



Edward Hynes Charter School

Board Meeting

Agenda

March 9, 2020

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, March 9, 2020 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. February 10, 2020 – 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. Review Bourgeois Bennett engagement letter**
- 6. HR Report**
- 7. Friends of Hynes Report**

BOARD BUSINESS

- 1. Old business**
- 2. New business**
 - a. Review and approve the revised Hynes Charter School Corporation Employee Manual.**
 - b. Authorize the CEO to sign the acceptance letter for the fiscal year 2020 audit contract with Bourgeois Bennett.**
 - c. Review and approve the procurement of upgraded technology equipment through the E-Rate Program service contract.**
 - d. Move to Executive Session to evaluate professional competence of the CEO.**
- 3. Adjournment**



Edward Hynes Charter School

Board Meeting

Minutes

February 10, 2020



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

**Board of Directors Meeting
Monday, February 10, 2020**

Board Members Present: Bill Chauvin, Helene Derbigny, Jan Janz, Alvin C. Miester III, Barbara Richard, Cassandra Youmans; Kris Scairono at 5:15 pm

Board Members Absent: None.

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

Alvin C. Miester III, Board President, called the meeting to order at 5:04 pm and proceeded with the agenda.

1. **Approval of agenda.** Barbara Richard made a motion to approve the February 10, 2020 meeting agenda. Cassandra Youmans seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
2. **Approval of minutes.** Cassandra Youmans made a motion to waive the reading of and to approve the January 10, 2020 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.
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 December 31, 2019

8. HR report. None.

9. Friends of Hynes Report.

Bill Chauvin informed the board that the Friends of Hynes board, after reviewing the presentations from the three architectural firms, has chosen Grace Hebert as the architectural firm for the new Hynes facility.

10. Old business.

Shawn Persick informed the board that the Hynes Charter School Corporation Special Education Advisory Council has completed their second meeting. In this meeting, working groups created a new mission statement for the council, "Huskies Helping Huskies."

11. New business.

a. Observance of a common city-wide school calendar for 2020-2021.

i. Hynes will participate in a common calendar among schools

b. LEA planning progress discussion regarding talent, assessment and accountability, student services (SPED and MTSS), and data management.

i. Discussed in CEO report

c. Barbara Richard made a motion to approve the Hynes Charter School Corporation Letter of Intent to the New Orleans Public Schools for our (Hynes) schools to become their own LEAs effective July 1, 2020. Kris Scairono seconded the motion. With no public comment, the motion carried by unanimous vote of board members present.

d. Bill Chauvin made a motion to allow the CEO to sign and submit a revised agreement between Hynes Charter School Corporation and the Lakeview Crime Prevention District for two replacement crime cameras located on the exterior of

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

- e. Review the quarterly financial documents for submission by CFO to NOLAPS.
- f. Allen Smith presented to the board a new portal, Parent Square, which offers two-way communication between schools and guardians. The application will be used in-conjunction with PowerSchool. The application also tracks financial transactions.

Jan Janz made a motion to approve the purchase of PowerSchool and plug-ins recommended for the 2020–2021 school year. Barbara Richard seconded the motion. With no public comment, the motion carried by unanimous vote of board members present.

- g. Barbara Richard made a motion to authorize the CEO to sign and submit the Child Nutrition Meal Service Information form for the 2020–2021 school year, for Hynes-Lakeview and Hynes-UNO. Helene Derbigny seconded the motion. With no public comment, the motion carried by unanimous vote of board members present.

With no further business to discuss, a motion to adjourn was made by Kris Scairono, seconded by Barbara Richard, and passed unanimously by a vote of board members present. The meeting was adjourned at 6:18 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

March 9, 2020

**Edward Hynes Charter School
Facilities Report
March 9, 2020**

- 1. Coronavirus, (COVID 19) Preventive Measures**
- 2. Phase III – NOLAPS**
- 3. Hynes-Lakeview & Hynes –UNO**
 - a. Ongoing Repairs & Maintenance
 - b. Work with school leaders for upcoming events
- 4. Professional Development**
 - a. Monthly Safety Training

**Edward Hynes Charter School
CEO's Report
March 9, 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. Hynes-LV students in grades 3-8 will participate in state testing April 20th-May 1st.
3. All students from the EL or SPED population have already completed their required assessments.
4. The end of the 3rd quarter is March 12th. Report cards will be distributed on March 26th.

Faculty, Staff, and Administration

1. Intent to return and intent to rehire letters were exchanged between school leaders and staff. The next phase of staffing is recruitment of talent for posted vacancies on both campuses. Hynes hosted the 2020 GNOCCS Charter School Job Fair on Saturday, March 7, 2020.
2. Enroll NOLA demand reports indicate that the two Hynes campuses will have no problem reaching enrollment targets for the 2020-21 school year. There was a recent article published on this topic.
3. Instructional supervision continues with COMPASS evaluations, learning walks, and coaching cycles conducted by administrators and coaches. Teachers continue to participate in a weekly professional learning community.
4. Slight changes will come from our LEA decision such as the addition of a Director of Student Services.
5. All staff members will participate in a professional development day on March 13, 2020. The time will be dedicated to a CMO meeting, CPI training for specific staff members, and arts-integration techniques to improve social emotional learning. The administrative staff will spend time working together to prepare for registration and year end closure.

Family and Community Involvement

1. The Hynes Special Education Advisory Council is meeting two more times this year.
2. The Hynes-LV PTO will host a fair on March 14th and a golf tournament on March 27th.
3. The Hynes-UNO PTO will host a Sweetheart Ball on March 20th and a gala on May 9th.

Operations and Facilities

1. Hynes is in full compliance with all transportation requirements for NOLAPS. Our bus vendor is in full compliance with city requirements.
2. Hynes facility staff has been kept abreast of information related to COVID19 (coronavirus) responses recommended by the CDC and governmental agencies.

Replication

1. The employee handbook is complete. The second part is being written.
2. LEA Transition Work:
 - a. A talent committee has been formed to recruit and hire new staff; the revised employee manual is before the board for approval; and the Employee Value Proposition (EVP) is final; work with Beloved Community will begin in June.
 - b. A Pupil Progression Plan is being formed.
 - c. A procedure handbook for Student Support Services including Response to Intervention (MTSS), Special Education, Section 504, etc. is being drafted.
 - d. The Finance and HR department purchased the career center from the payroll vendor to assist with recruitment, hiring, and onboarding.
 - e. The implementation for the new Student Information System is in process.
 - f. NOLAPS is committed to working with us to submit our Super App and will assist with the transition to our own LEA.

Most vs. least in-demand schools in OneApp

OneApp, the centralized enrollment system for most New Orleans public schools, lets prospective families list up to 12 schools in order of preference. Application numbers include any family who ranked that school as one of their choices.

Most In-demand

KINDERGARTEN			
School	Seats (2019)	Applications (2020)	Letter Grade
Edward Hynes Charter School	55	670	A
Audubon Gentilly	14	630	NA
Bricolage Academy	74	581	B
Edward Hynes Charter School - UNO	78	529	NA
Benjamin Franklin Elementary Mathematics and Science School	68	476	C
Lycee Francais de la Nouvelle-Orleans (LFNO)	85	421	B
International School of Louisiana: Eagle St. Campus (Spanish)	81	414	B
International School of Louisiana: Eagle St. Campus (French)	84	360	B
Audubon Charter School Montessori	31	355	B
Edward Hynes French Immersion	16	349	A

9TH GRADE			
School	Seats (2019)	Applications (2020)	Letter Grade
Warren Easton High School	262	2,208	A
Edna Karr High School	326	1,865	A
Eleanor McMain Secondary School	312	1,336	B
McDonogh #35 Ninth Grade Academy	275	893	NA
Abramson Sci Academy	194	825	B
Livingston Collegiate Academy	198	724	C
New Orleans Charter Science and Math High School (Sci High)	148	719	B
G.W. Carver High School	214	666	C
KIPP Booker T. Washington High School	252	634	D
Frederick A. Douglass High	210	607	B

Source: NOLA Public Schools and the Louisiana Department of Education

Note: Number of spots not yet available for 2020

Staff graphic

Least In-demand

KINDERGARTEN			
School	Seats (2019)	Applications (2020)	Letter Grade
ReNEW Schaumburg Elementary	89	56	F
ReNEW SciTech Academy	90	56	D
Einstein Charter School at Village De L'est	95	54	D
ReNEW Dolores I. Aaron Elementary	73	53	D
Robert Russa Moton Charter School	24	53	D
Mary D. Coghil Elementary School	96	50	F
Crocker College Prep: A School for the Arts and Technology	27	43	F
James M. Singleton Charter School	39	34	F
Foundation Preparatory Academy	82	32	D
Joseph A. Craig Charter School	22	31	F

9TH GRADE*			
School	Seats (2019)	Applications (2020)	Letter Grade
Einstein Charter School at Sarah Towles Reed	108	258	C
New Harmony High	89	229	NA
Rooted School	80	145	C
Walter L. Cohen College Prep	244	140	F
Living School	110	110	NA
The NET Charter High School: Gentilly	72	91	C
ReNEW Accelerated High School	198	67	C
JCHA - Algiers Campus	22	48	D
The NET Charter High School: Central City	68	43	C
Lycee Francais de la Nouvelle-Orleans	29	54	B

March 4, 2020



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

March 9, 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 January 31, 2020. 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,

A handwritten signature in black ink that reads 'Leon Mathes'. The signature is written in a cursive, flowing style.

Leon Mathes
Chief Financial Officer
Hynes Charter School Corporation

Hynes Charter School Corporation
Statement of Financial Position
As of January 31, 2020

ASSETS

Current Assets

Cash and cash equivalents		\$ 4,887,095	A
Grants and other receivables:			
OPSB / LDOE	\$ 58,376		B
Other receivables	38,027		C
Total grants and other receivables		96,403	
Prepaid expenses		163,909	D
Total Current Assets		5,147,406	

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		(26,765)	H
Total Fixed Assets, net		4,858	I

TOTAL ASSETS		\$ 5,169,664	J
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$ 37,550		K
Other Accounts payable	33,519		L
Accrued payroll liabilities	492,437		M
Total Current Liabilities		\$ 563,506	

Net Assets

Net assets, beginning of this fiscal year	4,359,729		
Current year increase (decrease) in net assets	246,430		
Net Assets, end of this period		4,606,158	N

TOTAL LIABILITIES AND NET ASSETS		\$ 5,169,664	O
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Hynes Charter School Corporation Lakeview
Statement of Activities and Changes in Net Assets

	<u>For the Seven Months Ended January 31, 2020</u>			<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	
<u>Revenues and Other Support</u>				
MFP	\$ 3,987,177	\$ 3,886,169	\$ 101,008	\$ 6,662,000
Federal grants	\$ -	\$ 88,000	\$ (88,000)	\$ 354,000
Donations	\$ 586,571	\$ 278,831	\$ 307,740	\$ 478,000
Other income	\$ 70,593	\$ 28,000	\$ 42,593	\$ 48,000
Total Revenues and Other Support	<u>4,644,342</u>	<u>4,281,000</u>	<u>363,342</u>	<u>7,542,000</u>
<u>Expenses</u>				
Salaries	2,351,631	2,346,833	(4,798)	4,409,000
Benefits	860,236	875,605	15,368	1,645,000
Child nutrition	6,524	6,050	(474)	11,000
Depreciation expense	2,000	1,750	(250)	3,000
Disposal services	7,078	5,831	(1,247)	10,000
Donations expense	-	-	-	-
Dues and fees	25,650	20,419	(5,231)	35,000
Equipment rental	9,075	6,419	(2,656)	11,000
Insurance	78,420	79,919	1,499	137,000
IT services	67,377	52,500	(14,877)	90,000
LEA services	274,704	264,390	(10,313)	453,000
Materials and supplies	165,498	104,444	(61,054)	160,000
Other expense	32,852	23,331	(9,521)	40,000
Professional services	59,018	44,919	(14,099)	77,000
Repair and maintenance	80,788	78,169	(2,619)	134,000
Textbooks	71,758	76,000	4,242	76,000
Transportation	17,251	34,222	16,971	56,000
Travel	30,992	5,831	(25,161)	10,000
Utilities	121,092	124,690	3,598	185,000
Total Expenses	<u>4,261,944</u>	<u>4,151,322</u>	<u>(110,622)</u>	<u>7,542,000</u>
 CHANGE IN NET ASSETS	 <u>\$ 382,396</u>	 <u>\$ 129,678</u>	 <u>\$ 252,719</u>	 <u>\$ (0)</u>
 <u>Net Assets</u>				
Beginning of this fiscal year	4,359,729			
END OF THIS PERIOD	<u>\$ 4,742,125</u>			

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

	<u>For the Seven Months Ended January 31, 2020</u>			<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	
<u>Revenues and Other Support</u>				
MFP	\$ 544,479	560,000	\$ (15,521)	\$ 960,000
Federal grants	\$ -	50,000	(50,000)	\$ 204,000
Donations	\$ 89,719	-	89,719	\$ -
Other income	\$ -	-	-	\$ 6,000
Total Revenues and Other Support	634,197	610,000	24,197	1,170,000
<u>Expenses</u>				
Salaries	347,895	332,000	(15,895)	615,000
Benefits	114,909	120,384	5,475	223,000
Child nutrition	1,605	1,100	(505)	2,000
Depreciation expense	-	581	581	1,000
Disposal services	4,317	3,500	(817)	6,000
Donations expense	-	-	-	-
Dues and fees	770	581	(189)	1,000
Equipment rental	2,146	2,331	185	4,000
Insurance	6,000	7,000	1,000	12,000
IT services	11,696	7,000	(4,696)	12,000
LEA services	36,547	38,033	1,487	65,000
Materials and supplies	99,093	15,000	(84,093)	15,000
Other expense	11,464	10,500	(964)	18,000
Professional services	42,617	23,919	(18,698)	41,000
Repair and maintenance	15,579	9,919	(5,660)	17,000
Textbooks	15,721	41,000	25,279	41,000
Transportation	17,558	34,222	16,664	56,000
Travel	2,647	581	(2,066)	1,000
Utilities	39,600	26,960	(12,640)	40,000
Total Expenses	770,164	674,611	(95,553)	1,170,000
 CHANGE IN NET ASSETS	 \$ (135,966)	 \$ (64,611)	 \$ (71,355)	 \$ -
 Net Assets				
Beginning of this fiscal year	-			
END OF THIS PERIOD	\$ (135,966)			

Hynes Charter School Corporation
Statement of Cash Flows
For the Seven Months Ended January 31, 2020

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets	\$ 246,430
 <i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	2,000
Changes in operating assets:	
Grants and other receivables	240,308
Prepaid expenses	(46,159)
Deposit	(7,400)
Changes in operating liabilities:	
Accounts payable	(153,273)
Accrued payroll liabilities	(201,899)
Net cash provided by (used in) operating activities	<u>80,007</u>

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated	0
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NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	<u>80,007</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>\$ 4,887,095</u>

Hynes Charter School Corporation

Selected Information

March 9, 2020

Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached January 2020 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 January 2020 financial statements.

The Net Assets for the period ended January 31, 2020 include \$14,181 of restricted funds related to the Project Lead the Way (PLTW) grant.