



Edward Hynes Charter School

Board Meeting

Agenda

September 23, 2019

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, September 23, 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. August 12, 2019 – Board Meeting**

STANDING ITEMS

- 1. Opportunity for public comment**
- 2. Facilities Report**
- 3. CEO's Report**
- 4. Legal Report**
- 5. Financial Report**
 - a. Discussion of CRI's year end audit 2019**
 - b. Discussion of CRI's year end audit 2019 and reconciliation with the interim financials**
 - c. Establish a bank account for Hynes-UNO merchant services account**
 - d. Establish dual control over ACH processing**
- 6. HR Report**
- 7. Friends of Hynes Report**

BOARD BUSINESS

- 1. Old business**
- 2. New business**
 - a. Approve the Hynes Charter School PTO's request to host two fundraising events on the school campus to include food, alcoholic beverage consumption, and an auction and/or raffle with the understanding that the following conditions are met; security for each event, proof of insurance, and beverages served by holders of a "ServSafe" card.**
 - 1. Gala – November 16, 2019**
 - 2. School Fair – March 14, 2020**
 - b. Review and authorize dual control over ACH processing, allowing Leon Mathes to initiate the transfer fund and Michelle B. Douglas to release the transfer fund.**

- c. Authorize Board Chair to sign the NOLA Public Schools Board Governance Assurances Form.**
- d. Review and approve Louisiana Legislative Compliance Questionnaire.**
- e. Review bank account updates and authorize bank account signatories.**
- f. Review and approve the 2019 – 2020 Student Handbook modifications.**
- g. Authorize CEO to sign MOU between the Center for Resilience and Hynes Charter School Corporation.**

3. Adjournment



Edward Hynes Charter School

Board Meeting

Minutes

August 12, 2019



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

**Board of Directors Meeting
Monday, August 12, 2019**

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

Board Members Absent: None.

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

Alvin C. Miester III, Board President, called the meeting to order at 5:06 pm and proceeded with the agenda.

1. **Approval of agenda.** Barbara Richard made a motion to approve the August 12, 2019 meeting agenda. Kris Scairono seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
2. **Approval of minutes.** Kris Scairono made a motion to approve the June 3, 2019 board meeting minutes and budget hearing minutes, and waive the reading of minutes. Jan Janz 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.
5. **CEO's report.** Michelle Douglas – see attachment.
6. **Legal committee report.**

- a. The board was reminded to complete their Louisiana Board of Ethics training, and complete the Financial Disclosure form for NOLA Public Schools.

7. Financial report. Leon Mathes – see attachment.

- a. Discussion of comparative financial statements
 - i. June 2019 financial statements

8. HR report. None.

9. Friends of Hynes Report.

The board was informed of the University of New Orleans receiving funding to demolish the building, sitting on the land, where Hynes-UNO will be housed.

10. Old business. None.

11. New business.

- a. Barbara Richard made a motion to open nominations for board vacancy and election of existing officers. Helene Derbigny seconded the motion. With no public comment, the motion carried unanimous vote of board members present.
 - i. Kris Scairono made a motion to nominate William “Bill” Chauvin for board vacancy. Barbara Richard seconded the motion.
 - ii. Cassandra Youmans made a motion to close nominations for board vacancy. Jan Janz seconded the motion. With no public comment, the motion carried unanimous vote of board members present.
 - iii. Cassandra Youmans made a motion to keep the existing board members, including Bill Chauvin for the 2019 – 2020 Hynes Board of Directors. Kris Scairono seconded the motion. With no public comment, the motion carried unanimous vote of board members present.
- b. Cassandra Youmans made a motion to entertain the election of officers for the 2019 – 2020 Hynes Board of Directors, with Alvin C. Miester as Board Chairman/President, Barbara Richard as Vice President, and Kris Scairono as Secretary and Treasurer. Barbara Richard 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 renewal of the 2019 – 2020 contract for transportation services. 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 minor changes made to the Financial Policy and Procedures document. Barbara Richard seconded the motion. With no public comment, the motion carried unanimous vote of board members present.
- e. Michelle Douglas introduced the new leaders of Hynes-Lakeview and Hynes-UNO to the Board of Directors.

With no further business to discuss, a motion to adjourn was made by Kris Scairono, seconded by Helene Derbigny, and passed unanimously by a vote of board members present. The meeting concluded at 6:15 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

September 23, 2019

Edward Hynes Charter Schools

Facilities Report

September 23, 2019

Hynes – Lakeview

1. Kitchen quarterly PMs
2. Fire Department inspection
3. OPSB annual building inspection / re-inspection
4. New front doors installed

Hynes – UNO

1. Kitchen quarterly PMs
2. Fire pump inspection
3. Fire extinguisher inspection

Students & Academic

Hynes-Lakeview

Reading Goal: By May 2020, 92% of K-8th grade 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.

Math Goal: By May 2020, 65% of 3rd-8th grade students will score strong overall performance on the 2020 LEAP 2025 in Math.

Science Goal: By May 2020, 65% of 3rd-8th grade students will score strong overall performance on the 2020 LEAP 2025 in Science.

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.

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 were submitted and these plans align federal, state, and local dollars to create improvements to achieve the goals above.
3. Professional learning communities (PLCs) and Leading for Success team structures are in place at both sites. These teams are the vehicles for which we will improve. PLCs continue to bring teachers together during job-embedded time to facilitate deep conversations on focused topics. Each PLC team tailors the topic to the students' or teachers' needs. They will follow a plan, do, study, act (PDSA) format.
4. COMPASS evaluation timelines have been distributed. Teachers are currently writing their SLTs.
5. Hynes-LV teachers hosted "Learning About Literacy" for parents/guardians of students in grades 1-8. Over 200 families participated.
6. Student Assistance Teams (SAT) have received the annual professional development from our LEA. Both campuses have already hosted one day of SAT meeting each.

Family and Community Involvement

1. The Hynes-UNO PTO elected a full board of officers and recruited men for the Men's Committee.
2. Both campuses hosted successful Back-to-School BBQs, first quarter PTO meetings, and Grandparent/Special Guest Day.
3. Both campuses are selling Save-a-Round Coupon books as a fundraiser.
4. Hynes-LV is hosting a fall book fair to provide access to literacy and raise funds for the library.
5. Hynes-LV librarian and a parent volunteer at Hynes-UNO are working together to build the foundation for a library on that campus starting with a small collection of books.
6. Hynes City Park Night is Thursday, October 10th. Both campuses are invited to purchase tickets.

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. There were some unexpected delays due to rain.
2. On August 1st, we took over 6101 Chatham for the Hynes-UNO campus. There are still minor outstanding repairs which must be addressed by the former tenant.
3. A new chiller was installed at Hynes-LV. The cost is more than \$10,000. The owner coordinated 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 as we build out processes to support growth.
2. Friends of Hynes is about to release an RFQ for architects and design-build firms.

Site Name	ELA (Grades 3-8, English I & II)		Math (Grades 3-8, Algebra I & Geometry)		ELA (Grades 3-8, English I & II)		Math (Grades 3-8, Algebra I & Geometry)	
	2018 % Top Growth	2018 % Mastery & Above	2018 % Top Growth	2018 % Mastery & Above	2019 % Top Growth	2019 % Mastery & Above	2019 % Top Growth	2019 % Mastery & Above
Edward Hynes Charter School	55	72	40	55	59 ↑	76 ↑	44 ↑	57 ↑



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

September 23, 2019

To the Board of Directors of
Hynes Charter School Corporation
990 Harrison Avenue
New Orleans, Louisiana

Attached you will find the 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	\$	4,807,088	A
Grants and other receivables:			
OPSB / LDOE	\$	257,401	B
Other receivables		79,310	C
Total grants and other receivables		336,711	
Prepaid expenses		117,750	D
Total Current Assets		5,261,549	

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		\$ 5,278,407	J

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$	154,345	K
Other Accounts payable		69,997	L
Accrued payroll liabilities		694,335	M
Total Current Liabilities		\$ 918,677	

Net Assets

Net assets, beginning of this fiscal year		4,438,901	
Current year increase (decrease) in net assets		(79,172)	
Net Assets, end of this period		4,359,729	N
TOTAL LIABILITIES AND NET ASSETS		\$ 5,278,407	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 Twelve Months Ended June 30, 2019</u>			<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	
<u>Revenues and Other Support</u>				
MFP	\$ 6,654,725	\$ 6,556,221	\$ 98,504	\$ 6,556,221
NCLB	\$ 238,018	\$ 178,708	59,311	\$ 178,708
Donations	\$ 504,659	\$ 80,000	424,659 A	\$ 80,000
Other income	\$ 227,316	\$ 154,257	73,059 B	\$ 154,257
Total Revenues and Other Support	<u>7,624,718</u>	<u>6,969,185</u>	<u>655,533</u>	<u>6,969,185</u>
<u>Expenses</u>				
Salaries	4,282,985	4,192,869	(90,116) C	4,192,869
Benefits	1,565,864	1,564,562	(1,302)	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	24,185	20,000	(4,185)	20,000
Dues and fees	36,325	34,897	(1,428)	34,897
Equipment rental	17,584	11,004	(6,580)	11,004
Insurance	124,016	136,711	12,695	136,711
IT services	135,508	98,474	(37,034) D	98,474
LEA services	440,129	426,154	(13,975)	426,154
Materials and supplies	180,107	160,000	(20,107)	160,000
Other expense	127,823	30,000	(97,823) E	30,000
Professional services	192,500	76,950	(115,550) F	76,950
Repair and maintenance	177,851	164,000	(13,851)	164,000
Textbooks	112,793	76,000	(36,793) G	76,000
Transportation	54,321	56,000	1,679	56,000
Travel	33,519	10,000	(23,519) H	10,000
Utilities	174,119	184,880	10,761	184,880
Total Expenses	<u>7,703,889</u>	<u>7,264,216</u>	<u>(439,674) I</u>	<u>7,264,216</u>
 CHANGE IN NET ASSETS	 <u>\$ (79,172)</u>	 <u>\$ (295,030)</u>	 <u>\$ 215,858</u>	 <u>\$ (295,030)</u>
<u>Net Assets</u>				
Beginning of this fiscal year	4,438,901			
END OF THIS PERIOD	<u>\$ 4,359,729</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	\$ (79,172)
<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	(156,865)
Prepaid expenses	(21,012)
Changes in operating liabilities:	
Accounts payable	(41,143)
Accrued payroll liabilities	211,778
Net cash provided by (used in) operating activities	(82,985)

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated	-
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NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(82,985)
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Cash and cash equivalents - Beginning of the year	4,890,073
CASH AND CASH EQUIVALENTS - End of this period	\$ 4,807,088

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

September 23, 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 and Friends of Hynes are not included in the attached June 2019 financial statements.

Expenses for the twelve months ended June 30, 2019 include \$32,556 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 \$48,181 of restricted funds related to the New Schools New Orleans grant (\$33,300) and the Project Lead the Way (PLTW) grant (\$14,881).

The accompanying letter from the Hynes Charter School Corporation Chief Financial Officer is an integral part of the attached June 2019 financial statements.

Hynes Charter School Corporation
Change in Net Assets Analysis
For the fiscal year ending June 30, 2019

Change in Net Assets Hynes Charter School	\$	(79,172)
Change in Net Assets Student Activity Fund	\$	<u>10,951</u>
Consolidating Change (Audit page 20)	\$	<u><u>(68,221)</u></u>