Edward Hynes Charter School
Board Meeting
Agenda
October 21, 2019
HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, October 21, 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. September 23, 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 comparative financial statements
6. HR Report
7. Friends of Hynes Report

BOARD BUSINESS

1. Old business
   a. Review and approve Louisiana Legislative Compliance Questionnaire.
   b. Review bank account updates and authorize bank account signatories.
   d. Authorize CEO to sign MOU between the Center for Resilience and Hynes Charter School Corporation.

2. New business

3. Adjournment
Board of Directors Meeting  
Monday, September 23, 2019

**Board Members Present:** Bill Chauvin, Helene Derbigny, Jan Janz, Barbara Richard, Kris Scairono, Cassandra Youmans

**Board Members Absent:** Alvin C. Miester III

**Others Present:** Elizabeth Bagert, Michelle Douglas, Leon Mathes, Mike Townsend, Amy Verberne, Derron Decker

Barbara Richard, Board Vice President, called the meeting to order at 5:05 pm and proceeded with the agenda.

1. **Approval of agenda.** Jan Janz made a motion to approve the September 23, 2019 meeting agenda with the following modifications. Cassandra Youmans seconded the motion.

   a. **Add new business.** Authorize CEO to sign MOU between Center for Resilience and Hynes Charter School Corporation, after board chair reviews and approves final document.

   b. **Add standing item – 5a.** Discussion of CRI’s year end audit 2019 and reconciliation with the interim financials.

With no public comment, the motion carried by a unanimous roll call vote of board members present.
2. **Approval of minutes.** Jan Janz made a motion to approve and waive the reading of the August 12, 2019 meeting minutes. Helene Derbigny 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. Michelle Douglas informed the board that AED’s were installed at the Hynes-UNO campus.

5. **CEO’s report.** Michelle Douglas – see attachment.
   a. Discussion of LEAP 2025 results

6. **Legal committee report.** None.

7. **Financial report.**
   a. Discussion of CRI’s year end audit 2019 – Amy Verberne, CPA
      i. Required Communications for Board of Directors of Hynes Charter School Corporation and Affiliate
      ii. Consolidated Financial Statements
      iii. BESE Agreed-Upon Procedures Report
   b. Discussion of CRI’s year end audit 2019 and reconciliation with the interim financials – Leon Mathes – See attachment.
   c. Kris Scairono made a motion to establish a bank account for Hynes – UNO merchant services account, with Hancock Whitney Bank. Bill Chauvin seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

8. **HR report.** None.

9. **Friends of Hynes Report.**
   Kris Scairono informed the board of the steps Friends of Hynes is taking to obtain recommendations for architecture firms and design-build firms.

10. **Old business.** None.

11. **New business.**
a. Jan Janz made a motion to approve the Hynes Charter School PTO’s request to host two fundraising events on the Lakeview 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

Cassandra Youmans seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

b. Barbara Richard made a motion to authorize dual control over ACH processing, allowing Leon Mathes to initiate the transfer fund and Michelle B. Douglas to release the transfer fund, with the Hancock Whitney Bank-treasury management. Helene Derbigny seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

c. Barbara Richard acknowledged the following action item:

i. Authorize Board Chair to sign the NOLA Public Schools Board Governance Assurances Form.

No vote was required.

d. Barbara Richard acknowledged the following action items:

i. Review and approve Louisiana Legislative Compliance Questionnaire.

ii. Review bank account updates and authorize bank account signatories.

iii. Review and approve the 2019 – 2020 Student Handbook modifications.

iv. Authorize CEO to sign MOU between the Center for Resilience and Hynes Charter School Corporation.

These action items will be brought back to the October 21, 2019 Board of Directors meeting, listed under “old business” on the agenda, to be approved by a formal motion.

With no further business to discuss, a motion to adjourn was made by Barbara Richard, seconded by Helene Derbigny, and passed unanimously by a vote of board members present. The meeting concluded at 6:25 pm.
Edward Hynes Charter Schools
Facilities Report
October 21, 2019

Hynes – Lakeview

1. Elevator inspection

2. NOLAPS annual facility inspection
   a. Roofing inspection

3. NOLAPS contracted work – Phase II

4. Boiler inspection

5. Chiller repair

Hynes – UNO

1. Icemaker repair

2. Classroom air-condition

3. Contract work summary
Edward Hynes Charter School  
CEO’s Report October 21, 2019

**Students & Academic**

1. **Goals**

   **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. PBiS for the first quarter at Hynes-LV was 94% attendance. Hynes-UNO was 100%.
3. The Hynes Riptide swim team for a 2nd place finish and our JV volleyball team for a 1st place finish.

**Faculty, Staff, and Administration**

1. Hynes-LV has one teaching vacancy and Hynes-UNO is fully staffed. Both are fully enrolled.
2. Professional learning communities (PLCs) and Leading for Success team structures are in place at both sites.
   Each PLC team tailors the topic to the students’ or teachers’ needs. They will follow a plan, do, study, act (PDSA) format. The next step this year is to conduct coaching sessions based upon 3 core strategies. The staff has been divided among the administrators and instructional coaches.
3. The first cycle for COMPASS evaluations is underway.
4. Report cards for the first quarter will be issued on Thursday, October 24, 2019.

**Family and Community Involvement**

1. High school day was held on Friday, October 18, 2019.
2. Trunk or Treat (Lakeview) and Boo on the Boulevard (H-UNO) will be hosted by their respective PTOs on Friday, October 25th.
3. Hynes City Park Night was rescheduled due inclement weather. The new date is Friday, November 1st.
4. Hynes Schools will host a table at the Urban League Expo on Saturday, Nov. 16th.
5. Our 3rd District NOPD resource officers will be hosting conversations with cops and crafts with cops on our campuses.

**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 install 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. Hynes has partnered with EdFuel through NSNO. EdFuel will provide our corporation with five hours per week for consulting and facilitating our talent priorities. Goals will be mutually agreed upon based upon a diagnostic process. The outcomes will apply to retention, hiring, recruiting, onboarding, promoting, and developing talent.
2. Friends of Hynes released an RFQ for to provide professional architectural and engineering services (A/E services) in support of the design of the envisioned new school facility.
3. A CSGF grant was received at the end of September.
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,

Leon Mathes
Chief Financial Officer
Hynes Charter School Corporation
## ASSETS

### Current Assets
- Cash and cash equivalents: $4,968,686 A
- Grants and other receivables:
  - OPSB / LDOE: $257,401 B
  - Other receivables: 55,097 C
  - Total grants and other receivables: 312,498
- Prepaid expenses: 101,517 D
- **Total Current Assets**: 5,382,702

### Other Assets
- Deposits: 18,400 E
- **Total Other Assets**: 18,400

### Fixed Assets
- Leasehold improvements: $7,530 F
- Equipment: $24,093 G
- **Total Fixed Assets**: 31,623
- Accumulated depreciation: (25,623) H
- **Total Fixed Assets, net**: 6,000 I

**TOTAL ASSETS**: $5,407,102 J

## LIABILITIES AND NET ASSETS

### Current Liabilities
- Accounts payable OPSB: $109,650 K
- Other Accounts payable: 113,768 L
- Accrued payroll liabilities: 102,065 M
- **Total Current Liabilities**: 325,483

### Net Assets
- Net assets, beginning of this fiscal year: 4,359,729
- Current year increase (decrease) in net assets: 721,890
- **Net Assets, end of this period**: 5,081,620 N

**TOTAL LIABILITIES AND NET ASSETS**: $5,407,102 O
Hynes Charter School Corporation Lakeview  
Statement of Activities and Changes in Net Assets

<table>
<thead>
<tr>
<th>Revenues and Other Support</th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th>Annual Budget</th>
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</thead>
<tbody>
<tr>
<td>MFP</td>
<td>$1,701,211</td>
<td>$1,665,501</td>
<td>$35,710 A</td>
<td>$6,662,000</td>
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<td>Federal grants</td>
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<td>$ -</td>
<td>-</td>
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<tr>
<td>Donations</td>
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<td><strong>Total Revenues and Other Support</strong></td>
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<td><strong>1,797,000</strong></td>
<td><strong>247,821</strong></td>
<td><strong>7,542,000</strong></td>
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<table>
<thead>
<tr>
<th>Expenses</th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th>Annual Budget</th>
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<tbody>
<tr>
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<td>Depreciation expense</td>
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<td>137,000</td>
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<td>826</td>
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<td><strong>Total Expenses</strong></td>
<td><strong>1,289,119</strong></td>
<td><strong>1,281,285</strong></td>
<td><strong>(7,835)</strong></td>
<td><strong>7,542,000</strong></td>
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CHANGE IN NET ASSETS

<table>
<thead>
<tr>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th>Annual Budget</th>
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<tbody>
<tr>
<td>$755,702</td>
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Net Assets

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<th>Actuals</th>
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<td>$5,115,431</td>
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Hynes Charter School Corporation UNO  
Statement of Activities and Changes in Net Assets

For the Three Months Ended September 30, 2019

<table>
<thead>
<tr>
<th>Revenues and Other Support</th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFP</td>
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<td>$240,000</td>
<td>$6,509</td>
<td>$960,000</td>
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<tr>
<td>Federal grants</td>
<td>$-</td>
<td>-</td>
<td>-</td>
<td>$204,000</td>
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<tr>
<td>Donations</td>
<td>$-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other income</td>
<td>$-</td>
<td>-</td>
<td>-</td>
<td>$6,000</td>
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<tr>
<td><strong>Total Revenues and Other Support</strong></td>
<td><strong>246,509</strong></td>
<td><strong>240,000</strong></td>
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<td><strong>1,170,000</strong></td>
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<th>Budget</th>
<th>Variance</th>
<th>Annual Budget</th>
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</thead>
<tbody>
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<td>249</td>
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<td>Disposal services</td>
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<td>12,000</td>
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<td>IT services</td>
<td>4,000</td>
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<td>(1,000)</td>
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<td>56,000</td>
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<td>Travel</td>
<td>-</td>
<td>249</td>
<td>249</td>
<td>1,000</td>
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<td>Utilities</td>
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<td><strong>Total Expenses</strong></td>
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<td>245,301</td>
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**CHANGE IN NET ASSETS**

<table>
<thead>
<tr>
<th></th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th>Annual Budget</th>
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<tbody>
<tr>
<td></td>
<td>$ (33,812)</td>
<td>$ (5,301)</td>
<td>$ (28,512)</td>
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**Net Assets**

Beginning of this fiscal year

**END OF THIS PERIOD**  
$ (33,812)
Hynes Charter School Corporation
Statement of Cash Flows
For the Three Months Ended September 30, 2019

CASH FLOW FROM OPERATING ACTIVITIES
Change in net assets $  721,890

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

Depreciation 857

Changes in operating assets:
Grants and other receivables 24,213
Prepaid expenses 7,832

Changes in operating liabilities:
Accounts payable (924)
Accrued payroll liabilities (592,270)

Net cash provided by (used in) operating activities 161,598

CASH FLOW FROM INVESTING ACTIVITIES
Leasehold improvements to be donated -

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS 161,598

Cash and cash equivalents - Beginning of the year 4,807,088
CASH AND CASH EQUIVALENTS - End of this period $ 4,968,686
Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached September 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 September 2019 financial statements.

The Net Assets for the period ended September 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).