

# Edward Hynes Charter School Board Meeting Agenda March 13, 2023

### HYNES CHARTER SCHOOL CORPORATION BOARD MEETING

Monday, March 13, 2023, 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. February 6, 2023 Board Meeting

#### **STANDING ITEMS**

- 1. Opportunity for public comment
  - a. Hynes-Lakeview: Student of the Year Presentation
- 2. Facilities Report
- 3. CEO's Report
- 4. Legal Report
- 5. Financial Report
  - a. Discussion of financial statements, including budget to actual comparison
- 6. HR Report
- 7. Friends of Hynes Report
  - a. Hynes-UNO Groundbreaking

#### **BOARD BUSINESS**

- 1. Old business
- 2. New business
  - a. Hynes-Parkview: New Merchant Services Bank Account
  - b. Motion to amend the Special Education (SpEd) camera policy to match the specifications of the camera equipment (90 to 60)
- 3. Adjournment



# Edward Hynes Charter School Board Meeting Minutes February 6, 2023



## 990 Harrison Avenue New Orleans, Louisiana 70124

#### Board of Directors Meeting Monday, February 6, 2023

Board Members Present: Bill Chauvin, Jan Janz, Alvin C. Miester III, Barbara Richard

Board Members Absent: Helene Derbigny, Kris Scairono, Cassandra Youmans

Others Present: Elizabeth Bagert, Michelle Douglas, Leon Mathes, John Starr, Dawn Lobell, Margo Johnson, Brittany Smith, Dana Clark-Williams

Alvin C. Miester III, Board President, called the meeting to order at 5:05 pm and proceeded with the agenda.

#### 1. Approval of agenda.

Bill Chauvin made a motion to modify the February 6, 2023, meeting agenda.

Legal Report:

Authorize the Chief Executive Officer of Hynes Charter School Corporation to sign a usage agreement with the Jesuit High School Jayettes for utilization of the Hynes-Lakeview gym.

Barbara Richard seconded the motion. With no public comment, the motion carried by roll call vote of board members present.

Barbara Richard made a motion to approve the modified February 6, 2023, meeting agenda. Bill Chauvin seconded the motion. With no public comment, the motion carried by vote of board members present.

- 2. **Approval of minutes.** Jan Janz made a motion to waive the reading of and to approve the January 9, 2023, board meeting minutes. Barbara Richard 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. Michelle Douglas for Earl Cager see attachment.
- 5. **CEO's report.** Michelle Douglas see attachment.

#### 6. Legal committee report.

- a. Barbara Richard made a motion to authorize the Chief Executive Officer of Hynes Charter School Corporation to sign a usage agreement with the Jesuit High School Jayettes for utilization of the Hynes-Lakeview gym. Jan Janz seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
- 7. **Financial report.** Leon Mathes see attachment.
  - a. Discussion of the following:
    - i. Financial statements for Hynes-Lakeview, Hynes-UNO, Hynes-Parkview, and Hynes-CMO/Network as of December 31, 2022.
- 8. HR report. None.
- 9. Friends of Hynes Report.
  - a. Bill Chauvin updated the Hynes Charter School Corporation (HCSC) Board of Directors and others present on the status and timeline of executing legal documents related to the building of the Hynes-UNO campus.
- 10. Old business. None.
- 11. New business.
  - a. At 5:40 pm, Jan Janz made a motion to move to Executive Session: Legal Advice Protocol and procedures for schools and Hynes administration handling certain matters involving student safety. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.

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 6:12 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

March 13, 2023

#### Edward Hynes Charter Schools Facilities Report March 13, 2023

#### Hynes-Lakeview

 In the past 30 days we have had to replace both compressors for the walk cooler/freezer. The normal life expectancy of this equipment is between 8-10 years.

#### **Hynes-UNO**

- Currently we are in the process of planning the building layout for next school year. This layout will consist of the new grade level that will be added.
- RFP: New construction food service equipment (more information can be found on the Hynes School website, under Notices and Compliance)

#### Hynes-Parkview

• NOLA PS Annual Facility inspection took place on February 9<sup>th</sup>. The inspection we well. We had a few items that needed correction, which have been completed.

#### Edward Hynes Charter School CEO's Report March 13, 2023

#### **Students & Academic**

- 1. Louisiana is releasing revised Student Standards for Social Studies in 2023-24. Pilot materials will be offered by the LDOE that can be implemented in Grades 4 & 5. Hynes CAO and a Social Studies content teacher are engaged in the process of aligning curriculum to standards at the LDOE level and the local level. During the 4<sup>th</sup> quarter, teachers will participate in a webinar sponsored by the Teaching and Learning division of the LDOE, they will analyze the shifts in their grade level's standards, and begin to discuss modifications to their curriculum maps and in other non-Social Studies content areas.
- 2. The third quarter ended on Friday, March 10, 2023. Report cards for students in grades K-8 will be distributed on March 23, 2023. Report cards for kindergarten students will be by appointment, and the children do not have class on this day.
- 3. Bulletin 1566 requires a few added steps to ensure that current third and fourth graders are performing on grade level as it relates to reading fluency. All parents/guardians have been informed of their child's current performance status. Thirty hours of extra phonics and fluency instruction will be needed for students to be promoted. This applies to all who are below the benchmark in their end-of-year assessments.
- 4. The LEAP (Louisiana Educational Assessment Program) 2025 test security training for all staff will take place on Wednesday, March 29, 2023. This is needed per state guidelines.

#### Faculty, Staff, and Administration

- 1. The Hynes campuses are fully staffed. We are in the process of interviewing for the 2023-24 school year. Offer letters are being prepared. The State Legislature is planning to increase teacher salaries this session.
- 2. Staff recruitment for 2023-24 is underway.
- 3. Over 45 teachers and leaders are taking part in our Hynes Aspiring Leaders Program, a yearlong book study on the strategies and best practices used at our Hynes Schools. The intention is to develop the capacity for all adults to lead.
- 4. Our network team is working on our year two goals for the strategic plan.

#### Family and Community Involvement

- 1. The date for groundbreaking for the Hynes-UNO campus is Wednesday, March 29, 2023, at 3:45PM.
- 2. PTO events are scheduled for the spring:
  - a. Hynes-LV Men's Committee Golf Tournament March 17, 2023
  - b. Hynes-PV PTO Inaugural Gala is April 1, 2023
  - c. Hynes-LV School Fair is April 1, 2023
  - d. Hynes-UNO Les Amis will host a movie night on April 1, 2023
  - e. Hynes-LV PTO Meeting #4 is April 18, 2023
  - f. Hynes-UNO PTO Meeting #4 is April 19, 2023
  - g. Hynes-PV PTO Meeting #4 is May 4, 2023

#### **Operations and Facilities**

- 1. The One App match will be released soon.
- 2. The Spring Break holiday is Friday, April 7, 2023. Classes resume on Monday, April 17, 2023.
- 3. The Hynes Network will undergo a Cognia review for accreditation in the 2023-24 school year. This is a very exciting opportunity to gather strengths and opportunities as we build out our network of high quality schools.
- 4. The 2023-24 instructional calendar is attached.



January 2024
2 <sup>nd</sup> – Teachers Return, Extended Planning Day (no school for students) 3 <sup>rd</sup> – Students Return, 3 <sup>rd</sup> Quarter Begins 15 <sup>th</sup> – Martin Luther King Holiday 31st – Staff Impact Day (no school for students) 3 <sup>rd</sup> Quarter Progress Reports
February 2024
9 <sup>th</sup> - 16 <sup>th</sup> – Mardi Gras Break
March 2024
8 <sup>th</sup> - Quarter Ends (40 days) 11 <sup>th</sup> – 4 <sup>th</sup> Quarter Begins 20th – Staff Impact Day (no school for students) 25 <sup>th</sup> - 29 <sup>th</sup> - Spring Break
April 2024
1 <sup>st</sup> Spring Break 10th – 4 <sup>th</sup> Quarter Progress Reports (15 <sup>th</sup> -23 <sup>rd</sup> LEAP 2025 Assessment PBT/CBT) (23 <sup>rd</sup> - Social Studies Field Test 3 <sup>rd</sup> -8 <sup>th</sup> CBT)
May 2024
17 <sup>th</sup> – Last Day for Pre K and K 21st – Last Day for Students, Grades 1-7, 4 <sup>th</sup> Quarter Ends (45days) 22 <sup>nd</sup> - 24 <sup>th</sup> – PD and Records Days for Teachers
June 2024
14 <sup>th</sup> – Last Day for Office Staff

Student days 163 Required Instructional minutes 63,720 2,295 minutes over = 5.6 days



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

March 13, 2023

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 28, 2023. 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.

Mathes

Regards,

Leon Mathes

Chief Financial Officer

**Hynes Charter School Corporation** 

#### **Hynes Charter School Corporation**

#### Statement of Financial Position As of February 28, 2023

#### **ASSETS**

<u>Current Assets</u>							
Cash and cash equivalents					\$	8,492,352	A
Grants and other receivables:							
NOLAPS / LADOE /Federal / ERATE			\$	283,387			В
Other receivables  Total grants and other receivables				24,295	_	207.002	С
rotal grants and other receivables						307,682	
Prepaid expenses						69,770	D
Total Current Assets						8,869,804	_
Other Assets							_
Deposits Total Other Assets				17,400		47 400	Е
Total Other Assets						17,400	
Fixed Assets							
Leasehold improvements	\$	7,530					F
Equipment	\$	156,109					G
Total Fixed Assets				163,637			
Accumulated depreciation				(76,401)	<u>)</u>		Н
Total Fixed Assets, net						87,237	I
TOTAL ASSETS					\$	9.074.444	
TOTAL AGGLIG					<u> </u>	8,974,441	J
LIABILITIES AI	ND NE	ET ASSET	<u>S</u>				
Current Liabilities				470.040			
Accounts payable NOLAPS			\$	470,342			K
Other Accounts payable Accrued payroll liabilities				449,569			L
Deferred Revenues				1,117,770			M
Total Current Liabilities				(109,430)	<u>}</u> \$	1,928,251	N
Total Gallette Elabilities					Ψ	1,920,231	
Net Assets							
Net assets, beginning of this fiscal year				7,007,046			
Current year increase (decrease) in net assets	(1)			39,145	_		
Net Assets, end of this period					_	7,046,190	0
TOTAL LIABILITIES AND NET ASSETS					\$	8,974,441	Р
•					_	= , = = = , = = =	-

<sup>(1)</sup> Includes \$900,000 contributed to Friends of Hynes.

## Hynes Charter School Corporation Network Office Statement of Activities and Changes in Net Assets

	For the Eight Months Ended February 28, 2023								Annual	
	Actuals Budget Variance						3udget			
Revenues and Other Support										
State and Local MFP						-			_	
Federal Grants		-		180,000		(180,000)	Α		365,000	
State Grants				·		-			, -	
Other Grants		35,000				35,000			-	
Donations		7,500				7,500			-	
Other income						-			-	
Total Revenues and										-
Other Support	\$	42,500	\$	180,000	\$	(137,500)		\$	365,000	_
Expenses										
Employee Salaries		688,398		685,500		(2,898)		•	1,098,000	
Employee Benefits		216,957		255,970		39,013			410,000	
Administrative fee				-		-			-	
Depreciation Expense				-		-			-	
Disposal services				-		-			-	
Dues and fees		28,935		30,000		1,065			50,000	
CMO Charge		(888,000)		(888,000)		-		(1	,332,000)	1
Equipment rental				-		-			-	
Food Service Management				-		-				
Information technology services		4,591		2,000		(2,591)			5,000	
Insurance				-		-			-	
Materials and supplies		15,827		16,000		173			25,000	
LEA (additional services)				-		-			-	
Professional Development		15,646		6,000		(9,646)			9,000	
Professional services		35,790		36,000		210			60,000	
Repairs and maintenance				-		-			-	
Textbooks				-		-			-	
Transportation		E0 20E		-		(00.005)	_		-	
Travel Utilities		59,395		20,000		(39,395)	B		40,000	
Total Expenses	•	177 520	<u></u>	462 470	•	(44.060)	-	<u>*</u>	265 000	-
Total Expenses		177,539		163,470	\$	(14,069)		\$	365,000	-
CHANGE IN NET ASSETS	\$	(135,039)	\$	16,530	\$	(151,569)		\$	-	-

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

	For the Eight Months Ended February 28, 2023							Annual
		Actuals		Budget Variance			Budget	
Revenues and Other Support				_				
State and Local MFP		2,827,717		2,757,336		70,381		4,136,000
Federal Grants		553,458		400,000		153,458		955,000
State Grants		_		-				-
Other Grants		2,218		_		2,218		_
Donations		30,763		_		30,763		22
Other income		148,078		83,336		64,742	Α	125,000
Total Revenues and		<u> </u>		<u> </u>				,
Other Support	\$	3,562,234	\$	3,240,672	\$	321,562		\$ 5,216,000
•••					<u> </u>	,		
<u>Expenses</u>								
Employee Salaries		1,500,631		1,552,000		51,369		2,501,000
Employee Benefits		509,987		570,287		60,300		919,000
Administrative fee		52,035		54,664		2,629		82,000
Depreciation Expense		2,432		2,664		232		4,000
Disposal services		5,491		6,000		509		9,000
Dues and fees		4,022		3,336		(686)		5,000
CMO Charge		230,667		230,664		(3)		346,000
Equipment rental		6,416		6,000		(416)		9,000
Food Service Management		4,433		4,200		(233)		6,000
Information technology services		68,982		45,336		(23,646)	В	68,000
Insurance		21,881		80,000		58,119		120,000
Materials and supplies		442,928		430,000		(12,928)	C	502,000
LEA (additional services)		66,664		66,664		-		100,000
Professional Development		38,807		53,336		14,529		80,000
Professional services		71,287		73,336		2,049		110,000
Repairs and maintenance		50,623		53,336		2,713		80,000
Textbooks		20,763		57,000		36,237		57,000
Transportation		90,666		46,664		(44,002)	D	70,000
Travel		14,832		10,000		(4,832)		15,000
Utilities		87,180		60,000		(27,180)	Ε	90,000
Total Expenses	\$	3,290,727	\$	3,405,487	\$	114,760		\$ 5,173,000
	_	054.505		1464.615				
CHANGE IN NET ASSETS	_\$_	271,507	_\$	(164,815)	\$_	436,322		\$ 43,000

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

	For the Eight	Annual		
	Actuals	Budget	Variance	Budget
Revenues and Other Support	<del></del>			
State and Local MFP	5,098,118	4,790,000	308,118	7,185,000
Federal Grants	631,664	600,000	31,664	1,429,000
State Grants	-	-	-	30,000
Other Grants	6,152	_	6,152	14,000
Donations	43,530	15,000	28,530	25,000
Other income	316,626	216,667	99,959	
Total Revenues and	- 1010-0	2.0,00.	00,000	020,000
Other Support	\$ 6,096,090	\$ 5,621,667	\$ 474,423	\$ 9,008,000
	<del> </del>	<del>+ 0,021,001</del>	<del>•</del> • • • • • • • • • • • • • • • • • •	
Expenses				
Employee Salaries	2,613,037	2,740,000	126,963	4,388,000
Employee Benefits	975,141	957,876	(17,265)	1,534,000
Administrative fee	96,829	87,336	(9,493)	131,000
Depreciation Expense	12,927	10,664	(2,263)	16,000
Disposal services	6,790	7,336	546	11,000
Dues and fees	13,957	6,664	(7,293)	10,000
CMO Charge	390,667	390,664	(3)	586,000
Equipment rental	13,427	12,664	(763)	19,000
Food Service Management	7,988	7,700	(288)	11,000
Information technology services	153,814	98,000	(55,814)	
Insurance	116,236	133,336	17,100	200,000
Materials and supplies	233,827	216,000	(17,827)	324,000
LEA (additional services)	73,336	73,334	(2)	110,000
Professional Development	33,376	108,000	74,624	162,000
Professional services	89,181	73,336	(15,845)	110,000
Repairs and maintenance	138,022	82,664	(55,358)	
Textbooks	62,366	63,000	634	63,000
Transportation	28,063	41,889	13,826	58,000
Travel	54,293	32,664	(21,629)	49,000
Utilities	191,737	195,570	3,833	·
Total Expenses	\$ 5,305,014	\$ 5,338,697	\$ 33,683	\$ 8,318,000
CHANGE IN NET ASSETS	\$ 791,076	\$ 282,970	\$ 508,106	\$ 690,000

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

	For the Eight Months Ended February 28, 2023					Annual
	Actual	8	Budget	Variance		Budget
Revenues and Other Support						
State and Local MFP	3,658	469	3,237,336	421,133		4,856,000
Federal Grants		492	800,000	(425,508)	Δ	1,798,000
State Grants		-	-	(120,000)	•	-
Other Grants	122	,735	-	122,735		-
Donations		,308	-	8,308		_
Other income		339	32,000	65,339	В	45,000
Total Revenues and						12,000
Other Support	\$ 4,261	,343 \$	4,069,336	\$ 192,007	-	\$ 6,699,000
		<u> </u>	<u> </u>		-	,,
<u>Expenses</u>						
Employee Salaries	1,790	,248	1,951,000	160,752		3,136,000
Employee Benefits	692	,325	691,187	(1,138)	ı	1,111,000
Administrative fee	64	,904	64,000	(904)	ı	96,000
Depreciation Expense	1	,208	-	(1,208)		-
Disposal services	4	756	6,000	1,244		9,000
Dues and fees	1	,980	3,336	1,356		5,000
CMO Charge	266	,666	266,664	(2)		400,000
Equipment rental	8	,238	6,664	(1,574)		10,000
Food Service Management	7	,185	8,400	1,215		12,000
Information technology services	110	,710	112,000	1,290		168,000
Insurance	76	495	96,664	20,169		145,000
Materials and supplies	191	974	152,000	(39,974)	C	228,000
LEA (additional services)	107	600	107,336	(264)		161,000
Professional Development	35	083	34,000	(1,083)		51,000
Professional services	12	820	150,000	137,180	D	225,000
Repairs and maintenance	284	253	187,336	(96,917)	D	281,000
Textbooks	57.	036	68,000	10,964		68,000
Transportation	399	305	233,336	(165,969)	E	350,000
Travel	14.	853	22,000	7,147		33,000
Utilities	122	102	123,336	1,234	F	185,000
Total Expenses	\$ 4,249	741 \$	4,283,259	\$ 33,518		\$ 6,674,000
CHANGE IN NET ASSETS	\$ 11.	602 \$	(213,923)	\$ 225,525	- ·	\$ 25,000

#### Hynes Charter School Corporation Statement of Cash Flows For the Eight Months Ended February 28, 2023

CASH FLOW FROM OPERATING ACTIVITIES  Change in net assets	39,145
Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:	
Depreciation	16,567
Changes in operating assets: Grants and other receivables Prepaid expenses Other assets	2,254,073 259,037 -
Changes in operating liabilities:	509,775 238,886 (32,740) 3,284,743
CASH FLOW FROM INVESTING ACTIVITIES Fixed Assets Purchased	(14,500)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	3,270,243
Cash and cash equivalents - Beginning of the year CASH AND CASH EQUIVALENTS - End of this period	5,222,109 <b>\$ 8,492,352</b>

#### **Hynes Charter School Corporation**

#### Selected Information

March 13, 2023

Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached February 2023 financial statements (Statement of Financial Position, Statement of Activities and Changes in Net Assets, Statement of Cash Flows).

The Student Activity Funds are included in the attached February 2023 financial statements.

The Net Assets for the period ended February 28, 2023 include \$5,662 of restricted funds related to the Project Lead the Way (PLTW) grant.