



Edward Hynes Charter School

Board Meeting

Agenda

August 10, 2020

**HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING**

Monday, August 10, 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. June 8, 2020 – Board Meeting
 - b. June 8, 2020 – Budget Hearing

STANDING ITEMS

1. Opportunity for public comment
2. Facilities Report
3. CEO's Report
 - a. Review of Operational Plans for 2020-2021 School Year relative to the COVID-19 pandemic and health/safety guidance.
 - b. Rebranding of Student Handbook, with no substantive changes
4. Legal Report
5. Financial Report
 - a. Discussion of June 30, 2020 financial statements
6. HR Report
7. Friends of Hynes Report

BOARD BUSINESS

1. Old business

2. New business

- a. Review and approve the 2020-2021 Employee Benefits Plan, adding the option for employees to select a Flexible Savings Account (FSA), and including the approval for the FSA provider to draft via ACH from the Hynes Operating Bank Account.
- b. Seek board approval to authorize the CEO to engage a contractor in an HVAC service agreement at the same or increased service level and not to exceed the current expense.
- c. Review and approve the Hynes Interim COVID-19 Return to School Campus Guidelines, Policies, and Procedures.
- d. Discuss and authorize the CEO to engage in a discussion with NOLAPS for a CEA should Hynes be selected in the siting process of Mary D. Coghill school.
- e. Authorize the CEO and Board Chair to execute a CEA with Friends of Hynes Charter School Corporation.
- f. Approve Hynes and NOLAPS contracted services agreement for 2020-2021 for Special Education and Related Services.

3. Adjournment



Edward Hynes Charter School

Board Meeting

Minutes

June 8, 2020



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

**Board of Directors Meeting
Monday, June 8, 2020**

Board Members Present: Bill Chauvin, Jan Janz, Kris Scairono, Alvin C. Miester III, Barbara Richard; Cassandra Youmans

Board Members Absent: Helene Derbigny

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

Alvin C. Miester III, Board President, called the meeting to order at 5:00 pm and proceeded with the agenda.

1. **Approval of agenda.** Barbara Richard made a motion to approve the June 8, 2020 meeting agenda. Kris Scairono seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
2. **Approval of minutes.** Jan Janz made a motion to waive the reading of and to approve the April 20, 2020 and May 12, 2020 meeting minutes. Bill Chauvin seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
3. **Public comment.** Brittany Smith, Principal of Hynes-UNO, presented the board with the inaugural Kindergarten t-shirt and read a short thank you letter from the faculty and staff at Hynes-UNO.

Michelle Douglas, CEO of Hynes Charter Schools, presented the board with the Hynes 2020 beach towel as a thank you for serving the corporation. She also introduced the following:

- Jeannine LaFonta | Director of Student Support Services | Hynes-CMO
- Dawn Lobell | Assistant Principal | Hynes-Lakeview
- Jordin Brown | Assistant Principal "in-training" | Hynes-UNO

4. **Facilities update.** Mike Townsend – see attachment.

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

Cassandra Youmans explained many ways to keep yourself and others safe during COVID-19.

Kris Scairono stated he supports the two motions listed under Board Business | New Business at 6:03 pm, prior to leaving the board meeting.

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 April 30, 2020.

ii. GiveNOLA Day | about 51 donors

8. **HR report.** None.

9. **Friends of Hynes Report.** Bill Chauvin informed the board that the FOH board is making good progress. The board met on June 3, 2020 to interview contract managers at risk. The board will meet on June 12, 2020 to further the process.

10. **Old business.** None.

11. **New business.**

- a. Barbara Richard made a motion to adopt the Policies and Procedures to Support Diverse Learners documents for the 2020 – 2021 school year. Jan Janz seconded the motion. With no public comment, the motion carried unanimously by vote of board members present.

- b. Bill Chauvin made a motion to approve the draft budget for the 2020–2021 school year. Barbara Richard seconded the motion. With no public comment, the motion carried unanimously by roll call of board members present.

Shawn Persick, Executive Director of Schools, announced the dates for the fall Board of Directors Board meetings.

With no further business to discuss, a motion to adjourn was made by Barbara Richard, seconded by Jan Janz, and passed unanimously by a vote of board members present. The meeting was adjourned at 6:16 pm.



Edward Hynes Charter School

Budget Hearing

Minutes

June 8, 2020



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

**Budget Hearing
Monday, June 8, 2020**

Board Members Present: Jan Janz, Alvin C. Miester III, Barbara Richard, Kris Scairono; Bill Chauvin at 4:23 pm

Board Members Absent: Helene Derbigny, Cassandra Youmans

Others Present: Elizabeth Bagert, Leon Mathes, Mike Townsend

Alvin C. Miester III, Board President, called the meeting to order at 4:07 pm and proceeded with the agenda.

1. **Public comment.** None.
2. **New business.**
 - a. Leon Mathes presented the Preliminary Budget for the year ending June 30, 2021 for Hynes Charter School Corporation.

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 concluded at 4:41 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

August 10, 2020

**Edward Hynes Charter School
Facilities Report
August 10, 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
August 10, 2020**

Students & Academic

1. Annual goals from 2019-20

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. (We will add 1st grade goals.)

***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. Through steady and consistent deep engagement with our school leaders and staff, we prepared an Operational Plan that offers students an education consistent with the State's Strong Start Program, the NOLA-PS's Roadmap for reopening, CDC recommendations, and a flexible staffing model. The Plan offers an opt-out feature by quarter for families who wish to delay the start of in-person classes.
3. Families were sent a registration link to select their child(ren)'s pathway and to request technology. This was sent during the last week of July. Leaders from both campuses responded to requests for 130 individual phone conferences to help families navigate their decision making.
4. New technology has been ordered for both campuses to bring our tech count to a 1-to-1 program. These devices are on back order. Meanwhile, we are loaning devices to students whose families requested so that they can do synchronous learning. Those are being distributed this week.
5. Orientation for parents/guardians is scheduled this week and next week as in-person sessions and in maximum groups of 10 implementing social distancing.
6. Both schools are fully enrolled at their capacity.

Faculty, Staff, and Administration

1. The Hynes campuses are fully staffed as of today.
2. The Hynes Executive Team worked with counsel to develop the COVID Reopening Plan to keep everyone safe and our operations compliant with State law. Many

resources were required and those were funded through the Cares Act. The key factors under consideration were health, safety and wellbeing of students and staff; implementing an adaptive staffing model; communication; SPED and EL; 1:1 technology program; professional development or training; and use of Tier 1 curriculum.

3. Since the end of school faculty and staff participated in a wide variety of professional development for health, safety, teaching and learning, safe school environments, diverse learners, mandated reporting, universal screenings, first aid, and curriculum pacing. This week we will also launch our new science curricula for grades K-5 and 6-8.
4. The use of the new ADP hiring center has been beneficial to recruitment, onboarding, and benefits selection as well as a space to distribute and confirm receipt of company policies.
5. The EdFuel project has come to a close and is on a 90-day check-in plan.
6. The Beloved Community cohort has launched. Six members of our team are enrolled in the cohort to continue our DEI work and generate an action plan to increase cultural competence.

Family and Community Involvement

1. The Hynes SPED Advisory Council continues to meet virtually and are scheduled monthly.
2. We have established a Mental Health and Wellness Leadership Team on each campus to address adult or child concerns throughout this pandemic using trauma informed practices and social emotional strategies.
3. PTO has incorporated contingency plans for fall activities. The annual PTO shirt will be for sale very soon. The theme is "Wild About Hynes...The Adventure Continues!"
4. We experienced unanticipated difficulties with the migration of data from Power School to Parent Square, our home and school communications portal. We are working diligently to troubleshoot the issues that arise.

Operations and Facilities

1. To date, Hynes has submitted all 2020-21 documents and SPLC requirements to NOLA-PS, as required by our agreement. Tonight we will collect the board assurances.
2. The school year officially opens in distance learning mode on Thursday with grades 1-6, Friday with grades 7-8, and next Thursday for grades PreK-K. The daily schedule is going to be consistent regardless with which phase of operations we find ourselves.
3. In preparation for the added grade, Hynes-UNO classrooms needed some AC repairs and maintenance and extra technology components. We did not anticipate the use of Building B, however, with social distancing, we needed it.
4. NOLA-PS selected a contractor for the Phase III of work Hynes-LV.
5. PPE, cleaning products, Plexiglas shields, floor stickers, and other signage have been posted throughout the campuses to keep everyone safe. Adults will report

to work daily and teach from their own classrooms using all CDC guidelines for safety.

6. The NOLA-PS Children Nutrition Department has served meals from our LV campus throughout the summer months. The community feeding program ended in July. The staffs are ready to return to their respective kitchens to resume food service at both campuses.

Replication

1. The strategic plan is broken into several implementation plans. We continue to refine and codify standard operating procedures for academic, talent, and financial sustainability. These documents are being branded, saved to PDF, and stored in a shared drive which will be accessible to any employee in our organization.
2. Hynes applied for the operation of the transforming Mary D. Coghill School located at the Parkview Campus in the Gentilly Woods/Pontchartrain Park area of the city. We are awaiting the NOLA-PS decision.
3. LEA Transition Work:
 - a. A Pupil Progression Plan committee was formed. The State has not released the new template. During the interim, we will continue to implement the NOLAPS PPP.
 - b. The staff attended a two-day in-service to understand the contents of the five new handbooks that guide the Diverse Learner Programs at Hynes.
 - c. The Finance/HR department is celebrating its first successful of the Super App for both campuses.
 - d. The Parent Square and Power School instances are active and are becoming more and more accurate as the data are updated.

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

1
Student-centered instruction

We advocate, nurture and sustain a culture of high expectations for performance with equitable opportunities for students to learn with a collective responsibility for students' success.

2
Inclusive and positive school culture

We focus intentionally on the social-emotional development of students and staff in a safe school environment. Relationships are at the heart of all we do. We value celebration and recognition of our entire school community.

3
Tailored enrichment opportunities for students

We offer a variety of programs for all students including clubs, sports, competitive and non-competitive teams, arts, music, foreign language, coding, technology, and engineering during school hours and after school hours, as defined by community interests.

4
Invested and committed community

We engage, educate, and empower internal and external stakeholders to advance the organization's mission and goals for sustained, continuous improvement.

5
Sustainable organization

We responsibly coordinate resources and programs to advance the mission and vision of the organization while being good and ethical stewards of public and private funds. Our collaborative, distributed leadership structure develops strong leaders from within and elevates teacher voice.



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

August 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 June 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 June 30, 2020

ASSETS

Current Assets

Cash and cash equivalents		\$ 5,529,847	A
Grants and other receivables:			
OPSB / LDOE	\$ 707,332		B
Other receivables	4,175		C
Total grants and other receivables		711,507	
Prepaid expenses		103,017	D
Total Current Assets		6,344,371	

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		31,621	
Accumulated depreciation		(28,194)	H
Total Fixed Assets, net		3,428	I

TOTAL ASSETS		\$ 6,365,199	J
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB		\$ 200,300	K
Other Accounts payable		69,591	L
Loans Payable		1,288,418	M
Accrued payroll liabilities		532,677	N
Total Current Liabilities		\$ 2,090,985	

Net Assets

Net assets, beginning of this fiscal year		4,359,729	
Current year increase (decrease) in net assets		(85,515)	
Net Assets, end of this period		4,274,214	O

TOTAL LIABILITIES AND NET ASSETS		\$ 6,365,199	P
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Hynes Charter School Corporation Lakeview
Statement of Activities and Changes in Net Assets

	<u>For the Twelve Months Ended June 30, 2020</u>			<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	
<u>Revenues and Other Support</u>				
MFP	\$ 6,849,596	\$ 6,662,000	\$ 187,596	\$ 6,662,000
Deferred Revenue	\$ -	\$ -	\$ -	\$ -
Federal grants	\$ 441,096	\$ 354,000	\$ 87,096	\$ 354,000
Donations	\$ 549,391	\$ 478,000	\$ 71,391	\$ 478,000
Other income	\$ 43,442	\$ 48,000	\$ (4,558)	\$ 48,000
Total Revenues and Other Support	<u>7,883,525</u>	<u>7,542,000</u>	<u>341,526</u> A	<u>7,542,000</u>
<u>Expenses</u>				
Salaries	4,558,962	4,409,000	(149,962) B	4,409,000
Benefits	1,635,748	1,645,000	9,252	1,645,000
Child nutrition	10,725	11,000	275	11,000
Depreciation expense	3,429	3,000	(429)	3,000
Disposal services	12,370	10,000	(2,370)	10,000
Donations expense	-	-	-	-
Services and fees	37,758	35,000	(2,758)	35,000
Equipment rental	16,035	11,000	(5,035)	11,000
Insurance	136,139	137,000	861	137,000
IT services	115,776	90,000	(25,776)	90,000
LEA services	469,473	453,000	(16,474)	453,000
Materials and supplies	219,236	160,000	(59,236)	160,000
Other expense	54,222	40,000	(14,222)	40,000
Professional services	110,986	77,000	(33,986)	77,000
Repair and maintenance	151,812	134,000	(17,812)	134,000
Textbooks	62,889	76,000	13,111	76,000
Transportation	21,101	56,000	34,899	56,000
Travel	42,727	10,000	(32,727)	10,000
Utilities	209,236	185,000	(24,236)	185,000
Total Expenses	<u>7,868,625</u>	<u>7,542,000</u>	<u>(326,625)</u> C	<u>7,542,000</u>
 CHANGE IN NET ASSETS	 <u>\$ 14,899</u>	 <u>\$ 0</u>	 <u>\$ 14,899</u>	 <u>\$ (0)</u>
 <u>Net Assets</u>				
Beginning of this fiscal year	4,359,729			
END OF THIS PERIOD	<u>\$ 4,374,628</u>			

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

	<u>For the Twelve Months Ended June 30, 2020</u>			<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	
<u>Revenues and Other Support</u>				
MFP	\$ 969,196	960,000	\$ 9,196	\$ 960,000
Deferred Revenue	\$ -	-		
Federal grants	\$ 225,717	204,000	21,717	\$ 204,000
Donations	\$ 112,958	6,000	106,958	\$ -
Other income	\$ -	-	-	\$ 6,000
Total Revenues and Other Support	<u>1,307,871</u>	<u>1,170,000</u>	<u>137,871</u>	<u>1,170,000</u>
<u>Expenses</u>				
Salaries	697,919	615,000	(82,919)	615,000
Benefits	232,789	223,000	(9,789)	223,000
Child nutrition	1,605	2,000	395	2,000
Depreciation expense	-	1,000	1,000	1,000
Disposal services	7,464	6,000	(1,464)	6,000
Donations expense	-	-	-	
Dues and fees	770	1,000	230	1,000
Equipment rental	4,316	4,000	(316)	4,000
Insurance	11,000	12,000	1,000	12,000
IT services	20,441	12,000	(8,441)	12,000
LEA services	63,596	65,000	1,404	65,000
Materials and supplies	153,121	15,000	(138,121)	15,000
Other expense	34,545	18,000	(16,545)	18,000
Professional services	67,266	41,000	(26,266)	41,000
Repair and maintenance	28,760	17,000	(11,760)	17,000
Textbooks	-	41,000	41,000	41,000
Transportation	21,408	56,000	34,592	56,000
Travel	5,415	1,000	(4,415)	1,000
Utilities	57,871	40,000	(17,871)	40,000
Total Expenses	<u>1,408,286</u>	<u>1,170,000</u>	<u>(238,286)</u>	<u>1,170,000</u>
 CHANGE IN NET ASSETS	 <u>\$ (100,415)</u>	 <u>\$ -</u>	 <u>\$ (100,415)</u>	 <u>\$ -</u>
 <u>Net Assets</u>				
Beginning of this fiscal year	-			
END OF THIS PERIOD	<u>\$ (100,415)</u>			

Hynes Charter School Corporation
Statement of Cash Flows
For the Twelve Months Ended June 30, 2020

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets	\$ (85,515)
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	3,428
Changes in operating assets:	
Grants and other receivables	(374,796)
Prepaid expenses	14,733
Deposit	(7,400)
Changes in operating liabilities:	
Accounts payable	45,549
Loans Payable	1,288,418
Accrued payroll liabilities	(161,658)
Net cash provided by (used in) operating activities	<u><u>722,759</u></u>

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated	0
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NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS

722,759

Cash and cash equivalents - Beginning of the year

4,807,088

CASH AND CASH EQUIVALENTS - End of this period

\$ 5,529,847

Hynes Charter School Corporation

Selected Information

August 10, 2020

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

The Net Assets for the period ended June 30, 2020 include \$51,072 of restricted funds related to the Project Lead the Way (PLTW) grant and New Schools New Orleans IQI grants.

2020-21 School Year Meetings of the
Hynes Charter School Corporation



Monday, August 10, 2020

Monday, September 28, 2020

Monday, October 19, 2020

Monday, December 7, 2020

Monday, January 11, 2021

Monday, February 8, 2021

Monday, March 15, 2021

Monday, April 19, 2021

Monday, June 7, 2021

Budget Hearing 4PM

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