

**HYNES CHARTER SCHOOL CORPORATION**  
**BOARD MEETING**

Monday, August 6, 2018 at 5:00 PM  
Edward Hynes Charter School  
990 Harrison Avenue  
New Orleans, Louisiana 70124

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
  - a. June 4, 2018 – Budget Hearing
  - b. June 4, 2018 – Board Meeting
  - c. July 6, 2018 – Board Meeting

**STANDING ITEMS**

1. Opportunity for public comment
2. Facilities update
3. Principal's Report – Michelle Douglas
4. Legal Report – Alvin Miester – discussion of the vision for replication
5. Financial Report – John Gaudry – discussion of comparative financial statements
6. HR Report

**BOARD BUSINESS**

1. Old Business
  - a. Review and approve group insurance renewals from A.J. Gallagher.
2. New Business
  - a. Review and approve the establishment of "Friends of Hynes" (FOH).
  - b. Approve the action of FOH signing a letter of intent with the University of New Orleans (UNO), pursuing a long-term lease and the construction of a facility to house a replication.
  - c. Review and approve the audit contract with CRI for fiscal year 2018.
  - d. Review and approve the Legislative Compliance Questionnaire.
  - e. Approve the engagement with Bellwether consulting to complete Phase I of a strategic plan.
  - f. Authorize Board Chair to sign the OPSB "Board Governance Assurance Form".
  - g. Review and approve the 2018-2019 Student Handbook modifications.
3. Adjournment



**Edward Hynes Charter School  
990 Harrison Avenue  
New Orleans, Louisiana 70124**

**JUNE 4, 2018 BUDGET MEETING**

**Draft of the Minutes from the Board of Directors Budget Meeting of June 4, 2018 to be considered for approval:**

**The following Board members were present at the June 4, 2018 Budget meeting: Alvin Miester, Barbara Richard, Helene Derbigny, Jan Janz and Kris Scairono. Meeting was called to order at 4:20pm by Board President, Alvin Meister**

**Roll call was conducted by Janet Gaudet**

**John Gaudry presented the Preliminary Budget for year ending June 20, 2019 for Hynes Charter School Corporation.**

**The Board was advised that the MFP monies may end up being lower than projected.**

**There being no further business and a motion to adjourn was duly made by Barbara Richard and second by Helene Derbigny at 4:55pm. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono and Jan Janz voted to approve. No nays; vote was unanimous, motion passed.**



**Edward Hynes Charter School  
990 Harrison Avenue  
New Orleans, Louisiana 70124  
June 4, 2018**

**Draft of the Minutes from the Board of Directors Meeting of June 4, 2018 to be considered for approval:**

**The following Board members were present at the June 4, 2018 meeting: Alvin Miester, Barbara Richard, Helene Derbigny, Jan Janz , Kris Scairono and Cassandra Youmans.**

**Meeting was called to order at 5:00pm by Board President, Alvin Meister**

**Roll call was conducted by Janet Gaudet**

**VOTE: To approve the agenda of June 4, 2018**

**Motion by Barbara Richards and second by Cassandra Youmans. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**MINUTES OF PREVIOUS MEETING**

**The Board:**

**VOTE: To dispense reading and approve the minutes of the previous Board meeting. Motion by Barbara Richard and second by Cassandra Youmans. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**PUBLIC COMMENT**

Does any member of the public have any comments or questions?

**NONE**

**FACILITIES UPDATE –**

**NONE**

**PRINCIPAL'S REPORT**

**(see attached report)**

The administrative team is looking forward to receiving student state test results later this month.

The school year closed nicely with many celebrations including 91% of students being eligible for the PBiS reward. Report cards were mailed last week.

Students in grades 3-7 completed the Olweus bully prevention survey which is used to inform our duty coverage, potential hot spots and be generally proactive as it related to social-emotional health of our student body. Fifth and eighth graders also completed the AdvancedED student survey. We currently await the results.

Forty four students have enrolled in the summer enrichment camp and campers have practiced evacuation drills required for the month.

The school is fully staffed for 2018-2019 school year and Hynes is fully enrolled as well.

Hynes has successfully completed the close out for all COMPASS evaluations.

Faculty and staff have completed their online ethics training, Heads-Up Concussion Protocol training.

OPSB, Hynes and the Touchstone Center are planning to pilot of model of professional development to enhance educators' ability to use and understand common practices of applied behavior analysis (ABA).

Our athletic director applied for the "Riding for Focus" grant from the Specialized Foundation. Hynes was one of 37 schools across the country to be selected to pilot this bike riding program. The grant was announced last week. She will receive implementation training in California and a fleet of bikes.

Teachers and staff continue their professional learning into the summer. Several attended the LDOE Teacher Leader Summit last week; ten will attend the Great Minds Eureka training in late June. Two will attend the Unbound Ed Institute in July and four will attend the Success for All New Leaders Institute.

The PTO and Hynes administrators met to plan activities and events for the 2018-2019 school year.

Hynes was awarded \$32,000 as part of our IQI request.

The IT cooperative endeavor agreement and planning for our transition are well underway.

The painting contract was signed and a notice to proceed was given to the contractor. The painting will begin June 11, 2018. We would also like to have the fencing surrounding the courts installed at a cost of \$16,000.

#### **LEGAL COMMITTEE REPORT**

NONE

#### **FINANCIAL REPORT – John Gaudry**

(see report)

#### **HR REPORT**

NONE

#### **OLD BUSINESS**

NONE

**NEW BUSINESS**

- a) **Carrie Leumont of A.J. Gallagher & Co. presented renewal options to the Board. Renewal is September 1, 2018.**

**As presented, there would be a savings of 1.6% on Health Insurance. There would be an increase of approximately 4% for dental.**

**There would be no change on the following coverages:**

**Vision plan**

**Life Insurance Plan**

**Short Term Disability Plan**

**Long Term Disability Plan**

**The Board requested that Ms. Leumont check the market to make sure this are the best plans. Any changes would be presented at the August meeting and voted on.**

- b) **Additional insurance renewals was presented by Gillis, Ellis , Baker. The agent indicated that the United Educators policy would be the best option. The renewal is due July 1, 2018.**

**The Board discussed if the "Active Shooter" coverage was necessary. The Board decided it was best to have the coverage.**

**The Board –**

**VOTE: Motion to proceed with the renewal of existing line of insurance coverages with the exception that the existing Crime Policy would be replaced with Travelers and add Active Shooter policy, written by Lloyds of London, as set forth in the Gillis Ellis Baker proposal.**

**Motion by Barbara Richard and second by Cassandra Youmans. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**c) Approval of the FY 2019 Budget.**

**Proposed budget was submitted at the Budget Meeting.**

**The Board –**

**VOTE: Motion to approve the FY 2019 budget as submitted.**

**Motion by Barbara Richard and second by Kris Scairono. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**d) Review of the FY 2018 financial statements approval of possible revision.**

**The Board-**

**VOTE: Motion that the revision is to increase the budget for 2017-2018 to add \$165,000 from the Corporation net assets.**

**Motion by Helene Derbigny and second by Barbara Richard. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**e) Close nominations for new Board member.**

**The Board –**

**VOTE: Motion to close the nominations and re-elect existing Board Members for one year.**

**Motion by Jan Janz and second by Helene Derbigny. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**f) LEA Agreement**

**The Board –**

**VOTE: Motion to stay with the OPSB 2018-2019 LEA program.**

**Motion by Jan Janz and second by Barbara Richard. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**g) Review and approval of the fencing project.**

**The Board-**

**VOTE: Motion to approve fencing project to be funded by a donation.**

**Motion by Jan Janz and second by Barbara Richard. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**h) Tennis Courts**

**The Board –**

**VOTE: Motion to give the Principal authorization to approve the cement contract around the tennis courts, provided the project is funded by donations.**

**Motion by Barbara Richard and second by Kris Scairono. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**There being no further business and a motion to adjourn was duly made by Jan Janz and second by Barbara Richards at 6:24pm. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**





**Edward Hynes Charter School  
990 Harrison Avenue  
New Orleans, Louisiana 70124**

**Board of Directors Meeting  
Friday, July 6, 2018**

**Board Members Present:** Alvin C. Miester III, Jane Janz, Kris Scairono, Helene Berbigny

**Board Members Absent:** Barbara Richard, Timothy Ryan, Cassandra Youmans

**Others Present:** Ken Ducote, Michelle Douglas, Shawn Persick, Ann Kramer, Elizabeth Bagert  
Alvin C. Miester III, Board President, called the meeting to order at 8:39 am and proceeded with the agenda.

1. **Approval of agenda.** Jan Janz made a motion to approve the July 6, 2018 meeting agenda. Helene Derbigny seconded the motion. With no public comment, the motion carries by a unanimous vote of board members present.
2. **Public comment.** None.
3. **Facilities update.** None.
4. **Principal's report.** None.
5. **Legal committee report.** None.
6. **Financial report.** None.
7. **HR report.** None.
8. **Old business.** None.

9. **New business.** Jan Janz made a motion to approve the Power Milers Track Club's request to rent Hynes Charter School's Argonne Blvd. parking lot for the start and end of their annual road race, Saturday, July 28, 2018, from 5:00 pm – 9:00 pm. Kris Scairono seconded the motion. With no public comment, the motion carries by a unanimous vote of board members present.

With no further business to discuss, a motion to adjourn was made by Helene Derbigny, seconded by Kris Scairono and passed unanimously by a vote of board members present. The meeting concluded at 8:43 am.

**Edward Hynes Charter School  
Principal's Report August 6, 2018**

**Students & Academic**

1. The LEAP 2025 results indicate that Hynes increased the number of students achieving Mastery or Advanced by 4%. Advanced and Mastery make up the category "STRONG".

ELA	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Advanced	13%	16%	9%	13%	44%	19%
Mastery	70%	52%	57%	47%	38%	56%
Basic	13%	19%	29%	33%	13%	15%
App Basic	4%	8%	6%	7%	4%	8%
Unsatisfactory	0%	5%	0%	0%	1%	2%

Math	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8 EOC
Advanced	20%	12%	9%	5%	6%	8%
Mastery	48%	44%	41%	40%	58%	33%
Basic	28%	20%	36%	36%	22%	18%
App Basic	3%	21%	13%	16%	10%	31%
Unsatisfactory	1%	3%	1%	3%	3%	10%

SS	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Advanced	22%	8%	9%	11%	40%	15%
Mastery	25%	33%	34%	45%	29%	46%
Basic	23%	32%	36%	25%	19%	23%
App Basic	20%	17%	16%	13%	8%	10%
Unsatisfactory	10%	9%	6%	5%	4%	6%

2. Formative data, summative data, and affective data were analyzed at our Leading for Success (L4S) summer summit in Point Clear, AL. The main work this school year will be to implement the Eureka math curriculum with fidelity, coaching, planning assistance, and deep monitoring. The New Teacher Project (TNTP) will assist us with this work. This work is funded by the NSNO's IQI grant (75%) and by Hynes (25%). We will use Core Knowledge Language Arts (CKLA) skills strand for LA and continue to use Achieve 3000 and SFA.
3. Formal school-wide goals will be developed during the initial phases of our work. They will be developed using the Growth to Mastery scores and with the assistance of TNTP consultants.

**Faculty, Staff, and Administration**

1. The school is fully staffed and ready to open. We anticipate a few shifts in assignments once the year begins and we have planned for that.
2. Safety trainings, active shooter, mandated reporting, and universal precautions are all scheduled for Thursday, August 9th. On August 18<sup>th</sup>, we will host a six hour First Aid, CPR, AED training. We will purchase one or two AEDs to place in the school.
3. Job-embedded professional development will take place weekly during PLC meetings and after school twice per month. This is time set aside to implement the Louisiana Student Standards (LSS) and the major shifts in ELA and Math content.

### **Family and Community Involvement**

1. The PTO will host their Back-to-School BBQ on Friday, September 7<sup>th</sup> from 4-7PM. (See attached calendar of events.)
2. NSNO has given us notice that we will receive a grant to assist with our replication efforts.
3. The 2018-19 Family & School Handbook will be copied and distributed on the first day of school.

### **Operations and Facilities**

1. The migration to the new network and email system went well. Now we are in the process of affiliating all devices to the new wireless network.
2. The summer painting is complete. The fencing project is underway.
3. The facilities staff will receive nine, 1-hour sessions on safety topics ranging from proper lifting to handling chemicals. These are provided free of charge from Gillis, Ellis, and Baker (GEB) and are scheduled throughout the first semester.

### **Replication**

1. We have received information from OPSB on the replication process.
2. Review Bellwether Phase I of engagement.



Edward Hynes Charter School  
990 Harrison Avenue  
New Orleans, Louisiana 70124  
(504) 324-7160

August 6, 2018

To the Board of Directors of  
Hynes Charter School Corporation  
990 Harrison Ave.  
New Orleans, Louisiana

I have prepared the accompanying May, 2018 financial statements (Statement of Financial Position, Statement of Activities and Changes in Net Assets, Statement of Cash Flows and Selected Information) for Hynes Charter School Corporation in my capacity as an employee of Hynes Charter School Corporation. I have not prepared these financial statements in my capacity as a Certified Public Accountant in the practice of public accounting.

Please let me know should you have any questions or comments.

Sincerely,

*John M. Gaudry*

John M. Gaudry  
Chief Financial Officer  
Hynes Charter School Corporation

**Hynes Charter School Corporation**  
**Statement of Financial Position**  
**As of May 31, 2018**

<u>ASSETS</u>		
<b><u>Current Assets</u></b>		
Cash and cash equivalents		\$ 5,233,798
Grants and other receivables:		
OPSB / LADOE	\$ 160,986	
Husky Care	42,960	
Other Receivables	46,008	
Total grants and other receivables		249,954
Prepaid expenses		96,018
<b>Total Current Assets</b>		<b>5,579,770</b>
 <b><u>Other Assets</u></b>		
Deposits	10,000	
<b>Total Other Assets</b>		<b>10,000</b>
 <b><u>Fixed Assets</u></b>		
Leasehold improvements	\$ 7,530	
Equipment	24,093	
Total Fixed Assets	31,623	
Accumulated depreciation	(21,051)	
<b>Total Fixed Assets, net</b>		<b>10,572</b>
 <b>TOTAL ASSETS</b>		<b>\$ 5,600,342</b>

<u>LIABILITIES AND NET ASSETS</u>		
<b><u>Current Liabilities</u></b>		
Accounts payable OPSB	\$ 183,984	
Other Accounts payable	29,133	
Accrued payroll liabilities	591,888	
<b>Total Current Liabilities</b>		<b>\$ 805,005</b>
 <b><u>Net Assets</u></b>		
Net assets, beginning of this fiscal year	4,923,735	
Current year increase (decrease) in net assets	(128,399)	
<b>Net Assets, end of this period</b>		<b>4,795,337</b>
 <b>TOTAL LIABILITIES AND NET ASSETS</b>		<b>\$ 5,600,342</b>

The accompanying letter from the Hynes Charter School Corporation Chief Financial Officer is an integral part of these financial statements.

**Hynes Charter School Corporation**  
**Statement of Activities and Changes in Net Assets**

	<u>For the Eleven Months Ended May 31, 2018</u>			<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>
<b><u>Revenues and Other Support</u></b>				
MFP	\$ 5,943,156	\$ 6,399,635	\$ (456,479)	\$ 6,981,420
NCLB	177,730	169,488	8,242	225,985
Donations	9,900	36,663	(26,763)	40,000
Other income	166,672	109,263	57,409	119,200
<b>Total Revenues and Other Support</b>	<b>6,297,458</b>	<b>6,715,049</b>	<b>(417,591)</b>	<b>7,366,605</b>
<b><u>Expenses</u></b>				
Salaries	3,663,136	4,022,814	(359,678)	4,234,814
Benefits	1,356,567	1,629,240	(272,673)	1,715,100
Child nutrition	10,365	9,842	523	10,350
Depreciation expense	3,443	3,146	297	3,429
Disposal services	6,825	6,600	225	7,200
Donations expense	-	150,000	(150,000)	150,000
Dues and fees	28,992	30,250	(1,258)	33,000
Equipment rental	9,863	11,000	(1,137)	12,000
Insurance	124,989	147,587	(22,598)	161,000
IT services	90,764	55,000	35,764	60,000
LEA services	339,200	311,322	27,878	339,628
Materials and supplies	185,028	121,500	63,528	125,000
Other expense	27,813	16,500	11,313	18,000
Professional services	103,007	65,087	37,920	71,000
Repair and maintenance	139,308	89,375	49,933	97,500
Textbooks	75,682	68,000	7,682	68,000
Transportation	52,193	56,000	(3,807)	56,000
Travel	30,385	10,000	20,385	10,000
Utilities	178,297	181,156	(2,859)	194,584
<b>Total Expenses</b>	<b>6,425,857</b>	<b>6,984,419</b>	<b>(558,562)</b>	<b>7,366,605</b>
<b>CHANGE IN NET ASSETS</b>	<b>(128,399)</b>	<b>(269,370)</b>	<b>\$ 140,971</b>	<b>\$ -</b>
<b><u>Net Assets</u></b>				
Beginning of this fiscal year	4,923,735	4,923,735		
<b>END OF THIS PERIOD</b>	<b>\$ 4,795,337</b>	<b>\$ 4,654,365</b>		

The accompanying letter from the Hynes Charter School Corporation Chief Financial Officer is an integral part of these financial statements.

**Hynes Charter School Corporation**  
**Statement of Cash Flows**  
**For the Eleven Months Ended May 31, 2018**

<b>CASH FLOW FROM OPERATING ACTIVITIES</b>	
Change in net assets	\$ (128,399)
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	3,443
Changes in operating assets:	
Grants and other receivables	111,399
Prepaid expenses	26,956
Changes in operating liabilities:	
Accounts payable	94,556
Accrued payroll liabilities	120,754
<b>Net cash provided by (used in) operating activities</b>	<u><u>228,709</u></u>
 <b>CASH FLOW FROM INVESTING ACTIVITIES</b>	
Leasehold improvements to be donated	-
 <b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	
	<u><u>228,709</u></u>
 Cash and cash equivalents - Beginning of the year	
	5,005,089
<b>CASH AND CASH EQUIVALENTS - End of this period</b>	<u><u>\$ 5,233,798</u></u>

The accompanying letter from the Hynes Charter School Corporation Chief Financial Officer is an integral part of these financial statements.



Hynes Charter School Corporation

August 6, 2018

Selected Information - Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached May, 2018 financial statements (Statement of Financial Position, Statement of Activities and Changes in Net Assets, Statement of Cash Flows).

The Student Activity Fund is not included in the attached May, 2018 financial statements. The effects of not including the Student Activity Fund in these financials has not been determined by management.

Expenses for the eleven months ended May 31, 2018 include \$4,165 in legal expenses related to the start-up of the second Hynes campus at the University of New Orleans.

The Net Assets for the period ending May 31, 2018 include \$14,785 of restricted funds related to the Project Lead the Way (PLTW) grant.

The accompanying letter from the Hynes Charter School Corporation Chief Financial Officer is an integral part of the attached May, 2018 financial statements.

**Letter of Intent**  
August \_\_, 2018

The University of New Orleans

[\_\_\_\_\_]
[\_\_\_\_\_]

Re: Letter of Intent for the cooperative endeavor lease agreement between Friends of Hynes Charter School Corporation and the University of New Orleans for the lease of real property

Dear Mr. [\_\_\_\_\_]:

This Letter of Intent is intended to set forth proposed terms under which Friends of Hynes Charter School Corporation (“Friends”) would be willing to enter into a cooperative endeavor lease agreement with the University of New Orleans, (“UNO”) for the lease of real property for the purpose of constructing a K-8 public charter school facility, in accordance with the general terms expressed in Exhibit A (the “General Terms”) and the specific terms expressed in Exhibit B (the “Specific Terms”), each of which are attached to this Letter of Intent and incorporated herein by this reference (the “Proposed Transaction”).

Other than the General Terms, this Letter of Intent is not binding upon Friends or UNO and is subject to the negotiation and execution of definitive, legally binding, written closing documents between Friends and UNO, including a cooperative endeavor lease agreement (the “Transaction Documents”). The General Terms are binding upon Friends and UNO, whether or not the parties reach any definitive agreements or execute any Transaction Documents with respect to the Proposed Transaction.

Furthermore, the parties hereto acknowledge that all of the proposals, term sheets, discussions, letters, correspondence (including e-mails), agreements, points of proposed or actual agreements, memos, or charts used or exchanged in the negotiations thus far are reflected in this Letter of Intent and the Exhibits hereto and thereafter will be reflected in the Transaction Documents or shall be deemed rejected, rescinded, and void upon expiration or termination of this Letter of Intent.

This Letter of Intent may be executed by the parties hereto by facsimile signature and in one or more counterparts, each of which shall be deemed an original and each of which shall constitute one and the same instrument.

If the foregoing and exhibits hereto accurately reflects our understanding, please acknowledge your agreement by signing and returning the enclosed copy of this Letter of Intent. By executing this Letter of Intent, you represent that you are duly authorized to execute this Letter of Intent on behalf of UNO, and this Letter of Intent, to the extent provided herein, is a valid and binding obligation of UNO, properly authorized by resolution, as necessary, and does not conflict with or violate any agreement you have with any other party. We look forward to your prompt response.

Very Truly Yours,

Friends of Hynes Charter School Corporation

By: \_\_\_\_\_

Name:

Title:

**AGREED AND ACCEPTED:**

University of New Orleans

By: \_\_\_\_\_

Name:

Title:

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

## **EXHIBIT A** **GENERAL TERMS**

1. **Completion of Transaction.** The parties agree to negotiate in good faith, and to use their reasonable best efforts to consummate the Proposed Transaction on or before [\_\_\_\_\_, 2018] (such actual closing date, the "**Closing Date**"). Mere disagreement over a term of the transaction does not constitute bad faith and a breach of this paragraph. In the event either party violates the covenants contained in this paragraph ("**Breaching Party**"), the other party may recover from the Breaching Party its damages incurred in reliance on the good faith of the Breaching Party.

2. **Confidentiality.** To the greatest extent possible, the parties agree to treat confidentially (and cause its affiliates, agents, management, employees, and representatives to maintain such confidentiality) all information concerning or relevant to the other and its business and the Proposed Transaction, except as hereinafter provided. If the obligations of the parties relating to the other provisions of the Letter of Intent are terminated pursuant to paragraph 5 of this Exhibit A, the party who received information pursuant to this paragraph (the "**Interested Party**") will return all information furnished to it by a disclosing party (the "**Disclosing Party**") and all copies thereof or destroy the same upon the Disclosing Party's written request. The above limitations on use and disclosure shall not apply to information which (a) was known to the Interested Party before receipt thereof from the Disclosing Party; (b) is learned by the Interested Party from a third party entitled to disclose it; (c) becomes known publicly other than through the Interested Party, or (d) is required by law or court order to be disclosed by the Interested Party.

3. **Expenses.** Except as provided in paragraph 1 of this Exhibit A, the parties to this Letter of Intent shall bear their own respective expenses incurred in connection therewith, including, without limitation, all fees and expenses of their respective agents, representatives, counsel, and accountants.

4. **Termination and Survival.** This Letter of Intent shall terminate upon the execution of the Transaction Documents, or if no Transaction Documents are agreed and executed, then this Letter of Intent shall terminate on [\_\_\_\_\_, 2018]. The obligations set forth in Paragraphs 1, 2, 3,4 and 5 of this **Exhibit A** shall survive the termination of this Letter of Intent.

5. **Applicable Law.** All questions surrounding the construction, validity, and interpretation of this Letter of Intent, the Transaction Documents and the performance of the obligations imposed by the Transaction Documents shall be governed by the internal law, not the law of conflicts, of the State of Louisiana.

**EXHIBIT B**  
**SPECIFIC TERMS**

1. The Project. Friends will develop, finance, erect, construct, and operate a K-8 public charter school facility, including infrastructure, parking and other related facilities, which will provide important and necessary education services to the residents of Orleans Parish, Louisiana.
2. Real Property. UNO will lease to Friends that certain land located in Orleans Parish (the "Property").
3. Rent. UNO will lease the Property to Friends at no cost other than the obligations undertaken by Friends in the Transaction Documents.
4. Term. The term of the lease for the Property will be for ninety-nine (99) years.

**LOUISIANA COMPLIANCE QUESTIONNAIRE  
(For Audit Engagements of Charter Schools)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana charter schools. Upon completion, the questionnaire must be presented to and adopted by the governing body of your organization in an open meeting.

The completed questionnaire and a copy of the adoption instrument must be given to the auditor at the beginning of the audit. The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to my office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her examination. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Daryl G. Purpera, CPA, CFE  
Louisiana Legislative Auditor

Enclosure

**LOUISIANA COMPLIANCE QUESTIONNAIRE  
(For Audit Engagements of Charter Schools)**

August 6, 2018 (Date Transmitted)

Carr, Riggs, & Ingram, LLC (CPA Firm Name)  
111 Veterans Blvd. (CPA Firm Address)  
Metairie, LA 70005 (City, State Zip)

In connection with your audit of our financial statements as of June 30, 2018 and for the year ending June 30, 2018 (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of August 6, 2018 (date completed/date of the representations).

**PART I. SCHOOL PROFILE**

1. Name and address of the charter school.

Hynes Charter School  
990 Harrison Avenue  
New Orleans, LA 70124

2. List names, addresses, and telephone numbers of school officials. Include members of the governing board, chief executive and fiscal officer, and legal counsel.

See attachment.

3. Period of time covered by this questionnaire.

The fiscal year ending June 30, 2018

4. Identify the charter school type and the parties to the charter.

Type 3 Charter School  
Hynes Charter School Corporation (The School)

Orleans Parish School Board (LEA Authority)

5. Briefly describe the public services provided.

Hynes Charter School Corporation is an OPSB authorized Type 3 charter authorized to provide students with a safe and diverse learning community by empowering them to be proficient readers, writers, and critical thinkers.

6. Identify the expiration date of current charter.

Current Charter was renewed in the Spring of 2017 for ten years and it expires June 30, 2027.

### LEGAL COMPLIANCE

#### **PART II. ADMINISTRATION**

7. It is true that no member of the governing or management board has received any compensation other than reimbursement of actual expenses incurred while fulfilling duties as a member of such board [R.S. 17:3991(A)(1)(b)].
8. All members of the governing board and all school administrators meet the qualifications prescribed by the charter school agreement [R.S. 17.3991(B)(10)].
9. Our actual management and accounting practices comply with those prescribed by the charter agreement [R.S. 17.3991(B)(16)].
10. It is true that the school has maintained the types and amounts of insurance coverage specified by the charter agreement [R.S. 17.3991(B)(18)].
11. The school is not affiliated with any religion or religious organization or institution [R.S. 17:3991(E)(1)].

Yes [ X ] No [ ]

#### **PART III. STUDENT ADMISSIONS**

12. Student admission requirements, if any, include a system for appropriate admission decisions and the requirements have been applied on a consistent basis [R.S. 17:3991(B)(3)].
13. It is true that all students reside within the jurisdiction of the school as described in the charter agreement [R.S. 17:3991(C)(1)(a)].
14. The student application period is not less than one month nor more than three months [R.S. 17:3991(C)(1)(b)].
15. No students, other than those enrolled in the preexisting school, if applicable, or those who attended the charter school in its previous year of operation, or the siblings of students who attended the charter school in its previous year of operation have been given preferential admission or have been admitted during the application period [R.S. 17:3991(C)(1)(c)(i) through (iii)].

Yes [ X ] No [ ]

#### **PART IV. INSTRUCTIONAL STAFF**

16. The charter school has employed instructional staff who have at least a baccalaureate degree and who are subject to all provisions of state law relative to background checks applicable to the employment of public school personnel [R.S. 17: 17:3991(C)(6)].

Yes [ X ] No [ ]

#### **PART V. FIXED ASSETS**

17. Yes, as a Type 4 charter school, if applicable, we have maintained records of fixed assets that clearly identify those assets belonging to the local school board [R.S. 17:3991(H)].



18. Yes, as a Type 1, Type 2, Type 3, Type 3B, or Type 5 charter school, if applicable, we have maintained records of fixed assets that clearly identify those assets acquired with public funds, which, if the school ceases to operate, become the property of the chartering authority [R.S. 17:3991(H)].

19. The charter school, regardless of type, has maintained records of fixed assets that clearly identify those assets which were acquired with private funds and which remain the property of the nonprofit organization [R.S. 17:3991(H)].

Yes [ X ] No [ ]

**PART VI COUNT OF STUDENTS**

20. It is true that the student count reported to the local school board or the Louisiana Department of Education, as applicable, represents the actual number of eligible students enrolled in the charter school as of October 1 of the funding year [R.S. 17:3995(A)(1)].

Yes [ X ] No [ ]

**PART VII OPEN MEETINGS LAW**

21. We have complied with the laws pertaining to open and public meetings (R.S. 42:11 through 42:28).

Yes [ X ] No [ ]

**PART VIII PUBLIC RECORDS ACT**

22. It is true that we have complied with the laws pertaining to public records (R.S. 44:1 through 44:39).

Yes [ X ] No [ ]

**PART IX PUBLIC BID LAW**

23. It is true that we obtained bids for any erection, construction, alteration, improvement, or repair of a public facility or immovable property (R.S. 38:2211 through 38:2259).

Yes [ X ] No [ ]

**PART X STATE AUDIT LAW**

24. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513..

Yes [ X ] No [ ]

25. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes [ X ] No [ ]

**PART XI GENERAL**

26. It is true that the actual operations of the school agree with those specified in its approved charter (See Charter).

Yes [ X ] No [ ]

**PART XII ISSUERS OF MUNICIPAL SECURITIES**

27. It is true that we have complied with the requirements of R.S. 39:1438.C.

**NOT APPLICABLE**

Yes [ ] No [ ]

**PART XIII REPORTING**

28. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [ X ] No [ ]

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you, the Legislative Auditor, the Louisiana Department of Education, and the applicable state grantor agency/agencies any known noncompliance that may occur subsequent to the issuance of your report.

_____	Secretary_____	Date
_____	Treasurer_____	Date
_____	President_____	Date



## Financial Disclosure

Pursuant to Chapter 42 or Titles 17 of the Louisiana Revised Statutes of 1950, each member of the governing authority or management board of a charter school is required to file a Tier 3 Annual Personal Financial Disclosure statement. The Tier 3 Annual Personal Financial Disclosure Statement is due on or before May 15 of each year that the individual holds the office and the year following the termination of public service. The disclosure statement should contain information related to the previous calendar year.

Annual financial disclosure statements electronically or via hand delivery to:

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617 North Third St.  
LaSalle Building  
Suite 1036  
Baton Rouge, LA 70802  
[www.ethics.la.gov](http://www.ethics.la.gov)

**I certify that I have the authority to submit this document and that each board member has filed an Annual Personal Financial Disclosure statement.**

\_\_\_\_\_  
*Signature of Board Chair or President*

\_\_\_\_\_  
*Date*

## Ethics Training

Each member of the governing authority or management board of a charter school should read in full the La. Code of Ethics and annually complete any one hour training program offered by the LA. Board of Ethics to stay current on conflicts of ethics rules. (La. R.S. 42:1101 et seq.)

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**I certify that I have the authority to submit this document and that each board member has received a certificate of completion for annual ethics training.**

\_\_\_\_\_  
*Signature of Board Chair or President*

\_\_\_\_\_  
*Date*



## 2018-2019 Charter School Assurances

There are a number of requirements found in statutes and regulations applicable to charter schools. In an effort to ensure charter school autonomy and allow schools to focus on student performance, schools will submit this assurance document in lieu of evidence of compliance with each requirement. Each charter school should have evidence of compliance with each requirement for review upon request.

*This list is non-exhaustive and may not reflect recent changes to statutes or BESE policy. A number of the statutes referenced below were amended during the Legislative Session, but may not yet have been updated online by legislative staff to reflect those changes. It is the responsibility of each charter school to ensure they are in compliance with all applicable laws and policies, regardless of whether or not they are included or represented accurately on this document. If you have any questions about the applicability of laws or regulations, please contact LDE.*

---

**Name of Non-Profit Organization:** \_\_\_\_\_

**Charter School Name(s):**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# Orleans Parish School Board



## Directions:

Charter schools are required to comply with all statutes and regulations specific to charter schools, as well as some regulations that are also applicable to other public schools and local education agencies (LEAs). By initialing below, I assure that the charter school is in compliance with these requirements.

The chair of the Board of Directors or appointed designee (CEO or single site school leader) must sign or initial each of the indicators on the following pages.

Initial	Description	Regulations & Resources (as applicable)
	All applicable requirements of Louisiana charter law	R.S. 17:3971 through 3999
	All applicable requirements of BESE Bulletin 126, <i>Charter Schools</i>	Bulletin 126, <i>Charter Schools</i>
	Requirements for other public schools and Local Education Agencies (LEAs) that are also applicable to charter schools	<p>Portions of various BESE Bulletins, including, but not limited to:</p> <p>Bulletin 111, <i>The Louisiana School, District, and State Accountability System</i></p> <p>Bulletin 118, <i>Statewide Assessment Standards and Practices</i></p> <p>Bulletin 741, <i>Louisiana Handbook for School Administrators</i></p> <p>Bulletin 1566, <i>Pupil Progression Policies and Procedures</i></p> <p>Bulletin 1929, <i>Louisiana Accounting and Uniform Governmental Handbook (LAUGH)</i></p> <p>Bulletin 1706, <i>Regulations for Implementation of the Children with Exceptionalities Act</i></p> <p>Bulletin 1922, <i>Compliance Monitoring Procedures</i></p> <p>Bulletin 1530, <i>Louisiana's IEP Handbook for Students with Exceptionalities</i></p> <p>Bulletin 1508, <i>Pupil Appraisal Handbook</i></p> <p>Bulletin 129, <i>The Recovery School District (Type 5 charter schools only)</i></p> <p>Bulletin 130, <i>Regulations for the Evaluation and Assessment of School Personnel</i></p> <p>(§§301-309, 325-329, 701 only)</p> <p>Bulletin 131, <i>Alternative Education Schools/Programs Standards</i></p> <p>Bulletin 140, <i>Louisiana Childhood Care and Education Network</i></p>

# Orleans Parish School Board



Facility accessibility	R.S. 40:1731 through 1749 Bulletin 741, <i>Louisiana Handbook for School Administrators</i>
Asbestos detection and abatement	Louisiana Administrative Code, Title 33, Part II, <i>Environmental Quality: Air</i> , Chapter 27: Asbestos-Containing Materials (ACM) in Schools and State Buildings
The Sanitary Code	Louisiana Administrative Code, Title 51, <i>Public Health – Sanitary Code</i> (primarily Part XVII, Public Buildings, Schools, and Other Institutions)
Pesticide use and safety	R.S. 3:3387-3389 La. Dept. of Agriculture & Forestry Integrated Pest Management
Fire safety	Bulletin 741, <i>Louisiana Handbook for School Administrators</i>
Safe work environments	Occupational Safety and Health Act & regulations
The possession and safe use of weapons and hazardous materials	Bulletin 741, <i>Louisiana Handbook for School Administrators</i>
Adolescent health initiatives and school health centers	R.S. 40:31.3 La. Office of Public Health's Adolescent School Health Program (ASHP)
Hearing and vision screenings	Bulletin 135, <i>Health and Safety</i>
Immunizations and health records	Bulletin 135, <i>Health and Safety</i>
Communicable disease prevention	Bulletin 135, <i>Health and Safety</i>
Drug use prevention	La. Commission on Law Enforcement and Administration of Criminal Justice, Drug Abuse Resistance Education (D.A.R.E.)
Eye safety and the use of protective goggles	R.S. 17:2114
Missing children identification procedures	R.S. 40:2511 through 2528
School and district accountability system	Bulletin 111, <i>The Louisiana School, District, and State Accountability System</i> Bulletin 118, <i>Statewide Assessment Standards and Practices</i> Bulletin 111, <i>The Louisiana School, District, and State Accountability System</i>
Required competencies and assessments for high school graduation	Bulletin 118, <i>Statewide Assessment Standards and Practices</i> Bulletin 1566, <i>Pupil Progression Policies and Procedures</i>
School entrance age	R.S. 17:222

# Orleans Parish School Board



Corporal punishment	R.S. 17:416.1(B)
Suspension of students	R.S. 17:223
Expulsion of students	R.S. 17:224
Attendance reporting	R.S. 17:232
Admission of home study students	R.S. 17:236
Unauthorized use of electronic communication devices	R.S. 17:239
Smoking	R.S. 17:240
Open meetings	R.S. 42:11 et seq.
Public records	R.S. 44:1 et seq.
Teaching regarding the United States Constitution	R.S. 17:261
Teaching regarding the Federalist Papers and the Declaration of Independence	R.S. 17:268
Teaching regarding Civics and Free Enterprise	R.S. 17:274.1
Teaching regarding sex	R.S. 17:281
Religious liberty of students	R.S. 17:2115 et seq.
Pupil assessment	R.S. 17:24.4.
Any school and district accountability system required by law of a public school of similar grade or type	R.S. 17:10 through 10.8
Public bids for the erection, construction, alteration, improvement, or repair of a public facility or immovable property	Part II of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950
Code of Governmental Ethics, with the exception of R.S. 42:1119 as it applies to any person employed by a charter school prior to August 15, 2003	R.S. 42:1101 et seq.
Electronic communication by an employee at a school to a student enrolled at that school	R.S. 17:81(Q)
Teaching regarding the state's Safe Haven Law	R.S. 17:81(R)
Inspection and operation of fire safety and prevention equipment	R.S. 17:81(S)
Teaching regarding dating violence	R.S. 17:81(T)
Reporting by a school bus operator employed by the governing authority of a public elementary or	R.S. 17:491.3

# Orleans Parish School Board



secondary school of his arrest for one or more of the specified offenses relative to operating a vehicle	
School master plans for supporting student behavior and discipline	R.S. 17:252
Data collection system	R.S. 17:3911
Reporting by a school employee employed by the governing authority of a public elementary or secondary school of his arrest for one or more of the specified offenses relative to sexual morality affecting minors, crimes listed in R.S. 15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Article 615 of the Children's Code	R.S. 17:16 R.S. 15:587.1 Article 615 of the Children's Code
Seclusion and physical restraint of students with exceptionalities	R.S. 17:416.21
Teaching regarding Internet and cell phone safety	R.S. 17:280
Instruction on the Founding Principles of the United States of America in American history and civics courses	R.S. 17:265
Procedures on bullying	R.S. 17:416.13
School crisis management and response plans	R.S. 17:416.16
Instruction relative to cardiopulmonary resuscitation and the use of automatic external defibrillators	R.S. 17:81(X)
Instruction and hotline number posting requirements relative to child assault awareness and prevention	R.S. 17:81(Y)
Deferred compensation plans	R.S. 17:81(Z)
School bus loading and unloading provisions	R.S. 17:158(J)
Student information	R.S. 17:3913 and 3914
Notification of homework assistance services	R.S. 17:182.1
Prohibits suspension or expulsion of students in grades prekindergarten through five	R.S. 17:416(J)
Deaf Child's Bill of Rights	R.S. 17:1960
Instruction in cursive writing	R.S. 17:266
Louisiana Expectant and Parenting Students Act	R.S. 17:221.7



# Orleans Parish School Board



In-service training regarding suicide prevention	R.S. 17:437.1
Instruction in litter prevention and awareness	R.S. 17:267
Administration of medication and exceptions thereto	R.S. 17:436.1
State and federal laws and regulations otherwise applicable to public schools with respect to civil rights and individuals with disabilities	Various
A charter school shall accordingly recruit, employ, and train teachers, administrators, and other employees without regard to race, color, religion, sex, or national origin. Race, color, religion, sex, and national origin shall not constitute bona fide occupational qualifications. Proficiency in a foreign language may constitute a bona fide occupational qualification for a teacher who spends more than half of his daily instruction time providing instruction in or teaching in a foreign language.	Various
Financial audits	R.S. 24:513 et seq.
Budgets preparation	R.S. 39:1301 through 1315

**By signing below, I certify that I have read, understand, and agree to the each of the above provisions and requirements.**

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*



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