



Edward Hynes Charter School

Board Meeting

Agenda

January 14, 2019

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, January 14, 2019 at 5:00 PM
Edward Hynes Charter School
990 Harrison Avenue
New Orleans, Louisiana 70124

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - a. December 12, 2018 – Board Meeting

STANDING ITEMS

1. Opportunity for public comment
2. Facilities Update
3. Principal's Report
4. Legal Report
5. Financial Report
 - a. Discussion of comparative financial statements
 - b. Authorize the donation of the fence around the tennis court in the amount of \$24,185.00 to Orleans Parish School Board (OPSB)
6. HR Report
7. Friends of Hynes Report

BOARD BUSINESS

1. Old business
2. New business
 - a. Review Friends of Hynes Contract of Lease with the University of New Orleans
 - b. Review and authorize action for Hynes Charter School Corporation to sign the Memorandum of Understanding (MOU) with the University of New Orleans in its final form
3. Adjournment



Edward Hynes Charter School

Board Meeting

Minutes

December 10, 2018



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

**Board of Directors Meeting
Monday, December 10, 2018**

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

Board Members Absent: Cassandra Youmans

Others Present: Elizabeth Bagert, Michelle Douglas, John Gaudry, Leon Mathes, Lee Reid, Veronica Temple, Mike Townsend

Alvin C. Miester III, Board President, called the meeting to order at 5:15 pm and proceeded with the agenda.

1. **Approval of agenda.** Timothy Ryan made a motion to modify the December 12, 2018 meeting agenda. Barbara Richard seconded the motion. With no public comment, the motion carried unanimous vote of board members present.
 - a. **Add new business** – Discussion and approval of Charter School Growth Fund
 - b. **Add Friends of Hynes report** – standing item number 2, following public comment
2. **Approval of minutes.** Jan Janz made a motion to approve the October 29, 2018 meeting minutes. Kris Scairono seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
3. **Public comment.** None.
4. **Friends of Hynes Report.** Lee Reid.

- a. Provided a status update on the nonprofit, Friends of Hynes (FOH)
 - i. Articles have been filed
 - ii. 501c3 to be filed
 - iii. Process with IRS may take 6 – 8 months
 - iv. Insurance to be procured
 - v. FOH in continued conversation with UNO regarding new campus location
 - vi. Agreement documents with UNO to be drafted
 - vii. Percentage of UNO employee/student preference for enrollment was discussed

- 5. **Facilities update.** Mike Townsend – see attachment.
 - a. Provided an update on annual building inspection
 - i. Non critical items

 - b. Provided an update on service contracts

- 6. **Principal's report.** Michelle Douglas – see attachment.

- 7. **Legal committee report.** None.

- 8. **Financial report.** John Gaudry – see attachment.
 - a. Discussion of comparative financial statements
 - i. October 2018 financial statements

- 9. **HR report.** None.

- 10. **Old business.** None.

- 11. **New business.**
 - a. Discussion and approval of Charter School Grown Fund
 - i. Tim Ryan made a motion to approve and authorize CEO to sign the grant award agreement of \$500,000. between Charter School Growth Fund and Hynes Charter School Corporation. Barbara Richard 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 Kris Scairono, seconded by Helene Derbigny, and passed unanimously by a vote of board members present. The meeting concluded at 6:05 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

January 14, 2019

Edward Hynes Charter School

Facilities Report

January 14, 2019

1. Renewed grease trap permit – December 10, 2018
 2. Siemens Quarterly – completed automatic maintenance – December 12, 2018
 3. Completed holiday break cleaning – December 21, 2018
 4. Hynes building repairs by OPSB in-progress
 - a. * Completed brick repairs – December 21, 2018
 - b. Rescheduled continuation of bathroom tile cleaning and seal work
 - c. * Completed concrete repairs listed on scope of work – December 25, 2018
 - d. Completed freezer conduit and controls repair from building from Building Defects report – January 7, 2019
 - e. Completed freezer mechanical repairs from Building Defects report
 - f. Quoted on refrigerator repairs from Building Defects report – January 11, 2019
 5. Hynes provided feedback to OPSB on the VANIR report – January 14, 2019
- * Some repairs above were completed per scope, but not completed in there entirety
6. Gym floor replacement by OPSB

**Edward Hynes Charter School
Principal's Report January 14, 2019**

Students & Academic

1. This year's goals are:
 - Reading Goal: By May 2019, 92% of students will read on or above level.
 - Language Goal: By May 2019, 75% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in ELA.
 - Science Goal: By May 2019, 43% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in Science.
 - Math Goal: By May 2019, 62% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in Math.
 - Social Studies Goal: By May 2019, 55% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in S.S.
2. Student report cards for the 2nd quarter will be distributed on January 16, 2019.
3. Data from the first semester is reviewed to plan for academic assistance or interventions, if needed.

Faculty, Staff, and Administration

1. Faculty & Staff participated in professional development and extended planning time on January 3rd and 4th. We completed an active shooter simulation with NOPD SWAT and EMS. We plan to follow up with further training on the use of tourniquets and an informational session with the PTO and Homeland Security professionals.
2. Professional development has been supported for two teachers trained as LDOE Lead Teachers, for three teachers trained as certified administrators, and two staff members who have returned to school for advanced degrees.
3. The work with the New Teacher Project (TNTP) continues. Based upon the interim results, we celebrated student growth in many areas and identified some strands of unfinished learning. With the support of the LDOE and TNTP, we had strategy sessions with small groups of teachers to set goals for the 3rd quarter.
4. Congratulations to Lisa Hood and Jessica Breaux who were selected as the 2020 Teachers of the Year for Hynes.
5. The Bellwether Strategic Plan is complete. Nine action plans will be developed and owned by staff members who are participating on the replication steering committee.
6. The COMPASS evaluations for the second semester are underway.
7. Two Hynes teachers will serve as adjunct teachers for UNO EDUC 2206 and EDCI 3440 held at Hynes.

Family and Community Involvement

1. Hynes will be recognized on Thursday night at the OPSB meeting as a "Top Gains" site.
2. The PTO is hosting a mother/son event on Friday night. A father/daughter event is February 9th.
3. The Pelicans Kids' Training Camp came to school last week. Third and fourth graders participated in athletic stations and had a great time.

Operations and Facilities

1. Hynes will participate in our annual workers' comp audit this week.
2. Enroll NOLA reports continue to show an increasing demand for both of Hynes campuses.

Replication

1. One App reports indicate that Hynes at UNO is a viable choice for applicants.
2. The strategic planning phase was completed in December. Now we continue our work to create individualized plans to codify processes.
3. Hynes received a grant from the CSGF to assist with the costs of replication and planning.



Superintendent | Henderson Lewis, Jr., Ph.D.

November 28, 2018

RECEIVED
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Edward Hynes Charter School
990 Harrison Ave
New Orleans, LA 70124

Dear Ms. Michelle Douglas:

I want to take this opportunity to personally congratulate you and your entire team for being recognized by the Louisiana Department of Education as a **Top Gains** school site because of your school's significant progress with students last year. Your leadership and accomplishment propel our district forward.

Achieving an "A" letter grade is a true demonstration of excellence and exemplifies the commitment that your entire school community puts in each and every day to benefit the students and families of this city.

As a unified district, we have a long way to go but the Orleans Parish School Board is excited about these accomplishments and is committed to working with you as we fulfill our obligation to provide a quality education for all students.

Once again, congratulations to you and your team on this wonderful achievement and we look forward to your continued success.

Sincerely,

Dr. Henderson Lewis, Jr.
Superintendent of Schools
Orleans Parish School Board



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

January 14, 2019

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

Attached you will find the interim financial statements as of November 2018. The financial statements include Statement of Financial Position, Statement of Activities and Changes in Net Assets, Statement of Cash Flows and Selected Information for Hynes Charter School Corporation.

Please let me hear your questions or comments.

Regards,

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

Leon Mathes
Chief Financial Officer
Hynes Charter School Corporation

Hynes Charter School Corporation
Statement of Financial Position
As of November 30, 2018

ASSETS

Current Assets

Cash and cash equivalents		\$ 4,729,260
Grants and other receivables:		
OPSB / LADOE	\$ 84,967	
Other receivables	54,280	
Total grants and other receivables		139,246
Prepaid expenses		154,799
Total Current Assets		5,023,305

Other Assets

Deposits	10,000	
Assets to be Donated	24,185	
Total Other Assets		34,185

Fixed Assets

Leasehold improvements	\$ 7,530	
Equipment	24,093	
Total Fixed Assets		31,623
Accumulated depreciation	(22,765)	
Total Fixed Assets, net		8,858

TOTAL ASSETS		\$ 5,066,347
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$ 85,000	
Other Accounts payable	27,871	
Accrued payroll liabilities	354,904	
Total Current Liabilities		\$ 467,775

Net Assets

Net assets, beginning of this fiscal year	4,438,901	
Current year increase (decrease) in net assets	159,671	
Net Assets, end of this period		4,598,572

TOTAL LIABILITIES AND NET ASSETS		\$ 5,066,347
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The accompanying letter from the Hynes Charter School Corporation Chief Financial Officer is an integral part of these financial statements.

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

	<u>For the Five Months Ended November 30, 2018</u>			<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	
<u>Revenues and Other Support</u>				
MFP	\$ 2,590,237	\$ 2,727,633	\$ (137,396)	\$6,556,221
NCLB	36,300	\$ 44,677	(8,377)	178,708
Donations	152,375	\$ 33,335	119,040	80,000
Other income	152,979	\$ 64,275	88,704	154,257
Total Revenues and Other Support	<u>2,931,892</u>	<u>2,869,920</u>	<u>61,972</u>	<u>6,969,185</u>
<u>Expenses</u>				
Salaries	1,440,697	1,465,420	24,724	4,192,869
Benefits	543,942	546,819	2,877	1,564,562
Child nutrition	4,148	3,752	(396)	10,725
Depreciation expense	1,429	1,430	1	3,429
Disposal services	4,138	3,150	(988)	7,560
Donations expense	-	-	-	20,000
Dues and fees	14,951	14,540	(411)	34,897
Equipment rental	7,301	4,585	(2,716)	11,004
Insurance	57,044	56,965	(79)	136,711
IT services	59,509	41,030	(18,479)	98,474
LEA services	99,764	177,482	77,718	426,154
Materials and supplies	94,275	82,222	(12,053)	160,000
Other expense	35,981	12,500	(23,481)	30,000
Professional services	90,961	32,065	(58,896)	76,950
Repair and maintenance	95,179	68,335	(26,844)	164,000
Textbooks	112,793	76,000	(36,793)	76,000
Transportation	20,114	21,778	1,664	56,000
Travel	17,035	4,165	(12,870)	10,000
Utilities	72,961	83,936	10,975	184,880
Total Expenses	<u>2,772,220</u>	<u>2,696,174</u>	<u>(76,046)</u>	<u>7,264,216</u>
 CHANGE IN NET ASSETS	 <u>159,671</u>	 <u>173,746</u>	 <u>\$ (14,076)</u>	 <u>\$ (295,030)</u>
 <u>Net Assets</u>				
Beginning of this fiscal year	4,438,901	4,438,901		
END OF THIS PERIOD	<u>\$ 4,598,572</u>	<u>\$ 4,612,647</u>		

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

Hynes Charter School Corporation
Statement of Cash Flows
For the Five Months Ended November 30, 2018

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets \$ 159,671

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

Depreciation 1,429

Changes in operating assets:

Grants and other receivables 40,600

Prepaid expenses (58,060)

Changes in operating liabilities:

Accounts payable (152,614)

Accrued payroll liabilities (127,654)

Net cash provided by (used in) operating activities (136,628)

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated (24,185)

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS (160,813)

Cash and cash equivalents - Beginning of the year 4,890,073
CASH AND CASH EQUIVALENTS - End of this period \$ 4,729,260

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

Hynes Charter School Corporation

Selected Information

January 14, 2019

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

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

Expenses for the five months ended November 30, 2018 include \$2,159 in legal expenses related to the start-up of the second Hynes campus at the University of New Orleans.

The Net Assets for the period ended November 30, 2018 include \$10,611 of restricted funds related to the Project Lead the Way (PLTW) grant.

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