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
Board of Directors Meeting
Monday, January 14, 2019

Board Members Present: Jan Janz, Alvin C. Miester III, Barbara Richard, Timothy Ryan, Kris Scainuso, 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
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.
February 11, 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,

Leon Mathes
Chief Financial Officer
Hynes Charter School Corporation
# Hynes Charter School Corporation

**Statement of Financial Position**

**As of December 31, 2018**

## ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$4,972,451</td>
<td>A</td>
</tr>
<tr>
<td>Grants and other receivables:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPSB / LDOE</td>
<td>$31,998</td>
<td>B</td>
</tr>
<tr>
<td>Other receivables</td>
<td>72,103</td>
<td>C</td>
</tr>
<tr>
<td>Total grants and other receivables</td>
<td>104,101</td>
<td></td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>146,415</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td>5,222,968</td>
<td></td>
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<tr>
<td><strong>Other Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits</td>
<td>10,000</td>
<td>E</td>
</tr>
<tr>
<td>Assets to be Donated</td>
<td>24,185</td>
<td>F</td>
</tr>
<tr>
<td><strong>Total Other Assets</strong></td>
<td>34,185</td>
<td></td>
</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leasehold improvements</td>
<td>$7,530</td>
<td>G</td>
</tr>
<tr>
<td>Equipment</td>
<td>24,093</td>
<td>H</td>
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<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>31,623</td>
<td></td>
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<tr>
<td>Accumulated depreciation</td>
<td>(23,051)</td>
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</tr>
<tr>
<td><strong>Total Fixed Assets, net</strong></td>
<td>8,572</td>
<td>I</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$5,265,724</td>
<td>J</td>
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## LIABILITIES AND NET ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Column</th>
</tr>
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<tbody>
<tr>
<td>Accounts payable OPSB</td>
<td>$100,159</td>
<td>K</td>
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<tr>
<td>Other Accounts payable</td>
<td>34,448</td>
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</tr>
<tr>
<td>Accrued payroll liabilities</td>
<td>374,465</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>$509,071</td>
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</table>

## Net Assets

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
<th>Column</th>
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</thead>
<tbody>
<tr>
<td>Net assets, beginning of this fiscal year</td>
<td>4,438,901</td>
<td>N</td>
</tr>
<tr>
<td>Current year increase (decrease) in net assets</td>
<td>317,752</td>
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<tr>
<td><strong>Net Assets, end of this period</strong></td>
<td>4,756,653</td>
<td>N</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND NET ASSETS</strong></td>
<td>$5,265,724</td>
<td>O</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>For the Six Months Ended December 31, 2018</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues and Other Support</strong></td>
<td></td>
</tr>
<tr>
<td>MFP</td>
<td>3,148,966</td>
</tr>
<tr>
<td>NCLB</td>
<td>36,300</td>
</tr>
<tr>
<td>Donations</td>
<td>402,375</td>
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<tr>
<td>Other income</td>
<td>162,076</td>
</tr>
<tr>
<td><strong>Total Revenues and Other Support</strong></td>
<td>3,749,717</td>
</tr>
</tbody>
</table>

| 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                                 | 66,811       | 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                     | 100,983      | 38,478    | (62,505)  | 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       | 14,988    | (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.