



**Edward Hynes Charter School**

**Board Meeting**

**Agenda**

**June 3, 2019**

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

**Monday, June 3, 2019 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. April 29, 2019 – Board Meeting**

**STANDING ITEMS**

- 1. Opportunity for public comment**
- 2. Facilities Report**
- 3. Principal's Report**
- 4. Legal Report**
- 5. Financial Report**
  - a. Discussion of comparative financial statements**
  - b. The donation of the fence around the tennis court has been accepted by Orleans Parish School Board.**
  - c. Establish a bank account for Hynes-UNO student activity fund**
- 6. HR Report**
- 7. Friends of Hynes Report**

**BOARD BUSINESS**

- 1. Old business**
- 2. New business**
  - a. Review of insurance program for fiscal year 2019 – 2020**
  - b. Review and approve the proposed Internet Safety and Acceptable Use Policy – Students for Hynes Charter Schools**

- c. Review and approve the proposed Internet Safety and Acceptable Use Policy – Faculty and Staff for Hynes Charter Schools**
- d. Review and approve the 2019 – 2020 Local Educational Agency (LEA) Agreement between Hynes Charter School Corporation and Orleans Parish School Board**
- e. Review and approve the Facilities Lease Agreement at 6101 Chatham Drive, New Orleans, Louisiana 70122, between Hynes Charter School Corporation and Orleans Parish School Board**
- f. Approve the budget for the 2019 – 2020 school year**

### **3. Adjournment**



**Edward Hynes Charter School**

**Board Meeting**

**Minutes**

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**April 29, 2019**



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

**Board of Directors Meeting  
Monday, April 29, 2019**

**Board Members Present:** Helene Derbigny, Jan Janz, Alvin C. Miester III, Barbara Richard, Timothy Ryan, Kris Scairono

**Board Members Absent:** Cassandra Youmans

**Others Present:** Elizabeth Bagert, Michelle Douglas, Leon Mathes, Mike Townsend

Alvin C. Miester III, Board President, called the meeting to order at 5:03 pm and proceeded with the agenda.

1. **Approval of agenda.** Timothy Ryan made a motion to modify the April 29, 2019 meeting agenda. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
  - a. **Add new business –** Discussion and approval of annual audit engagement letter with Carr, Riggs & Ingram (CRI)
2. **Approval of minutes.** Barbara Richard made a motion to approve and waive the reading of the March 18, 2019 meeting minutes. Kris Scairono seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
3. **Public comment.** None.
4. **Facilities update.** Mike Townsend – see attachment.
5. **Principal's report.** Michelle Douglas – see attachment.

**6. Legal committee report.**

- a. Reminder to board to complete Tier 3 Personal Financial Disclosure Statement on or before May 15, 2019 and to complete annual ethics training.

**7. Financial report.** Leon Mathes – see attachment.

- a. Discussion of comparative financial statements
  - i. March 2019 financial statements
- b. Present Preliminary Draft Combined Budget for Hynes – Lakeview and Hynes – UNO for FY 19-20
- c. Budget Hearing will be held on Monday, June 3, 2019 at 4:00 PM.

**8. HR report.** None.

**9. Friends of Hynes Report.**

- a. Timothy Ryan provided an update on the steps needed in the development and construction of Hynes – UNO.

**10. Old business.** None.

**11. New business.**

- a. Jan Janz made a motion to approve the Memorandum of Agreement between NuVision Human Services, Inc. and Hynes Charter School, that in which will expire in its entirety on June 30, 2020. Barbara Richard seconded the motion. With no public comment, the motion carried unanimous vote of board members present.
- b. Timothy Ryan made a motion to approve the renewal of School Food Authority contract between Orleans Parish School Board and Hynes Charter Schools for the 2019 – 2020 school year. Helene Derbigny seconded the motion. With no public comment, the motion carried unanimous vote of board members present.
- c. Jan Janz made a motion to approve the Junction Play Sports professional service contract for Hynes – UNO. Barbara Richard seconded the motion. With no public comment, the motion carried unanimous vote of board members present.

- d. Barbara Richard made a motion to approve KIDsmArt professional services for Artist-in-Residence program for Hynes – Lakeview and Hynes – UNO. Jan Janz seconded the motion. With no public comment, the motion carried unanimous vote of board members present.
- e. Timothy Ryan made a motion to approve the following Blackbaud expenditures: professional development – one-year training for two individuals and restructuring of the general ledger. Barbara Richard seconded the motion. With no public comment, the motion carried unanimous vote of board members present.
- f. Timothy Ryan made a motion to approve the revised Financial Policy and Procedures document. Helene Derbigny seconded the motion. With no public comment, the motion carried unanimous vote of board members present.
- g. Timothy Ryan made a motion to approve the annual audit engagement letter with Carr, Riggs & Ingram (CRI) for the fiscal year 2019. Barbara Richard seconded the motion. With no public comment, the motion carried unanimous vote of board members present.

With no further business to discuss, a motion to move to Executive Session to discuss Professional Competence of Principal was made by Timothy Ryan, seconded by Kris Scairono, and passed unanimously by a vote of board members present. The executive session closed at 6:45 pm and the meeting was called back to order. The meeting was adjourned at 6:45 pm.



**Edward Hynes Charter School**

**Board Meeting**

**Reporting Documents**

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**June 3, 2019**



## **Edward Hynes Charter Schools**

### **Facilities Report**

**June 3, 2019**

#### **Lakeview**

1. Passed health inspection with zero violations – 5.14.19
2. Began summer cleaning at the Hynes-Lakeview campus – 5.21.19
3. Coordinated Phase 2 repair work with Orleans Parish School Board (OPSB) and contractors – 5.28.19 and 5.29.19

#### **UNO**

1. Coordination with OPSB to occupy 6101 the Chatham Drive facilities is ongoing.
2. Plans are progressing to install playground sod.

**Edward Hynes Charter School  
Principal/CEO's Report June 2, 2019**

**Students & Academic**

1. This year's goals are:  
Reading Goal: By May 2019, 92% of students will read on or above level.  
Language Goal: By May 2019, 75% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in ELA.  
Science Goal: By May 2019, 43% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in Science.  
Math Goal: By May 2019, 62% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in Math.  
Social Studies Goal: By May 2019, 55% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in S.S.
2. The final report cards for this year have been mailed.
3. The final reading mastery average was 89% reading on or above level.
4. *LEAP 2025* results are due in mid-June.
5. Students and adults traveled to Disney and to Quebec during the month of May. They experienced learning in a different setting.

**Faculty, Staff, and Administration**

1. Jessica Breaux has been named a state finalist in the 2020 Louisiana Teacher of the Year program. The winners will be announced at the Cecil Picard Awards Banquet on July 26, 2019 in Baton Rouge, LA.
2. Hope Loughran was recognized with the "Excellence in Teaching Award" given by the Orleans Parish School Board.
3. The "Many Faces of Hynes" event included songs, performances, and displays by students and their families who volunteered to share a glimpse into their culture to build everyone's cultural competencies.
4. Individual COMPASS close out meetings were held with each teacher and each teacher assistant.
5. Four teachers are attending the Good to Great professional development series, and they will be accompanied by members of the Hynes administrative team. This will build pedagogical and develops methods to put into practice the standards movement in ELA and Math.
6. Two teachers have been admitted to the RLRP educational leader certification program.
7. Our teachers met during the last week of May to build pacing calendars for ELA and Math at all grade levels, and they attended PD with Achieve 3000 and CKLA. Staff completed surveys, concussion protocol training, and ethics training.
8. A 90-minute partial block schedule will be implemented next year to give more time to Mathematics and longer A/B blocks of time for Science and Social Studies.

**Family and Community Involvement**

1. The Hynes PTO gave a donation to Hynes.
2. The PTO hosted a basketball show for all students as a reward for selling chocolate.
3. Hynes-UNO and Hynes-LV held early childhood informational sessions as one of the first transitional activities for our new (and returning) families.

**Operations and Facilities**

1. See report by Mike Townsend.

**Replication**

1. Facility contracts, insurance, food service, transportation, and other such arrangements are being worked out for Hynes UNO.
2. One of the first steps for Hynes-UNO is to develop a PTO.



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

June 3, 2019

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

Attached you will find the interim financial statements as of April 30, 2019. The financial statements include Statement of Financial Position, Statement of Activities and Changes in Net Assets, Statement of Cash Flows and Selected Information for Hynes Charter School Corporation.

Please let me hear your questions or comments.

Regards,

A handwritten signature in cursive script that reads 'Leon Mathes'.

Leon Mathes  
Chief Financial Officer  
Hynes Charter School Corporation

**Hynes Charter School Corporation**  
**Statement of Financial Position**  
**As of April 30, 2019**

**ASSETS**

**Current Assets**

Cash and cash equivalents		\$ 4,919,247
Grants and other receivables:		
OPSB / LDOE	\$ 110,383	
Other receivables	76,968	
Total grants and other receivables		187,351
Prepaid expenses		119,247
<b>Total Current Assets</b>		<b>5,225,845</b>

**Other Assets**

Deposits	10,000	
Assets to be Donated	24,185	
<b>Total Other Assets</b>		<b>34,185</b>

**Fixed Assets**

Leasehold improvements	\$ 7,530	
Equipment	\$ 24,093	
Total Fixed Assets	31,623	
Accumulated depreciation	(24,194)	
<b>Total Fixed Assets, net</b>		<b>7,429</b>

<b>TOTAL ASSETS</b>		<b>\$ 5,267,459</b>
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**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable OPSB	\$ 112,396	
Other Accounts payable	46,124	
Accrued payroll liabilities	623,280	
<b>Total Current Liabilities</b>		<b>\$ 781,800</b>

**Net Assets**

Net assets, beginning of this fiscal year	4,438,901	
Current year increase (decrease) in net assets	46,758	
<b>Net Assets, end of this period</b>		<b>4,485,659</b>

<b>TOTAL LIABILITIES AND NET ASSETS</b>		<b>\$ 5,267,459</b>
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**Hynes Charter School Corporation**  
**Statement of Activities and Changes in Net Assets**

	<u>For the Ten Months Ended April 30, 2019</u>				<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		<u>Budget</u>
<b>Revenues and Other Support</b>					
MFP	\$ 5,503,502	\$ 5,462,343	\$ 41,159	A	\$6,556,221
NCLB	\$ 93,678	\$ 134,031	(40,353)		\$ 178,708
Donations	\$ 406,476	\$ 66,670	339,806	B	\$ 80,000
Other income	\$ 199,403	\$ 128,550	70,853		\$ 154,257
<b>Total Revenues and Other Support</b>	<b>6,203,059</b>	<b>5,791,594</b>	<b>411,465</b>		<b>6,969,185</b>
<b>Expenses</b>					
Salaries	3,355,720	3,561,628	205,907		4,192,869
Benefits	1,246,154	1,329,015	82,861		1,564,562
Child nutrition	10,073	9,112	(961)		10,725
Depreciation expense	2,857	2,860	3		3,429
Disposal services	9,283	6,300	(2,983)		7,560
Donations expense	-	-	-		20,000
Dues and fees	30,111	29,080	(1,031)		34,897
Equipment rental	14,788	9,170	(5,618)		11,004
Insurance	104,881	113,930	9,049		136,711
IT services	112,096	82,060	(30,036)	C	98,474
LEA services	375,616	355,105	(20,511)	D	426,154
Materials and supplies	155,349	137,778	(17,571)		160,000
Other expense	103,588	25,000	(78,588)	E	30,000
Professional services	170,732	64,130	(106,602)	F	76,950
Repair and maintenance	160,235	136,670	(23,565)	G	164,000
Textbooks	112,793	76,000	(36,793)	H	76,000
Transportation	50,079	52,889	2,810		56,000
Travel	-	8,330	8,330		10,000
Utilities	141,948	160,106	18,158		184,880
<b>Total Expenses</b>	<b>6,156,302</b>	<b>6,159,163</b>	<b>2,861</b>	<b>I</b>	<b>7,264,216</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ 46,758</b>	<b>\$ (367,569)</b>	<b>\$ 414,325</b>		<b>\$ (295,030)</b>
<b>Net Assets</b>					
Beginning of this fiscal year	4,438,901	4,438,901			
<b>END OF THIS PERIOD</b>	<b>\$ 4,485,659</b>	<b>\$ 4,071,332</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 Ten Months Ended April 30, 2019**

**CASH FLOW FROM OPERATING ACTIVITIES**

Change in net assets	\$	46,758
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>		
Depreciation		2,857
Changes in operating assets:		
Grants and other receivables		(7,504)
Prepaid expenses		(22,509)
Changes in operating liabilities:		
Accounts payable		(106,965)
Accrued payroll liabilities		140,722
<b>Net cash provided by (used in) operating activities</b>		<b>53,359</b>

**CASH FLOW FROM INVESTING ACTIVITIES**

Leasehold improvements to be donated		(24,185)
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<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		<b>29,174</b>
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Cash and cash equivalents - Beginning of the year		4,890,073
<b>CASH AND CASH EQUIVALENTS - End of this period</b>	<b>\$</b>	<b>4,919,247</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

Selected Information

June 3, 2019

Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached April 2019 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 April 2019 financial statements. The effects of not including the Student Activity Fund in these financials have not been determined by management.

Expenses for the ten months ended April 30, 2019 include \$12,793 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 ended April 30, 2019 include \$15,589 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 April 2019 financial statements.



## Hynes Charter Schools

# Internet Safety and Acceptable Use Policy – Students

Hynes Charter Schools provides its students the privilege of accessing the Internet over the schools' computer network. The computer network is intended to promote educational excellence and to locally and globally share educational resources. Students will access and transmit information over the Internet or network for educational purposes. It is the intent of Hynes Charter Schools to:

- a) prevent the transmission of, or access to, inappropriate material by means of Internet, electronic mail, or other forms of electronic communications;
- b) prevent unauthorized and malicious attempts to access valuable network resources;
- c) prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- d) abide by the rules established in the Children's Internet Protection Act.

### I. Access to Inappropriate Materials

Hynes Charter Schools shall use technology protection measures (or "Internet filters") to prevent access to inappropriate material. The technology protection measures shall be applied to avoid visual depictions of material deemed obscene or pornographic, or any material deemed harmful to minors.

Authorized personnel may disable or minimize technology protection measures for bona fide research or other lawful purposes.

### II. Student Behavior

**While using the computer network, students:**

1. **SHOULD NOT** give out names, phone numbers, addresses or any personal information about themselves or others;
2. **SHOULD NOT** engage in activities that initiate or participate in any activities that are prohibited by local, state or federal laws;
3. **SHOULD NOT** use the Internet to send or receive messages that discriminate against others;
4. **SHOULD NOT** use abusive language or profanity over the Internet;
5. **SHOULD** always be polite and respectful of others;
6. **SHOULD** communicate with caution. Keep in mind:
  - privacy cannot be guaranteed in a network environment;
  - you cannot see the person with whom you are communicating;
  - you cannot tell the age or the sex of the person with whom you are communicating;
  - you cannot always be sure you are being told the truth, and
  - you should think carefully about what you say and how you say it.
7. **SHOULD** report any problems to their teacher.



### III. Inappropriate Network Usage

Accessing the Internet through Hynes Charter Schools network is a privilege, not a right, and inappropriate network usage will result in disciplinary actions. Hynes Charter Schools shall take actions to uphold the safety and security of users on Hynes Charter Schools network.

**Any student can be found in violation of acceptable network usage if he or she:**

1. uses the Internet or network for illegal, inappropriate, or obscene purposes, or supports such activities. Illegal activities shall be defined as those which violate local, state, and/or federal laws.
2. violates copyrights, license agreements or other contracts.
3. intentionally disrupts information network traffic or crashes the network and connected systems.
4. uses Edward Hynes Charter School Internet or network for commercial or financial gain, fraud, political campaigning or solicitation.
5. steals or damages data, equipment, or intellectual property.
6. gains or seeks to gain unauthorized access to the network system.
7. forges electronic mail messages or posts anonymous messages.
8. uses an account owned by another user or invades the privacy of individuals.
9. changes or deletes another user's account information.
10. discloses personal information about anyone.

Students shall be made aware that any use of the network or of personal digital devices while on school property or at school events, regardless of whether the device is owned by the school or by the individual user, is subject to all the provisions of the Hynes Charter Schools Internet Safety and Acceptable Use Policy – Students. At no time within any property of the school or off premises but engaged in activities connected to the educational efforts of the school, is any student to violate the provisions of the Hynes Charter Schools Internet Safety and Acceptable Use Policy – Students.

**Consequences of network use violations include but are not limited to:**

1. Suspension or revocation of network privileges;
  - a. First offense
    - i. Counseling with teacher and parent
    - ii. Three-day loss of network privilege
  - b. Second offense
    - i. Counseling with teacher, parent, and site leadership
    - ii. Loss of network privileges for balance of school year
2. Suspension or revocation of computer access;
3. School suspension or expulsion;
4. Legal action and prosecution by the authorities.

### IV. Legal Issues

- **Copyright/Trademark** - According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on the network as long as you do so only for scholarly purposes.
- **Plagiarism** - Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit should always be given to the person who created the article or the idea. The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism.

**The Law** – Students are advised that they are subject to all federal, state, and local laws if they access the computer network for inappropriate or illegal purposes. (See section III of this policy for inappropriate network usage violations).

**V. Resources**

Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.



Hynes Charter Schools  
**Internet Safety and Acceptable Use Policy – Students**  
**Consent and Waiver Form**

My parents and I have read the Hynes Charter Schools Internet Safety and Acceptable Use Policy – Students. By signing the Hynes Charter Schools Internet Safety and Acceptable Use Policy – Students Consent and Waiver Form, I agree to abide by the rules stated in this policy. I understand that the use of the Internet or network is a privilege and if found in violation of any of the rules stated in this policy, regardless of whether the device I use is owned by the school or is my personal property, I will be subject to any of the disciplinary actions listed in Section III of this policy. I understand that the Hynes Charter Schools will, to the fullest extent, try to block or filter harmful information from being accessed over the network, but is not responsible for any inappropriate content accessed while using the network.

Student Name:  
(Print)

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Student Signature

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School:

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Grade:

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Parent/Guardian Name  
(Print)

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Parent/Guardian Signature

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Date

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## Hynes Charter Schools

# Internet Safety and Acceptable Use Policy – Employees

Hynes Charter Schools shall establish appropriate guidelines for exploring and using Internet resources within the schools to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the schools. Any employee who wishes to use school computers, including the Internet and/or e-mail services, must sign the Hynes Charter Schools Internet Safety and Acceptable Use Policy – Employees to abide by all school regulations.

Hynes Charter Schools shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the schools shall not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the Hynes Board of Directors.

### **Internet Usage**

Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary action. The provisions of this policy shall also apply to the use of private e-mail accounts when access is attained using school equipment or networks and to access attained through any authorized personal digital device while on school property regardless of whether the device is owned by the school or the individual user. Hynes Charter Schools shall not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students.

The schools may suspend or terminate any privilege to use the Internet at any time solely at the schools' discretion. Any policies and/or regulations of the school defining use of the Internet serve as guidelines but do not warrant or guarantee access to or use of the Internet. Consequently, the school may, at any time and in its sole discretion, end the privilege of any individual to use the Internet without notice, cause, or reason.

### **Accountability**

Faculty and staff use of school computers or the Internet shall be reserved for academic purposes and the conducting of business aspects of the schools. All personnel using school computers or a computer network located on school property, or computers accessing the Internet shall be accountable for their use regardless of whether the device is owned by the school or the individual user. Teacher or class files on the network shall be treated as school property subject to control and inspection by school personnel. Users agree to provide access to their devices in case an inspection is warranted. Use of the Internet and/or any computers shall be considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use school computers or the Internet.

## **Unauthorized and Illegal Use**

Faculty and staff shall not be under direct supervision but must abide by school policy. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the schools' internal network that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with school owned computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of school owned equipment, (d) deletion of school owned computer files, and (e) bullying or harassing activities whether specifically directed at an individual or group or implied by way of communications and/or behaviors in cyber-spaces. Such activity is considered a crime under state and federal law.

## **Security**

Teachers and personnel who have computers in their charge shall be responsible for the security of those computers in terms of both hardware and software. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the system or the Internet. Computers and other network capable devices owned by the school but used off school property must be used in compliance with all the provisions of this policy.

## **Regulations for Computer Use**

1. The user shall abide by such laws, policies, regulations, and procedures concerning technology use at Hynes Charter Schools.
2. In general, employees are expected to communicate in a professional manner consistent with federal and state laws governing the behavior of school employees and with federal laws governing copyright. Electronic mail and telecommunications are not to be utilized for unauthorized disclosure, use and dissemination of personal identification or confidential information regarding any student or employee.
  - Employees shall not post any e-mail or other messages or materials on the schools' network or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.
  - Employees shall not abuse or waste network resources through frivolous and noneducational use or send chain letters or annoying unnecessary letters to large numbers of people.
  - Employees shall not use school owned devices or the schools' network to open/access frivolous and/or non-educational communications directed to them by others.
3. Hynes Charter Schools reserves the right to review any stored record files or programs to which users have access and will edit or remove any material which the school, through its Chief Executive Officer, or his/her designee, believes is in violation of its policies and procedures. As a user of the schools' technology and networks, including but not limited to the Internet, the user shall consent to the monitoring, access and review by the Chief Executive Officer or his/her designee of any stored electronic communications, including but not limited to E-mail transmission.

4. Any software not created by the user is copyrighted. A user shall not copy or distribute copyrighted or proprietary material without the written consent of the copyright holder nor violate copyright or patent laws or the license concerning computer software, documentation or other tangible assets.
5. The user shall not install any software on school owned devices without consent from the appropriate supervisor.
6. In consideration for the privilege of using the system, the user shall release Hynes Charter Schools from any and all claims arising from the use/inability to use the technology systems and networks.
7. The user shall agree to indemnify Hynes Charter Schools for any loss suffered to the school by reason of improper use of the system, and to compensate anyone harmed by the improper use of the system.
8. The information provided through the technology systems and networks shall be offered as a service and shall not be a substitute for individual professional consultation.
9. The proper use of any user ID/password which may be assigned is the ultimate responsibility of the individual to whose name it has been assigned. User ID's and passwords are not to be shared under any circumstances.
10. The use of technology is a privilege which may be revoked at any time for any violation of laws, policies and procedures. The Chief Executive Officer of Hynes Charter Schools shall decide what is inappropriate use and such decision shall be final. Such violations would include, but not be limited to,
  - participation in network activities that place a strain on computer resources
  - the placing of unlawful information on the system
  - commercial use of the system
  - political lobbying
  - the use of obscene, abusive, harassing or otherwise objectionable language in either public or private messages
  - vandalism
  - theft
  - e-mail, chat rooms, social networking applications, and sites involving or which access visual depictions that are obscene, pornographic, or harmful to minors
  - information regarding the manufacture of bombs or other incendiary devices are expressly forbidden.
  - willful introduction of a computer virus, worm, or other harmful program to any computer or network
  - downloading non-work related files or accessing or downloading files from sites delivering streaming audio or video except as the stream is used meaningfully in the delivery of instruction.

11. No personal or student information which is protected by the Family Education Rights and Privacy Act (FERPA) shall be disseminated on or through Hynes Charter Schools technology systems and networks, including but not limited to the Internet. Storing of any data protected by FERPA on school owned devices is strictly prohibited.
12. The above acceptable use practices are not all-inclusive, but are only representative and illustrative. A user who commits an act of misconduct, which is not listed, may also be subject to disciplinary action or termination.



Hynes Charter Schools  
**Internet Safety and Acceptable Use Policy – Employees**  
Consent and Waiver Form

I have read the Hynes Charter Schools Internet Safety and Acceptable Use Policy – Employees relative to Internet and technology use. By signing the Hynes Charter Schools Internet Safety and Acceptable Use Policy – Employees, I agree to abide by the rules stated in this policy. I understand that the use of the Internet or network is a privilege and if found in violation of any of the rules stated in this policy, I will be subject to any of the disciplinary actions listed in this policy. I understand that Hynes Charter Schools will, to the fullest extent, try to block or filter harmful information from being accessed over the network, but is not responsible for any inappropriate content accessed while using the network.

Employee Name:  
(Print)

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Employee Signature

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School:

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Date:

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**Hynes Charter Schools**  
**Draft Budget**  
**Statement of Activities**  
**For the Year Ending June 30, 2020**

	<b>Total</b>
<b><u>Revenues and Other Support</u></b>	
MFP	\$ 7,622,000
Federal Grants	558,000
State & Local Grants	484,000
Other income	48,000
<b>Total Revenues and Other Support</b>	<b>\$ 8,712,000</b>
<b><u>Expenses</u></b>	
Salaries	5,024,000
Benefits	1,868,000
Child nutrition	13,000
Depreciation expense	4,000
Disposal services	16,000
Donations	-
Dues and fees	36,000
Equipment rental	15,000
Insurance	149,000
IT services	102,000
LEA (2% administrative fee)	152,000
LEA (additional services)	366,000
Materials and supplies	175,000
Other expense	58,000
Professional services	118,000
Repair and maintenance	151,000
Textbooks/Instructional Materials	117,000
Transportation	112,000
Travel	11,000
Utilities	225,000
<b>Total Expenses</b>	<b>8,712,000</b>
<b>Change in Net Assets</b>	<b>\$ (0)</b>

**Hynes Charter School**  
**Preliminary Draft Combined Budget**  
**Statement of Activities**  
**For the Year Ending June 30, 2020**

	Lakeview	UNO	Total
<b><u>Revenues and Other Support</u></b>			
MFP	\$ 6,662,000	\$ 960,000	\$ 7,622,000
Federal Grants	354,000	204,000	558,000
State & Local Grants	478,000	6,000	484,000
Other income	48,000	-	48,000
<b>Total Revenues and Other Support</b>	<b>\$ 7,542,000</b>	<b>\$ 1,170,000</b>	<b>\$ 8,712,000</b>
<b><u>Expenses</u></b>			
Salaries	4,409,000	615,000	5,024,000
Benefits	1,645,000	223,000	1,868,000
Child nutrition	11,000	2,000	13,000
Depreciation expense	3,000	1,000	4,000
Disposal services	10,000	6,000	16,000
Donations	-	-	-
Dues and fees	35,000	1,000	36,000
Equipment rental	11,000	4,000	15,000
Insurance	137,000	12,000	149,000
IT services	90,000	12,000	102,000
LEA (2% administrative fee)	133,000	19,000	152,000
LEA (additional services)	320,000	46,000	366,000
Materials and supplies	160,000	15,000	175,000
Other expense	40,000	18,000	58,000
Professional services	77,000	41,000	118,000
Repair and maintenance	134,000	17,000	151,000
Textbooks/Instructional Materials	76,000	41,000	117,000
Transportation	56,000	56,000	112,000
Travel	10,000	1,000	11,000
Utilities	185,000	40,000	225,000
<b>Total Expenses</b>	<b>7,542,000</b>	<b>1,170,000</b>	<b>8,712,000</b>
<b>Change in Net Assets</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ (0)</b>