Edward Hynes Charter School
Board Meeting
Agenda
August 12, 2019
HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, August 12, 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. June 3, 2019 – Board Meeting
   b. June 3, 2019 – Budget Hearing

STANDING ITEMS

1. Opportunity for public comment
2. Facilities Report
3. CEO’s Report
4. Legal Report
5. Financial Report
   a. Discussion of comparative financial statements
   b. Policy and Procedures clarification
6. HR Report
7. Friends of Hynes Report

BOARD BUSINESS

1. Old business
2. New business
   a. Open nominations for board vacancy and election of officers
   b. Review and approve the renewal of the 2019 – 2020 contract for transportation services
   c. Review and approve minor changes to the Financial Policy and Procedures document
3. Adjournment
Edward Hynes Charter School  
990 Harrison Avenue  
New Orleans, Louisiana 70124

Board of Directors Meeting  
Monday, June 3, 2019

Board Members Present: Helene Derbigny, Jan Janz, Alvin C. Miester III, Barbara Richard, Kris Scainono

Board Members Absent: Timothy Ryan, Cassandra Youmans

Others Present: Elizabeth Bagert, Leon Mathes, Mike Townsend

Alvin C. Miester III, Board President, called the meeting to order at 5:04 pm and proceeded with the agenda.

1. Approval of agenda. Barbara Richard made a motion to modify the June 3, 2019 meeting agenda. Helene Derbigny seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

   a. Add new business-line item a, to standing item-line item 2 – Review of insurance program for fiscal year 2019 - 2020

2. Approval of minutes. Helene Derbigny made a motion to approve and waive the reading of the April 29, 2019 meeting minutes. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

3. Public comment. None.

4. Review of insurance program for fiscal year 2019 – 2020

   i. Barbara Richard made a motion to approve the Gillis, Ellis & Baker Insurance Proposal for Hynes – Lakeview and Hynes – UNO. Jan Janz seconded the motion. With no public comment, the motion carried unanimous vote of board members present.


   i. Barbara Richard made a motion to approve the Gallagher Employee Benefits Proposal and Renewal. Kris Scacirone seconded the motion. With no public comment, the motion carried unanimous vote of board members present.

5. **Facilities update.** Mike Townsend – see attachment.

6. **Principal’s report.** Anne Kramer on behalf of Michelle Douglas – see attachment.

7. **Legal committee report.** None.

8. **Financial report.** Leon Mathes – see attachment.

   a. Discussion of comparative financial statements

      i. April 2019 financial statements

   b. The donation of the fence around the tennis court has been accepted by Orleans Parish School Board.

   c. Establish a bank account for Hynes-UNO student activity fund

      i. Barbara Richard made a motion to approve student activity fund bank account for Hynes – UNO with Hancock – Whitney Bank. Helene Derbigny seconded the motion. With no public comment, the motion carried unanimous vote of board members present.

9. **HR report.** None.
10. **Friends of Hynes Report.**

   Alvin C. Miester III reported the claim made by the University of New Orleans was denied by Federal Emergency Management Agency (FEMA).

11. **Old business.** None.

12. **New business.**

   a. Jan Janz made a motion to approve the proposed Internet Safety and Acceptable Use Policy – Students for Hynes Charter Schools. Helene Derbigny seconded the motion. With no public comment, the motion carried unanimous vote of board members present.

   b. Barbara Richard made a motion to approve the proposed Internet Safety and Acceptable Use Policy – Faculty and Staff for Hynes Charter Schools. Kris Scairono seconded the motion. With no public comment, the motion carried unanimous vote of board members present.

   c. Jan Janz made a motion to approve the 2019 – 2020 Local Educational Agency (LEA) Agreement between Hynes Charter School Corporation and Orleans Parish School Board. Barbara Richard seconded the motion. With no public comment, the motion carried unanimous vote of board members present.

   d. Kris Scairono made a motion to approve the Facilities Lease Agreement at 6101 Chatham Drive, New Orleans, Louisiana 70122, between Hynes Charter School Corporation and Orleans Parish School Board. Barbara Richard seconded the motion. With no public comment, the motion carried unanimous vote of board members present.

   e. Jan Janz made a motion to approve the draft budget for the 2019 – 2020 school year. Barbara Richard seconded the motion. With no public comment, the motion carried unanimous vote of board members present.

With no further business to discuss, a motion to adjourn was made by Barbara Richard, seconded by Jan Janz, and passed unanimously by a vote of board members present. The meeting concluded at 6:35 pm.
Lakeview

1. Completed kitchen quarterly PMs – 7.24.19

2. Completed grease trap quarterly cleaning – 7.30.19

3. Completed HVAC quarterly PMs – 8.2.19

4. Completed new gym flooring

5. Completed new kitchen flooring

6. Chiller compressor failure
   a. Hynes - $10,000
   b. OPSB - $70,000

UNO

1. Completed installation of sod, garden, and signage
Edward Hynes Charter School
CEO’s Report August 12, 2019

Students & Academic
1. The theme for this year is #DreamBig. The Goals for this school year:

   **Hynes-Lakeview**
   - **Reading Goal:** By May 2020, 92% of students will read on or above level.
   - **Language Goal:** By May 2020, 80% of 3rd-8th grade students will score strong overall performance on the 2020 LEAP 2025 in ELA.
   - **Science Goal:** TBD
   - **Math Goal:** By May 2020, 65% of 3rd-8th grade students will score strong overall performance on the 2020 LEAP 2025 in Math.
   - **Social Studies Goal:** By May 2020, 65% of 3rd-8th grade students will score strong overall performance on the 2020 LEAP 2025 in S.S.

   **Hynes-UNO**
   - **Reading and Math:** By May 2020, 92% of students in Kindergarten will score on or above level in Reading and 90% will score on or above level in Mathematics as measured by the end of the year assessments.

2. The tier 1 curriculum has been ordered and received for both campuses. Teachers have participated in professional development for curriculum and onboarding for the corporation.
3. Designated staff members from both campuses have been trained in CPR, first aid, and medicine.
4. All staff has participated in mandated training for staff and student safety including active shooter, universal precautions, reducing the risk of injury in the workplace, food allergies, and child abuse reporting.
5. **LEAP 2025** results will be distributed to Hynes-LV students in grades 4-8 during the first week of school.

Faculty, Staff, and Administration
1. Hynes-LV and Hynes-UNO are fully staffed and fully enrolled.
2. Hynes-LV and Hynes-UNO school-wide plans will be finalized and submitted this week.
3. Both sites will be ready to welcome families and students on their respective orientation and start dates.
4. Professional learning communities (PLCs) and Leading for Success team structures will continue to be implemented at both campuses.
5. Hynes has joined the STEM library as a tier 1 resource and for professional development.
6. COMPASS evaluation timelines have been distributed. All new leaders have been trained in this evaluation tool.

Family and Community Involvement
1. The Hynes-UNO PTO is an active group. Officer elections will be at the first meeting.
2. The Hynes-LV PTO distributed pre-ordered school supplies last Saturday. The Men’s Committee helped replenish the special playground mulch on August 3rd.

Operations and Facilities
1. Phase II repairs to Hynes-LV are well underway. This is led by the New Orleans LA Public Schools Facilities Department.
2. On August 1st, we took over 6101 Chatham for the Hynes-UNO campus. Since then, it has been waxed and prepared for students and staff. This year’s classrooms are set up and ready. The office staff has moved in and they are ready to welcome all students and families. New sod, a new garden, and Hynes-UNO signage have all been installed. It is beginning to look and feel like a Hynes branded school.
3. Hynes-LV needs a new chiller. The cost is more than $10,000. The owner is coordinating the repairs and will bill us according to the terms in section 6.2.1 of the lease.

Replication
1. The Strategic Planning committee will continue our work this year relative to growth.
2. Friends of Hynes should schedule a meeting to discuss next steps for the construction of the new facility.
August 12, 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 June 30, 2019

### ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$4,807,049</td>
<td>A</td>
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<tr>
<td>Grants and other receivables:</td>
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<td></td>
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<tr>
<td>OPSB / LDOE</td>
<td>$213,458</td>
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<tr>
<td>Other receivables</td>
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<tr>
<td>Total grants and other receivables</td>
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<tr>
<td>Prepaid expenses</td>
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<td><strong>Total Current Assets</strong></td>
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<tr>
<td><strong>Other Assets</strong></td>
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<td>Deposits</td>
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<td>Assets to be Donated</td>
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<tr>
<td><strong>Total Other Assets</strong></td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td><strong>Fixed Assets</strong></td>
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<tr>
<td>Leasehold improvements</td>
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<tr>
<td>Equipment</td>
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<td><strong>Total Fixed Assets</strong></td>
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<tr>
<td>Accumulated depreciation</td>
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<tr>
<td><strong>Total Fixed Assets, net</strong></td>
<td>6,858</td>
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**TOTAL ASSETS**  
$5,220,305  

### LIABILITIES AND NET ASSETS

<table>
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<tr>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
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<tr>
<td>Accounts payable OPSB</td>
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<td>Other Accounts payable</td>
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<td>Accrued payroll liabilities</td>
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<td><strong>Total Current Liabilities</strong></td>
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<tr>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Net Assets</strong></td>
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<tr>
<td>Net assets, beginning of this fiscal year</td>
<td>4,438,901</td>
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<td>Current year increase (decrease) in net assets</td>
<td>(204,800)</td>
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<tr>
<td><strong>Net Assets, end of this period</strong></td>
<td>4,234,102</td>
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**TOTAL LIABILITIES AND NET ASSETS**  
$5,220,305  

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 Twelve Months Ended June 30, 2019

<table>
<thead>
<tr>
<th>Revenues and Other Support</th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th>Annual</th>
<th>Budget</th>
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<td>MFP</td>
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<td>$ 178,708</td>
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<td>Donations</td>
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<td>424,659 B</td>
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<td>Other income</td>
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<td>$ 154,257</td>
<td>135,359</td>
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<td><strong>Total Revenues and Other Support</strong></td>
<td>$7,560,300</td>
<td>$6,969,185</td>
<td>$591,115</td>
<td>$6,969,185</td>
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Expenses

<table>
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<tr>
<th>Item</th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th>Annual</th>
<th>Budget</th>
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<tbody>
<tr>
<td>Salaries</td>
<td>4,326,878</td>
<td>4,192,869</td>
<td>(133,809)</td>
<td>4,192,869</td>
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<tr>
<td>Benefits</td>
<td>1,583,539</td>
<td>1,564,562</td>
<td>(18,977)</td>
<td>1,564,562</td>
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<td>Child nutrition</td>
<td>10,685</td>
<td>10,725</td>
<td>60</td>
<td>10,725</td>
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<tr>
<td>Depreciation expense</td>
<td>3,429</td>
<td>3,429</td>
<td>0</td>
<td>3,429</td>
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<tr>
<td>Disposal services</td>
<td>10,188</td>
<td>7,560</td>
<td>(2,608)</td>
<td>7,560</td>
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<tr>
<td>Donations expense</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
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<tr>
<td>Dues and fees</td>
<td>36,325</td>
<td>34,897</td>
<td>(1,428)</td>
<td>34,897</td>
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<tr>
<td>Equipment rental</td>
<td>17,475</td>
<td>11,004</td>
<td>(6,471)</td>
<td>11,004</td>
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<td>Insurance</td>
<td>124,016</td>
<td>136,711</td>
<td>12,695</td>
<td>136,711</td>
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<td>IT services</td>
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<td>98,474</td>
<td>(46,444) C</td>
<td>98,474</td>
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<td>LEA services</td>
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<td>426,154</td>
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<td>Materials and supplies</td>
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<td>160,000</td>
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<td>Other expense</td>
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<td>(150,078) E</td>
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<td>Professional services</td>
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<td>76,950</td>
<td>(114,916) F</td>
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<td>Repair and maintenance</td>
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<td>164,000</td>
<td>(19,863) G</td>
<td>164,000</td>
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<tr>
<td>Textbooks</td>
<td>112,793</td>
<td>76,000</td>
<td>(36,793) H</td>
<td>76,000</td>
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<tr>
<td>Transportation</td>
<td>55,299</td>
<td>56,000</td>
<td>701</td>
<td>56,000</td>
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<tr>
<td>Travel</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
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<tr>
<td>Utilities</td>
<td>174,119</td>
<td>184,880</td>
<td>10,761</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$7,765,099</td>
<td>$7,264,216</td>
<td>(500,884) I</td>
<td>$7,264,216</td>
<td></td>
</tr>
</tbody>
</table>

CHANGE IN NET ASSETS

| $ (204,800) | $ (295,030) | $ 90,230 | $ (295,030) |

Net Assets

Beginning of this fiscal year 4,438,901

END OF THIS PERIOD $ 4,234,102

The accompanying letter from the Hynes Charter School Corporation Chief Financial Officer is an integral part of these financial statements.
### Cash Flow from Operating Activities

Change in net assets $ (204,800)

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

- **Depreciation**: 3,429
- **Changes in operating assets:**
  - Grants and other receivables: (66,938)
  - Prepaid expenses: (52,876)
- **Changes in operating liabilities:**
  - Accounts payable: (70,935)
  - Accrued payroll liabilities: 309,096
  - **Net cash provided by (used in) operating activities**: (83,024)

### Cash Flow from Investing Activities

Leasehold improvements to be donated

### Net Increase (Decrease) in Cash and Cash Equivalents

(83,024)

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

**Cash and Cash Equivalents - End of this period** $ 4,807,049

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

August 12, 2019

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

Expenses for the twelve months ended June 30, 2019 include $30,905 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 June 30, 2019 include $14,882 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 June 2019 financial statements.