



Edward Hynes Charter School

Board Meeting

Agenda

August 9, 2021

**HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING**

Monday, August 9, 2021 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 7, 2021 – Budget Hearing
 - b. June 7, 2021 – Board Meeting

STANDING ITEMS

1. Opportunity for public comment
2. Facilities Report
3. CEO's Report
 - a. Review of the NOLAPS | COVID-19 Guidance for the 2021-2022 School Year
4. Legal Report
5. Financial Report
 - a. Discussion of financial statements, including budget to actual comparison
6. HR Report
7. Friends of Hynes Report

BOARD BUSINESS

1. Old business
2. New business
 - a. Reminder to complete the NOLAPS Charter Board Governance Verification Form | 2021-2022
 - b. Review and approve the NOLAPS contracted services agreement for 2021-2022 for Special Education and Related Services
3. Adjournment



Edward Hynes Charter School

Budget Hearing

Minutes

June 7, 2021



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

**Budget Hearing
Monday, June 7, 2021**

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

Board Members Absent: Bill Chauvin

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

Alvin C. Miester III, Board President, called the meeting to order at 4:05 pm and proceeded with the agenda.

1. **Public comment.** None.

2. **New business.**

- a. Leon Mathes presented the Preliminary Budget for the year ending June 30, 2021 for Hynes Charter School Corporation.

With no further business to discuss, a motion to adjourn was made by Barbara Richard, seconded by Kris Scairono, and passed unanimously by a vote of board members present. The meeting was adjourned at 4:43 pm.



Edward Hynes Charter School

Board Meeting

Minutes

June 7, 2021



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

**Board of Directors Meeting
Monday, June 7, 2021**

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

Board Members Absent: Bill Chauvin

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.** Barbara Richard made a motion to modify and amend the June 7, 2021 agenda: add action item, "**Evaluate the Employee Benefit Package for Hynes Charter School Corporation.** Carrie Leaumont" as standing item two. Jan Janz seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

Jan Janz made a motion to approve the June 7, 2021 agenda as amended. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

2. **Approval of minutes.** Jan Janz made a motion to waive the reading of and to approve the April 19, 2021 board meeting minutes. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

3. **Public comment.** Michelle Douglas, acknowledged Thomas Wright, a teacher at Hynes-Lakeview, for his nomination for the Presidential Award of Excellence in Math and Science Teaching. Thomas Wright explained his gratitude to the board and the public. Michelle Douglas also acknowledged Angela Goodly, a teacher at Hynes-Lakeview, for becoming a state finalist for the Louisiana Teacher of the Year.
4. **Evaluate the Employee Benefit Package for Hynes Charter School Corporation.** Carrie Leamont
 - a. Cassandra Youmans made a motion to approve and renew, recommended as is, the Employee Benefit Coverage for Hynes Charter School Corporation presented by Carrie Leamont of Arthur J. Gallagher Risk Management Services, Inc. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
 - b. Kris Scairone made a motion to approve and renew the Proposal of Insurance for Hynes Charter School Corporation presented by Carrie Leamont of Arthur J. Gallagher Risk Management Services, Inc. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
5. **Facilities update.** Mike Townsend – see attachment.
6. **CEO's report.** Michelle Douglas – see attachment.
7. **Legal committee report.** Alvin C. Miester III explained to the board that there are a few items in new business that pertain to Hynes-Parkview, including the operating and lease agreements. He stated that these items were reviewed and approved by council.
8. **Financial report.** Leon Mathes – see attachment.
 - a. Discussion of the following:
 - i. Financial statements for Hynes-CMO, Hynes-Lakeview, and Hynes-UNO as of April 30, 2021.
9. **HR report.** None.
10. **Friends of Hynes Report.** Michelle Douglas explained that the Friends of Hynes Board has made progress.
11. **Old business.** None.

12. New business.

- a. Barbara Richard made a motion to approve the budget for the 2021-2022 school year. Helene Derbigny seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
- b. Jan Janz made a motion to review and approve the Louisiana Compliance Questionnaire as required by the Louisiana Legislative Auditor. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
- c. Jan Janz made a motion to approve the Charter Operating Agreement between Hynes Charter School Corporation and Orleans Parish School Board for Hynes-Parkview, for a 5-year term, and allow the board chair to sign the agreement. Kris Scairono seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
- d. Jan Janz made a motion to review and approve the Facilities Lease Agreement at 4617 Mirabeau Avenue, New Orleans, Louisiana 70126 (Hynes-Parkview), between Hynes Charter School Corporation and Orleans Parish School Board, pre-approved by corporate council. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
- e. Jan Janz made a motion to establish a new bank accounts and authorize signatories: Hynes-Parkview Student Activity Fund and Merchant Services accounts. Helene Derbigny seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
- f. Cassandra Youmans made a motion to review and approve the CEO to engage in the following annual service contracts for the expansion of Hynes-Parkview, for the 2021 – 2022 school year: A-1 Fire & Safety; A-1 Service, Inc.; Bran's Pest Control, L.L.C.; Crescent Environmental Services; FireQuest; Heritage Service Group; Mesalain Group; Pfefferle Landscape Services; Pinnacle Elevator; Proficient Pest Control; Sonitrol; ChillCo Comprehensive Cooling Solutions; Synergy Building Solutions, L.L.C.; Kurita; First Student; and PowerSchool. Helene Derbigny seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
- g. Cassandra Youmans made a motion to open nominations for Board of Directors and Officers of Hynes Charter School Corporation for the 2021 – 2022 school year. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

- h. At 6:15 pm, Helene Derbigny made a motion to move to Executive Session to evaluate professional competence of the Chief Executive Officer. Cassandra Youmans seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

With no further business to discuss, a motion to adjourn was made by Barbara Richard, seconded by Helene Derbigny, and passed unanimously by a vote of board members present. The meeting was adjourned at 7:30 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

August 9, 2021

**Edward Hynes Charter School
Facilities Report
August 9, 2021**

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

**Edward Hynes Charter School
CEO's Report
August 9, 2021**

Students & Academic

1. LEAP Scores have been released and are ready for distribution at the start of the year.
2. Our schools are fully enrolled and have met enrollment targets thus far. We will continue to monitor seats as the school year opens.
3. The Louisiana Department of Education, NOLA-PS, and City health officials have declared a full return to in-person learning with updated and revised protocols in place.
4. All materials and supplies necessary to carry out our Tier I curriculum implementation have been received.
5. Teachers have received all relevant training in Tier I curriculum implementation.
6. Child nutrition and cafeteria staff are ready to open. Meals will be delivered to classrooms.
7. We will opt to retain the Pupil Progression Plan that was adopted last year.

Faculty, Staff, and Administration

1. Our schools are nearly fully staffed. Our human resources personnel and school administrators are highly commended for their exceptional response to recruiting and hiring for all openings and a whole third campus.
2. Our network officers are adjusting to their new roles and responsibilities.
3. Our teachers and staff are motivated and ready to welcome students.
4. The teacher evaluation system will open in September.
5. All mandated trainings and annual updates are underway.

Family and Community Involvement

1. The Hynes-UNO parking lot will be the site for another mobile vaccinations event.
2. The administrators and their PTOs have plans for this school year. They will ensure that safety protocols are followed accordingly.

Operations and Facilities

1. The transition of Hynes to the Parkview campus has been smooth. We had some landscaping and irrigation work done.
2. All buildings are ready for the first day of school.
3. We will be in compliance with NOLA-PS transportation guidelines through our vendor.
4. We remain current with all requirements for state reporting, and the NOLA-PS facilities handbooks are up to date, as required by leases.

Replication

1. We continue to drive our growth through our transformation plan and other guides that we have reviewed over the last few months. The Hynes Processes and Procedures continue to evolve with this growth.
2. We are awaiting Hynes LEA ESSER II and ESSER III allocations for Parkview.



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

August 9, 2021

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 May 31, 2021. 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 May 31, 2021

ASSETS

Current Assets

Cash and cash equivalents		\$ 5,596,418	A
Grants and other receivables:			
NOLAPS / LADOE /Federal / ERATE	\$ -		B
Other receivables	22,463		C
Total grants and other receivables		22,463	
Prepaid expenses		77,321	D
Total Current Assets		5,696,202	

Other Assets

Deposits	17,400		E
Total Other Assets		17,400	

Fixed Assets

Leasehold improvements	\$ 7,530		F
Equipment	\$ 63,548		G
Total Fixed Assets	71,076		
Accumulated depreciation	(43,391)		H
Total Fixed Assets, net		27,686	I
TOTAL ASSETS		\$ 5,741,289	J

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable NOLAPS	\$ 11,000		K
Other Accounts payable	38,079		L
Loans Payable	-		
Accrued payroll liabilities	892,582		M
Total Current Liabilities		\$ 941,661	

Net Assets

Net assets, beginning of this fiscal year	4,298,679		
Current year increase (decrease) in net assets	500,949		
Net Assets, end of this period		4,799,628	N
TOTAL LIABILITIES AND NET ASSETS		\$ 5,741,289	O

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

	For the Eleven Months Ended May 31, 2021				Annual	
	Actuals	Budget	Variance		Budget	
<u>Revenues and Other Support</u>						
State and Local MFP	-	-	-		-	
Federal Grants	-	100,000	(100,000)	A	253,000	CSP June
State Grants	-	-	-		-	Claim
Other Grants	48,500	-	48,500	B	-	NSNO
Donations	3,000	-	3,000		-	
Other income	1,073,417	56,000	1,017,417	C	56,000	PPP
Total Revenues and Other Support	\$ 1,124,917	\$ 156,000	\$ 968,917		\$ 309,000	
<u>Expenses</u>						
Employee Salaries	730,619	758,000	27,381		828,000	
Employee Benefits	241,480	278,300	36,820		304,000	
Administrative fee	-	-	-		-	
Advertising	5,603	-	(5,603)	B	-	NSNO
Depreciation Expense	-	-	-		-	
Disposal services	-	-	-		-	
Dues and fees	6,177	22,000	15,823		22,000	
CMO Charge	(793,000)	(793,000)	-		(865,000)	
Equipment rental	-	-	-		-	
Food Service Management	-	-	-		-	
Information technology services	390	-	(390)		-	
Insurance	-	-	-		-	
Materials and supplies	-	-	-		-	
Miscellaneous expense	2,030	-	(2,030)		-	
LEA (additional services)	-	-	-		-	
Professional Development	2,242	-	(2,242)		-	
Professional services	29,067	20,000	(9,067)	B	-	NSNO
Repairs and maintenance	-	-	-		-	
Textbooks	-	-	-		-	
Transportation	-	-	-		-	
Travel	97	-	(97)		20,000	
Utilities	-	-	-		-	
Total Expenses	\$ 224,705	\$ 285,300	\$ 60,595		\$ 309,000	
CHANGE IN NET ASSETS	\$ 900,212	\$ (129,300)	\$ 1,029,512		\$ -	

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

	For the Eleven Months Ended May 31, 2021				Annual	
	Actuals	Budget	Variance		Budget	
<u>Revenues and Other Support</u>						
State and Local MFP	1,751,033	1,677,500	73,533	A	1,830,000	SPED
Federal Grants	299,360	417,000	(117,640)	B	558,000	June Claim
State Grants	8,846	-	8,846		-	
Other Grants	109,719	132,000	(22,281)	C	176,000	
Donations	2,625	-	2,625		-	
Other income	66,769	-	66,769		-	PPP
Total Revenues and Other Support	\$ 2,238,352	\$ 2,226,500	\$ 11,852		\$ 2,564,000	
<u>Expenses</u>						
Employee Salaries	1,144,060	1,070,000	(74,060)	A	1,172,000	SPED
Employee Benefits	390,908	393,439	2,531		431,000	
Administrative fee	27,478	33,913	6,435		37,000	
Advertising	983	-	(983)		-	
Depreciation Expense	3,344	3,663	319		4,000	
Disposal services	5,181	9,163	3,982		10,000	
Dues and fees	4,583	4,587	4		5,000	
CMO Charge	174,000	174,000	-		190,000	
Equipment rental	4,848	4,587	(261)		5,000	
Food Service Management	3,105	3,000	(105)		3,000	
Information technology services	34,174	21,087	(13,087)	D	23,000	Offset
Insurance	19,971	11,000	(8,971)	D	12,000	Offset
Materials and supplies	138,234	213,576	75,342	B	233,000	June Claim
LEA (additional services)	22,980	34,833	11,853		38,000	
Professional Development	39,172	9,163	(30,009)	D	10,000	Offset
Professional services	72,629	64,163	(8,466)		70,000	
Repairs and maintenance	66,809	33,000	(33,809)	B	36,000	June Claim
Textbooks	50,746	63,000	12,254		63,000	
Transportation	24,972	70,000	45,028	D	70,000	Offset
Travel	1,953	56,837	54,884	D	62,000	Offset
Utilities	81,288	83,790	2,502		90,000	
Total Expenses	\$ 2,311,418	\$ 2,356,801	\$ 45,383		\$ 2,564,000	
CHANGE IN NET ASSETS	\$ (73,066)	\$ (130,301)	\$ 57,235		\$ -	

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

	For the Eleven Months Ended May 31, 2021			Annual	
	Actuals	Budget	Variance	Budget	
<u>Revenues and Other Support</u>					
State and Local MFP	6,261,164	6,050,000	211,164	A	6,601,000
Federal Grants	564,383	957,000	(392,617)	B	1,278,000
State Grants	7,972	-	7,972		June Claim
Other Grants	245,377	219,000	26,377	A	8g grant
Donations	16,025	-	16,025		Codofil
Other income	128,277	164,000	(35,723)	C	211,000
Total Revenues and Other Support	\$ 7,223,198	\$ 7,390,000	\$ (166,802)		PPP, Int
<u>Expenses</u>					
Employee Salaries	3,812,366	3,866,000	53,634		4,238,000
Employee Benefits	1,411,294	1,386,579	(24,715)	D	1,520,000
Administrative fee	123,620	128,333	4,713		Timing
Advertising	1,967	-	(1,967)		140,000
Depreciation Expense	11,853	9,163	(2,690)		-
Disposal services	7,894	12,837	4,943		10,000
Dues and fees	26,882	18,337	(8,545)		14,000
CMO Charge	619,000	619,000	-		20,000
Equipment rental	16,378	16,500	122		675,000
Food Service Management	10,680	13,000	2,320		18,000
Information technology services	129,765	162,250	32,485	B	13,000
Insurance	146,598	119,163	(27,435)	E	177,000
Materials and supplies	364,064	478,500	114,436	B	Reduc
LEA (additional services)	150,119	123,750	(26,369)	E	130,000
Professional Development	68,949	64,163	(4,786)		Offset
Professional services	118,033	110,000	(8,033)		Reduc
Repairs and maintenance	170,022	132,000	(38,022)	E	522,000
Textbooks	124,822	152,000	27,178	E	135,000
Transportation	24,973	70,000	45,027	E	Offset
Travel	19,200	33,000	13,800	E	70,000
Utilities	190,915	167,580	(23,335)	E	Offset
Total Expenses	\$ 7,549,394	\$ 7,682,155	\$ 132,761		36,000
					Offset
					180,000
CHANGE IN NET ASSETS	\$ (326,196)	\$ (292,155)	\$ (34,041)		\$ -

Hynes Charter School Corporation
Statement of Cash Flows
For the Eleven Months Ended May 31, 2021

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets	500,949
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	15,197
Changes in operating assets:	
Grants and other receivables	723,019
Prepaid expenses	25,696
Deposit	(0)
Changes in operating liabilities:	
Accounts payable	(230,322)
Loans Payable	(1,288,418)
Accrued payroll liabilities	359,905
Net cash provided by (used in) operating activities	106,026

CASH FLOW FROM INVESTING ACTIVITIES

Fixed Assets Purchased	(39,455)
------------------------	----------

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS

66,571

Cash and cash equivalents - Beginning of the year
CASH AND CASH EQUIVALENTS - End of this period

5,529,847

\$ 5,596,418

Hynes Charter School Corporation

Selected Information

August 9, 2021

Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached May 2021 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 May 2021 financial statements.

The Net Assets for the period ended May 31, 2021 include \$80,000 of restricted funds related to the Project Lead the Way (PLTW) grant, the New Schools for New Orleans (NSNO) grant for Coghill planning, NSNO IQI grants for instructional quality and the Charter School Growth Fund grant to support the social and emotional health of the Hynes community.

**SHARED SERVICES AGREEMENT
BETWEEN ORLEANS PARISH SCHOOL BOARD
AND EDWARD HYNES CHARTER SCHOOL**

This Shared Services Agreement (this "Agreement") is dated as of _____, by and between the Orleans Parish School Board, a political subdivision of the State of Louisiana located at 2401 Westbend Parkway, Suite 5055, New Orleans, Louisiana 70114 (hereinafter "OPSB") and EDWARD HYNES CHARTER SCHOOL, a Louisiana non-profit corporation located At 990 Harrison Avenue, New Orleans, Louisiana 70124 (hereinafter "EDWARD HYNES").

RECITALS

WHEREAS, EDWARD HYNES is considered its own local education agency ("LEA") for all funding purposes and statutory definitions and shall be held solely responsible for all applicable federal, state, or local laws or regulations related to the school's LEA status, including but not limited to data reporting, testing regulations, compliance with the Individuals with Disabilities Education Act ("IDEA"); and

WHEREAS, as its own LEA, EDWARD HYNES desires to provide Adapted Physical Education ("APE"); Speech Therapy; Occupational Therapy ("OT"); Physical Therapy ("PT"); necessary evaluations/assessments; and

WHEREAS, OPSB has within its organization an APE Teacher, Speech Therapist, Occupational Therapist, Physical Therapist, and Student Evaluation and Support Services (SESS) team to serve the education needs of students identified as needing this service and desires to provide the services of aforementioned to EDWARD HYNES pursuant to the terms of this Agreement.

NOW, THEREFORE, each party agrees as follows:

1. Scope of Services

- a. OPSB shall provide EDWARD HYNES one (1) APE Teacher (hereinafter "OPSB APE Teacher") to provide educational services to EDWARD HYNES students, at Lakeview and UNO locations, identified as needing APE services in their Individual Education Plan ("IEP") as follows:

APE Teacher Services:

- 1) Serve as a member of the IEP Team for identified students.
- 2) Develop long and short term learning goals and objectives according to program guidelines and the IEP for identified students.
- 3) Conduct daily classroom activities reflecting IEP goals and objectives for identified students.
- 4) Utilize a variety of techniques and materials to execute appropriate curriculum.

- 5) Monitor student performance and progress, adjusting instruction as necessary, for identified students.
- 6) Advise parents of student progress to encourage reinforcing classroom goals in the home environment for identified students.
- 7) Compile and maintain necessary records and progress notes for identified students.
- 8) Develop physical education curriculum appropriate to exceptional needs of students and the Louisiana content standards, relative to services provided to EDWARD HYNES.
- 9) Develop and maintain appropriate and current records and reports for identified students.
- 10) Meet all reporting deadlines set by the school district and the Louisiana Department of Education for identified students.

- b. OPSB shall provide EDWARD HYNES two (2) Speech Therapists (hereinafter "OPSB Speech Therapist") to provide services to EDWARD HYNES students, at Lakeview and UNO locations, identified as needing speech and language services in their Individual Education Plan ("IEP") as follows:

Speech and Language Services:

- 1) Serve as a member of the IEP Team for identified students.
- 2) Develop long and short term learning goals and objectives according to program guidelines and the IEP for identified students.
- 3) Assess and evaluate students, if needed and agreed upon by both parties.
- 4) Utilize a variety of techniques and materials to execute appropriate curriculum.
- 5) Monitor student performance and progress, adjusting supports as necessary, for identified students.
- 6) Advise parents of student progress to encourage reinforcing classroom goals in the home environment for identified students.
- 7) Compile and maintain necessary records and progress notes for identified students.
- 8) Develop and maintain appropriate and current records and reports for identified students.
- 9) Meet all reporting deadlines set by the school district and the Louisiana Department of Education for identified students.

- c. OPSB shall provide EDWARD HYNES one (1) Occupational Therapist (hereinafter "OPSB Occupational Therapist") to provide services to EDWARD HYNES students, at Lakeview and UNO locations, identified as needing occupational therapy services in their Individual Education Plan ("IEP") as follows:

Occupational Therapy Services:

- 1) Deliver required Occupational Therapy Services for each student assigned to the contractor in accordance with all Louisiana standards;
- 2) Participate in Individualized Education Program conferences to develop goals and objectives for eligible students;
- 3) Conduct evaluations and re-evaluations as a member of the multidisciplinary team on students in the evaluation process and submit typed compliant reports within specified timelines in accordance with Louisiana Department of Education Bulletin 1508 Pupil Appraisal Handbook.
- 4) Complete quarterly progress reports for each student receiving services on their stated goals and objectives for distribution to the team and the parent;
- 5) Maintain therapy notes, treatment plans and provides these to the student's teacher of record annually;
- 6) Submit an annual report of the delivery of services inclusive of: the percent of student achievement as measured by outcome reports; a narrative of student performance supporting any changes, increase or decrease in the level of service; and original copies of questionnaires from the instructional team on the delivery of services provided to eligible students.

- d. OPSB shall provide EDWARD HYNES one (1) Physical Therapist (hereinafter "OPSB Physical Therapist") to provide services to EDWARD HYNES students, at Lakeview and UNO locations, identified as needing physical therapy services in their Individual Education Plan ("IEP") as follows:

Physical Therapy Services:

- 1) Deliver required Physical Therapy Services for each student assigned to the contractor in accordance with all Louisiana standards;
- 2) Participate in Individualized Education Program conferences to develop goals and objectives for eligible students;
- 3) Conduct evaluations and re-evaluations as a member of the multidisciplinary team on students in the evaluation process and submit typed compliant reports within specified timelines in accordance with Louisiana Department of Education Bulletin 1508 Pupil Appraisal Handbook.
- 4) Complete quarterly progress reports for each student receiving services on their stated goals and objectives for distribution to the team and the parent;
- 5) Maintain therapy notes, treatment plans and provides these to the student's teacher of record annually;
- 6) Submit an annual report of the delivery of services inclusive of: the percent of student achievement as measured by outcome reports; a

narrative of student performance supporting any changes, increase or decrease in the level of service; and original copies of questionnaires from the instructional team on the delivery of services provided to eligible students.

- e. OPSB shall provide EDWARD HYNES one (1) Audiologist (hereinafter “OPSB Audiologist”) to provide screening, evaluation, and direct supports to students identified as needing Audiology services during the evaluation process or in their IEP:

Audiology Services:

- 1) To coordinate audiological services for the SESS Rep.
- 2) To provide services for early identification of auditory impairment and intervention.
- 3) To provide complete audiological evaluations including parent interviews, pure tone air and bone conduction tests, speech audiometry, and special audiological assessments.
- 4) To assist in procurement of audiological equipment.
- 5) To provide follow-up hearing aid evaluations after procurement of hearing aids and instruction on use of care of hearing aid.
- 6) To counsel parents regarding home assistance for the hearing impaired.
- 7) Conducts periodic audiological re-evaluations as requested by SESS team members.
- 8) To explain and interpret assessment services/findings to parents, teachers, principals, and other appropriate personnel.
- 9) To participate in Individual Education Plan (IEP) staffing meetings and service plan meetings, when appropriate.
- 10) To assist in maintaining accurate case records on all clients in accordance with the requirements of local, state, and federal laws, regulations and/or policies.

- f. OPSB shall provide EDWARD HYNES one (1) Student Evaluation and Support Services Representative (hereinafter “SESS Rep”) to provide services to EDWARD HYNES students, at Lakeview and UNO locations, suspected of having a disability and multi-disciplinary evaluations compliant with Louisiana Bulletin 1508:

SESS Rep and Evaluation Services:

- 1) Functions as evaluation coordinator for designated referred students.
- 2) Participates in the Student Assistance Team (SATeam) process as a representative of the Student Evaluation & Support Services team in providing feedback on best practices in the student assistance team process.
- 3) Explains and interprets assessment services/findings to parents, teachers, principals, and other appropriate personnel.

- 4) Implements and/or assists teachers and other school personnel in the design and implementation of educational and behavioral interventions for support services to clients.
- 5) Provides a written report of any academic/behavioral support services provided to clients.
- 6) Evaluates as a Student Evaluation & Support Services member and in accordance with Bulletin 1508, the Pupil Appraisal Handbook, those students suspected of being exceptional. Evaluations include activities such as appraisal of students' developmental and educational functioning, descriptions of educational strategies, and needed academic and environmental adjustments and / or curricular modifications.
- 7) Participates in Individual Education Plan (IEP) staffing meetings and service plan meetings, when appropriate.
- 8) Assists in maintaining accurate case records on all clients in accordance with the requirements of local, state, and federal laws, regulations and/or policies.

2. Payment Terms

- a. Fees. For and in consideration of the services to be rendered by OPSB, EDWARD HYNES agrees to pay OPSB a one-time service fee of \$284,313.96. OPSB and EDWARD HYNES will revisit one-time fee should there be a significant increase of students identified needing the services provided within this contract. OPSB shall adjust one-time service fee accordingly with approval from EDWARD HYNES; EDWARD HYNES agrees to pay remaining balance to adjusted fee. Price determination based on number of students per service can be found in the diagrams below:

Related Services	# of Students @ Lakeview	# of Students @ UNO	Cost per Service	Total Service Cost
Annual Speech Services	54	11	\$1,512.91	\$98,339.15
Annual OT Services	11	1	\$1,512.91	\$18,154.92
Annual PT Services	3	0	\$1,512.91	\$4,538.73
Annual APE Services	15	2	\$1,512.91	\$25,719.47
Total Service Cost				\$146,752.27

Evaluation Services	# of Evaluations (Prior Year)	Column1	Cost per Service*	Total Service Cost
Hynes @ Lakeview	24		1050	\$ 25,200.00
Hynes @ UNO	1		1050	\$ 1,050.00
Total Service Cost				\$ 26,250.00

Total (Related Services + Evaluation Services) \$173,002.27

Related Services	# of Students @ Parkview (Coghill)	Cost per Service	Total Service Cost
Annual Speech Services	26	\$1,512.91	\$39,335.66
Annual OT Services	11	\$1,512.91	\$16,642.01
Annual PT Services	8	\$1,512.91	\$12,103.28
Annual APE Services	14	\$1,512.91	\$21,180.74
Total Service Cost			\$89,261.69

Evaluation Services	# of Evaluations @ Parkview (Coghill)	Cost per Service*	Total Service Cost
Hynes @ Parkview (Coghill)	21	1050	\$ 22,050.00
Total Service Cost			\$22,050.00

Total (Related Services + Evaluation Services) \$111,311.69

- b. Invoices. OPSB shall invoice EDWARD HYNES once at the beginning of the contract for services provided within the contract. EDWARD HYNES shall remit payment to OPSB within thirty (30) days of receipt of invoice from OPSB.

3. Term of Contract

This Agreement shall commence on **August 01, 2021**, and shall terminate on **July 31, 2022**. The effective date of this Agreement may be extended only if an amendment to that effect is duly executed by the contracting parties and approved by the necessary authorities prior to said termination date. If EDWARD HYNES informs OPSB that an extension of this Agreement is deemed necessary, an amendment may be prepared by OPSB and forwarded to EDWARD HYNES for appropriate action. Said amendment is to be returned to OPSB with appropriate information and signatures not less than fifteen (15) days prior to the termination date.

4. Termination for Cause

Either party may terminate this Agreement for cause based upon the failure of the other party to comply with the terms and/or conditions of the Agreement; provided that the terminating party shall give the breaching party written notice specifying the failure. If within thirty (30) days after receipt of such notice, the breaching party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the terminating party may, at its option, place the other party in default and the Agreement shall terminate on the date specified in such notice.

5. Termination for Convenience

Either party may terminate the Agreement at any time by giving thirty (30) days written notice to the other party. OPSB shall be entitled to payment for deliverables in progress to the extent work has been performed satisfactorily.

6. Independent Contractor

OPSB hereby expressly agrees and acknowledges that it is an Independent Contractor as defined in LSA-R.S. 23:1021(7), and meets all of the requirements contained in Subsections I, II and III of LSA-R.S. 23:1472(12)(E). As such, it is specifically agreed and understood that EDWARD HYNES shall not be liable to OPSB, its agents, employees, sub-OPSBs, servants and/or any other person performing services under this Agreement for any benefits, contributions or coverage under the Workers' Compensation Laws of the State of Louisiana. It is further expressly agreed and understood that EDWARD HYNES shall not be a statutory employer with respect to OPSB's agents, employees, sub-contractors, servants and/or any other person performing services under this Agreement and, as such, shall not be liable to any of them for damages of any nature or kind, including attorney's fees and costs, any or all of them may sustain as a result of performing the services specified herein or otherwise. Neither OPSB, nor its agents or employees shall be considered employees of EDWARD HYNES for the purpose of unemployment compensation coverage, the same being employees of EDWARD HYNES for the purpose of unemployment compensation coverage, the same being hereby expressly waived and excluded by the parties hereto. None of the benefits provided by EDWARD HYNES to its

employees are available from EDWARD HYNES to the employees, agents or servants of OPSB. OPSB will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants and sub-contractors during the performance of this Agreement.

7. Indemnification

OPSB shall defend, indemnify, and hold harmless EDWARD HYNES, its officers, directors, agents, employees, partners, and subcontractors (collectively referred to as "EDWARD HYNES Indemnitees") from any and all claims, demands, suits, actions, proceedings, losses, costs, judgments, damages or other forms of liability to third parties, of every kind and description, actual or claimed, including but not limited to attorneys' fees and/or litigation expenses, including, but not limited to injury to property or persons (including, but not limited to civil rights violations), occurring or allegedly occurring, in connection with the services provided by OPSB from conduct committed or omitted, or alleged to have been committed or omitted, on the premises of the work location or by OPSB, or by its employees or agents, during the term of this Agreement or any renewal thereof, which may be brought or made against or incurred by EDWARD HYNES on account of any action of OPSB, its employees, agents or assigns, except when caused in whole or in part by the wanton, willful or intentional acts of EDWARD HYNES Indemnitees.

EDWARD HYNES shall defend, indemnify, and hold harmless OPSB, its officers, directors, agents, employees, partners, and subcontractors (collectively referred to as "OPSB Indemnitees") from any and all claims, demands, suits, actions, proceedings, losses, costs, judgments, damages or other forms of liability to third parties, of every kind and description, actual or claimed, including but not limited to attorneys' fees and/or litigation expenses, including, but not limited to injury to property or persons (including, but not limited to civil rights violations), occurring or allegedly occurring from conduct committed or omitted, or alleged to have been committed or omitted, on the premises of the work location or by EDWARD HYNES, or by its employees or agents, during the term of this Agreement or any renewal thereof, which EDWARD HYNES, its employees, agents or assigns, except when caused in whole or in part by the wanton, willful or intentional acts of OPSB Indemnitees.

8. Assignment of Contract

OPSB shall not assign any interest in this Agreement by transfer, novation, or assignment, without prior written consent of EDWARD HYNES. This provision shall not be construed to prohibit OPSB from assigning its bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to EDWARD HYNES.

9. Right to Audit

It is hereby agreed that EDWARD HYNES and/or other auditors representing EDWARD HYNES shall have the option of auditing all accounts or records of OPSB which relate to this Agreement. Copies of audits may be forwarded by EDWARD HYNES to the funding source of this Agreement, including but not limited to the State or Federal government.

10. Fiscal Funding

The continuation of this Agreement is contingent upon the appropriation and continued availability of funds to fulfill the requirements of this Agreement. If sufficient monies are not appropriated and available to provide for the continuation of the Agreement, or if such appropriation is reduced to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the Agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

11. Notices

Any notice required or permitted under this Agreement shall be in writing and shall be effective immediately upon delivery.

All notices required to be provided to OPSB under this Agreement shall be submitted to:

Chief of Exceptional Children's Services
Orleans Parish School Board
2401 Westbend Parkway
Suite 5055
New Orleans, LA 70114

All notices required to be provided to EDWARD HYNES under this Agreement shall be submitted to:

Chief Executive Officer
Edward Hynes Charter School
990 Harrison Avenue
New Orleans, LA 70124

12. Discrimination Clause

OPSB agrees to abide by the requirements of the following as applicable:

- Title VI and VII of the *Civil Rights Act of 1964*, as amended by the *Equal Opportunity Act of 1972*
- *Federal Executive Order 11246*

- *Federal Rehabilitation Act of 1973, as amended*
- *Vietnam Era Veteran's Readjustment Assistance Act of 1974*
- *Age Act of 1975*
- *Americans with Disabilities Act of 1990*

OPSB agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by OPSB or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

13. Confidentiality

This Agreement is entered into by OPSB and EDWARD HYNES in accordance with the provisions of the Louisiana Revised Statute 17:3913, et seq., the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1231(g), et seq., (FERPA) and IDEA. OPSB hereby acknowledges that all documents which include personally identifiable information contained in or derived from a student's education records are deemed confidential pursuant to La. R.S. 17:3913, et seq., FERPA and IDEA. OPSB agrees not to re-disclose any such personally identifiable information without the prior written consent of the student's parent or the student, in the case of students who have reached the age of majority, or unless re-disclosure is otherwise authorized by law. OPSB agrees to return all documents deemed confidential pursuant to La. R.S. 17:3913, et seq., FERPA and/or IDEA to EDWARD HYNES at the conclusion of this Agreement.

If this Agreement entails the collection, disclosure and/or use of student personally identifiable information or data, then the parties to this Agreement shall execute the Addendum to Agreement and the terms and conditions contained in said Addendum to Agreement are incorporated herein by reference.

14. Jurisdiction, Venue and Governing Law

Exclusive jurisdiction and venue for any and all suits between OPSB and EDWARD HYNES arising out of, or related to, this Agreement shall be in the Civil District Court, Parish of Orleans, State of Louisiana. The laws of the State of Louisiana, without regard to Louisiana law on conflicts of law, shall govern this Agreement.

15. Force Majeure

Both OPSB and EDWARD HYNES shall not be considered in default in the performance of their obligations under this Agreement to the extent that the performance of their obligations is prevented or delayed by any cause beyond either's reasonable control, and that could not have been avoided by the diligence of the party or its use of reasonable efforts, including without limitation, acts of God, acts or omissions of governmental authorities, strikes, lockouts, acts of terrorism or other industrial disturbances.

16. Severability

If any provision of this Agreement is held to be invalid, illegal or unenforceable for any reasons, the validity, legality and enforceability of the remaining provisions of this Agreement will not be adversely affected. Said remaining provisions shall continue in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
SIGNATURE LINES APPEAR ON THE LAST PAGE**

THUS DONE AND SIGNED at New Orleans, Louisiana, on the day, month and year first written below.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the effective

date.

ORLEANS PARISH SCHOOL BOARD

EDWARD HYNES CHARTER SCHOOL

Authorized Representative Signature

Authorized Representative Signature

Henderson Lewis, Jr., Ph.D.

Authorized Representative Name (Print)

Authorized Representative Name (Print)

Superintendent

Title

Title



Hynes Charter School Corporation

**2021-22 INTERIM COVID-19
RETURN TO SCHOOL CAMPUS
GUIDELINES, POLICIES, AND PROCEDURES**

Revised August 2021

RETURN TO SCHOOL CAMPUS GUIDELINES, POLICIES, AND PROCEDURES

Hynes Charter School Corporation ("Charter") recognizes that our students and employees want things to return to normal as quickly as possible. Unfortunately, until the COVID-19 pandemic is completely behind us, it is impossible for things to go back to the way they were prior to COVID-19 – at least for the foreseeable future.

For the upcoming 2021-2022 academic year, [School] is implementing these interim Guidelines, Policies and Procedures until further notice in an effort to minimize the risk that COVID-19 will impact our operations going forward. The health and safety of our employees and students is our top priority.

[School] reserves the right to alter or amend these Interim Guidelines, Policies and Procedures in its sole discretion as new information and guidance is issued at the federal, state and local level. [School] authorizes its Chief Executive Order to make the necessary alterations or amendments to these Interim Guidelines, Policies and Procedures as necessary to comply with guidance issued at the federal, state and local level.

CDC, OSHA, BESE, & NEW ORLEANS PUBLIC SCHOOLS GUIDELINES

In addition to reading and understanding the Charter's Guidelines, Policies and Procedures, all employees, students, and third-party campus visitors should familiarize themselves with applicable BESE, NOLA PS, CDC & OSHA Guidelines related to COVID-19, which can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

<https://www.osha.gov/coronavirus/safework>

https://www.louisianabelieves.com/docs/default-source/ready-to-achieve/ready-to-achieve!-2021-2022-school-operational-guidelines.pdf?sfvrsn=737f6718_2

[file:///C:/Users/tafaroll/Downloads/NOLA%20PS%20COVID-19%20Guidelines 2021-22%20School%20Year Final%207.23.21 Mask%20Update.pdf](file:///C:/Users/tafaroll/Downloads/NOLA%20PS%20COVID-19%20Guidelines%2021-22%20School%20Year%20Final%207.23.21%20Mask%20Update.pdf)

Everyone at [School] has a personal responsibility to help mitigate the risk that COVID-19 will impact our personnel, students, visitors or business operations.

Any questions regarding BESE's, NOLA-PS's, CDC's or OSHA's Guidance and its application should be directed to Shawn R. Persick, Chief Operations Officer.

EMPLOYEE AND STUDENT'S RETURN TO CAMPUS POLICIES AND PROCEDURES

Expectations for Employees to Return to Campus

All employees are expected to return to work in accordance with federal, state and local directives.

Employees may be asked to report to work at different times and/or via different entry/exit points. Staggering shifts and/or multiple entry/exit points will reduce the likelihood that large groups of people are arriving at (or leaving) work at any given time. Alternative schedules may also be implemented to avoid large numbers of people being physically present in the office at a given time.

Accessing the Campus for Employees, Students, and Third-Party Guest/Visitors

All individuals should do their part to prevent the potential spread of COVID-19. To that end, avoid unnecessary contact with surfaces and objects. For example, use the tip of your car key to push the buttons on the elevator. Avoid holding the handrail on stairs and escalators. Maintain a distance of at least 6 feet from others. Do not get on crowded elevators. Elevator rides should be limited to no more than four (4) people at a time to avoid close contact with others.

No one will be allowed to enter the campus or classroom unless he or she is wearing a mask or face covering (additional details regarding masks or face covering is provided below). All Employees, students, and third-party visitors should also wear a mask or face-covering while in public and in all common areas of the school campus (e.g., classrooms, the lobby, hallways, bathrooms, kitchen, etc.). If you have your own office or are alone in a classroom, it is acceptable to remove your mask or face-covering while in your office or alone in a classroom. When more than one person is physically present in an office, 6 feet of separation should be maintained at all times. If someone comes into your office or classroom, you should put your mask or face-covering back on.

1. Mask and Face-Covering (1) Requirement:

- a. While inside the school facility, all individuals of age to be enrolled in kindergarten and older must wear a face covering that properly covers the wearer's nose and mouth. Individuals age 2-4 years old should wear a face mask, if tolerated. Individuals under 2 years of age and individuals with breathing difficulties should not wear a face-covering while indoors.

- b. Face coverings are not required for the following:
- i. Anyone who has a medical condition that prevents the wearing of a face covering;
 - ii. Anyone who is consuming food or drink;
 - iii. Anyone who is trying to communicate with a person who is hearing impaired;
 - iv. Anyone who is giving a speech for broadcast or to an audience; and
 - v. Anyone temporarily removing his/her face covering for identification purposes.
- c. Face-coverings are not required when individuals are outdoors if they adhere to physical distancing requirements. However, it is recommended that individuals who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated.

2. Personal Hygiene & Proper Etiquette

All employees and students are expected to practice good hygiene. To that end:

- a. Employees and students must wash or sanitize hands:
- Every two (2) hours;
 - upon arrival on campus;
 - before and after eating;
 - before and after using equipment (for example, but not limited to, play equipment, gym equipment, copier, computers, printers, and lab equipment);
 - after changing any classroom;
 - when a new group of students enter a teacher's classroom; and
 - before exiting the school campus.
- b. Avoid touching eyes, nose, and mouth.
- c. Cover a cough or sneeze with a tissue, then throw the tissue in the trash. Alternatively, cough/sneeze into your elbow.
- d. High touch areas – including bathrooms – will be sanitized two (2) times per day. High touch areas are surfaces that are touched frequently, including but not limited to door handles, light switches, bathroom fixtures, benches,

drinking fountains, railings, desks, and other surfaces in school facilities or on school buses.

- e. No handshaking or other unnecessary physical contact with others is allowed.
- f. Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer will be made available throughout the campus.
- g. Anyone who touches or handles mail or third party deliveries should wash their hands.

Employees will be provided adequate access to hygienic supplies, including soap, hand sanitizer with at least 60% alcohol, disinfectant wipes or spray, paper towels, and tissues. Face coverings should also be provided when needed. The quantity of hygiene supplies should be appropriately provided to the school employee, according to the role and number and age of students served by that employee.

Symptom Monitoring

If you are sick or feel like you may become sick, stay at home and do not report to the school campus.

Before leaving your residence for school campus, each employee and student should conduct an individualized assessment of any potential symptoms or circumstances. On a daily basis, all employees and students should ask themselves whether the answer is "Yes" to any of the following questions:

- Did I have a fever within the last 48 hours?
- Am I experiencing shortness of breath?
- Do I have a cough?
- Have I been experiencing chills?
- Do I have unexplained muscle pain?
- Do I have a sore throat?
- Have I lost my sense of smell?
- Have I experienced nausea, vomiting or diarrhea?
- Have I come into contact with anyone that has tested positive for COVID-19?
- Have I come into contact with anyone that is experiencing symptoms of COVID-19 (as outlined above)?

If the answers to any of these questions is “Yes,” you should: (1) stay at home and (2) notify your school site Principal or Assistant Principal via email for further instructions. Confidentiality will be maintained at all times.

If “No” is the answer to all the above questions, then you may enter to the school campus during regular school hours only. Upon arrival, all persons will be required to wash hands or use hand sanitizer, which will be made available at the entry point at each school campus.

Notwithstanding the daily symptom monitoring set forth above, employees and students must also be report symptoms of COVID-19 that may occur during the school day including, but not limited to: shortness of breath, cough, chills, muscle pain, sore throat, loss of sense of smell, diarrhea, whether you have been in contact with someone that tested positive, etc. Depending on the results of this assessment, employees and students may be sent home.

1. On Campus Isolation:

- Anyone showing signs of the above symptoms will be isolated in the designated isolation area that exists in each school facility. If the person is a student, the parent or legal guardian will be contacted immediately and required to come and pick-up the child. Under extreme symptoms, the school reserves the right to contact the health department or emergency medical personnel. If the person is an employee, the person will have to leave campus immediately and may not be isolated.
- The isolation area will be cleaned after it is occupied by any employee or student showing the above symptoms or reporting potential exposure to a person that tested positive for Covid-19.

2. Self-Quarantine Policy and Procedure:

- **Unvaccinated** employees and students who have been in a static group with a confirmed case or who otherwise had close contact (2) on campus with someone who tests positive for COVID-19 will be notified by your school leader and will be required to quarantine for fourteen (14) days from date of close contact. After the employee’s quarantine has ended, the employee and their supervisor will receive a return to work clearance email from Human Resources.
 - Options for shortening your quarantine (3):

- You may return to school 10 days after the date of close contact and you are experiencing no symptoms; or
 - After day 7 after receiving a negative antigen or PCR/molecular test result that occurs on day 5 following exposure or after.
- COVID-19 **vaccinated** students or employees do not need to quarantine after being identified as a close contact if they:
 - Are fully vaccinated (more than or equal to 2 weeks following receipt of the second dose in a 2-dose series, or more than or equal to 2 weeks following receipt of a 1-dose of a single-dose vaccine, and
 - Have remained asymptomatic since the current COVID-19 exposure.
 - If these conditions are not met, the previously vaccinated individual needs to quarantine. Additionally, fully vaccinated students or employees are encouraged to be tested 3 to 5 days following the date of their exposure and wear a mask (if no mask mandate is in place) in public indoor settings for 14 days or until they receive a negative test result.
 - Individuals who become symptomatic within a 14-day period following exposure to someone with COVID-19 should immediately self-isolate, follow guidance for symptomatic individuals, and should consider getting a molecular COVID-19 test.
- Students do not need to quarantine if they were within three (3) to six (6) feet of a positive case and both the student and positive case were engaged in consistent and correct use of a well-fitting face mask. This exception does not apply to teachers, employees, or other adults in the indoor classroom setting.
- Employees or students do not need to quarantine if:
 - They had COVID-19 within the previous 3 months, and
 - Recovered from COVID-19, and
 - Remain without COVID-19 symptoms.
- All individuals who are identified as a close contact of someone testing positive with COVID-19 are encouraged to seek testing immediately following notification and 5 to 7 days following last contact if the initial test was negative.

3. Return to Campus Policy and Procedure for Positive Covid-19 WITH symptoms (4):

An employee or student with a suspected or positive COVID-19 diagnosis who has symptoms and was directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptoms first appeared and
- At least 24 hours have passed since last fever without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved

4. For Persons Who have NOT had COVID-19 Symptoms but Tested Positive and are Under Isolation:

Employees or students with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy used under the prior section pertaining to individuals WITH symptoms will apply.

5. Reporting Requirements

Schools are required to report all known and suspected cases of COVID-19 to NOLA Public Schools via its online form and the LDH School Online COVID-19 Portal.

6. Vaccination Status

The vaccination status of students and employees will be tracked in one of the following ways:

1. Louisiana Immunization Network School Nurse Portal (preferred method to verify student immunization status)
2. LA Wallet (employees)
3. Health Care Provider Vaccination Card

Employees and students may be asked to submit to periodic COVID-19 testing as a precautionary measure to reduce the spread of the virus. Testing could be conducted onsite by a healthcare provider using a molecular test. If anyone tests positive, he/she will be sent home. If you test positive, you will be allowed to return to work in accordance with then existing CDC, state, and local guidelines. Employees and students who test positive are encouraged to contact a qualified health care professional for additional guidance. Employee and student confidentiality will be maintained at all times. Non-exempt employees will be paid for the time spent undergoing COVID-19 testing.

Any employee or student who refuses to submit to testing as provided for in this section will not be given access to the campus and will be sent home.

Social Distancing and Group Sizes

Employees and students should practice social distancing when possible and according to City and State law. Employees and students should not be within 6 feet of another individual, or to the greatest distance possible when within static classroom groupings. This rule applies at all times in all areas unless otherwise notified by School officials (5).

1. There is no maximum classroom size. The maximum group size that may convene indoors in a single room should be determined by physical distancing requirements and student grouping method.
2. Students may be grouped in one of two ways:
 - a. Static groups with minimal distancing requirements or
 - b. In groups with changing composition, maintaining three (3) feet of social distance from other students and six (6) feet of social distance from adults.
3. Classrooms with students and teachers who are not fully vaccinated and unable to maintain social distancing requirements should be assigned to static groups. The static group composition should be maintained for as long as possible.
4. Adults should maintain six (6) feet of distance from other adults.
5. Students with disabilities should continue to receive special education and related services in the least restrictive environment.

If necessary, the classroom size, schedule, office space may be reconfigured to allow for proper social distancing between all individuals, including static groups and flight scheduling.

Student Transitions and Pull Out

1. Students with disabilities should receive special education and related services in the least restrictive environment. After services are provided, all shared surfaces and equipment should be cleaned before the next student is served.
2. Student interactions will be limited during transitions via one-way flow hallways, clearly defined space for two-way direction of student flow in hallways or staggered class changes to decrease the number of students in the hallway at one time.

Student Transportation

1. Buses are allowed to operate at 100% capacity with all passengers wearing face masks. Masks will be provided when necessary.
2. High touch surfaces (handrails, handles, seat backs, etc.) should be cleaned after the completion of arrival and dismissal routes.
3. Seating charts should be created and enforced in the event close contacts to a positive case of COVID-19 needs to be determined.
4. Windows should be kept open when it does not create a safety or health hazard.

Physical Standards for the Use of School Facilities

1. If groups convene outdoors, each group should remain separated.
2. To the greatest extent possible, limit crowding at entry and exit points and maintain maximum group sizes and physical distancing requirements. Employees and students should enter and exit in single-file lines to enable physical distancing.
3. Employees and students should bring their own water to minimize use and touching of water fountains. Water fountains will be cleaned and sanitized daily.
4. Use of indoor shared spaces, such as cafeterias and gymnasiums, should be determined by social distancing requirements. All attendees should wear a face mask.

Eating

1. Students and employees should wash hands before and after every meal.
2. Classrooms should be utilized for eating to the extent possible.

3. Students may bring food from home.
4. Disposable utensils should be used.
5. Outdoor seating should be used as practical and appropriate.
6. If the cafeteria is used for eating, staggered meal times should be used and
 - a. Students in static groups: the static group must be maintained during meals and each static group must be separated by no less than six (6) feet from the next static group.
 - b. Students in changing groups: must maintain a physical distance of at least three (3) feet from other students and six (6) feet from adults to the greatest extent possible.
 - c. Spaced lines will be marked to enter the cafeteria and serving lines. There will be designated entrances and exit flow paths. Single-file lines will be used for food lines and disposal.

Personal Protective Equipment

Employees, students, and third-party visitors are required to wear a mask or face covering at all times in common areas throughout the school campus. Mask or face covering will be provided when needed. Custodial staff or teachers should wear gloves when cleaning their classrooms.

Classrooms and Office Cleaning and Sanitation

Employees are required to keep their own workstations, phones, desks, and office equipment frequently cleaned. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use. Gloves should be worn when cleaning.

All personnel should either wash their hands or use hand sanitizer before using a copying machine, common scanner, smart boards, white boards, or fax machine. After you have completed your use of these devices, you should again wash your hands or use hand sanitizer.

If a classroom or other room is used multiple times a day by different employees and/or students, then high touch surfaces must be cleaned after and before the next group's use (this includes, but is not limited to, desk, computers, and touch-screens).

Extra-Curricular

1. **After Care:** Static groups will be maintained when possible. Alternatively, social distancing will be implemented for groups of changing composition and face masks will be required for the unvaccinated.
2. **Band and Vocal Music:** Band and vocal activities should be conducted outdoors to the extent possible. If all students and staff participating in band or vocal music are either vaccinated or participating in a weekly molecular testing, these activities can occur indoors in accordance with National Federation of State High School Associations and the National Association for Music Education Guidance.
3. **Field Trips:** Field trips can occur with strict adherence to masking, cohorting, and transportation requirements. Outdoor field trips should be prioritized, if possible.
4. **Athletics:** Athletic activities will follow guidelines and policies set forth by LHSAA.
 - a. All attendees of indoor athletic events should wear a face covering.
 - b. Outdoor and indoor spectator capacity for LHSAA-sanctioned athletics shall be set in accordance with the Louisiana State Marshal's [OR City of New Orleans] guidelines.

Required Training and Postings

All employees are encouraged to educate themselves on the various COVID-19 related issues by viewing the various videos and other resources contained on the CDC's website at the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html>

Posters will be placed at the entrance of each campus and in common areas encouraging good hygiene and best practices.

All employees must acknowledge this policy by signing below. This policy will be accessible to everyone via the ADP Portal.

Complaints, Reporting Procedure, and Disciplinary Action

All employees and students are expected to adhere to these guidelines, policies and procedures at all times. If you witness anyone failing to adhere to these guidelines, policies, or procedures, you should report it to School Leader or the Chief Operations Officer. If it is determined that an employee or student failed to adhere to established

protocols, he/she may be subject to disciplinary action up to and including termination of employment or disciplinary consequences in accordance with the Student Code of Conduct.

In addition, employees and students should continue **immediate mandatory reporting** to school nurse (1) possible symptoms of COVID-19, (2) confirmed negative or positive test of COVID-19, or (3) exposure to someone whom may have been exposed to a confirmed COVID-19 patient. Quarantine may be required. This reporting policy includes the employee, student, a family member of an employee or student, or anyone that the employee or student has had close contact within a 14-day period.

POLICIES AND PROCEDURES FOR VENDORS/VISITORS/GUESTS ON SCHOOL CAMPUS

Parents, vendors, visitors, and guests should avoid coming to the school unless it is deemed essential (6) by the School Administration. When approved by the School Administration, vendors, parents, visitors, and guests must wear a face-covering or mask, wash or sanitize their hands upon entering campus, and practice social distancing by remaining at least 6 feet apart from employees and students and remaining in the School Administration approved area. Vendors, parents, visitors, and guests will be given access to hand sanitizer upon entering the campus.

Limit outside vendors entering our space to necessity only, such as FedEx, UPS, and office supply deliveries. Alternative pick-up and drop-off protocols may be utilized.

ACKNOWLEDGMENT OF RECEIPT OF INTERIM COVID-19 RETURN TO CAMPUS GUIDELINES, POLICIES AND PROCEDURES

By my signature below, I acknowledge that the 2021-22 INTERIM COVID-19 RETURN TO SCHOOL CAMPUS GUIDELINES, POLICIES, AND PROCEDURES was distributed to me, that it is accessible on the ADP Portal, that I have read and understand these policies and procedures, and that I will adhere to these policies and procedures until further notice.

Name:	Date: ____/____/____
Signature:	

REFERENCE

1. Face-covering is a piece of material used to cover both the nose and mouth for the purpose of forming a barrier to droplets or airborne particles that are coughed, sneezed, or exhaled when talking. Face-coverings are meant to protect both the wearer of the covering and surrounding individuals.
2. Close contact is being within 6 feet of a confirmed case or symptomatic person for 15 minutes or more.
3. If quarantine is shortened, daily symptom monitoring and strict adherence to prevention measures, including social distancing, hand washing, and especially wearing masks/face coverings should continue until the full fourteen (14) days from last contact with a COVID-19 case.
4. Recommendation based on CDC and subject to CDC revisions:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.
5. Classroom size and composition is subject to change in accordance with the health and needs of the city and in accordance with CDC recommendations. All updated revisions will be publicized on the school's website and communicated to parents via robocall and email.
6. Essential visitors are individuals who must enter schools or early learning centers in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who:
 - a. Conduct CLASS observations
 - b. Observe teacher candidates as part of the teacher preparation quality rating system
 - c. Provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation.

School administration may also deem parents as essential.

**Hynes Charter School Corporation
BOARD OF DIRECTORS
2021 – 2022 Meetings**



Monday, August 9, 2021

Monday, September 13, 2021

Monday, October 11, 2021

Monday, December 6, 2021

Monday, January 10, 2022

Monday, February 7, 2022

Monday, March 14, 2022

Monday, May 2, 2022

**Monday, June 6, 2022
Budget Hearing 4:00 PM**

**All meetings occur at
5:00 PM in the Hynes Library
990 Harrison Avenue**



EVERY CHILD. EVERY SCHOOL. EVERY DAY.

Charter Board Governance Verification Form 2021-2022

The completion of this form is an extension of compliance items due to the authorizer to verify each member of the charter board.

This is to certify that: _____ currently serves as a
(First and Last Name of Board Member)

Charter Board Member of: _____
(Non-Profit Organization)

from: _____ to _____
(Term Start Date) (Term End Date)

in the position of (check your current position only):

- ☐ Board Chair
- ☐ Chair of Committee _____
- ☐ Board Member (Check one below, if applicable)
 - ☐ I am the parent/legal guardian/grandparent of a child currently enrolled in a school governed by the charter board.
 - ☐ I am an alumni of a school governed by the charter board.
- ☐ Other (specify): _____

Domicile Address: _____

Best Contact Phone Number: _____

Best Contact Email Address: _____

I certify the statements and information contained within this document are true and accurate. I understand that the completion and submission of this form to the OPSB acknowledges that I currently serve as a member of the charter board listed above. I further acknowledge that I am responsible for understanding the duties, obligations and responsibilities of being a charter board member as provided by law, the Charter Operating Agreement and OPSB Policies, and attest that will comply with such duties, obligations and responsibilities, including all open meetings laws (La. R.S. 17:3976 and La. R.S. 42:11) which require that every meeting of a public body shall be open to the public, except when closed according to law.

(Print Name)

(Signature)

Date: _____

Failure to complete this form may result in a Notice of Noncompliance.