



**Edward Hynes Charter School**

**Board Meeting**

**Agenda**

**June 8, 2020**

**HYNES CHARTER SCHOOL CORPORATION**  
**BOARD MEETING**

Monday, June 8, 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. April 20, 2020 – Board Meeting
  - b. May 12, 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
6. HR Report
7. Friends of Hynes Report

**BOARD BUSINESS**

1. Old business
2. New business
  - a. Motion to adopt the Policies and Procedures to Support Diverse Learners documents for the 2020 – 2021 school year.
  - b. Motion to approve the budget for the 2020 - 2021 school year
3. Adjournment



**Edward Hynes Charter School**

**Board Meeting**

**Reporting Documents**

**June 8, 2020**

**Edward Hynes Charter School  
Facilities Report  
June 8, 2020**

- 1. Coronavirus, (COVID 19) Preventive Measures**
- 2. Phase III – NOLAPS**
- 3. Hynes-Lakeview & Hynes –UNO**
  - a. Ongoing Repairs & Maintenance
- 4. Professional Development**
  - a. Learning Session

**Edward Hynes Charter School  
CEO's Report June 8, 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 3<sup>rd</sup>-8<sup>th</sup> 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.

\*\*\*These goals will be the baseline for 2021 goals that we set, and will be revised based upon beginning of the year assessments. LEAP 2025 was not administered. Data will be analyzed by subgroups to determine if any gaps in performance exist.

2. We completed the school year on May 15, 2020 with parades, celebrations, and live online awards programs. We hosted a special 8<sup>th</sup> grade graduation for each student on May 22, 2020.
3. Summer SLAM is a 3-week summer program offered to students on a first come basis for up to 20 students per grade and three diverse learner groups. The purpose of Summer SLAM is for students and staff to become more proficient with engagement, assessment, and organization in a virtual environment. Eighteen teachers and three assistants engage with our instructional facilitators to learn strategies which are incorporated into daily lessons between 9AM and noon for 160 students. We are sorting through questions, opportunities, and feedback that we generated from our distance learning experience. Summer SLAM ends June 18<sup>th</sup>.

**Faculty, Staff, and Administration**

1. The Hynes Talent Committee transitioned interviews to a virtual platform with great success, and we have implemented a new online Career Center through our payroll company which takes candidates from applying to hiring. We are nearly finished hiring new staff for the increase in students at Hynes-UNO.
2. The Hynes Executive Team meets regularly with other charter networks, NOLAPS, and groups to explore flexible plans for the fall re-entry of students and staff. The key to our planning is focused on communication, diverse learners, and accelerated Tier 1 curriculum pacing. We are aligning our plan to tenets of the

State's Strong Start 2020 document with additional funding through the CARES Act. The plan will be generated with stakeholder input from both campuses at the June 29-July 2 Leading for Success retreat. The key factors are: health, safety and wellbeing of students and staff; assessing unfinished learning; adaptive staffing model; communication; SPED and EL; 1:1 technology program; professional development or training; and use of Tier 1 curriculum.

3. Our regular weekly meetings with the staff are paused for summer break, with exception being Summer SLAM. We have the availability to schedule a Teams meeting, if needed for updates.
4. Our registrars have completed registration for all new students. Round two for Enroll NOLA is in progress and will generate a few new matches for Hynes-UNO.
5. Five handbooks with accompanying forms outline the guidance for the Hynes Diverse Learner Program. These handbooks were modeled from the NOLAPS Exceptional Services Program, and they are before you for adoption. Our plan is to engage NOLAPS to use our current providers for support services. These costs are in our budget.

### **Family and Community Involvement**

1. The Hynes Special Education Advisory Council had its final meeting of the year with special guest Richard Hall. He shared a website that is a resource for families and educators.
2. PTO Planning is underway at both campuses and will incorporate contingency plans for fall activities in the event that we are still phasing-in due to COVID-19.
3. Both campuses are conducting annual family and employee surveys for feedback to incorporate into the plan for next school year.

### **Operations and Facilities**

1. In preparation for hurricane season, we generated drone photographs of both schools' rooftops, rooflines, and sites.
2. The school offices will officially close for summer break on June 12th. Office staff will coordinate weekly checks of mail, registrants, etc. The offices reopen on Thursday, July 23<sup>rd</sup>.
3. OPSB released the bid for Phase 3 of our post-construction work. Bids are due June 16<sup>th</sup>.
4. On June 18<sup>th</sup>, our facilities staff and operations leaders will participate in a learning session focused on the use of new and formerly used products for sanitizing our school. This also includes adding sprayers which use a fine mist to sanitize surfaces.
5. In August, the following safety trainings will be offered to the appropriate staff: CPR, CPI, First Aid, concussion, and medicine dispensing.

### **Replication**

1. The strategic plan breaks out work into phases in the implementation plan.
  - a. Academic:
    - i. Use Tier 1 materials. We adopted new Tier 1 Science curricula- Amplify Science (K-5) and Open SciEd (6-8). Generated pacing

maps for Tier 1 curriculum use in ELA, Math, Science, and SS- we have completed Grades K-2 and will eventually add on to grade 8. Materials and supplies have been inventoried and replacements are on order. Schedule accompanying professional development for new and returning staff are also scheduled to launch and continue use of Tier 1 curricula. The cost is covered by a braided combination of the general fund, NSNO IQI 5 and 6 for both campuses, special grants, and the NOLAPS Title I program. Our partners at TNTP will continue this work with us.

- ii. Develop and implement a dashboard to monitor student progress across all levels of the organization to prompt swift mitigation of potential learning gaps.
- iii. Codify processes for professional learning communities, grading, use of bonus points, teacher observation, and feedback. Processes for grading, purpose and expectations for professional learning communities, safety in the virtual environment, and support for students with diverse learning needs have been added to our school site procedures. The student handbook, revised in 2019-20, will be styled for formatting to be housed online.

b. Talent:

- i. With our partners we have revised job descriptions, established processes to codify leadership pipelines through the development of specific capacities, and align staff evaluations. This work is supported by NSNO and uses DEI as a lens for discussion and decision-making. A talent committee developed and implemented rubrics for screening, interviews, and hiring for filling vacancies via a virtual platform. The next phase of talent work is to finalize and implement the revised onboarding process.
- ii. Developed strategy to recruit, interview, hire, onboard, and mentor new staff.
- iii. Develop the cultural competence of all staff- Beloved Cohort is launching in July to with a six-member team who will receive customized training on race factor, bias, and intersectionality. The first of session is July 16<sup>th</sup>. The outcome of our work with Beloved will be a strategic plan for DEI work. I want to start a Hynes DEI Council in the fall.

c. Financial Sustainability:

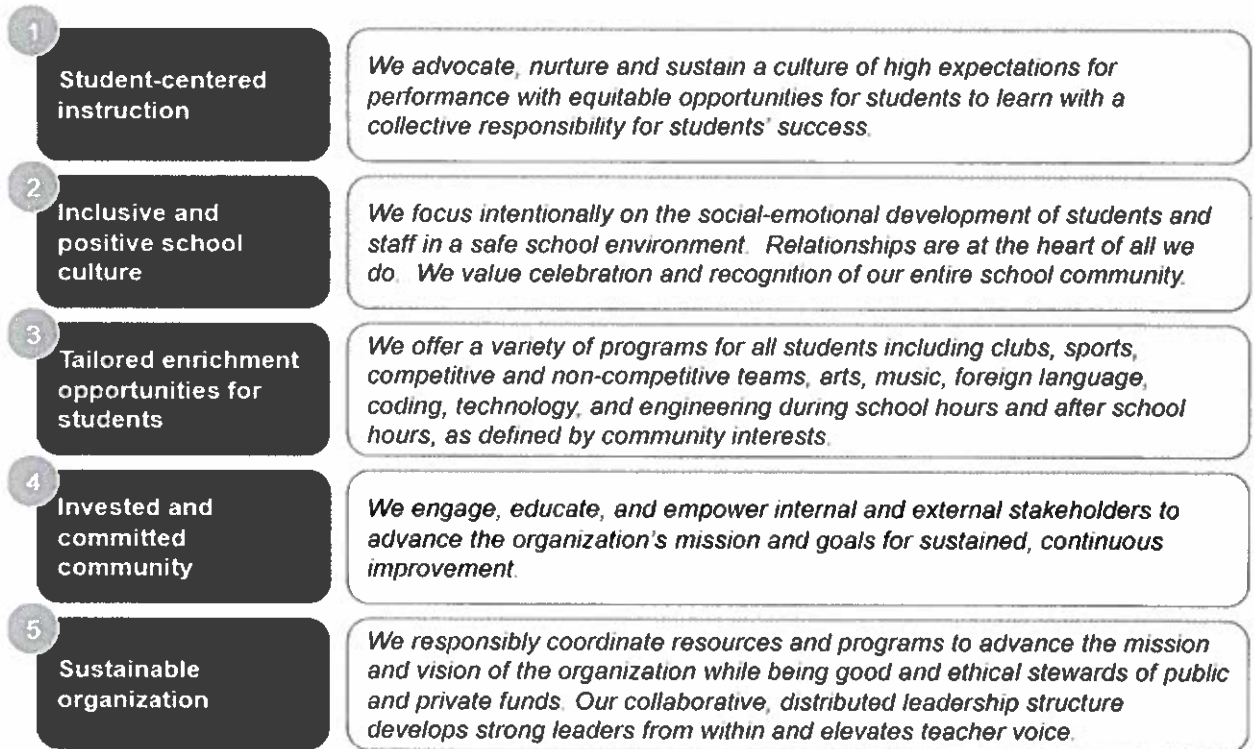
- i. Continue to use long-range forecasting to establish budgets. Participate in local and state conversations to understand the impact that COVID-19 may have on MFP over the years.
- ii. Fund the new construction.

2. LEA Transition Work:

- a. A Pupil Progression Plan committee was formed. The PPP Committee will present a draft one week before the August board meeting. During the interim, we implement the NOLAPS PPP.

- b. A procedure handbook for the Diverse Learner Programs, including Response to Intervention (MTSS), Special Education, Section 504, etc. is ready for adoption. The Director for Student Support will develop a SPED program guide that outlines staffing, class size, and articulation of services. This work will continue this summer with our consultant.
- c. The Finance/HR department is refining the look of the Career Center and automating H/R processes. Everything is being styled according to our guide. New employees will select benefits, tax deductions, etc. through the Career Center which will automatically sync to the payroll system. We will transition finance and grants management to interact directly with the state. We took part in a SuperApp training last week. Both campuses have LEA site codes now.
- d. The implementation for the new Student Information System and new communication portal are in process. Training for these will be included in the back to school meetings. The sites have state codes and will monitor all schedules for state reporting through the Director of Data and Accountability.

## Hynes has identified five core elements that drive our success with students







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

June 8, 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 April 30, 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,

Leon Mathes  
Chief Financial Officer  
Hynes Charter School Corporation

**Hynes Charter School Corporation**  
**Statement of Financial Position**  
As of April 30, 2020

**ASSETS**

**Current Assets**

Cash and cash equivalents		\$ 6,118,044	A
Grants and other receivables:			
OPSB / LDOE	\$ 233,520		B
Other receivables	25,861		C
Total grants and other receivables		259,380	
Prepaid expenses		243,571	D
<b>Total Current Assets</b>		<b>6,620,996</b>	

**Other Assets**

Deposits		17,400	E
<b>Total Other Assets</b>		<b>17,400</b>	

**Fixed Assets**

Leasehold improvements	\$ 7,530		F
Equipment	\$ 24,093		G
Total Fixed Assets		31,622	
Accumulated depreciation		(27,622)	H
<b>Total Fixed Assets, net</b>		<b>4,000</b>	I

<b>TOTAL ASSETS</b>		<b>\$ 6,642,396</b>	<b>J</b>
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**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable OPSB		\$ 135,200	K
Other Accounts payable		39,913	L
Loan Payable		1,288,419	M
Accrued payroll liabilities		782,468	N
<b>Total Current Liabilities</b>		<b>\$ 2,245,999</b>	

**Net Assets**

Net assets, beginning of this fiscal year		4,359,729	
Current year increase (decrease) in net assets		36,668	
<b>Net Assets, end of this period</b>		<b>4,396,397</b>	<b>O</b>

<b>TOTAL LIABILITIES AND NET ASSETS</b>		<b>\$ 6,642,396</b>	<b>P</b>
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**Hynes Charter School Corporation Lakeview**  
**Statement of Activities and Changes in Net Assets**

	<u>For the Ten Months Ended April, 2020</u>			<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>
<b><u>Revenues and Other Support</u></b>				
MFP	\$ 5,669,790	\$ 5,551,670	\$ 118,120	\$ 6,662,000
Federal grants	\$ 156,125	\$ 216,000	\$ (59,875)	\$ 354,000
Donations	\$ 628,871	\$ 398,330	\$ 230,541	\$ 478,000
Other income	\$ 271,747	\$ 40,000	\$ 231,747	\$ 48,000
<b>Total Revenues and Other Support</b>	<b><u>6,726,534</u></b>	<b><u>6,206,000</u></b>	<b><u>520,534</u></b>	<b><u>7,542,000</u></b>
<b><u>Expenses</u></b>				
Salaries	3,698,799	3,514,520	(184,279)	4,409,000
Benefits	1,360,777	1,311,269	(49,507)	1,645,000
Child nutrition	10,079	9,350	(729)	11,000
Depreciation expense	2,857	2,500	(357)	3,000
Disposal services	10,467	8,330	(2,137)	10,000
Donations expense	-	-	-	-
Dues and fees	33,310	29,170	(4,140)	35,000
Equipment rental	13,016	9,170	(3,846)	11,000
Insurance	113,446	114,170	724	137,000
IT services	97,757	75,000	(22,757)	90,000
LEA services	390,767	377,700	(13,067)	453,000
Materials and supplies	197,165	137,778	(59,387)	160,000
Other expense	41,850	33,330	(8,520)	40,000
Professional services	90,435	64,170	(26,265)	77,000
Repair and maintenance	122,253	111,670	(10,583)	134,000
Textbooks	71,758	76,000	4,242	76,000
Transportation	21,101	52,889	31,788	56,000
Travel	32,329	8,330	(23,999)	10,000
Utilities	173,243	160,210	(13,033)	185,000
<b>Total Expenses</b>	<b><u>6,481,410</u></b>	<b><u>6,095,556</u></b>	<b><u>(385,854)</u></b>	<b><u>7,542,000</u></b>
 <b>CHANGE IN NET ASSETS</b>	 <b><u>\$ 245,123</u></b>	 <b><u>\$ 110,444</u></b>	 <b><u>\$ 134,679</u></b>	 <b><u>\$ (0)</u></b>
 <b><u>Net Assets</u></b>				
Beginning of this fiscal year	4,359,729			
<b>END OF THIS PERIOD</b>	<b><u>\$ 4,604,852</u></b>			

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

	<u>For the Ten Months Ended April, 2020</u>			<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	
<b><u>Revenues and Other Support</u></b>				
MFP	\$ 778,985	800,000	\$ (21,015)	\$ 960,000
Federal grants	\$ 22,019	155,000	(132,981)	\$ 204,000
Donations	\$ 112,958	6,000	106,958	\$ -
Other income	\$ -	-	-	\$ 6,000
<b>Total Revenues and Other Support</b>	<b><u>913,962</u></b>	<b><u>961,000</u></b>	<b><u>(47,038)</u></b>	<b><u>1,170,000</u></b>
<b><u>Expenses</u></b>				
Salaries	550,629	497,000	(53,629)	615,000
Benefits	184,875	180,213	(4,662)	223,000
Child nutrition	1,605	1,700	95	2,000
Depreciation expense	-	830	830	1,000
Disposal services	5,927	5,000	(927)	6,000
Donations expense	-	-	-	
Dues and fees	770	830	60	1,000
Equipment rental	3,448	3,330	(118)	4,000
Insurance	9,000	10,000	1,000	12,000
IT services	17,305	10,000	(7,305)	12,000
LEA services	52,337	54,333	1,997	65,000
Materials and supplies	101,083	15,000	(86,083)	15,000
Other expense	22,030	15,000	(7,030)	18,000
Professional services	58,289	34,170	(24,119)	41,000
Repair and maintenance	24,614	14,170	(10,444)	17,000
Textbooks	15,721	41,000	25,279	41,000
Transportation	21,408	52,889	31,481	56,000
Travel	2,035	830	(1,205)	1,000
Utilities	51,341	34,640	(16,701)	40,000
<b>Total Expenses</b>	<b><u>1,122,416</u></b>	<b><u>970,935</u></b>	<b><u>(151,481)</u></b>	<b><u>1,170,000</u></b>
 <b>CHANGE IN NET ASSETS</b>	 <b><u>\$ (208,455)</u></b>	 <b><u>\$ (9,935)</u></b>	 <b><u>\$ (198,520)</u></b>	 <b><u>\$ -</u></b>
 <b><u>Net Assets</u></b>				
Beginning of this fiscal year	-			
<b>END OF THIS PERIOD</b>	<b><u>\$ (208,455)</u></b>			

**Hynes Charter School Corporation**  
**Statement of Cash Flows**  
**For the Ten Months Ended April 30, 2020**

**CASH FLOW FROM OPERATING ACTIVITIES**

Change in net assets \$ 36,668

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

Depreciation 2,857

Changes in operating assets:

Grants and other receivables	77,331
Prepaid expenses	(125,821)
Deposit	(7,400)

Changes in operating liabilities:

Accounts payable	(49,229)
Loans Payable	1,288,418
Accrued payroll liabilities	88,132

**Net cash provided by (used in) operating activities** 1,310,955

**CASH FLOW FROM INVESTING ACTIVITIES**

Leasehold improvements to be donated 0

**NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS** 1,310,956

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

**CASH AND CASH EQUIVALENTS - End of this period** \$ 6,118,044

Hynes Charter School Corporation

Selected Information

June 8, 2020

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

The Net Assets for the period ended April 30, 2020 include \$54,181 of restricted funds related to the Project Lead the Way (PLTW) grant and New Schools New Orleans IQI grants.



**Edward Hynes Charter School**

**Board Meeting**

**Minutes**

**April 20, 2020**



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

**Via Zoom:**

**<https://zoom.us/j/91060003638?pwd=cnZMdWx4N1hlanNBTVlxMGZsaE9EZz09>**

**Password: 243181**

**Board of Directors Meeting  
Monday, April 20, 2020**

**Board Members Present:** Bill Chauvin, Helene Derbigny, Jan Janz, Kris Scairono, Alvin C. Miester III, Barbara Richard; Cassandra Youmans at 5:06 pm

**Board Members Absent:**

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

Alvin C. Miester III, Board President, called the meeting to order at 5:03 pm and proceeded with the agenda.

- 1. Approval of agenda.** Kris Scairono made a motion to approve the April 20, 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.** Barbara Richard made a motion to waive the reading of and to approve the March 9, 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.** Shawn Persick, Executive Director of Schools at Hynes Charter Schools, extended gratitude to the Hynes Board of Directors and Hynes school leaders for allowing the faculty and staff to remain continuously employed during COVID-19.
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 February 29, 2020.
    - ii. Preliminary Draft Combined Budget for Hynes-Lakeview, Hynes-UNO, and Hynes-CMO for FY 20-21
    - iii. GiveNOLA Day – June 2, 2020
8. **HR report.** Alvin C. Miester III informed the board of the new Succession Planning Committee partnered with NSNO. The committee will create a process for identifying and developing new leaders who can replace veteran leaders when they leave, retire, or die. The committee is comprised of the following members: Helen Derbigny, Alvin C. Miester III, Kris Scairono, and Todd Schexnayder.
9. **Friends of Hynes Report.** Bill Chauvin informed the board that a Request for Qualifications (RFQ) was sent to multiple construction firms for the Hynes-UNO campus.
10. **Old business.** None.
11. **New business.**
  - a. Barbara Richard made a motion to approve the board chair to sign a resolution for the Paycheck Protection Program (PPP), a COVID-19 loan, through Hancock-Whitney Bank. Cassandra Youmans seconded the motion. With no public comment, the motion carried unanimously by roll call of board members present.

With no further business to discuss, a motion to adjourn was made by Jan Janz, seconded by Barbara Richard, and passed unanimously by a vote of board members present. The meeting was adjourned at 6:23 pm.



**Edward Hynes Charter School**

**Board Meeting**

**Agenda**

**May 12, 2020**

**HYNES CHARTER SCHOOL CORPORATION**  
**BOARD MEETING**

**Monday, May 12, 2020 at 10:00 AM**  
**Edward Hynes Charter School**  
**990 Harrison Avenue**  
**New Orleans, Louisiana 70124**

**Via Zoom:**

**<https://zoom.us/j/92013668498?pwd=MkNwNzArZkhyMFBIMHhPUUhzNGI1Zz09>**  
**Password: 122812**

**AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**

**STANDING ITEMS**

- 1. Opportunity for public comment**
- 2. Facilities Report**
- 3. CEO's Report**
- 4. Legal Report**
- 5. Financial Report**
- 6. HR Report**
- 7. Friends of Hynes Report**

**BOARD BUSINESS**

- 1. Old business**
- 2. New business**
  - a. Motion to authorize the CEO of Hynes Charter School Corporation to open a new account at Hancock-Whitney Bank**
- 3. Adjournment**



**Edward Hynes Charter School**

**Board Meeting**

**Minutes**

**May 12, 2020**



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

**Via Zoom:**

**<https://zoom.us/j/92013668498?pwd=MkNwNzArZkhvMFBlMHhPUUhzNGl1Zz09&status=success>**

**Password: 122812**

**Board of Directors Meeting  
Tuesday, May 12, 2020**

**Board Members Present:** Helene Derbigny, Jan Janz, Kris Scairono, Alvin C. Miester III, Barbara Richard; Cassandra Youmans

**Board Members Absent:** Bill Chauvin

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

Alvin C. Miester III, Board President, called the meeting to order at 10:07 am and proceeded with the agenda.

1. **Approval of agenda.** Jan Janz made a motion to approve the May 12, 2020 meeting agenda. Helene Derbigny seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
2. **Approval of minutes.** None.
3. **Public comment.** None.
4. **Facilities update.** None.
5. **CEO's report.** Michelle Douglas gave an overview of the closing of the 2019-2021 school year. Both Hynes-Lakeview and Hynes-UNO will be hosting a drive-thru parade for the

Kindergarten classes, along with the 8<sup>th</sup> grade class at Hynes-Lakeview. A virtual awards ceremony will take place on Friday, May 15, 2020. The 8<sup>th</sup> grade graduation ceremony is slated for May 22, 2020.

6. **Legal committee report.** None.
7. **Financial report.** Leon Mathes informed the board that the deferred revenue from the previous school year was deposited into the Hynes operating bank account.
8. **HR report.** Alvin C. Miester III informed the board of the Succession Planning Committee is continuing to consult with NSNO.
9. **Friends of Hynes Report.** Alvin C. Miester III explained to the board that the Friends of Hynes Board is working to finalize the architect contract for the Hynes-UNO campus. Request for qualifications (RFQ) responses were received for a Contract Manager at Risk (CMAR) and/or owner's representatives. The board is currently reviewing the responses.
10. **Old business.** None.
11. **New business.**
  - a. Leon Mathes informed the board that the external auditor, along with our lawyer, suggested that a new bank account be created for the PPP Loan. The revenue recognition will be accrued in the next fiscal year. The balance sheet will show a loan payable this fiscal year.
    - i. Barbara Richard made a motion to authorize the CEO of Hynes Charter School Corporation to open a new account at Hancock-Whitney Bank. Helene Derbigny seconded the motion. With no public comment, the motion carried unanimously by roll call of board members present.

With no further business to discuss, a motion to adjourn was made by Barbara Richard, seconded by Kris Scairono, and passed unanimously by a vote of board members present. The meeting was adjourned at 10:26 am.