



Edward Hynes Charter School

Board Meeting

Agenda

March 18, 2019

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, March 18, 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. February 11, 2019 – Board Meeting**

STANDING ITEMS

- 1. Opportunity for public comment**
- 2. Facilities update**
- 3. Principal's Report**
- 4. Legal Report**
- 5. Financial Report**
 - a. Banking Verification – Leon Mathes as CFO**
 - b. Discussion of comparative financial statements**
- 6. HR Report**
- 7. Friends of Hynes Report**

BOARD BUSINESS

- 1. Old business**
- 2. New business**
 - a. Approve a new charter operating agreement between Orleans Parish School Board and Hynes Charter School for Hynes-UNO for a 5-year term.**
- 3. Adjournment**



Edward Hynes Charter School

Board Meeting

Minutes

February 11, 2019



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

**Board of Directors Meeting
Monday, February 11, 2019**

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

Board Members Absent: None.

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

Alvin C. Miester III, Board President, called the meeting to order at 5:03 pm and proceeded with the agenda.

1. **Approval of agenda.** Barbara Richard made a motion to approve the February 11, 2019 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 and waive the reading of minutes. Timothy Ryan seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
3. **Public comment.** None.
4. **Facilities update.** Mike Townsend – see attachment.
 - a. Monitoring progress building repairs to Vanir Report

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. December 2018 financial statements
 - b. IRS Form 990
 - i. IRS Form 990 circulated to the board members prior to filing.
 - ii. No questions from the board members.
8. **HR report.** None.
9. **Friends of Hynes Report.**
 - a. An update was provided on the Memorandum of Understanding (MOU) with the University of New Orleans (UNO). The MOU is in the process of being signed by all parties involved. UL Board and OPSB need to approve the agreement prior to finalizing anything.
 - b. Friends of Hynes (FOH) checking account with Hancock-Whitney Bank has been established.
 - c. FOH Board met with an architect to get a better understanding of the steps and procedures involved in the construction of a new building.
10. **Old business.** None.
11. **New business.** None.

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 5:49 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

March 18, 2019

Edward Hynes Charter School

Facilities Report

March 18, 2019

1. Grout Works

- a. completed the bathrooms

2. SaniGLAZE

- a. completed the office bathrooms

3. Siemens

- a. completed HVAC Quarterly PMs
- b. rebuilt large fan motor for Air Handler #7
- c. repaired fresh air unit for Air Handler #12

4. Heritage

- a. completed Kitchen Quarterly PMs
- b. replaced fan motor in walk-in cooler
- c. recharged 404A Freon in walk-in cooler (emergency repair)

5. Lutron

- a. adjusted several classrooms lighting controls
- b. gave classroom on programming

6. Crescent Construction

- a. completed brick work 1 side, bldg. C
- b. completed brick work 1 side, bldg. B
- c. filled sink hole

**Edward Hynes Charter School
Principal's Report March 18, 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. The identified strands of unfinished learning in math led to the creation of "Fluency Frenzy." Fluency Frenzy is a school-wide contest promoting automaticity of math facts by grade level. Raising Cane's is sponsoring the contest by awarding students that meet the grade level goal a certificate for a kids combo meal.
3. Small group instruction for the fourth quarter is underway for students who were identified as needing more academic assistance or interventions based on triangulation of data from LEAP, class performance, and teacher input.
4. 3rd quarter report card distribution and conferences will be held Thursday, March 21st.
5. Hynes earned a 3-year state-certified world language immersion school status by the LDOE and BESE. Mrs. Douglas and Mr. Former were recognized at the BESE meeting last week.
6. Two Hynes students will participate in the Superintendent's Inaugural Student Leader Summit.
7. NJHS members attended a leadership development program sponsored by Junior Achievement.

Faculty, Staff, and Administration

1. On Thursday, February 28th, we enacted our safety plan after receiving a threatening phone call. NOPD and other law enforcement conducted an investigation and we lifted the plan about an hour later when the threat was resolved.
2. Support for job-embedded professional development has shifted from a math focus to a literacy focus. Systems are strong and in place for a sustainable approach to learning communities. These supports are made possible through grants and are monitored by third parties.
3. Strategic planning meeting 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 in progress.
5. FrancoFest, a weeklong celebration of Francophone culture, begins today. The French Team of teachers and other stakeholders planned fun games and challenges to enhance participation from the faculty, staff, and students.
6. A team of five is attending the Success for All Experienced Sites Conference in New York.

Family and Community Involvement

1. The Men's Committee of the PTO is planning the 2nd Annual Golf Tournament on March 22nd.
2. PTO planning for the 2019 school fair is underway.
3. Planning is underway to bring back the Many Faces of Hynes event for May 10, 2019. The Family Involvement Team surveyed all Hynes families to collect ideas on their own cultures that they are willing to share or present at the event.
4. Hynes hosted the Greater New Orleans Collaborative Teacher Fair on Saturday, March 16, 2019.

Operations and Facilities

1. Preliminary budgeting for 2019-20 is underway. We applied for grants from the Charter School Program and NSNO (IQI 3). We anticipate notice from those in April.
2. Enroll NOLA has closed. We are working with their staff to validate the application data.

Replication

1. We attended a meeting to coordinate the move to the second campus and to begin coordinating time lines.
2. This evening the Hynes board will vote to approve the Hynes at UNO Operating Agreement with OPSB.

**Hynes Charter School and Hynes at UNO
2019-20 Instructional Calendar**

July 29, 2019 -Office Staff Returns to Work		
August 2019	<u>Days</u>	<u>Minutes</u>
1 st - New Staff Induction/PD		
8 th - Teachers Return		
15 th - Grades 1-6 begin		
16 th - Grades 7-8 begin		
22 nd - Pre K and K begin	12 days	4,860
September 2019		
2 nd - Labor Day Holiday	20 days	8,100
October 2019		
11 th - Quarter Ends (41 days)		
14 th - 15 th Fall Break- No School	21 days	8,505
November 2019		
25 th -29 th Thanksgiving Holiday	16 days	6,480
December 2019		
19 th - Quarter Ends (42 days)		
20 th - Records Day		
23 rd - Jan. 3 rd Winter Break	14 days	5,670
January 2020		
6 th - Staff and Students return/3 rd Quarter Begins		
20 th - Martin Luther King Holiday	19 days	7,695
February 2020		
21 st - 28 th - Mardi Gras Break	14 days	5,670
March 2020		
March 12 th - 3 rd Quarter Ends (42 days)		
March 13 th - Professional Development		
March 16 th - 4 th Quarter Begins	21 days	8,505
April 2020		
6 th - 13 th Spring Break	16 days	6,480
May 2020		
14 th - Last Day for PreK and K		
15 th - Last Day for Students (39 days)		
18 th - 22 nd PD and Records Days for Teachers	11 days	4,455



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

March 18, 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 January 31, 2019. 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 January 31, 2019

ASSETS

Current Assets

Cash and cash equivalents	\$	4,868,081	A
Grants and other receivables:			
OPSB / LDOE	\$	31,998	B
Other receivables		77,887	C
Total grants and other receivables		109,885	
Prepaid expenses		166,497	D
Total Current Assets		5,144,463	

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		(23,337)	
Total Fixed Assets, net		8,286	I

TOTAL ASSETS		\$ 5,186,934	J
---------------------	--	---------------------	---

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$	101,000	K
Other Accounts payable		28,843	L
Accrued payroll liabilities		430,725	M
Total Current Liabilities		\$ 560,568	

Net Assets

Net assets, beginning of this fiscal year		4,438,901	
Current year increase (decrease) in net assets		187,465	
Net Assets, end of this period		4,626,366	N

TOTAL LIABILITIES AND NET ASSETS		\$ 5,186,934	O
---	--	---------------------	---

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 Seven Months Ended January 31, 2019</u>				<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		
<u>Revenues and Other Support</u>					
MFP	\$ 3,714,687	\$ 3,821,517	\$ (106,830)	A	\$ 6,556,221
NCLB	\$ 36,300	\$ 44,677	(8,377)		\$ 178,708
Donations	\$ 405,475	\$ 46,669	358,806	B	\$ 80,000
Other income	\$ 166,204	\$ 89,985	76,219		\$ 154,257
Total Revenues and Other Support	4,322,667	4,002,848	319,819		6,969,185
<u>Expenses</u>					
Salaries	2,252,977	2,303,903	50,926		4,192,869
Benefits	812,061	859,698	47,636		1,564,562
Child nutrition	6,518	5,896	(622)		10,725
Depreciation expense	2,000	2,002	2		3,429
Disposal services	5,820	4,410	(1,410)		7,560
Donations expense	-	-	-		20,000
Dues and fees	21,204	20,356	(848)		34,897
Equipment rental	10,721	6,419	(4,302)		11,004
Insurance	76,179	79,751	3,572		136,711
IT services	79,694	57,442	(22,252)	C	98,474
LEA services	175,753	248,531	72,778	D	426,154
Materials and supplies	109,465	104,444	(5,021)		160,000
Other expense	52,501	17,500	(35,001)	E	30,000
Professional services	144,180	44,891	(99,289)	F	76,950
Repair and maintenance	126,187	95,669	(30,518)	G	164,000
Textbooks	112,793	76,000	(36,793)	H	76,000
Transportation	31,916	34,222	2,307		56,000
Travel	19,118	5,831	(13,287)		10,000
Utilities	96,115	124,610	28,495		184,880
Total Expenses	4,135,202	4,091,576	(43,627)	I	7,264,216
 CHANGE IN NET ASSETS	 \$ 187,465	 \$ (88,728)	 \$ 276,191		 \$ (295,030)
<u>Net Assets</u>					
Beginning of this fiscal year	4,438,901	4,438,901			
END OF THIS PERIOD	\$ 4,626,366	\$ 4,350,174			

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 Seven Months Ended January 31, 2019

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets	\$ 187,465
 <i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	2,000
Changes in operating assets:	
Grants and other receivables	69,961
Prepaid expenses	(69,759)
Changes in operating liabilities:	
Accounts payable	(135,641)
Accrued payroll liabilities	(51,833)
Net cash provided by (used in) operating activities	<u><u>2,193</u></u>

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated	(24,185)
--------------------------------------	----------

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	<u><u>(21,992)</u></u>
---	------------------------

Cash and cash equivalents - Beginning of the year	4,890,073
CASH AND CASH EQUIVALENTS - End of this period	<u><u>\$ 4,868,081</u></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

Selected Information

March 18, 2019

Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached January 2019 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 January 2019 financial statements. The effects of not including the Student Activity Fund in these financials have not been determined by management.

Expenses for the seven months ended January 31, 2019 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 January 31, 2019 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 January 2019 financial statements.



You are cordially invited to attend our fourth

FrancoFest

Celebrating French Language & Culture at
Edward Hynes Charter School and sponsored by

Les Amis de Hynes, a committee of the PTO

Thursday, March 21, 2019
11:30-1:00 p.m.

Hynes Charter School Library
990 Harrison Avenue

Light French Fare will be served.
Musical Entertainment by "Michot's Melody Makers."
Please RSVP by March 18

