Edward Hynes Charter School
Board Meeting
Agenda
April 20, 2020
HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, April 20, 2020 at 5:00 PM
Edward Hynes Charter School
990 Harrison Avenue
New Orleans, Louisiana 70124

Via Zoom:
https://zoom.us/j/91060003638?pwd=cnZMdWx4N1hianNBTVlxDGZsaGFZz09
Password: 243181

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
   a. March 9, 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. GiveNOLA Day 2020
   c. Present Preliminary Draft Combined Budget for Hynes-Lakeview, Hynes-UNO, and Hynes-CMO for FY 20-21
   d. Provide update of state and local government funding
6. HR Report
7. Friends of Hynes Report

BOARD BUSINESS

1. Old business
2. New business
   a. Motion to approve board chair to sign a resolution for the Paycheck Protection Program (PPP), a COVID-19 loan, through Hancock-Whitney Bank
3. Adjournment
Edward Hynes Charter School
Board Meeting
Minutes
March 9, 2020
Board of Directors Meeting
Monday, March 9, 2020

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

Board Members Absent: Jan Janz

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

Alvin C. Miester III, Board President, called the meeting to order at 5:07 pm and proceeded with the agenda.

1. Approval of agenda. Barbara Richard made a motion to approve the March 9, 2020 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. Bill Chauvin made a motion to waive the reading of and to approve the February 10, 2020 meeting minutes. Kris Scairono seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

3. Public comment. None.


5. CEO’s report. Michelle Douglas – see attachment.

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

   a. Discussion of the following:


8. **HR report.** None.

9. **Friends of Hynes Report.**

    Bill Chauvin informed the board that representatives from the Friends of Hynes board, along with the CEO and CFO, met will Grace Hebert to discuss feedback regarding the location of the new Hynes facility.

10. **Old business.** None.

11. **New business.**

    a. Barbara Richard made a motion to approve the Hynes Charter School Corporation Employee Manual. Kris Scairo no seconded the motion. With no public comment, the motion carried by unanimous vote of board members present.

    b. Cassandra Youmans made a motion to approve the procurement of upgraded technology equipment through the E-Rate Program service contract. Barbara Richard 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 move to Executive Session to discuss Professional Competence of CEO was made by Kris Scairo no at 5:46 pm. Barbara Richard seconded the motion. The motion carried by a unanimous vote of board members present.

Helene Derbigny made a motion to return from executive session at 6:12 pm. Cassandra Youmans seconded the motion. The motion carried by a unanimous vote of board members present.

Bill Chauvin made a motion to adjourn. Helene Derbigny seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present. The meeting was adjourned at 6:13 pm.
Edward Hynes Charter School
Board Meeting
Reporting Documents
April 20, 2020
1. Coronavirus, (COVID 19) Preventive Measures

2. Phase III – NOLAPS

3. Hynes-Lakeview & Hynes –UNO
   a. Ongoing Repairs & Maintenance
Edward Hynes Charter School  
CEO’s Report April 20, 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. On March 13, 2020, Governor John Bel Edwards closed all school effective March 16, 2020. Hynes deployed a distance learning platform using Microsoft Teams. We have 119 Teams in place for PreK-8 and across both campuses. Through reflective practice, we improve our use of Teams weekly. All students have signed in and are accounted for, have connectivity, and internet capability or hotspots.

3. SPED and EL services continue via the Teams platform, IEPs have been amended to reflect the COVID-19 statement regarding a change of placement, IEPs are being updated as per regular timelines, and we remain compliant.

4. Report cards were mailed on March 26th. We are implementing the LDOE’s retention, promotion, and credit guidance for the end of the year.

5. Administrators and teachers are working to create end of the year programs using Teams. The final day of school for the 2019-20 session is May 15th.

6. We are modifying the eighth grade graduation; plans are underway for May 15th.

7. We are planning to offer a free summer program- Summer SLAM (Synchronous Learning Advancing Minds). We are requesting funding from philanthropic groups.

**Faculty, Staff, and Administration**

1. The Hynes Talent Committee transitioned interviews to a virtual platform with great success.

2. The instructional coaches, principals, and assistant principals have taken on virtual coaching and they are monitoring lessons.

3. We meet virtually as a whole corporation, grade bands, support team, enrichment team, and operations team each week or multiple times per week.

4. We implemented a temporary system for families of new students to accept or decline their seats assigned by Enroll NOLA.
5. COMPASS evaluations, School Performance Scores, VAM scores, and LEAP 2025 testing were suspended by the LDOE.
6. Five handbooks outlining guidance for the Hynes Exceptional Children’s Services have been drafted. These will be circulated to the board and come before you for final adoption in June.

Family and Community Involvement
1. The Hynes Special Education Advisory Council met on April 16th.
2. The Hynes-LV PTO golf tournament is rescheduled for late June as of now.

Operations and Facilities
1. Hynes has communicated with all vendors with existing contracts to discuss alternate services.
2. Both school buildings restricted, but accessible to staff by request.

Replication
1. LEA Transition Work-
   a. A talent committee has been diligent with filling vacancies via a virtual platform.
   b. A Pupil Progression Plan committee was formed. A draft will be underway.
   c. A procedure handbook for Student Support Services including Response to Intervention (MTSS), Special Education, Section 504, etc. is ready for review. The Director for Student Support will develop a SPED program guide that outlines staffing, class size, and articulation of services.
   d. The Finance and HR department is ready to launch the career center from 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.
April 20, 2020

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,

[Signature]

Leon Mathes
Chief Financial Officer
Hynes Charter School Corporation
## Hynes Charter School Corporation
### Statement of Financial Position
#### As of February 29, 2020

### ASSETS

<table>
<thead>
<tr>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$4,846,196</td>
</tr>
<tr>
<td>Grants and other receivables:</td>
<td></td>
</tr>
<tr>
<td>OPSB / LDOE</td>
<td>$58,376</td>
</tr>
<tr>
<td>Other receivables</td>
<td>$56,626</td>
</tr>
<tr>
<td>Total grants and other receivables</td>
<td>115,002</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>$144,611</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>$5,105,808</td>
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<tr>
<td><strong>Other Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Deposits</td>
<td>17,400</td>
</tr>
<tr>
<td><strong>Total Other Assets</strong></td>
<td>17,400</td>
</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Leasehold improvements</td>
<td>$7,530</td>
</tr>
<tr>
<td>Equipment</td>
<td>$24,093</td>
</tr>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>31,622</td>
</tr>
<tr>
<td>Accumulated depreciation</td>
<td>(27,051)</td>
</tr>
<tr>
<td><strong>Total Fixed Assets, net</strong></td>
<td>4,572</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$5,127,780</td>
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</tbody>
</table>

### LIABILITIES AND NET ASSETS

<table>
<thead>
<tr>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts payable OPSB</td>
<td>$70,100</td>
</tr>
<tr>
<td>Other Accounts payable</td>
<td>37,992</td>
</tr>
<tr>
<td>Accrued payroll liabilities</td>
<td>575,164</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>$683,256</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Net assets, beginning of this fiscal year</td>
<td>4,359,729</td>
</tr>
<tr>
<td>Current year increase (decrease) in net assets</td>
<td>84,796</td>
</tr>
<tr>
<td><strong>Net Assets, end of this period</strong></td>
<td>4,444,525</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND NET ASSETS</strong></td>
<td>$5,127,780</td>
</tr>
</tbody>
</table>
Hynes Charter School Corporation Lakeview
Statement of Activities and Changes in Net Assets

<table>
<thead>
<tr>
<th>For the Eight Months Ended February, 2020</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues and Other Support</strong></td>
<td></td>
</tr>
<tr>
<td>MFP</td>
<td>$ 6,662,000</td>
</tr>
<tr>
<td>Federal grants</td>
<td>$ 354,000</td>
</tr>
<tr>
<td>Donations</td>
<td>$ 478,000</td>
</tr>
<tr>
<td>Other Income</td>
<td>$ 48,000</td>
</tr>
<tr>
<td><strong>Total Revenues and Other Support</strong></td>
<td>$ 7,542,000</td>
</tr>
</tbody>
</table>

| **Expenses**                            |               |
| Salaries                                | 2,747,718     |
| Benefits                                | 1,018,872     |
| Child nutrition                         | 7,709         |
| Depreciation expense                    | 2,286         |
| Disposal services                       | 8,304         |
| Donations expense                       | -             |
| Dues and fees                           | 28,141        |
| Equipment rental                        | 10,779        |
| Insurance                               | 90,757        |
| IT services                             | 75,795        |
| LEA services                            | 313,026       |
| Materials and supplies                  | 178,032       |
| Other expense                           | 48,430        |
| Professional services                   | 69,463        |
| Repair and maintenance                  | 91,718        |
| Textbooks                               | 71,758        |
| Transportation                          | 19,601        |
| Travel                                  | 30,502        |
| Utilities                               | 137,248       |
| **Total Expenses**                      | 4,950,138     |

**CHANGE IN NET ASSETS**

| Change in Net Assets | $ 264,162 |

**Net Assets**

Beginning of this fiscal year: $4,359,720
END OF THIS PERIOD: $4,623,881
## Hynes Charter School Corporation UNO
### Statement of Activities and Changes in Net Assets

For the Eight Months Ended February, 2020

<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>
<td>$618,971</td>
<td>640,000</td>
<td>$ (21,029)</td>
<td>A $960,000</td>
</tr>
<tr>
<td>Federal grants</td>
<td>$ -</td>
<td>95,000</td>
<td>(95,000)</td>
<td>B $204,000</td>
</tr>
<tr>
<td>Donations</td>
<td>$89,719</td>
<td>3,000</td>
<td>86,719</td>
<td>C $ -</td>
</tr>
<tr>
<td>Other income</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>D $6,000</td>
</tr>
<tr>
<td><strong>Total Revenues and Other Support</strong></td>
<td>708,690</td>
<td>738,000</td>
<td>(29,310)</td>
<td>1,170,000</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>407,844</td>
<td>387,000</td>
<td>(20,844)</td>
</tr>
<tr>
<td>Benefits</td>
<td>138,049</td>
<td>140,327</td>
<td>4,278</td>
</tr>
<tr>
<td>Child nutrition</td>
<td>1,605</td>
<td>1,300</td>
<td>(305)</td>
</tr>
<tr>
<td>Depreciation expense</td>
<td>-</td>
<td>664</td>
<td>664</td>
</tr>
<tr>
<td>Disposal services</td>
<td>4,800</td>
<td>4,000</td>
<td>(800)</td>
</tr>
<tr>
<td>Donations expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Dues and fees</td>
<td>770</td>
<td>664</td>
<td>(106)</td>
</tr>
<tr>
<td>Equipment rental</td>
<td>2,580</td>
<td>2,664</td>
<td>84</td>
</tr>
<tr>
<td>Insurance</td>
<td>7,000</td>
<td>8,000</td>
<td>1,000</td>
</tr>
<tr>
<td>IT services</td>
<td>12,458</td>
<td>8,000</td>
<td>(4,458)</td>
</tr>
<tr>
<td>LEA services</td>
<td>41,736</td>
<td>43,467</td>
<td>1,730</td>
</tr>
<tr>
<td>Materials and supplies</td>
<td>101,773</td>
<td>15,000</td>
<td>(86,773)</td>
</tr>
<tr>
<td>Other expense</td>
<td>20,530</td>
<td>12,000</td>
<td>(8,530)</td>
</tr>
<tr>
<td>Professional services</td>
<td>48,766</td>
<td>27,336</td>
<td>(21,430)</td>
</tr>
<tr>
<td>Repair and maintenance</td>
<td>17,982</td>
<td>11,336</td>
<td>(6,646)</td>
</tr>
<tr>
<td>Textbooks</td>
<td>15,721</td>
<td>41,000</td>
<td>25,279</td>
</tr>
<tr>
<td>Transportation</td>
<td>19,908</td>
<td>40,444</td>
<td>20,536</td>
</tr>
<tr>
<td>Travel</td>
<td>2,842</td>
<td>664</td>
<td>(2,178)</td>
</tr>
<tr>
<td>Utilities</td>
<td>45,882</td>
<td>29,520</td>
<td>(16,162)</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>888,046</td>
<td>773,386</td>
<td>(114,660)</td>
</tr>
</tbody>
</table>

### CHANGE IN NET ASSETS

| Change in Net Assets                         | $ (179,356) | $ (36,386) | $ (143,970) |

### Net Assets

Beginning of this fiscal year

END OF THIS PERIOD $ (179,356)
Hynes Charter School Corporation
Statement of Cash Flows
For the Eight Months Ended February 29, 2020

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets $  84,796

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

Depreciation 2,285

Changes in operating assets:
  Grants and other receivables 221,709
  Prepaid expenses (26,861)
  Deposit (7,400)

Changes in operating liabilities:
  Accounts payable (116,250)
  Accrued payroll liabilities (119,172)

Net cash provided by (used in) operating activities 39,108

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated 0

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS 39,108

Cash and cash equivalents - Beginning of the year 4,807,068

CASH AND CASH EQUIVALENTS - End of this period $ 4,846,196
Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached February 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 February 2020 financial statements.

The Net Assets for the period ended February 29, 2020 include $14,181 of restricted funds related to the Project Lead the Way (PLTW) grant.
# Hynes Charter School Corporation
## Budget
### Statement of Activities
**For the Year Ending June 30, 2021**

<table>
<thead>
<tr>
<th>Revenues and Other Support</th>
<th>Lakeview</th>
<th>UNO</th>
<th>CMO</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFP</td>
<td>$6,754,000</td>
<td>1,830,000</td>
<td></td>
<td>8,584,000</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>423,000</td>
<td>296,000</td>
<td></td>
<td>719,000</td>
</tr>
<tr>
<td>State &amp; Local Grants</td>
<td>352,000</td>
<td></td>
<td></td>
<td>352,000</td>
</tr>
<tr>
<td>Other income</td>
<td>213,000</td>
<td>34,000</td>
<td>865,000</td>
<td>1,112,000</td>
</tr>
<tr>
<td><strong>Total Revenues and Other Support</strong></td>
<td><strong>$7,742,000</strong></td>
<td><strong>$2,160,000</strong></td>
<td><strong>$865,000</strong></td>
<td><strong>$10,767,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Lakeview</th>
<th>UNO</th>
<th>CMO</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>4,179,000</td>
<td>1,145,000</td>
<td>600,000</td>
<td>5,924,000</td>
</tr>
<tr>
<td>Benefits</td>
<td>1,460,000</td>
<td>423,000</td>
<td>222,000</td>
<td>2,105,000</td>
</tr>
<tr>
<td>Child nutrition</td>
<td>11,000</td>
<td>2,000</td>
<td></td>
<td>13,000</td>
</tr>
<tr>
<td>Depreciation expense</td>
<td>3,000</td>
<td></td>
<td></td>
<td>3,000</td>
</tr>
<tr>
<td>Disposal services</td>
<td>15,000</td>
<td>6,000</td>
<td></td>
<td>21,000</td>
</tr>
<tr>
<td>CMO Charge</td>
<td>675,000</td>
<td>190,000</td>
<td></td>
<td>865,000</td>
</tr>
<tr>
<td>Dues and fees</td>
<td>30,000</td>
<td>5,000</td>
<td>23,000</td>
<td>58,000</td>
</tr>
<tr>
<td>Equipment rental</td>
<td>12,000</td>
<td>6,000</td>
<td></td>
<td>18,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>137,000</td>
<td>12,000</td>
<td></td>
<td>149,000</td>
</tr>
<tr>
<td>IT services</td>
<td>140,000</td>
<td>22,000</td>
<td></td>
<td>162,000</td>
</tr>
<tr>
<td>LEA (2% administrative fee)</td>
<td>135,000</td>
<td>37,000</td>
<td></td>
<td>172,000</td>
</tr>
<tr>
<td>LEA (additional services)</td>
<td>170,000</td>
<td></td>
<td></td>
<td>170,000</td>
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<tr>
<td>Materials and supplies</td>
<td>160,000</td>
<td>93,000</td>
<td></td>
<td>253,000</td>
</tr>
<tr>
<td>Other expense</td>
<td>40,000</td>
<td>10,000</td>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td>Professional services</td>
<td>75,000</td>
<td>44,000</td>
<td></td>
<td>119,000</td>
</tr>
<tr>
<td>Repair and maintenance</td>
<td>134,000</td>
<td>20,000</td>
<td></td>
<td>154,000</td>
</tr>
<tr>
<td>Textbooks/Instructional Materials</td>
<td>76,000</td>
<td></td>
<td></td>
<td>76,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>70,000</td>
<td>70,000</td>
<td></td>
<td>140,000</td>
</tr>
<tr>
<td>Travel</td>
<td>35,000</td>
<td>5,000</td>
<td>20,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Utilities</td>
<td>185,000</td>
<td>70,000</td>
<td></td>
<td>255,000</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$7,742,000</strong></td>
<td><strong>$2,160,000</strong></td>
<td><strong>$865,000</strong></td>
<td><strong>$10,767,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change in Net Assets</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
</table>