



**Edward Hynes Charter School**

**Board Meeting**

**Agenda**

**January 11, 2021**

**HYNES CHARTER SCHOOL CORPORATION  
BOARD MEETING**

Monday, January 11, 2021 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. December 7, 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 Financial Statements.
  - b. PPP Loan Forgiveness Update
6. HR Report
7. Friends of Hynes Report

## **BOARD BUSINESS**

1. Old business
2. New business
3. Adjournment



**Edward Hynes Charter School**

**Board Meeting**

**Minutes**

**December 7, 2020**



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

**Board of Directors Meeting  
Monday, December 7, 2020**

**Board Members Present:** Bill Chauvin, Jan Janz, Alvin C. Miester III, Barbara Richard, Kris Scairono; Cassandra Youmans @ 5:03 pm

**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 5:01 pm and proceeded with the agenda.

1. **Approval of agenda.** Barbara Richard made a motion to approve the December 7, 2020 meeting agenda. Jan Janz 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 October 19, 2020 board 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.**
  - a. Anne Kramer, Principal of Hynes-Lakeview presented the Students of the Year and the Teachers of the Year at Hynes-Lakeview.
  - b. Brittany Smith, Principal of Hynes-UNO presented the Teacher of the Year at Hynes-UNO.

4. **Facilities update.** Mike Townsend – see attachment.
  - a. Jan Janz raised the following question: If the electricity goes off, do the generators power on in the cafeteria? Mike Townsend responded, no.
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. Financial statements for Hynes-Lakeview and Hynes-UNO as of October 31, 2020.
8. **HR report.** None.
9. **Friends of Hynes Report.** Bill Chauvin gave a brief summary of the planning, building, and execution of the Hynes-UNO campus. He explained progress has been made regarding the schematics of the building, and budget edits are necessary.
10. **Old business.** None.
11. **New business.**
  - a. Jan Janz made a motion to approve the Title IX policy. Barbara Richard seconded the motion. With no public comment, the motion carried unanimously by vote of board members present.
  - b. Cassandra Youmans made a motion to authorize the CEO to purchase gift cards for the faculty and staff's winter gift on behalf of the corporation. Bill Chauvin seconded the motion. With no public comment, the motion carried unanimously by 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 6:08 pm.



**Edward Hynes Charter School**

**Board Meeting**

**Reporting Documents**

**January 11, 2021**

**Edward Hynes Charter School  
Facilities Report  
January 11, 2021**

- 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  
January 11, 2021**

**Students & Academic**

1. The first quarter began on Monday, January 4, 2021. Approximately 18% signed up for Option B. However, on January 7, 2021, Hynes returned to a full distance learning model. This will be reassessed on January 21, 2021 using city-wide trend data.
2. Re-registration is underway. Wednesday, January 13<sup>th</sup> is swap day: parents/guardians bring in re-registration packets, and they will receive their child's 2<sup>nd</sup> quarter report card. Virtual report card conferences will be held on Thursday, January 14<sup>th</sup> for those who need them.
3. Daily student attendance continues to be tracked through the front office at each campus. Chronically absent (10 or more) student names are tracked and interventions with the social workers are implemented. (This number is very few.)
4. The 3<sup>rd</sup> quarter brings us back to basics: use of student oral and written response rubrics, celebrations, individual academic reviews, and root causes for lack of student growth.
5. The DRC growth to mastery reports from Spring 2019 (year before last) will be crossed-referenced with student academic review reports to monitor growth.

**Faculty, Staff, and Administration**

1. Congratulations to Shawn Persick for being accepted in the second E3 cohort sponsored by NSNO. Anne Kramer was also selected, and she will defer her participation to the third cohort.
2. Congratulations to Veronica Temple on her upcoming retirement.
3. The Hynes-LV and Hynes-UNO campuses are fully staffed.
4. Applications, screenings, interviews, and selection for the Assistant Principal of Hynes-Parkview were completed on Friday. The next big initiative is student enrollment and initial staffing.
5. Intent to Return forms will be generated in the coming weeks.
6. The Hynes Employee Assistance Program is still underway. We have a confidential referral and billing process for our staff to access up to four, one-hour sessions with a counselor at no charge to the employee.
7. The Equity in Schools cohort continues to meet. We are a group of six representing Hynes.
8. The Beloved Community conducted its first of three 90-minute DEI sessions with our faculty and staff. The first session was on position of privilege and personal biases.
9. COVID-19 vaccines are on the horizon for school staff.

### **Family and Community Involvement**

1. The Enroll NOLA portal is open. In lieu of in-person tours, we have created a series of videos that are posted on our website to introduce our programs to prospective families. <https://www.hynesschool.com/hynes-video/>
2. We will review Enroll NOLA demand reports when we receive them to determine if more outreach is needed.

### **Operations and Facilities**

1. Our NOLA-PS annual compliance visit will take place this week.
2. We remain current with all requirements for state reporting.
3. The Phase III work at Hynes-LV is underway. Most work takes place after school.
4. Hynes will soon unveil a completely new website which gives us capacity for three schools and the CMO.
5. Hynes-LV will have some upgrades to the digital security cameras and classroom technology in the later winter or early spring.

### **Replication**

1. We continue to use our transformation plan as a guide to our work at Coghill.
2. LEA Work:
  - a. The Super App for 2022 is about to be released.
  - b. Hynes will apply for a site code for Hynes-Coghill at Parkview once a charter agreement is in place.
  - c. We continue to receive support from NSNO and the CSGF for our transformation of Coghill to a Hynes campus.
  - d. Teaching certificates have been updated for those needing updates.



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

January 11, 2021

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 November 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 November 30, 2020**

**ASSETS**

**Current Assets**

Cash and cash equivalents		\$ 5,526,536	A
Grants and other receivables:			
OPSB / LDOE	\$ 224,507		B
Other receivables	18,883		C
Total grants and other receivables		243,390	
Prepaid expenses		176,945	D
<b>Total Current Assets</b>		<b>5,946,870</b>	

**Other Assets**

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

**Fixed Assets**

Leasehold improvements	\$ 7,530		F
Equipment	\$ 63,650		G
Total Fixed Assets		71,178	
Accumulated depreciation		(35,101)	H
<b>Total Fixed Assets, net</b>		<b>36,077</b>	I
<b>TOTAL ASSETS</b>		<b>\$ 6,000,347</b>	J

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable OPSB	\$ 75,000		K
Other Accounts payable	38,006		L
Loans Payable	1,288,418		M
Accrued payroll liabilities	386,448		N
<b>Total Current Liabilities</b>		<b>\$ 1,787,871</b>	

**Net Assets**

Net assets, beginning of this fiscal year	4,298,679		
Current year increase (decrease) in net assets	(86,202)		
<b>Net Assets, end of this period</b>		<b>4,212,476</b>	O
<b>TOTAL LIABILITIES AND NET ASSETS</b>		<b>\$ 6,000,347</b>	P

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

	<u>For the Five Months Ended November 30, 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>				
State and Local MFP	-	-	-	-
Federal Grants	-	-	-	253,000
State Grants	-	-	-	-
Other Grants	48,500	-	48,500	-
Donations	-	20,000	(20,000)	56,000
Other income	-	-	-	-
<b>Total Revenues and Other Support</b>	<b>\$ 48,500</b>	<b>\$ 20,000</b>	<b>\$ 28,500</b>	<b>\$ 309,000</b>
<b><u>Expenses</u></b>				
Administrative fee	-	-	-	-
Advertising	-	-	-	-
Depreciation Expense	-	-	-	-
Disposal services	-	-	-	-
Dues and fees	-	-	-	22,000
CMO Charge	(360,417)	(360,417)	-	(865,000)
Employee Benefits	88,090	106,106	18,016	304,000
Employee Salaries	271,185	289,000	17,815	828,000
Equipment rental	-	-	-	-
Food Service Management	-	-	-	-
Information technology services	-	-	-	-
Insurance	-	-	-	-
Materials and supplies	-	-	-	-
Miscellaneous expense	-	-	-	-
LEA (additional services)	-	-	-	-
Professional Development	-	-	-	-
Professional services	28,428	-	(28,428)	-
Repairs and maintenance	-	-	-	-
Textbooks	-	-	-	-
Transportation	-	-	-	-
Travel	97	-	(97)	20,000
Utilities	-	-	-	-
<b>Total Expenses</b>	<b>\$ 27,383</b>	<b>\$ 34,689</b>	<b>\$ 7,307</b>	<b>\$ 309,000</b>
 <b>CHANGE IN NET ASSETS</b>	 <b>\$ 21,117</b>	 <b>\$ (14,689)</b>	 <b>\$ 35,807</b>	 <b>\$ -</b>

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

	For the Five Months Ended November 30, 2020			Annual
	Actuals	Budget	Variance	Budget
<b><u>Revenues and Other Support</u></b>				
State and Local MFP	731,923	762,500	(30,577) A	1,830,000
Federal Grants	39,854	139,000	(99,146) B	558,000
State Grants	-	-	-	-
Other Grants	89,719	-	89,719	-
Donations	2,125	44,000	(41,875) C	176,000
Other income	1,662	-	1,662	-
<b>Total Revenues and Other Support</b>	<b>\$ 865,283</b>	<b>\$ 945,500</b>	<b>\$ (80,217)</b>	<b>\$ 2,564,000</b>
<b><u>Expenses</u></b>				
Administrative fee	7,911	15,415	7,504	37,000
Advertising	833	-	(833)	-
Depreciation Expense	1,520	1,665	145	4,000
Disposal services	2,485	4,165	1,680	10,000
Dues and fees	2,083	2,085	2	5,000
CMO Charge	79,167	79,167	-	190,000
Employee Benefits	141,889	153,084	11,195	431,000
Employee Salaries	415,116	416,329	1,213	1,172,000
Equipment rental	2,170	2,085	(85)	5,000
Food Service Management	3,105	999	(2,106)	3,000
Information technology services	16,510	9,585	(6,925)	23,000
Insurance	8,630	5,000	(3,630)	12,000
Materials and supplies	96,532	97,080	548	233,000
LEA (additional services)	15,749	15,833	84	38,000
Professional Development	8,301	4,165	(4,136)	10,000
Professional services	33,570	29,165	(4,405)	70,000
Repairs and maintenance	43,262	15,000	(28,262) D	36,000
Textbooks	50,588	63,000	12,412	63,000
Transportation	8,664	27,222	18,558 E	70,000
Travel	1,953	25,835	23,882	62,000
Utilities	41,057	40,860	(197) F	90,000
<b>Total Expenses</b>	<b>\$ 981,095</b>	<b>\$ 1,007,740</b>	<b>\$ 26,645</b>	<b>\$ 2,564,000</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ (115,812)</b>	<b>\$ (62,240)</b>	<b>\$ (53,572)</b>	<b>\$ -</b>

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

	For the Five Months Ended November 30, 2020			Annual
	Actuals	Budget	Variance	Budget
<b><u>Revenues and Other Support</u></b>				
State and Local MFP	2,792,193	2,750,000	42,193	6,601,000
Federal Grants	53,111	319,000	(265,889) A	1,278,000
State Grants	4,375	-	4,375	
Other Grants	122,064	-	122,064 B	
Donations	12,725	73,000	(60,275) C	294,000
Other income	17,041	60,000	(42,959)	211,000
<b>Total Revenues and Other Support</b>	<b>\$ 3,001,509</b>	<b>\$ 3,202,000</b>	<b>\$ (200,491)</b>	<b>\$ 8,384,000</b>
<b><u>Expenses</u></b>				
Administrative fee	55,663	58,331	2,668	140,000
Advertising	1,667	-	(1,667)	-
Depreciation Expense	5,388	4,165	(1,223)	10,000
Disposal services	3,640	5,835	2,195	14,000
Dues and fees	21,842	8,335	(13,507)	20,000
CMO Charge	281,250	281,250	-	675,000
Employee Benefits	440,793	532,580	91,787	1,520,000
Employee Salaries	1,434,823	1,484,917	50,094	4,238,000
Equipment rental	6,572	7,500	928	18,000
Food Service Management	7,575	4,332	(3,243)	13,000
Information technology services	86,340	73,750	(12,590)	177,000
Insurance	65,291	54,165	(11,126)	130,000
Materials and supplies	132,083	217,500	85,417	522,000
Miscellaneous expense	1,000	-	(1,000)	-
LEA (additional services)	54,350	56,250	1,900	135,000
Professional Development	25,660	29,165	3,505	70,000
Professional services	56,045	50,000	(6,045)	120,000
Repairs and maintenance	82,462	60,000	(22,462)	144,000
Textbooks	124,822	152,000	27,178	152,000
Transportation	8,664	27,222	18,558	70,000
Travel	4,000	15,000	11,000	36,000
Utilities	93,087	81,720	(11,367) D	180,000
<b>Total Expenses</b>	<b>\$ 2,993,017</b>	<b>\$ 3,204,017</b>	<b>\$ 211,000</b>	<b>\$ 8,384,000</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ 8,492</b>	<b>\$ (2,017)</b>	<b>\$ 10,509</b>	<b>\$ -</b>

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

**CASH FLOW FROM OPERATING ACTIVITIES**

Change in net assets	(86,202)
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*Adjustments to reconcile change in net assets to  
net cash provided by (used) in operating activities:*

Depreciation	6,908
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Changes in operating assets:

Grants and other receivables	502,092
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Prepaid expenses	(73,928)
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Deposit	(0)
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Changes in operating liabilities:

Accounts payable	(166,395)
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Loans Payable	-
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Accrued payroll liabilities	(146,229)
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<b>Net cash provided by (used in) operating activities</b>	<b>36,245</b>
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**CASH FLOW FROM INVESTING ACTIVITIES**

Fixed Assets Purchased	(39,556)
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<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>(3,311)</b>
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Cash and cash equivalents - Beginning of the year	5,529,847
<b>CASH AND CASH EQUIVALENTS - End of this period</b>	<b>\$ 5,526,536</b>



Hynes Charter School Corporation

Selected Information

January 11, 2021

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

The Net Assets for the period ended November 30, 2020 include \$85,434 of restricted funds related to the Project Lead the Way (PLTW) grant, the New Schools for New Orleans grant for Coghill planning and the Charter School Growth Fund grant to support the social and emotional health of the Hynes community.

Hynes Charter School Corporation  
Budget To Actual Details  
For the five months ending November 30, 2020

UNO		Operating	Fed Funds	CARES	NSNO	IQI	CSP	CEN/IEEF	NOLAPS	CODOFIL	CSGF	PTO	PPP Loan	Total
Sal/Ben Expenses	A	497,928	14,154	19,385	-	-	25,538	-	-	-	-	-	-	557,005
	B	1,411,000	46,000	63,000	-	-	83,000	-	-	-	-	-	-	1,603,000
Operating Expenses	A	200,717	51,041	-	37,917	-	85,542	22,000	26,873	-	-	-	-	424,090
	B	419,000	95,000	122,000	91,000	20,000	122,000	65,000	27,000	-	-	-	-	961,000
Operating Expenses by Budget Line Item:														
Child Nutrition A		3,105												3,105
Child Nutrition B		3,000												3,000
Percent Used		104%												104%
Depreciation A		1,520		-										1,520
Depreciation B		4,000		-										4,000
Percent Used		38%												38%
Disposal Serv A		2,485												2,485
Disposal Serv B		10,000												10,000
Percent Used		25%												25%
CMO Charge A		41,250			37,917									79,167
CMO Charge B		99,000			91,000									190,000
Percent Used		42%			42%									42%
Dues and Fees A		2,083												2,083
Dues and Fees B		5,000												5,000
Percent Used		42%												42%
Equipment Rental A		2,170												2,170
Equipment Rental B		5,000												5,000
Percent Used		43%												43%
Insurance A		8,630												8,630
Insurance B		12,000												12,000
Percent Used		72%												72%
IT Services A		12,482	2,800				1,228							16,510
IT Services B		18,972	2,800				1,228							23,000
Percent Used		66%												72%
LEA (2% fee) A		7,911												7,911
LEA (2% fee) B		37,000												37,000
Percent Used		21%												21%
LEA (add services) A		-	15,749											15,749
LEA (add services) B		6,000	32,000											38,000
Percent Used		0%												41%
Mat/Supplies A		8,441	32,492	-			55,599	-						96,532
Mat/Supplies B		2,000	40,000	102,000			84,000	5,000						233,000
Percent Used		422%	81%	-			66%	0%						41%
Other Expense A		3,301					5,000							8,301
Other Expense B		7,000					3,000							10,000



Hynes Charter School Corporation  
Budget To Actual Details  
For the five months ending November 30, 2020

Lakeview		Operating	Fed Funds	CARES	NSNO	IQI	CSP	CENF/EEF	NOLAPS	CODOFIL	CSGF	PTO	PPP Loan	Total
Sal/Ben Expenses	A	1,571,948	62,200	91,545			48,923.1		41,000	60,000				1,875,616
	B	5,101,850	202,150	194,000			159,000		41,000	60,000				5,758,000
Operating Expenses	A	767,530	66,102	77,523	24,583	3,554	-	-	-	-	28,453	-	58,335	1,117,401
	B	1,642,150	242,850	346,000	59,000	20,000	-	20,000	93,000	-	60,000		143,000	2,626,000
Operating Expenses by Budget Line Item:														
Child Nutrition A		7,575												7,575
Child Nutrition B		13,000												13,000
Percent Used		58%												58%
Depreciation A		2,155		3,233										5,388
Depreciation B		4,000		6,000										10,000
Percent Used		54%												54%
Disposal Serv A		3,640												3,640
Disposal Serv B		14,000												14,000
Percent Used		26%												26%
CMO Charge A		198,335			24,583								58,335.00	281,253
CMO Charge B		473,000			59,000								143,000.00	675,000
Percent Used		42%			42%								41%	42%
Dues and Fees A		21,842												21,842
Dues and Fees B		20,000												20,000
Percent Used		109%												109%
Equipment Rental A		6,572												6,572
Equipment Rental B		18,000												18,000
Percent Used		37%												37%
Insurance A		49,721									15,570			65,291
Insurance B		99,000									31,000			130,000
Percent Used		50%									50%			50%
IT Services A		64,090	16,170	6,080										86,340
IT Services B		125,874	24,640	26,000			-							176,514
Percent Used		51%	66%	23%										49%
LEA (2% fee) A		55,663												55,663
LEA (2% fee) B		140,000												140,000
Percent Used		40%												40%
LEA (add services) A		-	41,464								12,883.00			54,347
LEA (add services) B		3,000	103,000								29,000.00			135,000
Percent Used		0%	40%								44%			40%
Mat/Supplies A		82,625	8,468	24,160					16,831			-		132,084
Mat/Supplies B		109,062	83,705	248,000								75,000.00		515,767
Percent Used		76%	10%	10%								0%		26%
Professional Dev A		2,116	-	19,990		3,554								25,660
Professional Dev B		27,000	10,000	13,500		20,000								70,500

