



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

Board Meeting

Minutes

June 3, 2019



**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 Scairono

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

a. Jeff Howard of Gillis, Ellis & Baker presented the Insurance Proposal for Hynes – Lakeview and Hynes – UNO.

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.

b. Carrie Leaumont of Gallagher presented the Employee Benefits Proposal and Renewal.

i. Barbara Richard made a motion to approve the Gallagher Employee Benefits Proposal and Renewal. Kris Scairono 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.



Edward Hynes Charter School

Board Meeting

Reporting Documents

August 12, 2019

Edward Hynes Charter Schools

Facilities Report

August 12, 2019

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.



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

August 12, 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 June 30, 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 June 30, 2019

ASSETS

Current Assets

Cash and cash equivalents	\$	4,807,049	A
Grants and other receivables:			
OPSB / LDOE	\$	213,458	B
Other receivables		33,326	C
Total grants and other receivables		246,784	
Prepaid expenses		149,614	D
Total Current Assets		5,203,447	

Other Assets

Deposits		10,000	E
Assets to be Donated		-	F
Total Other Assets		10,000	

Fixed Assets

Leasehold improvements	\$	7,530	G
Equipment	\$	24,093	H
Total Fixed Assets		31,623	
Accumulated depreciation		(24,765)	
Total Fixed Assets, net		6,858	I

TOTAL ASSETS		\$ 5,220,305	J
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$	154,345	K
Other Accounts payable		40,205	L
Accrued payroll liabilities		791,654	M
Total Current Liabilities		\$ 986,204	

Net Assets

Net assets, beginning of this fiscal year		4,438,901	
Current year increase (decrease) in net assets		(204,800)	
Net Assets, end of this period		4,234,102	N

TOTAL LIABILITIES AND NET ASSETS		\$ 5,220,305	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 Twelve Months Ended June 30, 2019</u>				<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		
Revenues and Other Support					
MFP	\$ 6,571,950	\$ 6,556,221	\$ 15,730	A	\$6,556,221
NCLB	\$ 194,075	\$ 178,708	15,367		\$ 178,708
Donations	\$ 504,659	\$ 80,000	424,659	B	\$ 80,000
Other income	\$ 289,616	\$ 154,257	135,359		\$ 154,257
Total Revenues and Other Support	<u>7,560,300</u>	<u>6,969,185</u>	<u>591,115</u>		<u>6,969,185</u>
Expenses					
Salaries	4,326,678	4,192,869	(133,809)		4,192,869
Benefits	1,583,539	1,564,562	(18,977)		1,564,562
Child nutrition	10,665	10,725	60		10,725
Depreciation expense	3,429	3,429	0		3,429
Disposal services	10,168	7,560	(2,608)		7,560
Donations expense	-	20,000	20,000		20,000
Dues and fees	36,325	34,897	(1,428)		34,897
Equipment rental	17,475	11,004	(6,471)		11,004
Insurance	124,016	136,711	12,695		136,711
IT services	144,918	98,474	(46,444)	C	98,474
LEA services	440,129	426,154	(13,975)	D	426,154
Materials and supplies	169,739	160,000	(9,739)		160,000
Other expense	180,078	30,000	(150,078)	E	30,000
Professional services	191,866	76,950	(114,916)	F	76,950
Repair and maintenance	183,863	164,000	(19,863)	G	164,000
Textbooks	112,793	76,000	(36,793)	H	76,000
Transportation	55,299	56,000	701		56,000
Travel	-	10,000	10,000		10,000
Utilities	174,119	184,880	10,761		184,880
Total Expenses	<u>7,765,099</u>	<u>7,264,216</u>	<u>(500,884)</u>	I	<u>7,264,216</u>
 CHANGE IN NET ASSETS	 <u>\$ (204,800)</u>	 <u>\$ (295,030)</u>	 <u>\$ 90,230</u>		 <u>\$ (295,030)</u>
Net Assets					
Beginning of this fiscal year	4,438,901				
END OF THIS PERIOD	<u>\$ 4,234,102</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
Statement of Cash Flows
For the Twelve Months Ended June 30, 2019

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets	\$ (204,800)
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
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	<u>(83,024)</u>

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(83,024)
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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.