



Edward Hynes Charter School

Board Meeting

Agenda

December 7, 2020

**HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING**

Monday, December 7, 2020 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. October 19, 2020 – Board Meeting

STANDING ITEMS

1. Opportunity for public comment
 - a. Teachers of the Year
 - b. Students of the Year
2. Facilities Report
3. CEO's Report
4. Legal Report
5. Financial Report
 - a. Discussion of Financial Statements
6. HR Report
7. Friends of Hynes Report

BOARD BUSINESS

1. Old business
2. New business
 - a. Title IX
 - b. Authorize the CEO to purchase gift cards for the faculty and staff's winter gift on behalf of the corporation.
3. Adjournment



Edward Hynes Charter School

Board Meeting

Minutes

October 19, 2020



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

**Board of Directors Meeting
Monday, October 19, 2020**

Board Members Present: Bill Chauvin, Helene Derbigny, Jan Janz, Alvin C. Miester III, Barbara Richard, Cassandra Youmans

Board Members Absent: Kris Scairono

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

Alvin C. Miester III, Board President, called the meeting to order at 5:04 pm and proceeded with the agenda.

1. **Approval of agenda.** Jan Janz made a motion to approve the October 19, 2020 meeting agenda. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
2. **Approval of minutes.** Barbara Richard made a motion to waive the reading of and to approve the September 28, 2020 board meeting minutes. Bill Chauvin 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. **CEO's report.** Shawn Persick on behalf of Michelle Douglas – see attachment.

6. **Legal committee report.** None.

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

a. Discussion of the following:

i. Financial statements for Hynes-Lakeview and Hynes-UNO as of September 30, 2020.

ii. Positive Pay – fraud-prevention system

8. **HR report.** None.

9. **Friends of Hynes Report.** Bill Chauvin gave a brief summary of the planning, building, and execution of the Hynes-UNO campus. He explained that David Hebert attended a call with Trapolin-Peer Architects to review the UNO Master Plan in regards to the Hynes-UNO footprint. A few sketches were presented. David Hebert shared these sketches with Friends of Hynes. Because the sketches were not accepted by Friends of Hynes, it was suggested that they negotiate the footprint.

10. **Old business.** None.

11. **New business.**

a. Jan Janz made a motion to adopt revisions to the Interim COVID-19 Return to School Campus Guidelines, Policies, and Procedures. Barbara Richard seconded the motion. With no public comment, the motion carried unanimously by vote of board members present.

b. Helene Derbigny made a motion to adopt the 2020 – 2021 Hynes Pupil Progression Plan. Barbara Richard seconded the motion. With no public comment, the motion carried unanimously by vote of board members present.

With no further business to discuss, a motion to adjourn was made by Helene Derbigny, seconded by Jan Janz, and passed unanimously by a vote of board members present. The meeting was adjourned at 5:49 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

December 7, 2020

**Edward Hynes Charter School
Facilities Report
December 7, 2020**

- 1. Coronavirus, (COVID 19) Preventive Measures**
- 2. Phase III – NOLAPS**
- 3. Hynes-Lakeview & Hynes–UNO**
 - a. Ongoing Repairs & Maintenance
- 4. Professional Development**
 - a. Learning Session

**Edward Hynes Charter School
CEO's Report
December 7, 2020**

Students & Academic

1. The 3rd quarter Instructional Pathway survey will be administered to parents and guardians this week. The 3rd quarter begins on January 4, 2021.
2. Re-registration is scheduled for January 6-14, 2021. Parents/guardians are required to submit most current proofs of Orleans Parish residency to comply with our Operating Agreement.
3. Daily student attendance continues to be tracked through the front office at each campus. Students who are chronically absent are tracked and interventions with the social workers are implemented. (This number is very few.)
4. Second quarter exams are scheduled beginning this week for students in grades 1-8.
5. Ongoing and job-embedded professional development is continuing despite our current restricted status. The leaders participated in Discovery Walks with TNTTP (The New Teacher Project) consultants to review the "Plan, Do, Study, Act" cycles in effect. A list of glows and grows was generated and will be addressed through PLCs (professional learning communities).
6. In October, our students at each campus raised funds for the American Cancer Society and the grand total donated was \$792.

Faculty, Staff, and Administration

1. Hynes-UNO had one vacancy for a new position (teacher) which was necessitated by the student enrollment in special programs, this position has been filled and the candidate will start January.
2. We are in the process of interviewing for candidates to fill new position for the Assistant Principal of Hynes-Parkview the transformation of Mary D. Coghill.
3. Hiring additional substitutes is a priority. Quarantining adults without students has put a stress on our staffing. We have learned that our contact tracing systems are working well.
4. The Hynes Mental Health and Wellness Leadership Team conducted a needs assessment for the Hynes families during the 2nd quarter. (Hynes Faculty and Staff were surveyed in the 1st quarter.) In response, we have scheduled a Wellness Week in January. The feedback from the families was positive and several made a point to state that they were appreciative of our outreach and support. We are arranging a session with Children's Hospital to review their training options and to find a speaker to educate our families on the topic of "parenting during a pandemic". This was the most common request for help. Our social work team is also spearheading their own professional development on parenting during this time.
5. The Hynes Employee Assistance Program is underway. We have a confidential referral and billing process for our staff to access up to four, one-hour sessions with a counselor at no charge to the employee.

6. The Equity in Schools cohort continues to meet. We are a group of six representing Hynes. We have also engaged the Beloved Community to conduct three, 90-minute sessions with our faculty and staff over the remainder of the year. This also includes time for asynchronous learning which will take place in our professional learning communities.

Family and Community Involvement

1. The Hynes-UNO PTO (Parent Teacher Organization) conducted their 2nd quarter meeting last week. The Hynes-LV PTO has its 2nd quarter meeting this week. These officers continue to modify and adjust their plans for engagement and fundraising based upon most current guidance.
2. The Enroll NOLA portal is open. In lieu of in-person tours, we have created a series of videos that are posted on our website to introduce our programs to prospective families. The website is <https://www.hynesschool.com/hynes-video/>.
3. We embarked on a postcard mailer campaign using geo-fencing to identify all families with school-aged children who reside in Enroll NOLA Zone 5. We also applied for and received a bulk rate for non-profit postage rates.

Operations and Facilities

1. We remain current with all requirements for state reporting.
2. The Phase III work at Hynes-LV is underway. Most of the work takes place after school hours and on weekends.
3. We are looking to upgrade and replace 11 video cameras at Hynes-LV.

Replication

1. The transformation plan for Hynes-Coghill at Parkview has been completed, and it is now a living and dynamic document. Ms. Williams has scheduled to spend ten workdays at the Coghill Campus during this quarter for the purpose of talent and community engagement.
2. We produced a series of videos which will take the place of in-person school tours for prospective families. We are also initiating a small PR campaign to target our neighborhoods, specifically the Gentilly and Lake areas, announcing the Hynes-Coghill transformation.
3. LEA (Local Education Agencies) Transition Work-
 - a. The COMPASS program is underway. Teachers have set SLTs (Student Learning Targets) and administrators have scheduled evaluations. The LA Dept of Education relaxed the requirement for two in-person observations provided that the teacher demonstrates a minimum level of performance.
 - b. The Hynes Pupil Progression Plan was submitted to the state.
 - c. The e-Rate consultant has incorporated Hynes 3 in our application for next year.
 - d. We continue to receive support from NSNO (New Schools New Orleans) and the CSGF (Charter School Growth Fund) for our transformation of Coghill to a Hynes campus.



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

December 7, 2020

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

Attached you will find the financial statements as of October 31, 2020. 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,

Leon Mathes
Chief Financial Officer
Hynes Charter School Corporation

Hynes Charter School Corporation
Statement of Financial Position
As of October 31, 2020

ASSETS

Current Assets

Cash and cash equivalents		\$ 5,618,238	A
Grants and other receivables:			
OPSB / LDOE	\$ 200,011		B
Other receivables	20,587		C
Total grants and other receivables		220,599	
Prepaid expenses		206,477	D
Total Current Assets		6,045,313	

Other Assets

Deposits	17,400		E
Total Other Assets		17,400	

Fixed Assets

Leasehold improvements	\$ 7,530		F
Equipment	\$ 63,650		G
Total Fixed Assets		71,178	
Accumulated depreciation		(33,720)	H
Total Fixed Assets, net		37,459	I
TOTAL ASSETS		\$ 6,100,172	J

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$ 60,000		K
Other Accounts payable	57,194		L
Loans Payable	1,288,418		M
Accrued payroll liabilities	426,337		N
Total Current Liabilities		\$ 1,831,949	

Net Assets

Net assets, beginning of this fiscal year	4,298,679		
Current year increase (decrease) in net assets	(30,455)		
Net Assets, end of this period		4,268,223	O
TOTAL LIABILITIES AND NET ASSETS		\$ 6,100,172	P

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

	For the Four Months Ended October 31, 2020				Annual
	Actuals	Budget	Variance		Budget
<u>Revenues and Other Support</u>					
State and Local MFP	-	-	-		-
Federal Grants	-	84,333	(84,333) A		253,000
State Grants	-	-	-		-
Other Grants	-	-	-		-
Donations	48,500	-	48,500 B		-
Other income	-	18,667	(18,667) C		56,000
Total Revenues and					
Other Support	\$ 48,500	\$ 103,000	\$ (54,500)		\$ 309,000
<u>Expenses</u>					
Administrative fee	-	-	-		-
Advertising	-	-	-		-
Depreciation Expense	-	-	-		-
Disposal services	-	-	-		-
Dues and fees	-	7,333	7,333		22,000
CMO Charge	(288,333)	(288,333)	(0)		(865,000)
Employee Benefits	66,425	101,333	34,908		304,000
Employee Salaries	210,516	276,000	65,484		828,000
Equipment rental	-	-	-		-
Food Service Management	-	-	-		-
Information technology services	-	-	-		-
Insurance	-	-	-		-
Materials and supplies	-	-	-		-
Miscellaneous expense	-	-	-		-
LEA (additional services)	-	-	-		-
Professional Development	-	-	-		-
Professional services	3,300	-	(3,300)		-
Repairs and maintenance	-	-	-		-
Textbooks	-	-	-		-
Transportation	-	-	-		-
Travel	97	6,667	6,570		20,000
Utilities	-	-	-		-
Total Expenses	\$ (7,995)	\$ 103,000	\$ 110,995		\$ 309,000
CHANGE IN NET ASSETS	\$ 56,495	\$ -	\$ (165,495)		\$ -

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

	For the Four Months Ended October 31, 2020				Annual
	Actuals	Budget	Variance		Budget
<u>Revenues and Other Support</u>					
State and Local MFP	569,231	610,000	(40,769) A		1,830,000
Federal Grants	-	186,000	(186,000) B		558,000
State Grants	-	-	-		-
Other Grants	-	-	-		-
Donations	2,125	58,667	(56,541) C		176,000
Other income	1,465	-	1,465		-
Total Revenues and					
Other Support	\$ 572,821	\$ 854,667	\$ (281,845)		\$ 2,564,000
<u>Expenses</u>					
Administrative fee	6,328	12,333	6,005		37,000
Advertising	-	-	-		-
Depreciation Expense	1,216	1,333	117		4,000
Disposal services	2,053	3,333	1,280		10,000
Dues and fees	1,667	1,667	(0)		5,000
CMO Charge	63,333	63,333	0		190,000
Employee Benefits	104,110	143,667	39,557		431,000
Employee Salaries	312,718	390,667	77,949		1,172,000
Equipment rental	1,736	1,667	(69)		5,000
Food Service Management	-	1,000	1,000		3,000
Information technology services	12,314	7,667	(4,647)		23,000
Insurance	6,740	4,000	(2,740)		12,000
Materials and supplies	89,814	77,667	(12,147)		233,000
Miscellaneous expense	-	-	-		-
LEA (additional services)	12,749	12,667	(82)		38,000
Professional Development	3,301	3,333	32		10,000
Professional services	26,916	23,333	(3,583)		70,000
Repairs and maintenance	25,427	12,000	(13,427) D		36,000
Textbooks	50,588	21,000	(29,588)		63,000
Transportation	(4,185)	23,333	27,518 E		70,000
Travel	1,953	20,667	18,714		62,000
Utilities	34,622	30,000	(4,622) F		90,000
Total Expenses	\$ 753,400	\$ 854,667	\$ 101,267		\$ 2,564,000
CHANGE IN NET ASSETS	\$ (180,579)	\$ -	\$ (383,112)		\$ -

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

	For the Four Months Ended October 31, 2020			Annual
	Actuals	Budget	Variance	Budget
<u>Revenues and Other Support</u>				
State and Local MFP	2,233,133	2,200,333	32,800	6,601,000
Federal Grants	13,300	426,000	(412,700) A	1,278,000
State Grants	4,375	-	4,375	
Other Grants	122,064	-	122,064 B	
Donations	10,925	98,000	(87,075) C	294,000
Other income	14,744	70,333	(55,589)	211,000
Total Revenues and Other Support	\$ 2,398,541	\$ 2,794,667	\$ (396,126)	\$ 8,384,000
<u>Expenses</u>				
Administrative fee	44,497	46,667	2,170	140,000
Advertising	-	-	-	-
Depreciation Expense	4,310	3,333	(977)	10,000
Disposal services	2,938	4,667	1,729	14,000
Dues and fees	19,092	6,667	(12,425)	20,000
CMO Charge	225,000	225,000	-	675,000
Employee Benefits	284,096	506,667	222,571	1,520,000
Employee Salaries	1,086,787	1,412,667	325,880	4,238,000
Equipment rental	5,232	6,000	768	18,000
Food Service Management	-	4,333	4,333	13,000
Information technology services	74,773	59,000	(15,773)	177,000
Insurance	52,397	43,333	(9,064)	130,000
Materials and supplies	115,162	174,000	58,838	522,000
Miscellaneous expense	1,000	-	(1,000)	-
LEA (additional services)	43,347	45,000	1,653	135,000
Professional Development	23,000	23,333	333	70,000
Professional services	44,019	40,000	(4,019)	120,000
Repairs and maintenance	57,238	48,000	(9,238)	144,000
Textbooks	124,822	50,667	(74,155)	152,000
Transportation	14,374	23,333	8,959	70,000
Travel	4,000	12,000	8,000	36,000
Utilities	78,828	60,000	(18,828) D	180,000
Total Expenses	\$ 2,304,912	\$ 2,794,667	\$ 489,755	\$ 8,384,000
CHANGE IN NET ASSETS	\$ 93,629	\$ -	\$ (885,880)	\$ -

Hynes Charter School Corporation
Statement of Cash Flows
For the Four Months Ended October 31, 2020

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets	(30,455)
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*Adjustments to reconcile change in net assets to
net cash provided by (used) in operating activities:*

Depreciation	5,526
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Changes in operating assets:

Grants and other receivables	524,883
Prepaid expenses	(103,460)
Deposit	(0)

Changes in operating liabilities:

Accounts payable	(162,207)
Loans Payable	-
Accrued payroll liabilities	(106,340)

Net cash provided by (used in) operating activities	127,948
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CASH FLOW FROM INVESTING ACTIVITIES

Fixed Assets Purchased	(39,557)
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NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS

	88,391
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Cash and cash equivalents - Beginning of the year

	5,529,847
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CASH AND CASH EQUIVALENTS - End of this period

	\$ 5,618,238
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Hynes Charter School Corporation

Selected Information

December 7, 2020

Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached October 2020 financial statements (Statement of Financial Position, Statement of Activities and Changes in Net Assets, Statement of Cash Flows).

The Student Activity Fund and Friends of Hynes are not included in the attached October 2020 financial statements.

The Net Assets for the period ended October 31, 2020 include \$111,671 of restricted funds related to the Project Lead the Way (PLTW) grant, the New Schools for New Orleans grant for Coghill planning and the Charter School Growth Fund grant to support the social and emotional health of the Hynes community.

Hynes Charter School Corporation
Budget To Actual Details
For the Four Months Ending October 31, 2020

UNO

		Operating	Fed Funds	CARES	NSNO	IQI	CSP	CENF/EEF	NOLAPS	CODOFIL	CSGF	PPP Loan	Total
Sal/Ben Expenses	A	372,520	10,615	14,538	-	-	19,154	-	-	-	-	-	416,828
Budget	B	1,411,000	46,000	63,000	-	-	83,000	-	-	-	-	-	1,603,000
Operating Expenses	A	176,330	35,292	1,216	-	-	74,861	22,000	26,873	-	-	-	336,572
Budget	B	419,000	95,000	122,000	91,000	20,000	122,000	65,000	27,000	-	-	-	961,000
Total	A	548,850	45,907	15,754	-	-	94,015	22,000	26,873	-	-	-	753,400
Total	B	1,830,000	141,000	185,000	91,000	20,000	205,000	65,000	27,000	-	-	-	2,564,000

Lakeview

Sal/Ben Expenses	A	1,106,691	46,500	80,000	-	-	36,692	-	41,000	60,000	-	-	1,370,883
Budget	B	5,101,850	202,150	194,000	-	-	159,000	-	41,000	60,000	-	-	5,758,000
Operating Expenses	A	735,447	36,916	66,790	-	3,554	-	20,000	91,322	-	60,000	143,000	934,029
Budget	B	1,642,150	242,850	346,000	59,000	20,000	-	-	93,000	-	-	-	2,626,000
Total	A	1,842,138	83,416	146,790	-	3,554	36,692	-	132,322	60,000	-	-	2,304,912
Total	B	6,744,000	445,000	540,000	59,000	20,000	159,000	20,000	134,000	60,000	60,000	143,000	8,384,000

Other grants

NSNO	48,500	Coghill planning - Bellwether, promotion
CSGF	50,000	Social/Emotional health

TITLE IX POLICY AND PROCEDURES

Hynes Charter School Corporation (HCSC) does not discriminate on the basis of sex in its education programs and activities and, accordingly, requires its staff, teachers, employees and students to abide by the requirements of Title IX of the Educational Amendments of 1972 and its implementing regulations. Sexual harassment is a form of sex discrimination and is explicitly prohibited, whether such conduct occurs on or off campus during or after school hours during or directly related to school-sponsored activities, or at a time and/or place directly related to school functions or an employee's school-related duties. It is the intent of HCSC to maintain an environment free from sexual assault and sexual harassment of any kind; therefore, this policy commands that no student shall be subjected to sexual misconduct, sexual assault or sexual harassment by other students or HCSC staff or employees. This policy shall be enforced and the accompanying procedures shall be implemented regardless of whether a complaint has been filed with or an investigation has been instituted by any law enforcement agency.

Sexual harassment occurs when: education benefits are conditioned upon participation in unwelcome sexual conduct (i.e., Quid Pro Quo); unwelcome conduct occurs that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; and/or sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Title IX requires HCSC to take steps to prevent and remedy two forms of sex-based harassment: sexual harassment (including sexual violence) and gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Title IX also prohibits gender-based harassment, which is unwelcome conduct based on a student's sex, or harassing conduct based on a student's failure to conform to sex stereotypes.

Sex-based harassment can be carried out by school employees, other students, and third parties. All students can experience sex-based harassment, including male and female students, LGBT students, students with disabilities, and students of different races, national origins, and ages. Title IX protects all students from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex.

Sex-based harassment creates a hostile environment if the conduct is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program. When a school knows or reasonably should know of possible sex-based harassment, it must take immediate and appropriate steps to investigate or otherwise determine what occurred. If an investigation reveals that the harassment created a hostile environment, the school must take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Questions regarding Title IX may be referred to the U. S. Department of Education, Office of Civil of Civil Rights (OCR) or to **HCSC** School's Title IX Coordinator, _____ at phone number: _____; or email: _____.

HCSC's Title IX Personnel consist of the following individuals:

1. The Title IX Coordinator: [name][email][phone number]
2. The Title IX Investigator(s): [name][email][phone number]
3. The Title IX Decision-Maker: [name][email][phone number]
4. The Title IX Appeal Person: [name][email][phone number]

DEFINITION OF SEXUAL HARASSMENT

1. Sexual assault or sexual harassment is unwelcome conduct of a sexual nature.
2. Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when at least one (1) of the following occurs:
 - a. Submission to such conduct is made, either implicitly or explicitly, a term or condition of the student's grades, academic status, or progress or is used to deprive the student of access to the educational opportunities and benefits provided by the **HCSC** School.
 - b. Submission to or rejection of such conduct is used as the basis for academic or other school-related decisions affecting the student.
 - c. Such conduct of a sexual nature is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with the student's academic performance or of creating an intimidating, hostile, or offensive educational environment for the student.
3. Extended Definition of Sexual Harassment which may include but is not limited to:
 - a. Verbal harassment or abuse;
 - b. Uninvited letters, telephone calls, or materials of sexual nature;
 - c. Uninvited or inappropriate leaning over, cornering, patting or pinching;
 - d. Uninvited sexually suggestive looks or gestures;
 - e. Intentional brushing against a student's or school employee's body;
 - f. Uninvited pressure for dates;

- g. Uninvited sexual teasing, jokes, remarks or questions;
- h. Any sexually motivated unwelcome touching;
- i. Any conduct resulting in an intimidating, hostile or offensive educational environment; or
- j. Attempted or actual rape or sexual assault or sexual battery.

NO RETALIATION

Retaliation of any nature against any student or teacher, staff, or employee who makes a report or complaint or who participates in any investigation under this policy is a serious violation of **HCSC** School's sexual harassment policy. Such retaliation is considered an act of sexual discrimination itself; therefore, reports and complaints of such retaliation are handled in the same manner as those of sexual harassment. A reference to "sexual harassment" in this policy and the related procedures shall also include retaliation. As such, retaliation against any employee or student who brings sexual harassment charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected, discriminated against or punished because of the complaint.

VIOLATIONS

1. Students and employees are encouraged and expected to immediately report incidences of alleged sexual discrimination or harassment and/or retaliation in accordance with these regulations and procedures.
2. A report or complaint – written or verbal – of an alleged violation of this policy must be sufficiently clear and explicit so that it can be recognized as a legitimate report of sexual discrimination or harassment or retaliation. This means that a report or complaint must, at a minimum, include: (1) a description of an alleged act of sexual discrimination or harassment or retaliatory conduct, including the date, time, and place it allegedly occurred; (2) identity of the alleged victim; (3) identity of the alleged harasser; and (4) identity of the reporting person.
3. All alleged violations of this policy shall be handled seriously and according to these regulations and procedures.
4. Discipline/Consequences.
 - a. Any student who is determined to have engaged in a sexual assault, sexual discrimination or harassment or retaliation against another individual in violation of this policy may be subject to disciplinary action, up to and including expulsion.

- b. Any employee who is determined to have permitted, engaged in, or failed to report sexual assault, sexual harassment or retaliation in violation of this policy and the related procedures may be subject to disciplinary action, up to and including termination.

ENFORCEMENT

Each Principal, staff member, and teacher has the responsibility of taking such reasonable steps necessary and practicable to maintain a work environment and educational environment free of sexual assault and sexual discrimination or harassment. Such steps shall include implementation of the following:

1. All teachers, other staff members, and all employees shall cooperate, as needed, in any formal and informal investigations instituted under this policy. The Title IX Investigator is responsible to investigate any report of sexual discrimination or harassment involving student on student in coordination with the Title IX Coordinator. Reports involving an employee shall also be immediately reported to the Title IX Coordinator.
2. All principals, administrators and staff in charge of discipline of students shall, in accordance with policy and law, take such disciplinary action against any student found to be in violation of the sexual harassment policy as may be appropriate under the circumstances.
3. Within the first week of school each school year, the Title IX Coordinator through each Principal or Building Site coordinator shall ensure that an in-service program addressing the sexual harassment policy and procedures is provided for all teachers, staff and employees.
4. During orientation at the beginning of each school year or at the time of a new student's enrollment, the Principal of the school shall ensure that instruction about sexual harassment, HCSC School policy, and its procedures are provided to students.
5. Teachers, counselors, and administrators shall instruct students on the sexual assault, dating violence, or sexual harassment report and complaint procedures within the educational setting on an as-needed basis.
6. The Title IX Coordinator shall ensure that the sexual assault, dating violence, or sexual harassment policy and procedures are provided to all students, parents, and employees by:
 - a. Including a restatement of the policy and procedures in the student handbook;
 - b. Posting an age-appropriate restatement of the policy against sexual assault and sexual harassment, the report and complaint procedures, and notice of the Title IX Coordinator at visible and accessible sites for students, for parents, and for employees;
 - c. Making a copy the complete policy and procedures available on request for students, parents, and employees at the school office and the central office; and
 - d. Maintaining the policy and procedures on **HCSC** School website.

****THE TITLE IX COORDINATOR FOR HYNES CHARTER SCHOOL CORPORATION SCHOOL IS:**

[name],

[title]

[phone number] and

[email].

APPEAL OF TITLE IX FINDING

Any appeal or grievance related to a Title IX Investigation shall be sent in writing to **HCSC** School Superintendent, _____, at the following address: _____ and emailed to: _____
In reviewing the decision, the Superintendent of [**HCSC**] School may uphold, modify, or reverse the decision of the Title IX Coordinator; however, the Superintendent of **HCSC** School's review of the Title IX Investigation findings is final.

Title	Name	Contact Information
Coordinator		Email: Cell phone: Office phone:
Investigator(s)		Email: Cell phone: Office phone:
Decision Maker		Email: Cell phone: Office phone:
Appeal Person		Email: Cell phone: Office phone:
Alternates and Informal Resolution Person		Email: Cell phone: Office phone:

****How and why did you select your Title IX Personnel Team?**

Triple Click, Delete, and Type Here...

****What will be your procedure for selecting and noticing Alternative Team members?**

Triple Click, Delete, and Type Here...

We strive to ensure equal opportunity for all individuals in an environment free from discrimination and harassment. Students, parents/guardians, Hynes Charter School Corporation (HCSC) staff may submit a formal report on any act of discrimination, harassment, intimidation or bullying completing this form.

REPORTER INFORMATION		
Provide the following information for the person completing this form:		
Name(s):		
Address:		
Home #:	Work #:	Cell #:
School Affiliation:		
<input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Other (specify)		
The incident occurred at the following location; or through a sponsored activity at Hynes Charter Schools:		
<input type="checkbox"/> Hynes-Lakeview <input type="checkbox"/> Hynes-UNO <input type="checkbox"/> Hynes-Parkview		
Date of Incident:		
Have you reported this incident to other school officials? If so, please list the person(s) here.		

TYPE OF INCIDENT		
Check all that apply:		
<input type="checkbox"/> Bullying	<input type="checkbox"/> Harassment	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Discrimination	<input type="checkbox"/> Intimidation	

PERCEIVED BASIS FOR INCIDENT		
Check all that apply:		
<input type="checkbox"/> Age	<input type="checkbox"/> Gender	<input type="checkbox"/> Race
<input type="checkbox"/> Ancestry	<input type="checkbox"/> Gender Expression	<input type="checkbox"/> Religion
<input type="checkbox"/> Color	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Sex
<input type="checkbox"/> Disability	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Ethnic Group Identification	<input type="checkbox"/> Physical or Mental Disability	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Pregnancy	

ALLEGED OFFENDER INFORMATION

Provide as much information about the alleged offender as possible:

Name(s):

Phone #:

Email:

School Affiliation:

☐ Student☐ Employee☐ Parent/Guardian☐ Other (specify)**VICTIM INFORMATION**

Provide as much information about the victim as possible:

Name(s):

Phone #:

Email:

School Affiliation:

☐ Student☐ Employee☐ Parent/Guardian☐ Other (specify)

The initial complaint/report and facts of the investigation will be held in confidence to the extent possible and only disseminated to individuals or agencies as required by applicable policies and laws.

FOR OFFICE USE ONLY

Received By:

Date:

DESCRIPTION OF THE INCIDENT

Provide a description in your own words to include names, dates, places and detailed information for a complete understanding of the incident.