



Edward Hynes Charter School

Board Meeting

Agenda

April 29, 2019

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, April 29, 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. March 18, 2019 – Board Meeting**

STANDING ITEMS

- 1. Opportunity for public comment**
- 2. Facilities update**
- 3. Principal's Report**
- 4. Legal Report**
 - a. Please complete Tier 3 Personal Financial Disclosure Statement**
- 5. Financial Report**
 - a. Discussion of comparative financial statements**
 - b. Present Preliminary Draft Combined Budget for Hynes – Lakeview and Hynes – UNO for FY 19-20**
 - c. Budget Hearing – Monday, June 3, 2019 at 4:00 PM, prior to Board Meeting**
- 6. HR Report**
- 7. Friends of Hynes Report**

BOARD BUSINESS

- 1. Old business**
- 2. New business**
 - a. Approve Memorandum of Agreement between NuVision Human Services, Inc. and Hynes Charter School, that in which will expire in its entirety on June 30, 2020.**

- b. Approve renewal of School Food Authority contract between Orleans Parish School Board and Hynes Charter Schools for the 2019 – 2020 school year.**
- c. Approve Junction Play Sports professional service contract for Hynes – UNO.**
- d. Approve KIDsmArt professional services for Artist-in-Residence program**
 - a. Hynes – Lakeview**
 - b. Hynes – UNO**
- e. Approve Blackbaud Expenditures**
 - a. Professional Development**
 - b. Restructuring of General Ledger**
- f. Approve revised Financial Policy and Procedures document**
- g. Move to Executive Session to discuss Professional Competence of Principal.**

3. Adjournment

Next board meeting will be held on June 3, 2019.



Edward Hynes Charter School

Board Meeting

Minutes

March 18, 2019



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

**Board of Directors Meeting
Monday, March 18, 2019**

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

Board Members Absent: Helene Derbigny, Jan Janz

Others Present: Elizabeth Bagert, Leon Mathes, Lee Reid, Mike Townsend

Alvin C. Miester III, Board President, called the meeting to order at 5:00 pm and proceeded with the agenda.

1. **Approval of agenda.** Barbara Richard made a motion to approve the March 18, 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 February 11, 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. Crescent Construction ran out of “Change Orders” during Phase 1 of the brick work project.

5. **Principal's report.** Anne Kramer on behalf of Michelle Douglas – see attachment.
 - a. Cassandra Youmans explained how the French Immersion program at Hynes has impacted her son in a positive way. He will be showcasing a French film at the Tribeca Film Festival.
6. **Legal committee report.** None.
7. **Financial report.** Leon Mathes – see attachment.
 - a. **Banking Verification – Leon Mathes as CFO**
 - i. Timothy Ryan made a motion to confirm Leon Mathes as the current Chief Financial Officer (CFO) of Hynes Charter School Corporation. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
 - b. **Discussion of comparative financial statements**
 - i. **January 2019 financial statements**
8. **HR report.** None.
9. **Friends of Hynes Report.**
 - a. Lee Reid provided an update on the status of the charter operating agreement. Hynes received the approval from Orleans Parish School Board. Hynes will follow up with Dr. Nicklow in regards to FEMA reimbursement.
10. **Old business.** None.
11. **New business.**
 - a. Cassandra Youmans made a motion to approve and authorize board chair to execute a new charter operating agreement on behalf of the board of directors, between Orleans Parish School Board and Hynes Charter School Corporation, for Hynes-UNO, for a 5-year term. Timothy Ryan 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 5:41 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

April 29, 2019

Edward Hynes Charter School

Facilities Report

April 29, 2019

1. Repaired locks on several doors on campus – 4.12.19
2. Quarterly grease trap cleaning – 4.19.19
3. Annual generator inspection – 4.23.19
4. Repaired walk in refrigerator – 4.24.19
5. Phase 2 going out for bid

**Edward Hynes Charter School
Principal/CEO's Report April 29, 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 4th quarter progress reports for students in grades 1-8 were sent home this week.
3. *LEAP 2025* will conclude on May 3, 2019.

Faculty, Staff, and Administration

1. Shawn Persick is named Executive Director of Schools. She will plan procedures and policies consistent with local, state, and federal guidelines so that Hynes can become our own LEA next year.
2. The school administration for Lakeview and UNO campuses have been announced.
3. Teachers will complete SLT post-testing to measure student growth on targets which were set in fall 2018.
4. The COMPASS close out meetings will be scheduled with each staff member
5. NSNO IQI3 grant will allow us to continue our work with implementation of tier 1 curriculum and professional development for Hynes Lakeview and Hynes UNO in 2019-20.
6. Planning is underway to bring back the Many Faces of Hynes event for May.
7. The Hynes Charter School Corporation annual report has been filed with the Louisiana Secretary of State.
8. We are working on final terms for the 2019 fiscal audit.
9. The general ledger will be expanded to reflect the future operation of two sites.
10. Hynes is the recipient of the IQI 3 grant from New Schools New Orleans for 2019-20 and the primary focus is tier 1 curriculum support and implementation for Hynes-Lakeview.

Family and Community Involvement

1. The PTO hosted a successful school fair. Their next meeting is Wednesday.
2. Enroll NOLA results reported that Hynes was at the top of the demand list once again.
3. Registration is currently open for the new students who were selected. Orientation for new families at Hynes-UNO will take place at UNO in the Homer Hitt Alumni Hall.

Operations and Facilities

1. Preliminary budgeting for Hynes at UNO is underway.
2. The school demand will exceed budget forecasted.

Replication

1. Hynes was awarded the CSP grant from the US DOE for the creation of Hynes #2 and planning for #3.
2. Facility contracts, insurance, food service, transportation, and other such arrangements are being worked out for Hynes UNO. Anticipate some today and others at the next meeting.
3. One of the first steps for Hynes-UNO is to develop a PTO.



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

April 29, 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 March 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 March 31, 2019

ASSETS

Current Assets

Cash and cash equivalents	\$	4,914,123	A
Grants and other receivables:			
OPSB / LDOE	\$	110,383	B
Other receivables		61,099	C
Total grants and other receivables		171,482	
Prepaid expenses		125,314	D
Total Current Assets		5,210,919	

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		(23,908)	
Total Fixed Assets, net		7,715	I

TOTAL ASSETS		\$ 5,252,818	J
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$	86,672	K
Other Accounts payable		32,570	L
Accrued payroll liabilities		558,158	M
Total Current Liabilities		\$ 677,400	

Net Assets

Net assets, beginning of this fiscal year		4,438,901	
Current year increase (decrease) in net assets		136,517	
Net Assets, end of this period		4,575,419	N

TOTAL LIABILITIES AND NET ASSETS		\$ 5,252,818	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 Nine Months Ended March 31, 2019</u>				<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		<u>Budget</u>
<u>Revenues and Other Support</u>					
MFP	\$ 4,934,154	\$ 4,915,401	\$ 18,753	A	\$6,556,221
NCLB	\$ 93,678	\$ 89,354	4,324		\$ 178,708
Donations	\$ 405,809	\$ 60,003	345,806	B	\$ 80,000
Other income	\$ 195,492	\$ 115,695	79,797		\$ 154,257
Total Revenues and Other Support	5,629,133	5,180,453	448,680		6,969,185
<u>Expenses</u>					
Salaries	2,989,239	3,142,386	153,147		4,192,869
Benefits	1,106,493	1,172,576	66,083		1,564,562
Child nutrition	8,888	8,040	(848)		10,725
Depreciation expense	2,571	2,574	3		3,429
Disposal services	8,419	5,670	(2,749)		7,560
Donations expense	-	-	-		20,000
Dues and fees	27,059	26,172	(887)		34,897
Equipment rental	13,204	8,253	(4,951)		11,004
Insurance	95,314	102,537	7,223		136,711
IT services	102,212	73,854	(28,358)	C	98,474
LEA services	338,505	319,580	(18,924)	D	426,154
Materials and supplies	125,001	126,667	1,666		160,000
Other expense	61,413	22,500	(38,913)	E	30,000
Professional services	166,513	57,717	(108,796)	F	76,950
Repair and maintenance	145,258	123,003	(22,255)	G	164,000
Textbooks	112,793	76,000	(36,793)	H	76,000
Transportation	44,288	46,667	2,379		56,000
Travel	23,014	7,497	(15,517)		10,000
Utilities	122,432	148,274	25,842		184,880
Total Expenses	5,492,615	5,469,967	(22,649)	I	7,264,216
CHANGE IN NET ASSETS	\$ 136,517	\$ (289,514)	\$ 426,030		\$ (295,030)
<u>Net Assets</u>					
Beginning of this fiscal year	4,438,901	4,438,901			
END OF THIS PERIOD	\$ 4,575,419	\$ 4,149,387			

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 Nine Months Ended March 31, 2019

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets	\$	136,517
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Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:

Depreciation		2,571
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Changes in operating assets:

Grants and other receivables		8,365
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Prepaid expenses		(28,576)
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Changes in operating liabilities:

Accounts payable		(146,242)
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Accrued payroll liabilities		75,600
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Net cash provided by (used in) operating activities		<u>48,235</u>
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CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated		(24,185)
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NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		<u>24,050</u>
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Cash and cash equivalents - Beginning of the year		<u>4,890,073</u>
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CASH AND CASH EQUIVALENTS - End of this period		<u>\$ 4,914,123</u>
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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

Selected Information

April 29, 2019

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

Expenses for the nine months ended March 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 March 31, 2019 include \$15,589 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 March 2019 financial statements.