



Edward Hynes Charter School

Board Meeting

Agenda

February 11, 2019

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, February 11, 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. January 14, 2019 – 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. IRS Form 990**
- 6. HR Report**
- 7. Friends of Hynes Report**

BOARD BUSINESS

- 1. Old business**
- 2. New business**
- 3. Adjournment**



Edward Hynes Charter School

Board Meeting

Minutes

January 14, 2019



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

**Board of Directors Meeting
Monday, January 14, 2019**

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

Board Members Absent: Helene Derbigny

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

Alvin C. Miester III, Board President, called the meeting to order at 5:08 pm and proceeded with the agenda.

1. **Approval of agenda.** Barbara Richard made a motion to approve the December 12, 2018 meeting agenda. Timothy Ryan 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 approve the January 14, 2019 meeting minutes. Timothy Ryan seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
3. **Public comment.**
 - a. Michelle Douglas recognized and expressed gratitude to John Gaudry, former Hynes CFO, on his retirement.

4. **Facilities update.** Mike Townsend – see attachment.
 - a. Building repairs are in progress.
 - b. Vanir Report feedback has been sent to Orleans Parish School Board (OPSB) for review.
5. **Principal's report.** Michelle Douglas – see attachment.
6. **Legal committee report.** None.
7. **Financial report.** Leon Mathes – see attachment.
 - a. Discussion of comparative financial statements
 - i. November 2018 financial statements
 - b. Timothy Ryan made a motion to authorize the donation of the fence around the tennis court to OPSB. Kris Scairono seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
8. **HR report.** None.
9. **Friends of Hynes Report.**
 - a. An update was provided on the drafting of the Contract of Lease and Memorandum of Understanding (MOU) with the University of New Orleans (UNO).
10. **Old business.** None.
11. **New business.**
 - a. Timothy Ryan made a motion to authorize action of Hynes Board President to enter into the MOU with UNO, in its final form, subject to legal approval of the counsel. 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 Timothy Ryan, seconded by Kris Scairono, and passed unanimously by a vote of board members present. The meeting concluded at 6:12 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

February 11, 2019

Edward Hynes Charter School

Facilities Report

February 11, 2019

1. Hynes building repairs by OPSB in progress
 - a. Completed mechanical penetration covers on roof of office
 - b. Completed repairs of lighting fixtures in the walk-in freezer – January 4, 2019
 - c. Completed replacement of flat roofing on gym – January 8, 2019
 - d. Bathroom tile cleaning and seal work will resume – February 16, 2019
 - e. 90% completed – replacement of flat roofing on cafeteria
 - f. 75% completed – repairs of arched metal roofing on cafeteria
 - g. 50% completed – repairs of arched metal roofing on gym
 - h. OPSB received and approved quote for warranty of walk-in refrigerator – work to be scheduled during Mardi Gras break

 2. Hynes contracts for repairs
 - a. Completed installation of area lighting for loading dock – January 1, 2019
 - b. Completed repairs on domestic hot water heater – January 7, 2019
 - c. Completed inspection of kitchen hood – January 28, 2019
 - d. All issued cleared from the OPSB annual building inspection report on re-inspection – January 28, 2019
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**Edward Hynes Charter School
Principal's Report February 11, 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. LEAP 360 interim assessments were completed in January. Teachers identified strands of unfinished learning. Those strands were communicated to families of the students.
3. Small groups of students were identified and scheduled for more academic assistance or interventions based on triangulation of data from LEAP, class performance, and teacher input.
4. 3rd quarter progress reports were distributed last week.
5. The World Language Certification site visit took place last week. We await feedback from LDOE.
6. Our first induction ceremony for the National Junior Honor Society will be Thursday, February 21st.

Faculty, Staff, and Administration

1. Faculty and staff will conduct safety drills with students to implement what was learned in January as a response to intruders. Parent/family notification will precede the drills. This was presented at the PTO meeting last week.
2. The SRCL grant will fund job-embedded PD during the second semester to assist teachers and leaders to unpack the curriculum materials and ELA standards.
3. Strategic planning meetings dates have been scheduled from now until May. Action plans for academic processes and codification are underway.
4. The COMPASS evaluations for the second semester are underway.
5. Focus groups will share feedback from the mathematics experiences this year and discuss suggestions for continued engagement for improving math instruction and teacher development.
6. Teachers are incorporating lessons on Black History in their classes.
7. Planning is underway to bring back the Many Faces of Hynes event for May.

Family and Community Involvement

1. The PTO hosted two successful events- a mother/son bingo and a father/daughter dance.
2. PTO planning for the 2019 school fair is underway.
3. A total of five school tours/open houses were held for prospective parents/guardians.
4. A Hynes team participated in the early childhood Kingsley House School recruitment fair.
5. Hynes will attend the Urban League Expo on Saturday, February 16, 2019.
6. Hynes will host the Greater New Orleans Collaborative Teacher Fair on Saturday, March 16, 2019.

Operations and Facilities

1. Preliminary budgeting for Hynes at UNO is underway.
2. Enroll NOLA reports continue to show an increasing demand for both of Hynes campuses.

Replication

1. Hynes applied for the CSP grant from the US DOE.
2. We attended a meeting to coordinate the move to the second campus and to begin coordinating time lines.
3. We will need to engage in an Operating Agreement with OPSB.



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

February 11, 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 December 31, 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,

Leon Mathes
Chief Financial Officer
Hynes Charter School Corporation

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

ASSETS

Current Assets

Cash and cash equivalents	\$	4,972,451	A
Grants and other receivables:			
OPSB / LDOE	\$	31,998	B
Other receivables		72,103	C
Total grants and other receivables		104,101	
Prepaid expenses		146,415	D
Total Current Assets		5,222,968	

Other Assets

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

Fixed Assets

Leasehold improvements	\$	7,530	G
Equipment		24,093	H
Total Fixed Assets		31,623	
Accumulated depreciation		(23,051)	
Total Fixed Assets, net		8,572	I

TOTAL ASSETS		\$ 5,265,724	J
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$	100,159	K
Other Accounts payable		34,448	L
Accrued payroll liabilities		374,465	M
Total Current Liabilities		\$ 509,071	

Net Assets

Net assets, beginning of this fiscal year		4,438,901	
Current year increase (decrease) in net assets		317,752	
Net Assets, end of this period		4,756,653	N

TOTAL LIABILITIES AND NET ASSETS		\$ 5,265,724	O
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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 Six Months Ended December 31, 2018</u>				<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		<u>Budget</u>
Revenues and Other Support					
MFP	\$ 3,148,966	\$ 3,274,575	\$ (125,609) A		\$ 6,556,221
NCLB	36,300	44,677	(8,377)		178,708
Donations	402,375	40,002	362,373 B		80,000
Other income	162,076	77,130	84,946		154,257
Total Revenues and Other Support	3,749,717	3,436,384	313,333		6,969,185
Expenses					
Salaries	1,836,233	1,884,662	48,428		4,192,869
Benefits	698,763	703,258	4,495		1,564,562
Child nutrition	5,333	4,824	(509)		10,725
Depreciation expense	1,714	1,716	2		3,429
Disposal services	4,979	3,780	(1,199)		7,560
Donations expense	-	-	-		20,000
Dues and fees	18,152	17,448	(704)		34,897
Equipment rental	8,533	5,502	(3,031)		11,004
Insurance	66,611	68,358	1,747		136,711
IT services	64,165	49,236	(14,929)		98,474
LEA services	120,439	213,006	92,568 C		426,154
Materials and supplies	103,116	93,333	(9,783)		160,000
Other expense	47,283	15,000	(32,283) D		30,000
Professional services	100,863	38,478	(62,385) E		76,950
Repair and maintenance	117,473	82,002	(35,471) F		164,000
Textbooks	112,793	76,000	(36,793) G		76,000
Transportation	25,114	28,000	2,886		56,000
Travel	17,035	4,998	(12,037)		10,000
Utilities	83,366	104,273	20,907		184,880
Total Expenses	3,431,965	3,393,875	(38,090) H		7,264,216
CHANGE IN NET ASSETS	\$ 317,752	\$ 42,509	\$ 275,242		\$ (295,030)
Net Assets					
Beginning of this fiscal year	4,438,901	4,438,901			
END OF THIS PERIOD	\$ 4,756,653	\$ 4,481,410			

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 Six Months Ended December 31, 2018

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets \$ 317,752

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

Depreciation 1,714

Changes in operating assets:

Grants and other receivables 75,745

Prepaid expenses (49,677)

Changes in operating liabilities:

Accounts payable (130,878)

Accrued payroll liabilities (108,093)

Net cash provided by (used in) operating activities 106,563

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated (24,185)

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS 82,378

Cash and cash equivalents - Beginning of the year 4,890,073

CASH AND CASH EQUIVALENTS - End of this period \$ 4,972,451

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

February 11, 2019

Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached December 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 December 2018 financial statements. The effects of not including the Student Activity Fund in these financials has not been determined by management.

Expenses for the six months ended December 31, 2018 include \$12,793 in legal expenses related to the start-up of the second Hynes campus at the University of New Orleans.

The Net Assets for the period ended December 31, 2018 include \$15,611 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 December 2018 financial statements.