



Edward Hynes Charter School

Board Meeting

Agenda

January 10, 2020

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Friday, January 10, 2020 at 4:30 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. December 2, 2019, 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
 - a. Update on the architectural selection process

BOARD BUSINESS

1. Old business
2. New business
 - a. Approval of Hynes credit card credit limit increase from \$5,000 to \$10,000. The credit card is controlled by the CEO.
 - b. Auditor selection for the year end June 30, 2020
 - c. OTMAC request to rent Hynes Charter School gymnasium
 - d. Lakeview / Lake Area Neighborhoods request to use gym to host forum on Tuesday, January 21, 2020
3. Adjournment



Edward Hynes Charter School

Board Meeting

Minutes

December 2, 2019



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

**Board of Directors Meeting
Monday, December 2, 2019**

Board Members Present: Bill Chauvin, Helene Derbigny, Alvin C. Miester III, Barbara Richard, Kris Scairono

Board Members Absent: Jan Janz, Cassandra Youmans

Others Present: Elizabeth Bagert, Michelle Douglas, Leon Mathes, Lee Reid, 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.** Bill Chauvin made a motion to approve the December 2, 2019 meeting agenda. Barbara Richard 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 of and approve the October 21, 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.** Michelle Douglas on behalf of Mike Townsend – see attachment.
 - a. Michelle Douglas announced that Phase II repair work by the Orleans Parish School Board is nearly complete.

5. **CEO's report.** Michelle Douglas – see attachment.

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

7. **Financial report.** Leon Mathes – See attachment.

a. Discussion of the following:

i. Comparative financial statements for Hynes-Lakeview and Hynes-UNO as of October 31, 2019

ii. CRI tax engagement letter and tax return

iii. NOLAPS Preliminary Rating on Financial Health

8. **HR report.** None.

9. **Friends of Hynes Report.**

Bill Chauvin informed the board that the Friends of Hynes board reviewed their ratings and rankings of the Request for Qualifications received from seven architectural firms, and narrowed the list to three architectural forms that will receive a Request for Proposal.

10. **Old business.** None.

11. **New business.**

a. Kris Scairone made a motion to approve a Hynes Charter School Student Fee Policy. Barbara Richard seconded the motion. With no public comment, the motion carried unanimous vote of board members present.

b. Shawn Persick presented a draft of the Special Education Advisory Council Information and Application for Membership to the board. Alvin Miester adopted a resolution of the board to acknowledge the receipt of the Special Education Advisory Council Information and Application for Membership of the council, and approval of the procedures. With no public comment, the resolution passed unanimously by vote of board members present.

c. The board discussed the open siting request for Mary G. Coghill Charter School. Further discussion will take place at the next board meeting.

With no further business to discuss, a motion to move to Executive Session to discuss Professional Competence of CEO was made by Kris Scairono, seconded by Helene Derbigny, and passed unanimously by a vote of board members present.

Barbara Richard made a motion to return from executive session at 6:59 pm. Kris Scairono seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

Barbara Richard made a motion to adjourn. Kris Scairono seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present. The meeting was adjourned at 7:00 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

January 10, 2020

Edward Hynes Charter Schools

Facilities Report

January 10, 2020

Hynes – Lakeview

- **NOLAPS contracted work – Phase II completed**
- **NOLAPS contracted work – Phase III in progress**
- **Winter Break cleaning completed**

Hynes – UNO

- **Winter Break cleaning completed**
- **NOLAPS annual inspection completed**

**Edward Hynes Charter School
CEO's Report January 10, 2020**

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. Second quarter report cards were prepared and distributed on January 9, 2020.
3. The OPSB has invited our board, administration, teachers, and students to attend the January 16, 2020 board meeting to be honored for "A" Award for Top Achievement, "A" Exemplary Student Growth, Top Gains Honoree, and Equity Honoree from the 2019 release of scores.

Faculty, Staff, and Administration

1. Both campuses remain fully staffed and fully enrolled.
2. Enroll NOLA demand reports indicate that the two Hynes campuses will have no problem reaching enrollment targets for 2020-21.
3. Instructional supervision continues with COMPASS evaluations, learning walks, and coaching cycles conducted by administrators and coaches.
4. A team of 8 is attending the Success for All Experienced Sites Conference in Phoenix, AZ to learn strategies to further develop the implementation of our literacy program at both campuses. Funding for this PD is made possible by federal funds.

Family and Community Involvement

1. The final school tour is scheduled for Thursday, January 16, 2020.
2. Hynes is recognized as a UNO25 Honoree for the Class of 2020. This recognition is a program that the University of New Orleans has in place to honor successful businesses and nonprofits which are led by UNO alumni.
3. The Hynes-Lakeview PTO is hosting the school fair on March 14, 2020. The annual golf tournament sponsored by the Men's Committee on March 27, 2020.
4. The Hynes-UNO PTO is planning a fundraising gala in April 2020. The date should be finalized at the end of January 2020.

Operations and Facilities

1. OPSB Phase II is complete.
2. Hynes-UNO passed the second and final annual building inspection from OPSB.

Replication

1. We are in the process of refining policies and procedures relative to school operations. A draft of the employment handbook for Hynes is with counsel for review. The work generated from the implementation plans of the strategic planning committee, the LEA planning, and EdFuel will feed into these documents.
2. The next phase of LEA planning will be related to Special Education.
3. The December timeline for the Coghill siting was not compatible with the timeline outlined in the strategic plan.



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

January 10, 2020

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 November 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 November 30, 2019

ASSETS

Current Assets

Cash and cash equivalents		\$ 5,090,171	A
Grants and other receivables:			
OPSB / LDOE	\$ 144,268		B
Other receivables	55,918		C
Total grants and other receivables		200,186	
Prepaid expenses		149,982	D
Total Current Assets		5,440,339	

Other Assets

Deposits	17,400		E
Total Other Assets		17,400	

Fixed Assets

Leasehold improvements	\$ 7,530		F
Equipment	\$ 24,093		G
Total Fixed Assets		31,622	
Accumulated depreciation		(26,194)	H
Total Fixed Assets, net		5,429	I

TOTAL ASSETS		\$ 5,463,168	J
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$ 180,300		K
Other Accounts payable	36,016		L
Accrued payroll liabilities	318,957		M
Total Current Liabilities		\$ 535,273	

Net Assets

Net assets, beginning of this fiscal year	4,359,729		
Current year increase (decrease) in net assets	568,166		
Net Assets, end of this period		4,927,895	N

TOTAL LIABILITIES AND NET ASSETS		\$ 5,463,168	O
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Hynes Charter School Corporation Lakeview
Statement of Activities and Changes in Net Assets

	<u>For the Five Months Ended November 30, 2019</u>				<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		
Revenues and Other Support					
MFP	\$ 2,853,230	\$ 2,775,835	\$ 77,395	A	\$ 6,662,000
Federal grants	\$ -	\$ 40,000	(40,000)	B	\$ 354,000
Donations	\$ 581,321	\$ 199,165	382,156	C	\$ 478,000
Other income	\$ 54,837	\$ 20,000	34,837		\$ 48,000
Total Revenues and Other Support	3,489,388	3,035,000	454,388		7,542,000
Expenses					
Salaries	1,569,898	\$ 1,568,375	(1,523)		4,409,000
Benefits	469,097	\$ 585,161	116,064	D	1,645,000
Child nutrition	4,148	\$ 3,850	(298)		11,000
Depreciation expense	1,429	\$ 1,250	(179)		3,000
Disposal services	5,771	\$ 4,165	(1,606)		10,000
Dues and fees	20,665	\$ 14,585	(6,080)		35,000
Equipment rental	6,394	\$ 4,585	(1,809)		11,000
Insurance	53,841	\$ 57,085	3,244		137,000
IT services	53,187	\$ 37,500	(15,687)		90,000
LEA services	187,065	\$ 188,850	1,785		453,000
Materials and supplies	99,782	\$ 82,222	(17,560)		160,000
Other expense	21,887	\$ 16,665	(5,222)		40,000
Professional services	47,693	\$ 32,085	(15,608)		77,000
Repair and maintenance	50,816	\$ 55,835	5,019		134,000
Textbooks	71,758	\$ 76,000	4,242		76,000
Transportation	12,370	\$ 21,778	9,408		56,000
Travel	19,897	\$ 4,165	(15,732)		10,000
Utilities	89,598	\$ 83,990	(5,608)		185,000
Total Expenses	2,785,294	2,838,146	52,853		7,542,000
CHANGE IN NET ASSETS	\$ 704,094	\$ 196,854	\$ 507,240		\$ (0)
Net Assets					
Beginning of this fiscal year	4,359,729				
END OF THIS PERIOD	\$ 5,063,823				

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

	<u>For the Five Months Ended November 30, 2019</u>				<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		
<u>Revenues and Other Support</u>					
MFP	\$ 395,494	400,000	\$ (4,506) A		\$ 960,000
Federal grants	\$ -	45,000	(45,000) B		\$ 204,000
Donations	\$ -	-	-	C	\$ -
Other income	\$ -	-	-		\$ 6,000
Total Revenues and Other Support	<u>395,494</u>	<u>445,000</u>	<u>(49,506)</u>		<u>1,170,000</u>
<u>Expenses</u>					
Salaries	232,185	222,000	(10,185)		615,000
Benefits	70,533	80,498	9,964		223,000
Child nutrition	1,605	700	(905)		2,000
Depreciation expense	-	415	415		1,000
Disposal services	3,681	2,500	(1,181)		6,000
Dues and fees	770	415	(355)		1,000
Equipment rental	1,079	1,665	586		4,000
Insurance	4,000	5,000	1,000		12,000
IT services	9,597	5,000	(4,597)		12,000
LEA services	20,710	27,167	6,457		65,000
Materials and supplies	87,709	15,000	(72,709)		15,000
Other expense	14,372	7,500	(6,872)		18,000
Professional services	12,994	17,085	4,091		41,000
Repair and maintenance	12,828	7,085	(5,743)		17,000
Textbooks	15,721	41,000	25,279		41,000
Transportation	12,370	21,778	9,408		56,000
Travel	3,921	415	(3,506)		1,000
Utilities	27,346	18,160	(9,186)		40,000
Total Expenses	<u>531,422</u>	<u>473,382</u>	<u>(58,040)</u>		<u>1,170,000</u>
 CHANGE IN NET ASSETS	 <u>\$ (135,928)</u>	 <u>\$ (28,382)</u>	 <u>\$ (107,546)</u>		 <u>\$ -</u>
<u>Net Assets</u>					
Beginning of this fiscal year	-				
END OF THIS PERIOD	<u>\$ (135,928)</u>				

Hynes Charter School Corporation
Statement of Cash Flows
For the Five Months Ended November 30, 2019

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets	\$	568,166
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>		
Depreciation		1,429
Changes in operating assets:		
Grants and other receivables		136,525
Prepaid expenses		(39,632)
Changes in operating liabilities:		
Accounts payable		(8,026)
Accrued payroll liabilities		(375,379)
Net cash provided by (used in) operating activities		<u><u>283,083</u></u>

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated		-
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NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		<u><u>283,083</u></u>
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Cash and cash equivalents - Beginning of the year		4,807,088
CASH AND CASH EQUIVALENTS - End of this period	\$	<u><u>5,090,171</u></u>

Hynes Charter School Corporation

Selected Information

January 10, 2020

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

The Net Assets for the period ended November 30, 2019 include \$48,181 of restricted funds related to the Project Lead the Way (PLTW) grant (\$14,881).

2019-20 Meetings
Hynes Charter School Corporation
Board of Directors



Monday, August 12, 2019

Monday, September 23, 2019

Monday, October 21, 2019

Monday, December 2, 2019

***Friday, January 10, 2019 @ 4:30 PM**

~~Monday, January 13, 2020~~

Monday, February 10, 2020

Monday, March 9, 2020

Monday, April 20, 2020

Monday, June 8, 2020

Budget Hearing 4PM

All meetings occur at
5PM in the Hynes Library
990 Harrison Avenue