



**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.
  - c. Review and approve the 2019 – 2020 Student Handbook modifications.
  - d. Authorize CEO to sign MOU between the Center for Resilience and Hynes Charter School Corporation.
2. New business
3. Adjournment



**Edward Hynes Charter School**

**Board Meeting**

**Minutes**

**September 23, 2019**



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

**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 School**

**Board Meeting**

**Reporting Documents**

**October 21, 2019**

# **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 2<sup>nd</sup> place finish and our JV volleyball team for a 1<sup>st</sup> 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 25<sup>th</sup>.
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. 16<sup>th</sup>.
5. Our 3<sup>rd</sup> 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 1<sup>st</sup>, 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.



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

October 21, 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 September 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 September 30, 2019**

**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
<b>Total Current Assets</b>		<b>5,382,702</b>	

**Other Assets**

Deposits	18,400		E
<b>Total Other Assets</b>		<b>18,400</b>	

**Fixed Assets**

Leasehold improvements	\$ 7,530		F
Equipment	\$ 24,093		G
Total Fixed Assets		31,623	
Accumulated depreciation		(25,623)	H
<b>Total Fixed Assets, net</b>		<b>6,000</b>	I
<b>TOTAL ASSETS</b>		<b>\$ 5,407,102</b>	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
<b>Total Current Liabilities</b>		<b>\$ 325,483</b>	

**Net Assets**

Net assets, beginning of this fiscal year	4,359,729		
Current year increase (decrease) in net assets		721,890	
<b>Net Assets, end of this period</b>		<b>5,081,620</b>	N
<b>TOTAL LIABILITIES AND NET ASSETS</b>		<b>\$ 5,407,102</b>	O

**Hynes Charter School Corporation Lakeview**  
**Statement of Activities and Changes in Net Assets**

	<u>For the Three Months Ended September 30, 2019</u>				<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		<u>Budget</u>
<b><u>Revenues and Other Support</u></b>					
MFP	\$ 1,701,211	\$ 1,665,501	\$ 35,710	A	\$ 6,662,000
Federal grants	\$ -	\$ -	-		\$ 354,000
Donations	\$ 330,987	\$ 119,499	211,488	B	\$ 478,000
Other income	\$ 12,623	\$ 12,000	623		\$ 48,000
<b>Total Revenues and Other Support</b>	<b><u>2,044,821</u></b>	<b><u>1,797,000</u></b>	<b><u>247,821</u></b>		<b><u>7,542,000</u></b>
<b><u>Expenses</u></b>					
Salaries	613,590	\$ 617,572	3,982		4,409,000
Benefits	190,369	\$ 230,416	40,047		1,645,000
Child nutrition	1,650	\$ 1,650	-		11,000
Depreciation expense	857	\$ 750	(107)		3,000
Disposal services	2,831	\$ 2,499	(332)		10,000
Dues and fees	13,844	\$ 8,751	(5,093)		35,000
Equipment rental	4,935	\$ 2,751	(2,184)		11,000
Insurance	32,603	\$ 34,251	1,648		137,000
IT services	38,921	\$ 22,500	(16,421)	C	90,000
LEA services	112,024	\$ 113,310	1,286		453,000
Materials and supplies	66,539	\$ 51,111	(15,428)	D	160,000
Other expense	33,458	\$ 9,999	(23,459)	E	40,000
Professional services	38,477	\$ 19,251	(19,226)	F	77,000
Repair and maintenance	41,417	\$ 33,501	(7,916)		134,000
Textbooks	36,746	\$ 76,000	39,254	G	76,000
Transportation	8,508	\$ 9,333	826		56,000
Travel	-	\$ 2,499	2,499		10,000
Utilities	52,350	\$ 45,140	(7,210)		185,000
<b>Total Expenses</b>	<b><u>1,289,119</u></b>	<b><u>1,281,285</u></b>	<b><u>(7,835)</u></b>		<b><u>7,542,000</u></b>
 <b>CHANGE IN NET ASSETS</b>	 <b><u>\$ 755,702</u></b>	 <b><u>\$ 515,715</u></b>	 <b><u>\$ 239,986</u></b>		 <b><u>\$ (0)</u></b>
 <b><u>Net Assets</u></b>					
Beginning of this fiscal year	4,359,729				
<b>END OF THIS PERIOD</b>	<b><u>\$ 5,115,431</u></b>				

**Hynes Charter School Corporation UNO**  
**Statement of Activities and Changes in Net Assets**

	<u>For the Three Months Ended September 30, 2019</u>				<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		<u>Budget</u>
<b><u>Revenues and Other Support</u></b>					
MFP	\$ 246,509	240,000	\$ 6,509	A	\$ 960,000
Federal grants	\$ -	-	-		\$ 204,000
Donations	\$ -	-	-		\$ -
Other income	\$ -	-	-		\$ 6,000
<b>Total Revenues and Other Support</b>	<b>246,509</b>	<b>240,000</b>	<b>6,509</b>		<b>1,170,000</b>
<b><u>Expenses</u></b>					
Salaries	92,019	92,000	(19)		615,000
Benefits	26,001	33,359	7,358		223,000
Child nutrition	1,500	300	(1,200)		2,000
Depreciation expense	-	249	249		1,000
Disposal services	1,331	1,500	169		6,000
Dues and fees	-	249	249		1,000
Equipment rental	500	999	499		4,000
Insurance	2,000	3,000	1,000		12,000
IT services	4,000	3,000	(1,000)		12,000
LEA services	11,330	16,300	4,970		65,000
Materials and supplies	74,910	15,000	(59,910)	B	15,000
Other expense	15,750	4,500	(11,250)	C	18,000
Professional services	3,180	10,251	7,072		41,000
Repair and maintenance	12,548	4,251	(8,297)	D	17,000
Textbooks	15,721	41,000	25,279	E	41,000
Transportation	4,250	9,333	5,083		56,000
Travel	-	249	249		1,000
Utilities	15,281	9,760	(5,521)		40,000
<b>Total Expenses</b>	<b>280,320</b>	<b>245,301</b>	<b>(35,020)</b>		<b>1,170,000</b>
 <b>CHANGE IN NET ASSETS</b>	 <b>\$ (33,812)</b>	 <b>\$ (5,301)</b>	 <b>\$ (28,512)</b>		 <b>\$ -</b>
 <b><u>Net Assets</u></b>					
Beginning of this fiscal year	-				
<b>END OF THIS PERIOD</b>	<b>\$ (33,812)</b>				

**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

Hynes Charter School Corporation

Selected Information

October 21, 2019

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).