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
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.

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


7. Legal committee report. None.

   a. Discussion of comparative financial statements
      i. October 2018 financial statements

9. HR report. None.


   a. Discussion and approval of Charter School Growth 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 Scirrno, 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.
November 28, 2018

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
January 14, 2019

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


Please let me hear your questions or comments.

Regards,

[Signature]

Leon Mathes
Chief Financial Officer
Hynes Charter School Corporation


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

<table>
<thead>
<tr>
<th>ASSETS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$ 4,729,260</td>
</tr>
<tr>
<td>Grants and other receivables:</td>
<td></td>
</tr>
<tr>
<td>OPSB / LADOE</td>
<td>$ 84,967</td>
</tr>
<tr>
<td>Other receivables</td>
<td>54,280</td>
</tr>
<tr>
<td>Total grants and other receivables</td>
<td>139,246</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td></td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>5,023,305</td>
</tr>
</tbody>
</table>

| 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

| 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

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

**For the Five Months Ended November 30, 2018**

<table>
<thead>
<tr>
<th>Revenues and Other Support</th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFP</td>
<td>$2,590,237</td>
<td>$2,727,633</td>
<td>$(137,396)</td>
</tr>
<tr>
<td>NCLB</td>
<td>36,300</td>
<td>44,677</td>
<td>(8,377)</td>
</tr>
<tr>
<td>Donations</td>
<td>152,375</td>
<td>33,335</td>
<td>119,040</td>
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<tr>
<td>Other income</td>
<td>152,979</td>
<td>64,275</td>
<td>88,704</td>
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<tr>
<td><strong>Total Revenues and Other Support</strong></td>
<td><strong>2,931,892</strong></td>
<td><strong>2,869,920</strong></td>
<td><strong>61,972</strong></td>
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</table>

**Expenses**

<table>
<thead>
<tr>
<th>Item</th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>1,440,697</td>
<td>1,465,420</td>
<td>24,724</td>
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<tr>
<td>Benefits</td>
<td>543,942</td>
<td>546,819</td>
<td>2,877</td>
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<tr>
<td>Child nutrition</td>
<td>4,148</td>
<td>3,752</td>
<td>(396)</td>
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<tr>
<td>Depreciation expense</td>
<td>1,429</td>
<td>1,430</td>
<td>1</td>
</tr>
<tr>
<td>Disposal services</td>
<td>4,138</td>
<td>3,150</td>
<td>(988)</td>
</tr>
<tr>
<td>Donations expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Dues and fees</td>
<td>14,951</td>
<td>14,540</td>
<td>(411)</td>
</tr>
<tr>
<td>Equipment rental</td>
<td>7,301</td>
<td>4,585</td>
<td>(2,716)</td>
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<tr>
<td>Insurance</td>
<td>57,044</td>
<td>56,965</td>
<td>(79)</td>
</tr>
<tr>
<td>IT services</td>
<td>59,509</td>
<td>41,030</td>
<td>(18,479)</td>
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<tr>
<td>LEA services</td>
<td>99,764</td>
<td>177,482</td>
<td>77,718</td>
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<tr>
<td>Materials and supplies</td>
<td>94,275</td>
<td>82,222</td>
<td>(12,053)</td>
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<tr>
<td>Other expense</td>
<td>35,981</td>
<td>12,500</td>
<td>(23,481)</td>
</tr>
<tr>
<td>Professional services</td>
<td>90,961</td>
<td>32,065</td>
<td>(58,896)</td>
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<tr>
<td>Repair and maintenance</td>
<td>95,179</td>
<td>68,335</td>
<td>(26,844)</td>
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<tr>
<td>Textbooks</td>
<td>112,793</td>
<td>76,000</td>
<td>(36,793)</td>
</tr>
<tr>
<td>Transportation</td>
<td>20,114</td>
<td>21,778</td>
<td>1,664</td>
</tr>
<tr>
<td>Travel</td>
<td>17,035</td>
<td>4,165</td>
<td>(12,870)</td>
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<tr>
<td>Utilities</td>
<td>72,961</td>
<td>83,936</td>
<td>10,975</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>2,772,220</strong></td>
<td><strong>2,696,174</strong></td>
<td><strong>(76,046)</strong></td>
</tr>
</tbody>
</table>

**Change in Net Assets**

<table>
<thead>
<tr>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$159,671</td>
<td>$173,746</td>
<td>$(14,076)</td>
</tr>
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</table>

**Net Assets**

<table>
<thead>
<tr>
<th>Beginning of this fiscal year</th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>END OF THIS PERIOD</td>
<td>$4,598,572</td>
<td>$4,612,647</td>
<td>$(14,076)</td>
</tr>
</tbody>
</table>

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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 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.