



Edward Hynes Charter School

Board Meeting Packet

Agenda

March 11, 2024

**HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING**

Monday, March 11, 2024, at 5:00 PM
Edward Hynes Charter School
990 Harrison Avenue
New Orleans, Louisiana 70124

DRAFT AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - a. February 5, 2024 – Board Meeting

STANDING ITEMS

1. Opportunity for public comment
2. Facilities Report
3. CEO 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

BOARD BUSINESS

1. Old Business
 - a. None
2. New Business

- a. Motion to approve the modification of the language for the Hynes Charter School's attendance policy.
- b. Motion to approve the updates and repairs for the Lakeview Early Childhood play area.
- c. Recognition of Dr. Michelle Douglas and the Junior Achievement Business Hall of Fame Award.
 - i. In the announcement of the honorees, Junior Achievement explained, "This revered recognition, presented by the Oscar J. Tolmas Charitable Trust, is a testament to outstanding leaders and entities that have made an indelible mark on both the business world and the broader community." Dr. Douglas has dedicated her life to improving the New Orleans community, especially through her determination to bring Hynes Charter School back post-Katrina, and her vision has led to the expansion into three campuses, providing more opportunities for quality education to the students in New Orleans.

3. Adjournment



**Edward Hynes Charter School
Board Meeting Minutes Draft
February 5, 2024**



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

**Board of Directors Meeting
Monday, February 5, 2024**

Board Members Present: Bill Chauvin, Helene Derbigny, Alvin C. Miester III, Barbara Richard, Kris Scairono, Cassandra Youmans

Board Members Absent: Jan Janz

Others Present: Michelle Douglas, Leon Mathes, Shawn Persick, Anne Kramer, Jeannine LaFonta, John Starr, Earl Cager, Brandi Huling, Dawn Lobell, Margo Johnson, Brittany Smith, Dana Clark-Williams

Alvin C. Miester III, Board President, called the meeting to order at 5:07 pm and proceeded with the agenda.

1. **Approval of agenda.** Kris Scairono made a motion to approve the meeting agenda. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
2. **Approval of minutes.** Kris Scairono made a motion to waive the reading of and to approve the December 4, 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.** Michelle Douglas held a moment of silence in honor of the recent loss of the student and staff from Hynes-Parkview
4. **Facilities report.** Earl Cager- See Reporting Documents 2.5.24
5. **CEO's report.** Michelle Douglas- See Reporting Documents 2.5.24
6. **Legal committee report.** None.
7. **Financial report.** Leon Mathes- see Reporting Documents 2.5.24
 - a. Discussion of the following:
 - i. Financial statements for Hynes-Lakeview, Hynes-UNO, Hynes-Parkview, and Hynes CMO/Network as of December 2023.
 - ii. IRS Form 990- The board chair takes notice that all board members present have received a draft of the IRS Form 990, and it was previously circulated with agenda materials to the board.



8. HR report. None.

9. Friends of Hynes report. Bill Chauvin updated those present with the current status of the Hynes-UNO construction.

10. Old business. None.

11. New business. None.

With no further business to discuss, a motion to adjourn was made by Barbara Richard, seconded by Helene Derbigny, and passed unanimously by a vote of board members present. The meeting was adjourned at 6:06 pm.



Edward Hynes Charter School

Board Meeting

Reporting Documents

March 11, 2024

**Edward Hynes Charter Schools
Facilities Report
March 11, 2024**

Hynes UNO:

- **Currently we are working with several vendors on scheduling the move of Hynes purchased items from the temporary to our new site. This should be finalized in the next week or two.**

Hynes Parkview:

- **Last week we completed our yearly NOLA PS facilities walk through. The walk through went well.**

Hynes Lakeview

- **No updates.**

Hynes Charter School Corporation
CEO Report
March 11, 2024

Students & Academic

1. The third quarter report cards will be distributed on Thursday, March 21, 2024.
2. Alvin S. (8th) and Adam F. (5th) participated in the LDOE Student of the Year competition. Both advanced from the district (Orleans) level to the regional (Region I) level. Alvin was named the finalist representing Region I and will compete as one of the eight finalists in the state for 8th Grade SOY. The winners will be announced in Baton Rouge on April 10th.
3. The LEAP testing window is April 15-April 23. Students in 3rd grade will take a paper-based test and students in 4th-8th grade will take a computer-based test.
4. Hynes-Lakeview sent its renewal of the Label Franc Education to France and Hynes-UNO completed its first application for the certification. Additionally, the application for the World Language Certification from the Louisiana Department of Education was also sent by both campuses. World Language Certification positively changes our school performance scores through the Interests and Opportunities part of the accountability system.

Faculty, Staff, and Administration

1. We will host our 4th quarter Impact Day on Wednesday, March 13th. Students will not have school and faculty/staff will have the full day to revise student plans, analyze 3rd quarter data and progress, and map out the final weeks of the 2023-24 school year.
2. Spring Break will be observed March 25-April 1, 2024.
3. Our principals are working on staffing for the next school year.
4. Hynes students from LV and PV were invited by Ben Franklin High School (BFHS) to take part in the three different workshops: the Sound of Science, the Physics of Ceramics and the Chemistry of Photography. BFHS hosts 48 middle school students, and the vast majority are from Hynes. This program was made possible by the City Council's New Orleans Recreation and Cultural Fund.
5. The STEM NOLA after school enrichment program began at Hynes-Parkview for 100 students in kindergarten to 4th grade.

Family and Community Involvement

1. Hynes-UNO PTO is hosting a "Sneaker Ball" gala at The Cannery on March 16, 2024.
2. Hynes-LV PTO is hosting two events: a fair on campus on March 16th, and the Men's Club Golf Tournament on April 5th.
3. Hynes hosted the GNOCCS (Greater New Orleans Collaborative of Charter Schools) job fair on March 2nd and we attended the Career Expo hosted at the UNO Arena for UNO, Dillard, Xavier, and Loyola students and alumni.

Operations and Facilities

1. The 2024-25 calendar is attached and will be circulated this Wednesday to all Hynes families.
2. Repairs and maintenance are needed on the early childhood yard at the Lakeview campus.
3. NOLAPS has scheduled annual site visits in February and March to each of our three campuses.
4. Hynes-UNO charter renewal documents will be prepared soon.
5. Our operations team is completing the necessary steps to set up the Brightly "ticket" system for operations, H/R, repairs and maintenance.

Special Projects

1. The Hynes Cognia accreditation portfolio was sent on February 20, 2024. The official accreditation visit will take place virtually on April 11, 2024.
2. The relocation of Hynes-UNO is a priority for our operations team.

ATTENDANCE POLICY AND DAILY SCHOOL PROCEDURES

Regular and timely attendance is essential for a student's academic success. Parents or legal guardians shall adhere to and support the school's attendance policy and daily school procedures. Attendance is taken every morning in the homeroom. All students who are not in class with their homeroom teacher at the 7:45 A.M. bell are tardy. Tardy students must present a tardy slip before being admitted to class. Parents or legal guardians of students who accrue **three or more unexcused** absences and/or tardies within any school **semester** will be notified in writing by the school's principal and/or designee in accordance with La. R.S. 17:233. Students will also be referred to the school's social worker for an attendance conference.

Continual habitual absences and/or tardiness of **five or more unexcused** occurrences within any school **semester** will result in the parent or legal guardian being referred for an attendance intervention. This could also result in referral to NOLA-Public School's Office of Student Support and Attendance (OSSA) for truancy and/or court. A parent must write a note explaining each absence from school. However, if a student is absent for 3 or more consecutive days, a doctor's notice for re-admittance is required. Students absent/suspended from school are not eligible to attend or participate in extracurricular events or activities on the day of the absence(s)/suspension(s).

July 2024		January 2025	
24 th 29 th – 31 st	Office Staff Returns to Work Hynes-UNO Staff Returns to Work (unpacking)	1 st – 3 rd 6 th 7 th 20 th	Winter Break Teachers Return, Extended Planning day (no school for students) Students Return, 3 rd Quarter Begins Martin Luther King Holiday (no school)
August 2024		February 2025	
1 st – 2 nd 1 st – 6 th 7 th 14 th 15 th 21 st	Hynes-UNO Staff (unpacking) Office Staff Only Teachers Return to Work Grades 1-6 Begin Grades 7-8 Begin Pre-K & K Begin	5 th 6 th 27 th 28 th	Staff Impact Day (no school for students) 3 rd Quarter Progress Reports Early Release (12:00 PM) Mardi Gras Break (2.28.25 – 3.7.25)
September 2024		March 2025	
2 nd 18 th 19 th	Labor Day Holiday Staff Impact Day (no school for students) 1 st Quarter Progress Reports	3 rd – 7 th 10 th 11 th 12 th	Mardi Gras Break Students Return 3 rd Quarter Ends (38 days) 4 th Quarter Begins
October 2024		April 2025	
10 th 11 th – 14 th 15 th	1 st Quarter Ends (40 days) Fall Break 2 nd Quarter Begins	2 nd 9 th 14 th – 21 st 22 nd	Staff Impact Day (no school for students) 4 th Quarter Progress Reports Spring Break Students & Staff Return
November 2024		May 2025	
5 th 6 th 13 th 25 th – 29 th	Election Day (no school for students & staff) Staff Impact Day (no school for students) 2 nd Quarter Progress Reports Thanksgiving Holiday	16 th 20 th 21 st – 23 rd 27 th – 30 th	Last Day for Pre-K, K, and Grade 8 Last Day for Students, Grades 1-7, 4 th Quarter Ends (43 days) PD & Records Day for Teachers ESY
December 2024		June 2025	
19 th 20 th – 31 st	No Aftercare, 2 nd Quarter Ends (41 days) Winter Break	2 nd – 6 th 13 th	ESY Last Day for Office Staff

Required Instructional Minutes: 63,720	
Student Instructional Days: 162	Student Instructional Minutes: 65,460
Student Instructional Days Over : 4.3	Student Instructional Minutes Over : 1,755



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

March 11, 2024

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 January 31, 2024. 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 cursive script that reads 'Leon Mathes'.

Leon Mathes
Chief Financial Officer
Hynes Charter School Corporation

Hynes Charter School Corporation
Statement of Financial Position
As of January 31, 2024

ASSETS

Current Assets

Cash and cash equivalents	\$	7,457,201	A
Investments	\$	9,012,465	B
Grants and other receivables:			
NOLAPS / LADOE /Federal / ERATE	\$	192,203	C
Other receivables		32,906	D
Total grants and other receivables		225,109	
Prepaid expenses		73,720	E
Total Current Assets		16,768,496	

Other Assets

Deposits		17,400	F
Total Other Assets		17,400	

Fixed Assets

Leasehold improvements	\$	7,530	G
Equipment	\$	694,288	H
Total Fixed Assets		701,816	
Accumulated depreciation		(103,056)	
Total Fixed Assets, net		598,761	I
TOTAL ASSETS		\$ 17,384,657	J

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable NOLAPS	\$	214,334	K
Other Accounts payable		260,737	L
Accrued payroll liabilities		1,028,213	M
Deferred Revenues		115,815	N
Total Current Liabilities		\$ 1,619,099	

Net Assets

Net assets, beginning of this fiscal year		12,841,219	
Current year increase (decrease) in net assets		2,924,339	
Net Assets, end of this period		15,765,558	O
TOTAL LIABILITIES AND NET ASSETS		\$ 17,384,657	P

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

	<u>For the Sevev Months Ended January 31, 2024</u>			<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>
<u>Revenues and Other Support</u>				
State and Local MFP			-	-
Federal Grants	74,684	180,000	(105,316)	365,000
State Grants	-		-	-
Other Grants	-		-	-
Donations	15,000		15,000	-
Other income	1,204,204	-	1,204,204	-
Total Revenues and Other Support	\$ 1,293,888	\$ 180,000	\$ 1,113,888	\$ 365,000
<u>Expenses</u>				
Employee Salaries	646,222	642,000	(4,222)	1,186,000
Employee Benefits	211,420	220,000	8,580	411,000
Administrative fee			-	-
Depreciation Expense			-	-
Disposal services			-	-
Dues and fees	27,811	25,000	(2,811)	45,000
CMO Charge	(833,583)	(833,000)	583	(1,429,000)
Equipment rental			-	-
Food Service Management			-	-
Information technology services	10,659	5,000	(5,659)	7,000
Insurance			-	-
Materials and supplies	1,576	13,000	11,424	25,000
LEA (additional services)			-	-
Professional Development	5,651	7,000	1,349	10,000
Professional services	46,892	21,000	(25,892)	40,000
Repairs and maintenance			-	-
Textbooks			-	-
Transportation			-	-
Travel	62,705	53,000	(9,705)	70,000
Utilities			-	-
Total Expenses	\$ 179,353	\$ 153,000	\$ (26,353)	\$ 365,000
 CHANGE IN NET ASSETS	 \$ 1,114,535	 \$ 27,000	 \$ 1,087,535	 \$ -

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

	<u>For the Seven Months Ended January 31, 2024</u>			<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>
<u>Revenues and Other Support</u>				
State and Local MFP	3,542,324	3,206,000	336,324	5,500,000
Federal Grants	343,108	300,000	43,108	605,000
State Grants	1,000		1,000	-
Other Grants	4,610		4,610	-
Donations	-	2,000	(2,000)	20,000
Other income	346,117	160,000	186,117	200,000
Total Revenues and Other Support	\$ 4,237,159	\$ 3,668,000	\$ 569,159	\$ 6,325,000
 <u>Expenses</u>				
Employee Salaries	1,592,249	1,620,000	27,751	2,993,000
Employee Benefits	560,764	610,000	49,236	1,128,000
Administrative fee	68,355	63,000	(5,355)	110,000
Depreciation Expense	6,765	3,000	(3,765)	4,000
Disposal services	6,842	5,000	(1,842)	9,000
Dues and fees	7,940	9,000	1,060	15,000
CMO Charge	236,250	250,000	13,750	428,000
Equipment rental	9,334	7,000	(2,334)	11,000
Food Service Management	4,410	6,000	1,590	8,000
Information technology services	86,128	56,000	(30,128)	99,000
Insurance	20,501	86,000	65,499	147,000
Materials and supplies	369,568	475,000	105,432	627,000
LEA (additional services)	58,331	60,000	1,669	100,000
Professional Development	44,279	50,000	5,721	90,000
Professional services	36,118	49,000	12,882	85,000
Repairs and maintenance	26,175	65,000	38,825	115,000
Textbooks	70,464	31,000	(39,464)	31,000
Transportation	55,042	73,000	17,958	125,000
Travel	2,994	13,000	10,006	20,000
Utilities	66,444	73,000	6,556	130,000
Total Expenses	\$ 3,328,953	\$ 3,604,000	\$ 275,047	\$ 6,275,000
 CHANGE IN NET ASSETS	 \$ 908,206	 \$ 64,000	 \$ 844,206	 \$ 50,000

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

	<u>For the Seven Months Ended January 31, 2024</u>			<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>
<u>Revenues and Other Support</u>				
State and Local MFP	4,893,766	4,599,000	294,766	7,895,000
Federal Grants	3,356	150,000	(146,644)	840,000
State Grants	-		-	30,000
Other Grants	9,220		9,220	14,000
Donations	11,198	15,000	(3,802)	25,000
Other income	584,520	165,000	419,520	A 280,000
Total Revenues and Other Support	<u>\$ 5,502,060</u>	<u>\$ 4,929,000</u>	<u>\$ 573,060</u>	<u>\$ 9,084,000</u>
<u>Expenses</u>				
Employee Salaries	2,485,427	2,430,000	(55,427)	B 4,488,000
Employee Benefits	886,381	850,000	(36,381)	B 1,569,000
Administrative fee	93,470	89,000	(4,470)	150,000
Depreciation Expense	7,130	14,000	6,870	20,000
Disposal services	7,668	7,000	(668)	10,000
Dues and fees	14,639	7,000	(7,639)	10,000
CMO Charge	347,083	333,000	(14,083)	572,000
Equipment rental	14,412	12,000	(2,412)	20,000
Food Service Management	6,317	6,000	(317)	11,000
Information technology services	127,098	85,000	(42,098)	C 145,000
Insurance	141,676	117,000	(24,676)	D 200,000
Materials and supplies	186,971	378,000	191,029	646,000
LEA (additional services)	64,169	63,000	(1,169)	110,000
Professional Development	39,764	185,000	145,236	397,000
Professional services	68,279	42,000	(26,279)	63,000
Repairs and maintenance	144,418	126,000	(18,418)	217,000
Textbooks	76,474	75,000	(1,474)	75,000
Transportation	23,015	24,000	985	40,000
Travel	2,870	17,000	14,130	28,000
Utilities	138,515	114,000	(24,515)	E 180,000
Total Expenses	<u>\$ 4,875,776</u>	<u>\$ 4,974,000</u>	<u>\$ 98,224</u>	<u>\$ 8,951,000</u>
 CHANGE IN NET ASSETS	 <u>\$ 626,284</u>	 <u>\$ (45,000)</u>	 <u>\$ 671,284</u>	 <u>\$ 133,000</u>

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

	<u>For the Seven Months Ended January 31, 2024</u>			<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>
<u>Revenues and Other Support</u>				
State and Local MFP	3,477,965	3,513,000	(35,035) A	6,023,000
Federal Grants	295,189	500,000	(204,811) B	1,096,000
State Grants			-	-
Other Grants	4,610	-	4,610	20,000
Donations	500	6,000	(5,500)	-
Other income	252,357	54,000	198,357 C	100,000
Total Revenues and Other Support	\$ 4,030,621	\$ 4,073,000	\$ (42,379)	\$ 7,239,000
<u>Expenses</u>				
Employee Salaries	1,620,480	1,635,000	14,520	3,037,000
Employee Benefits	575,403	618,000	42,597	1,141,000
Administrative fee	63,195	70,000	6,805	119,000
Depreciation Expense	4,108	2,000	(2,108)	3,000
Disposal services	5,561	6,000	439	10,000
Dues and fees	7,504	3,000	(4,504)	5,000
CMO Charge	250,250	249,000	(1,250)	429,000
Equipment rental	8,695	6,000	(2,695)	10,000
Food Service Management	4,780	7,000	2,220	12,000
Information technology services	96,243	107,000	10,757	185,000
Insurance	97,040	75,000	(22,040) D	130,000
Materials and supplies	163,488	231,000	67,512	396,000
LEA (additional services)	89,250	88,000	(1,250)	153,000
Professional Development	27,572	32,000	4,428	53,000
Professional services	55,038	152,000	96,962	259,000
Repairs and maintenance	258,251	240,000	(18,251)	413,000
Textbooks	48,428	92,000	43,572	92,000
Transportation	286,326	320,000	33,674	550,000
Travel	9,082	15,000	5,918	27,000
Utilities	84,612	120,000	35,388	205,000
Total Expenses	\$ 3,755,306	\$ 4,068,000	\$ 312,694	\$ 7,229,000
 CHANGE IN NET ASSETS	 \$ 275,315	 \$ 5,000	 \$ 270,315	 \$ 10,000

Hynes Charter School Corporation
Statement of Cash Flows
For the Seven Months Ended January 31, 2024

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets 2,924,339

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

Depreciation 18,003

Changes in operating assets:

Grants and other receivables 2,382,865

Prepaid expenses 137,421

Other assets -

Changes in operating liabilities:

Accounts payable 201,871

Accrued payroll liabilities (105,907)

Deferred Revenues (34,489)

Net cash provided by (used in) operating activities 5,524,104

CASH FLOW FROM INVESTING ACTIVITIES

Fixed Assets Purchased (474,259)

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS 5,049,845

Cash and cash equivalents - Beginning of the year 11,419,822

CASH AND CASH EQUIVALENTS - End of this period \$ 16,469,667

Hynes Charter School Corporation

Selected Information

March 11, 2024

Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached January 2024 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 January 2024 financial statements.

The Net Assets for the period ended January 31, 2024 include \$5,662 of restricted funds related to the Project Lead the Way (PLTW) grant.