



Edward Hynes Charter School

Board Meeting

Agenda

December 2, 2019

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, December 2, 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. October 21, 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
 - b. Discussion of expense budget variance exceeding 5%
 - c. Discussion of CRI tax engagement letter
 - d. Discussion of CRI tax return
 - e. NOLAPS Preliminary Rating on Financial Health
6. HR Report
7. Friends of Hynes Report

BOARD BUSINESS

1. Old business
2. New business
 - a. Review and approve a Hynes Charter School Corporation Student Fee Policy
 - b. Special Education Advisory Council (SEAC) to comply with Louisiana law for the purpose providing advice and feedback regarding policies, procedures, and resources
 - c. Open siting request for Mary G. Coghill Charter School
 - d. Move to Executive Session to discuss Professional Competence of the CEO
3. Adjournment



Edward Hynes Charter School

Board Meeting

Minutes

October 21, 2019



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

**Board of Directors Meeting
Monday, October 21, 2019**

Board Members Present: Bill Chauvin, Jan Janz, Barbara Richard, Kris Scairono

Board Members Absent: Helene Derbigny, Alvin C. Miester III, Cassandra Youmans

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

Barbara Richard, Board Vice President, called the meeting to order at 5:00 pm and proceeded with the agenda.

1. **Approval of agenda.** Barbara Richard made a motion to approve the October 21, 2019 meeting agenda. Bill Chauvin seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
2. **Approval of minutes.** Barbara Richard made a motion to waive the reading and approve the September 23, 2019 meeting minutes. Bill Chauvin 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 acknowledged the custodial staff for their hard work keeping our Hynes facilities clean and orderly, resulting in positive feedback from the NOLAPS inspection.
5. **CEO's report.** Michelle Douglas – see attachment.

6. Legal committee report. None.

7. Financial report.

- a. Discussion of comparative financial statements for Hynes-Lakeview and Hynes-UNO for the three months ended September 30, 2019.
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8. HR report. None.

9. Friends of Hynes Report.

Kris Scairono informed the board that Request for Qualifications have been sent to architecture firms and design-build firms.

10. Old business.

- a. Jan Janz made a motion to approve the Louisiana Legislative Compliance Questionnaire. Bill Chauvin seconded the motion. With no public comment, the motion carried unanimous vote of board members present.
- b. Kris Scairono Made a motion to authorize bank account signatories. 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 2019 – 2020 Student Handbook modifications. 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 authorize the CEO to sign the Memorandum of Understanding between the Center of Resilience and Hynes Charter School Corporation. Bill Chauvin seconded the motion. With no public comment, the motion carried unanimous vote of board members present.

11. New business.

- a. Michelle Douglas announced to the board that the Hynes Dream Big Gala will take place on Saturday, November 16, 2019.
- b. Britany Smith announced to the board that Hynes-UNO will host a silent auction in the spring of 2020 on the University of New Orleans campus.

With no further business to discuss, a motion to adjourn was made by Jan Janz, seconded by Kris Scairono, and passed unanimously by a vote of board members present. The meeting was adjourned at 5:50 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

December 2, 2019

**Edward Hynes Charter School
CEO's Report December 2, 2019**

Students & Academic

1. Annual 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.

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

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

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. Students in grades 3-8 are taking LEAP 360 interim assessments online.
3. Both campuses are monitoring progress toward second quarter goals. The Hynes-UNO campus is promoting the use of their online academic applications through weekly celebrations.
4. Flag football placed 2nd in the league. JV Volleyball placed 1st in the league. The GOTR 5k took place two weeks ago; 22 girls participated.

Faculty, Staff, and Administration

1. Hynes-LV and Hynes-UNO are fully staffed and fully enrolled.
2. Professional development continues to take place in small groups through the PLC structure at both campuses. The school leaders are striving to enhance the system of the L4S teams through continued capacity-building and goal-setting.
3. The first cycle for COMPASS evaluations should be complete by mid-January. Performance reviews are complete for all non-COMPASS administrative staff. A follow-up review in the Spring will be scheduled.
4. Report cards for the second quarter will be issued on January 9, 2020.
5. Hynes CEO has successfully completed her Doctor of Education Degree in Executive Leadership.
6. A team of three will attend the Brustein & Manasevit fall forum on mitigating risks.
7. A team of three will present at the Louisiana Public Charter Schools conference on Friday, December 6, 2019 on "Strategies for Staff Engagement: Strengthening Employee Relationships". Hynes CEO will be on a panel discussion about charter schools and corporate partnerships.

Family and Community Involvement

1. Hynes-UNO would like to introduce Beignet, their Husky.
2. Second quarter PTO meetings will take place this week at both campuses.
3. Hynes Schools hosted a table at the Kingsley House student recruitment fair.
4. Hynes-LV PTO gala was a success.

Operations and Facilities

1. Phase II repairs to Hynes-LV led by the New Orleans LA Public Schools Facilities Department are nearing completion and a punch list is being developed.
2. Hynes received financial support for the UNO replication from NSNO.

Replication

1. Hynes has partnered with EdFuel through NSNO to develop a standard set of hiring, onboarding, and retention practices which will become especially important as we grow.
2. Friends of Hynes will release an RFP based upon the RFQs received for architectural and engineering services (A/E services) in support of the design of the envisioned new school facility.



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

December 2, 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 October 31, 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 October 31, 2019

ASSETS

Current Assets

Cash and cash equivalents	\$	5,086,951	A
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Grants and other receivables:

OPSB / LDOE	\$	187,622	B
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Other receivables		35,665	C
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Total grants and other receivables		223,288	
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Prepaid expenses		89,919	D
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Total Current Assets		5,400,157	
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Other Assets

Deposits		17,400	E
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Total Other Assets		17,400	
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Fixed Assets

Leasehold improvements	\$	7,530	F
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Equipment	\$	24,093	G
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Total Fixed Assets		31,622	
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Accumulated depreciation		(25,908)	H
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Total Fixed Assets, net		5,715	I
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TOTAL ASSETS		\$ 5,423,272	J
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$	148,050	K
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Other Accounts payable		91,210	L
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Accrued payroll liabilities		167,643	M
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Total Current Liabilities		\$ 406,903	
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Net Assets

Net assets, beginning of this fiscal year		4,359,729	
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Current year increase (decrease) in net assets		656,639	
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Net Assets, end of this period		5,016,369	N
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TOTAL LIABILITIES AND NET ASSETS		\$ 5,423,272	O
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Hynes Charter School Corporation Lakeview
Statement of Activities and Changes in Net Assets

	<u>For the Four Months Ended October 31, 2019</u>				<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		
<u>Revenues and Other Support</u>					
MFP	\$ 2,286,404	\$ 2,220,668	\$ 65,736	A	\$ 6,662,000
Federal grants	\$ -	\$ -	-		\$ 354,000
Donations	\$ 581,321	\$ 159,332	421,989	B	\$ 478,000
Other income	\$ 47,684	\$ 16,000	31,684		\$ 48,000
Total Revenues and Other Support	2,915,408	2,396,000	519,408		7,542,000
<u>Expenses</u>					
Salaries	1,194,243	\$ 1,006,801	(187,442)	C	4,409,000
Benefits	322,655	\$ 375,638	52,983		1,645,000
Child nutrition	3,150	\$ 2,750	(400)		11,000
Depreciation expense	1,143	\$ 1,000	(143)		3,000
Disposal services	5,623	\$ 3,332	(2,291)		10,000
Dues and fees	19,571	\$ 11,668	(7,903)		35,000
Equipment rental	5,267	\$ 3,668	(1,599)		11,000
Insurance	43,222	\$ 45,668	2,446		137,000
IT services	46,766	\$ 30,000	(16,766)	D	90,000
LEA services	149,728	\$ 151,080	1,352		453,000
Materials and supplies	87,883	\$ 71,111	(16,772)	E	160,000
Other expense	37,058	\$ 13,332	(23,726)	F	40,000
Professional services	44,538	\$ 25,668	(18,870)	G	77,000
Repair and maintenance	43,121	\$ 44,668	1,547		134,000
Textbooks	73,715	\$ 76,000	2,285		76,000
Transportation	9,613	\$ 15,556	5,942		56,000
Travel	-	\$ 3,332	3,332		10,000
Utilities	81,387	\$ 63,640	(17,747)	H	185,000
Total Expenses	2,168,683	1,944,912	(223,772)		7,542,000
 CHANGE IN NET ASSETS	 \$ 746,725	 \$ 451,088	 \$ 295,635		 \$ (0)

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

	<u>For the Four Months Ended October 31, 2019</u>				<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		<u>Budget</u>
<u>Revenues and Other Support</u>					
MFP	\$ 321,001	320,000	\$ 1,001	A	\$ 960,000
Federal grants	\$ -	-	-		\$ 204,000
Donations	\$ -	-	-		\$ -
Other income	\$ -	-	-		\$ 6,000
Total Revenues and Other Support	<u>321,001</u>	<u>320,000</u>	<u>1,001</u>		<u>1,170,000</u>
<u>Expenses</u>					
Salaries	175,789	147,000	(28,789)	B	615,000
Benefits	50,418	53,302	2,884		223,000
Child nutrition	1,500	500	(1,000)		2,000
Depreciation expense	-	332	332		1,000
Disposal services	1,891	2,000	109		6,000
Dues and fees	770	332	(438)		1,000
Equipment rental	645	1,332	687		4,000
Insurance	3,000	4,000	1,000		12,000
IT services	8,021	4,000	(4,021)		12,000
LEA services	16,020	21,733	5,713		65,000
Materials and supplies	83,667	15,000	(68,667)	C	15,000
Other expense	14,651	6,000	(8,651)		18,000
Professional services	3,668	13,668	10,000		41,000
Repair and maintenance	10,657	5,668	(4,989)		17,000
Textbooks	17,511	41,000	23,489		41,000
Transportation	7,597	15,556	7,959		56,000
Travel	-	332	332		1,000
Utilities	15,281	13,760	(1,521)		40,000
Total Expenses	<u>411,086</u>	<u>345,515</u>	<u>(65,571)</u>		<u>1,170,000</u>
 CHANGE IN NET ASSETS	 <u>\$ (90,085)</u>	 <u>\$ (25,515)</u>	 <u>\$ (64,571)</u>		 <u>\$ -</u>
 <u>Net Assets</u>					
Beginning of this fiscal year	-				
END OF THIS PERIOD	<u>\$ (90,085)</u>				

Hynes Charter School Corporation
Statement of Cash Flows
For the Four Months Ended October 31, 2019

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets \$ 656,639

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

Depreciation 1,143

Changes in operating assets:

Grants and other receivables 113,424

Prepaid expenses 20,431

Changes in operating liabilities:

Accounts payable 14,918

Accrued payroll liabilities (526,692)

Net cash provided by (used in) operating activities 279,863

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated -

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS 279,863

Cash and cash equivalents - Beginning of the year 4,807,088

CASH AND CASH EQUIVALENTS - End of this period \$ 5,086,951

Hynes Charter School Corporation

Selected Information

December 2, 2019

Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached October 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 October 2019 financial statements.

The Net Assets for the period ended October 31, 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).



Hynes Charter School Corporation

STUDENT FEE AND SCHOOL SUPPLIES POLICY

Hynes Charter School-UNO and Hynes Charter School-LV collect student activity fees annually for each student upon re-registration or registration. Selecting the option to pre-pay greatly streamlines the collection effort for our families and staff. All purchases made with student activity funds are approved by administration and must align to the school's mission, purpose, and goals.

The Student Fee and School Supplies Policy governs the assessment, collection, and use of required curricular and co-curricular fees charged to students, their parents or their legal guardians, as well as the requesting of school supplies.

For the purposes of this policy:

1. "Fees" shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. "Fees" do not include additional extra-curricular activities or voluntary enrichment programs that are offered outside of the normal school day.
2. A "curricular or co-curricular activity" is any activity that is relevant, supportive, and an integral part of the program of studies in which the student is enrolled, and that is under the supervision and/or coordination of the school instructional staff. Co-curricular activities normally supplement the curricular program, but do not include other school-related activities, such as proms and dances, entrance fees to after-school activities, school rings, class trips, and items purchased through third-party vendors.
3. "School supplies" are those items that teachers may request, but not require, of students to purchase or provide that are beneficial to the students directly, more so than general school or classroom supplies.
4. The preferred method of fee payment shall be in cash, check, or credit card for which the collector of a fee shall give a receipt to the student, parent, or guardian and who shall remit the payment to the school site registrar or program designee.

5. Payment is to be at or before the beginning of the activity for which a fee is assessed or requested, unless other arrangements have been made or requested.
6. The assessment of a curricular or co-curricular fee not authorized by this policy is prohibited.

Below is a list of all such required fees that are assessed and collected, including the purpose, use, and the amount or the authorized range for each:

1. **P.E. Uniforms - \$12.** Helps defray the cost of uniforms worn by middle school students in P.E. classes, to be collected by the PE Department.
2. **All K-5th grade French Immersion students: \$100**
These fees are pre-payment for special classroom or program activities for the students in the optional immersion program. These items include, but are not limited to, special guests, cultural activities, field trips, awards, and other supplemental curricular materials which are not considered part of the core curriculum, but are specific to the French program. These are collected by the registrar upon registration or re-registration.
3. **Pre-paid Student Activity Fees for all students (including French Immersion)- \$95.** Helps defray the costs of science and technology lab fees (\$15), one prepaid, class-selected daytime field trip (\$10-12), pencil case and folder (\$5), organizational agenda to improve home/school communication (\$10), PBIS and other school-wide awards/rewards (\$10), special homeroom activities (\$3-5), field trip t-shirt (\$10), and yearbook (\$30). These are collected by the registrar upon registration or re-registration.

* * * *

Any required fee may be payable later or in installments, may be reduced or may be waived for economically disadvantaged students and students whose families are experiencing economic hardship and are unable to pay them timely, fully, or at all. Eligibility for delayed payment, or for reduced, or waived fees includes, but is not limited to, those families receiving unemployment benefits or public assistance (including Temporary Assistance for Needy Families-TANF, Supplemental Nutrition Assistance Program - SNAP, Supplemental Security Income - SSI or Medicaid), workers' compensation benefits, foster families caring for children in foster care, families that are homeless, families where the student's parent(s) or legal guardian(s) are serving in, or within the previous year has served in, active military service, or the student is an emancipated minor.

Any student, parent or guardian seeking a delayed or reduced fee payment or a fee waiver should submit on or before the beginning of the covered activity his/her written request for such relief to the School Social Worker for resolution. Any student

who is denied an economic hardship request and wishes to appeal the denial should submit to the School Principal within seven (7) school days of denial by a written appeal, containing the reason(s) why the economic hardship waiver, delay, or reduction should be granted. The School Principal will respond to the appeal in writing within seven (7) school days of receipt of the written appeal.

All records associated with a fee waiver, delay, or reduction request due to economic hardship shall not constitute a public record but may be audited to ensure compliance with this policy. A student's personally identifiable information with such a waiver shall not be made public.

The failure to pay any required fee shall not result in the withholding of a student's educational record.

School supplies (which are not included in the above curricular fees) requested by classroom teachers of a student's parent or guardian shall not exceed the published amount per student per school year, as determined by this Board of Directors. The School Principal shall approve all school supplies requested by classroom teachers. Prior to establishing a fee for school supplies or developing a school supply list, the School Principal shall consider the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested school supplies.

Source: La. R.S. 17:177; 17:178
LDE "Guidance on Student Fees" – August 2017
Bulletin 129, Section 1410 (LAUGH).



DRAFT
12/2/19

SPECIAL EDUCATION ADVISORY COUNCIL INFORMATION

Do you want to become a member of the Hynes Charter School Corporation
Special Education Advisory Council (HCSC SEAC)?

What is the Hynes Charter School Corporation Special Education Advisory Council?

Louisiana law requires that Hynes establish and maintain a local Special Education Advisory Council (SEAC).

What is the role of the HCSC SEAC?

The purpose of the SEAC is to provide advice and feedback regarding special education policies, procedures, and resources. The SEAC will also engage in outreach activities to increase the level of community knowledge, support, and collaboration regarding special education.

What are membership requirements for local Special Education Advisory Council?

Louisiana law requires the number and composition of SEAC to be determined by the Chief Executive Officer. The SEAC for Hynes Charter School Corporation (HCSC SEAC) will include at least four (4) individuals, including the following:

- Two members who are parents or legal guardians of students with an exceptionality, other than gifted and talented, who are enrolled in a Hynes school.
- One member who is a teacher, principal, or teaching assistant; and
- One member who is another special education stakeholder
- A chairperson designated by the CEO who will serve as one of the appointed members.

All members will meet three times per year and participate in community outreach activities.

When will the HCSC SEAC meet?

The HCSC SEAC is required to meet three (3) times per year.

The first meeting of the Hynes SEAC will take place on December 17, 2019, at 5:00PM in the Hynes-UNO Library (6101 Chatham Drive).

How can I apply to become a HCSC SEAC member?

If you are interested in serving as a member of the HCSC SEAC, please return the application via e-mail or in person to the front office. All applications must be received no later than 12/11/19 to be considered.

Attention: Shawn Persick, Executive Director of Operations

Phone: (504) 359-7700

E-mail: shawn.persick@hynesschool.com

What is the timeline for the SEAC?

Application Distribution: December 4, 2019

Application Submission Deadline: December 11, 2019

Formation of the Council: December 13, 2019

First Meeting: December 17, 2019, 5:00PM



Hynes Charter School Corporation
 Office of the CMO
 990 Harrison Avenue
 New Orleans, Louisiana 70124
 (504) 324-7160

Application for Membership

Hynes Charter School Corporation Special Education Advisory Council (HCSC SEAC)

Note: All applications must be received by December 11, 2019 to be considered.

The first meeting will take place on December 17, 2019, at 5:00 PM in the Hynes-UNO Library.

DRAFT
12/2/19

Name: _____
 Address: _____
 E-mail: _____
 Phone: _____ Alternate Phone: _____
 Signature: _____ Date: _____

I. Which membership category do you represent? (Check one).

Parent/Guardian of Student with an Exceptionality (other than Gifted/Talented)

Student's Name: _____ Age or Grade: _____

Circle One: Hynes-Lakeview Hynes-UNO

Hynes Charter School Staff

Job Title: _____ Location: _____

Other Special Education Stakeholder

Agency/Organization/Interest: _____

II. Why are you interested in serving on the HCSC SEAC?

III. Are you able to attend and participate in three (3) HCSC SEAC meetings annually?

Are you able to attend and participate in community outreach activities supported by the HCSC SEAC ?

Yes No

IV. How did you learn about HCSC SEAC?

Please complete this form on or before December 11, 2019 and submit to:

Shawn Persick, Executive Director of Operations

Phone: (504) 359-7700

E-mail: shawn.persick@hynesschool.com