporting your needs assessment: X Questions below ☐ Summary Attached 1.

When was the latest needs assessment completed? We are completing a needs assessment at the school this fall with parents, students, teachers, board members, and administrators.

2. Who led the assessment process? One of our employees will lead the process without participating in the protocol.

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

X Board/Leaders/Administrators X Parents

X Teachers X Students

☐ Other: \_\_\_\_\_ 4.

Has a plan been developed to address the identified needs? ☐ Yes X No

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

6 months- 12 months for short term goals and 1-3 years for long term goals.

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

1.

2.

3.

## 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.

Printed Name of Authorized Representative Title: Cassie Hayes, Dean of School

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Chairman of Board of Trustees: Robert Best

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

Date: \_\_\_\_\_