



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=cnZMcWx4N1hlanNBTVlxMGZsaE9EZz09>
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



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

**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.
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 January 31, 2020.

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 with 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 Scairono 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 Scairono 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

**Edward Hynes Charter School
Facilities Report
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.



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

April 20, 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 February 29, 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 February 29, 2020

ASSETS

Current Assets

Cash and cash equivalents		\$ 4,846,196	
Grants and other receivables:			
OPSB / LDOE	\$ 58,376		
Other receivables	56,626		
Total grants and other receivables		115,002	
Prepaid expenses		144,611	
Total Current Assets		5,105,808	

Other Assets

Deposits		17,400	
Total Other Assets		17,400	

Fixed Assets

Leasehold improvements	\$ 7,530		
Equipment	\$ 24,093		
Total Fixed Assets		31,622	
Accumulated depreciation		(27,051)	
Total Fixed Assets, net		4,572	

TOTAL ASSETS		\$ 5,127,780	
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB		\$ 70,100	
Other Accounts payable		37,992	
Accrued payroll liabilities		575,164	
Total Current Liabilities		\$ 683,256	

Net Assets

Net assets, beginning of this fiscal year		4,359,729	
Current year increase (decrease) in net assets		84,796	
Net Assets, end of this period		4,444,525	

TOTAL LIABILITIES AND NET ASSETS		\$ 5,127,780	
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**Hynes Charter School Corporation Lakeview
Statement of Activities and Changes in Net Assets**

	<u>For the Eight Months Ended February, 2020</u>				<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		<u>Budget</u>
<u>Revenues and Other Support</u>					
MFP	\$ 4,553,245	\$ 4,441,336	\$ 111,909	A	\$ 6,662,000
Federal grants	\$ -	\$ 128,000	\$ (128,000)	B	\$ 354,000
Donations	\$ 586,571	\$ 318,664	\$ 267,907	C	\$ 478,000
Other income	\$ 74,475	\$ 32,000	\$ 42,475		\$ 48,000
Total Revenues and Other Support	5,214,292	4,920,000	294,292		7,542,000
<u>Expenses</u>					
Salaries	2,747,718	2,736,062	(11,656)		4,409,000
Benefits	1,018,872	1,020,826	1,954		1,645,000
Child nutrition	7,709	7,150	(559)		11,000
Depreciation expense	2,286	2,000	(286)		3,000
Disposal services	8,304	6,664	(1,640)		10,000
Donations expense	-	-	-		-
Dues and fees	28,141	23,336	(4,805)		35,000
Equipment rental	10,779	7,336	(3,443)		11,000
Insurance	90,757	91,336	579		137,000
IT services	75,795	60,000	(15,795)		90,000
LEA services	313,026	302,160	(10,866)		453,000
Materials and supplies	178,032	115,556	(62,476)		160,000
Other expense	48,430	26,664	(21,766)		40,000
Professional services	69,463	51,336	(18,127)		77,000
Repair and maintenance	91,718	89,336	(2,382)		134,000
Textbooks	71,758	76,000	4,242		76,000
Transportation	19,601	40,444	20,843		56,000
Travel	30,502	6,664	(23,838)		10,000
Utilities	137,248	136,530	(718)		185,000
Total Expenses	4,950,138	4,799,400	(150,738)		7,542,000
CHANGE IN NET ASSETS	\$ 264,152	\$ 120,600	\$ 143,552		\$ (0)
<u>Net Assets</u>					
Beginning of this fiscal year	4,359,729				
END OF THIS PERIOD	\$ 4,623,881				

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

	<u>For the Eight Months Ended February, 2020</u>				<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		<u>Budget</u>
<u>Revenues and Other Support</u>					
MFP	\$ 618,971	640,000	\$ (21,029) A		\$ 960,000
Federal grants	\$ -	95,000	(95,000) B		\$ 204,000
Donations	\$ 89,719	3,000	86,719 C		\$ -
Other income	\$ -	-	-		\$ 6,000
Total Revenues and Other Support	<u>708,690</u>	<u>738,000</u>	<u>(29,310)</u>		<u>1,170,000</u>
<u>Expenses</u>					
Salaries	407,844	387,000	(20,844)		615,000
Benefits	136,049	140,327	4,278		223,000
Child nutrition	1,605	1,300	(305)		2,000
Depreciation expense	-	664	664		1,000
Disposal services	4,800	4,000	(800)		6,000
Donations expense	-	-	-		
Dues and fees	770	664	(106)		1,000
Equipment rental	2,580	2,664	84		4,000
Insurance	7,000	8,000	1,000		12,000
IT services	12,458	8,000	(4,458)		12,000
LEA services	41,736	43,467	1,730		65,000
Materials and supplies	101,773	15,000	(86,773)		15,000
Other expense	20,530	12,000	(8,530)		18,000
Professional services	48,766	27,336	(21,430)		41,000
Repair and maintenance	17,982	11,336	(6,646)		17,000
Textbooks	15,721	41,000	25,279		41,000
Transportation	19,908	40,444	20,536		56,000
Travel	2,842	664	(2,178)		1,000
Utilities	45,682	29,520	(16,162)		40,000
Total Expenses	<u>888,046</u>	<u>773,386</u>	<u>(114,660)</u>		<u>1,170,000</u>
 CHANGE IN NET ASSETS	 <u>\$ (179,356)</u>	 <u>\$ (35,386)</u>	 <u>\$ (143,970)</u>		 <u>\$ -</u>
 <u>Net Assets</u>					
Beginning of this fiscal year	-				
END OF THIS PERIOD	<u>\$ (179,356)</u>				

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
 <i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>		
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		<u>39,108</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>39,108</u>
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Cash and cash equivalents - Beginning of the year		<u>4,807,088</u>
CASH AND CASH EQUIVALENTS - End of this period	\$	<u>4,846,196</u>

Hynes Charter School Corporation

Selected Information

April 20, 2020

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

	Lakeview	UNO	CMO	Total
<u>Revenues and Other Support</u>				
MFP	\$ 6,754,000	1,830,000		8,584,000
Federal Grants	423,000	296,000		719,000
State & Local Grants	352,000			352,000
Other income	213,000	34,000	865,000	1,112,000
Total Revenues and Other Support	\$ 7,742,000	\$ 2,160,000	\$ 865,000	\$ 10,767,000
<u>Expenses</u>				
Salaries	4,179,000	1,145,000	600,000	5,924,000
Benefits	1,460,000	423,000	222,000	2,105,000
Child nutrition	11,000	2,000		13,000
Depreciation expense	3,000	-		3,000
Disposal services	15,000	6,000		21,000
CMO Charge	675,000	190,000		865,000
Dues and fees	30,000	5,000	23,000	58,000
Equipment rental	12,000	6,000		18,000
Insurance	137,000	12,000		149,000
IT services	140,000	22,000		162,000
LEA (2% administrative fee)	135,000	37,000		172,000
LEA (additional services)	170,000	-		170,000
Materials and supplies	160,000	93,000		253,000
Other expense	40,000	10,000		50,000
Professional services	75,000	44,000		119,000
Repair and maintenance	134,000	20,000		154,000
Textbooks/Instructional Materials	76,000	-		76,000
Transportation	70,000	70,000		140,000
Travel	35,000	5,000	20,000	60,000
Utilities	185,000	70,000		255,000
Total Expenses	\$ 7,742,000	\$ 2,160,000	\$ 865,000	\$ 10,767,000
 Change in Net Assets	 \$ -	 \$ -	 \$ -	 \$ -