



**Edward Hynes Charter School**

**Board Meeting**

**Agenda**

**October 21, 2024**

**HYNES CHARTER SCHOOL CORPORATION  
BOARD MEETING**

Monday, October 21, 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. September 23, 2024- Board Meeting

**STANDING ITEMS**

1. Opportunity for public comment
2. CEO Report
3. Facilities Report
4. Legal Report
5. Financial Report
  - a. Discussion of financial statements, including budget to actual comparison
  - b. Presentation by Bourgeois Bennett of the audited June 30, 2024, financial statements.
6. HR Report
7. Friends of Hynes Report

**BOARD BUSINESS**

1. Old Business
  - a. Review the final steps of the approved Pupil Progression Plan.

## 2. New Business

- a. Review the 2024-2025 HCSC Attendance Policy.

## 3. Adjournment



**Edward Hynes Charter School**

**Board Meeting**

**Minutes**

**September 23, 2024**



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

**Board of Directors Meeting Minutes  
Monday, September 23, 2024**

**Board Members Present:** Alvin C. Miester, III, Bill Chauvin, Helene Derbigny, and Cassandra Youmans

**Board Members Absent:** Barbara Richard, Jan Janz

**Others Present:** Michelle Douglas, Shawn Persick, Anne Kramer, Jeannine LaFonta, Leon Mathes, Margo Johnson, Brittany Smith, Dana Clark-Williams, Terri Williams, Tiffany Dermody, Ashlyn Williams, John Starr, Brandi Huling, Celine Godfrin, Angela Goodley, and Mike Townsend

Alvin Miester, III, Board President, called the meeting to order at 5:10 pm and proceeded with the agenda.

1. **Approval of agenda.** Helene Derbigny made a motion to approve the September 23, 2024, meeting agenda. Cassandra Youmans seconded the motion. With no public comment, the motion carried by vote of board members present.
2. **Approval of minutes.** Bill Chauvin made a motion to waive the reading of and to approve the August 19, 2024, board 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.** None.
4. **CEO's report.** Michelle Douglas – see reporting documents.
5. **Facilities update.** Mike Townsend on behalf of Earl Cager – see reporting documents.
6. **Legal committee report.** None.
7. **Financial report.** Leon Mathes – see reporting documents.

a. Discussion of the following:

- i. Financial statements for Hynes-Lakeview, Hynes-UNO, Hynes-Parkview, and Hynes-CMO/Network.

8. **HR report.** None.

9. **Friends of Hynes Report.** Bill Chauvin shared an update the Friends of Hynes board meeting and the new leasing agreement.

10. **Old business.** None.

11. **New business.**

- a. Bill Chauvin made a motion to approve the 2024-2025 Hynes Charter School Corporation Pupil Progression Plan following a brief presentation from Shawn Persick. Helene Derbigny seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
- b. Bill Chauvin made a motion to approve and authorize the President of the board to sign the 1<sup>st</sup> amendment to the lease agreement between Friends of Hynes (Lessor) and Hynes Charter School Corporation (Lessee) for the Hynes-University of New Orleans campus located at 1901 Leon C. Simon Drive. Helene Derbigny seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
- c. Bill Chauvin made a motion to open the nominations for the Hynes Charter School Corporation board. Helene Derbigny 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 Helene Derbigny, seconded by Bill Chauvin, and passed unanimously by a vote of board members present. The meeting was adjourned at 5:58 pm.



**Edward Hynes Charter School**

**Board Meeting**

**Reporting Documents**

**October 21, 2024**

**Hynes Charter School Corporation  
CEO Report  
October 21, 2024**

**Celebration!**

I want to recognize our dedicated school leaders and their leadership teams at our three campuses for a very strong start to this school year. We spent much time leveraging ideas from across our network to generate discussions and build a common rubric for clearly articulating structures and procedures on our campuses. Coined "the Hynes Way," the rubric outlines a common vision for arrival, transitions, classroom management, getting along together, and dismissal.

**Students & Academic**

1. We are in week two of quarter two. Report cards from the first quarter will be issued this week on Thursday, October 24<sup>th</sup>. PreK and Kindergarten parents/guardians are scheduled for individual conferences on Thursday.

**Faculty, Staff, and Administration**

1. School-wide improvement plans, which align to the state's federal grants applications have been submitted and feedback is being incorporated.
2. The Louisiana Educator Rubric and the Louisiana Leader Rubric are being implemented this school year. Teachers have set student learning targets for their core classes on a template. The next step is to have everyone get set up in the new Louisiana portal for evaluation where the SLTs will be docked.

**Family and Community Involvement**

1. The Hynes PTOs have been focused on their 24-25 plans. Lakeview hosted a Spooktacular, trunk or treat, and fun run last Friday. Parkview and UNO will host their special Halloween and family engagement events this coming Saturday.
2. Registration is open for prospective parents/guardians to take a school tour. Tours are scheduled on November 14, November 21<sup>st</sup>, and December 5<sup>th</sup>.

**Operations and Facilities**

1. Hynes-Parkview hosted a successful site visit and audit of records from the NOLA-PS team.
2. Wild Bill from WGNO will soon feature the Hynes Cognia System of Distinction honor in an upcoming segment on WGNO.
3. Hynes-Lakeview hosted the USDA Regional Administrator (Bill Ludwig) and the Director and Administrators from No Child Hungry Louisiana, Rhonda Jackson to celebrate National School Lunch Week.
4. We have the option to allow NOLA-PS to manage our facility project at Hynes-Parkview.



**Edward Hynes Charter Schools**  
Facilities Report  
October 21, 2024

**UNO:**

- Most of the HVAC problems that we have been having have been resolved. Many of the problems were thermostat programming issues.
- Several change order work items are in progress. The new canopy and sidewalks are slated to start on 11/2 and 11/3. This work will take one week to complete and will not impact the school's flow.

**Lakeview:**

- The next phase of the NOLA PS building envelope repairs project is still in design. A pre-bid meeting is scheduled for 10/24. The procurement process will start next month. The project's start date is the first or second quarter of 2025.
- Our yearly NOLA PS building inspection is scheduled for 10/31.

**Parkview:**

- We are currently working with NOLA PS on the fencing and security camera upgrades.

## ATTENDANCE POLICY:

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 by 9:00AM. Students who are tardy must present a tardy slip before being admitted to class.

For Hynes Lakeview and UNO campuses:

- All 1<sup>st</sup> – 8<sup>th</sup> grade students who are not in class with their homeroom teacher at the 7:45 A.M. bell are tardy
- All K students who are not in their classroom by 8 A.M. are tardy.

For Hynes Parkview campus:

- All students in K - 8<sup>th</sup> who are not in their homeroom class by 7:45 A.M. are tardy.

A parent/guardian must write a note explaining each absence from school. If a student is absent for three or more consecutive days, a doctor's notice is required for re-admittance. Written documentation of absence must be submitted to the child's homeroom teacher. Documentation can be submitted by email, Parent Square, or a physical note. Electronic submissions will be printed and collected by the child's homeroom teacher. Students who are 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)

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 Louisiana Revised Statute 17:233, Bulletin 741, and the Louisiana Children's Code. Students will also be referred to the school's social worker for a tier 2 attendance intervention.

The state of Louisiana has put higher stakes on student attendance. Louisiana schools are now required to refer families to **Families in Need of Services (FINS)** New Orleans for Tier 3 attendance interventions. In alignment with Louisiana Revised Statute 17:233, Bulletin 741, and the Louisiana Children's Code, schools are required to make these referrals for students with **five or more** unexcused absences after school personnel have made reasonable efforts to improve a student's attendance but have been unsuccessful.



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

October 21, 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 September 30, 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,

Leon Mathes  
Chief Financial Officer  
Hynes Charter School Corporation

**Hynes Charter School Corporation**  
**Statement of Financial Position**  
**As of September 30, 2024**

**ASSETS**

**Current Assets**

Cash and cash equivalents	\$ 9,445,934	A
Investments	\$ 10,405,706	B
Grants and other receivables:		
NOLAPS / LADOE /Federal / ERATE	\$ 328,607	C
Other receivables	73,339	D
Total grants and other receivables	401,946	
Prepaid expenses	455,037	E
<b>Total Current Assets</b>	<b>20,708,624</b>	

**Other Assets**

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

**Fixed Assets**

Leasehold improvements	\$ 7,530	G
Equipment	\$ 1,118,037	H
Total Fixed Assets	1,125,565	
Accumulated depreciation	(140,163)	I
<b>Total Fixed Assets, net</b>	<b>985,403</b>	J
<b>TOTAL ASSETS</b>	<b>\$ 21,711,427</b>	K

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable NOLAPS	\$ 137,750	L
Other Accounts payable	575,469	M
Accrued payroll liabilities	521,068	N
Deferred Revenues	175	O
<b>Total Current Liabilities</b>	<b>\$ 1,234,462</b>	

**Net Assets**

Net assets, beginning of this fiscal year	19,345,461	
Current year increase (decrease) in net assets	1,131,505	
<b>Net Assets, end of this period</b>	<b>20,476,965</b>	P
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 21,711,427</b>	Q

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

	<u>For the Three Months Ended September 30, 2024</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	-	-	-	-
State Grants	-		-	-
Other Grants	-		-	-
Donations	250		250	-
Other income	82,075	-	82,075	-
<b>Total Revenues and Other Support</b>	<b>\$ 82,325</b>	<b>\$ -</b>	<b>\$ 82,325</b>	<b>A \$ -</b>
<b><u>Expenses</u></b>				
Employee Salaries	290,785	360,000	69,215	1,385,000
Employee Benefits	87,074	108,000	20,926	420,000
Administrative fee			-	-
Depreciation Expense			-	-
Disposal services			-	-
Dues and fees	16,135	10,000	(6,135)	55,000
CMO Charge	(535,000)	(534,000)	1,000	(2,140,000)
Equipment rental			-	-
Food Service Management			-	-
Information technology services	15,640	18,000	2,360	70,000
Insurance			-	-
Materials and supplies	7,472	5,000	(2,472)	25,000
LEA (additional services)			-	-
Professional Development	2,349	3,000	651	10,000
Professional services	34,558	20,000	(14,558)	100,000
Repairs and maintenance			-	-
Textbooks			-	-
Transportation			-	-
Travel	65,464	66,000	536	75,000
Utilities		-	-	-
<b>Total Expenses</b>	<b>\$ (15,523)</b>	<b>\$ 56,000</b>	<b>\$ 71,523</b>	<b>B \$ -</b>
 <b>CHANGE IN NET ASSETS</b>	 <b>\$ 97,848</b>	 <b>\$ (56,000)</b>	 <b>\$ 153,848</b>	 <b>\$ -</b>

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

	<u>For the Three Months Ended September 30, 2024</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	1,874,891	2,028,000	(153,109)	8,113,000
Federal Grants	228,958	-	228,958	508,000
State Grants	130,924		130,924	-
Other Grants	-		-	-
Donations	3,237	-	3,237	20,000
Other income	129,646	26,000	103,646	125,000
<b>Total Revenues and Other Support</b>	<b>\$ 2,367,656</b>	<b>\$ 2,054,000</b>	<b>\$ 313,656</b>	<b>A \$ 8,766,000</b>
<b><u>Expenses</u></b>				
Employee Salaries	699,503	705,000	5,497	3,821,000
Employee Benefits	201,571	230,000	28,429	1,294,000
Administrative fee	34,492	39,000	4,508	162,000
Depreciation Expense	14,275	10,000	(4,275)	50,000
Disposal services	3,649	3,000	(649)	12,000
Dues and fees	1,014	4,000	2,986	15,000
CMO Charge	176,500	177,000	500	706,000
Equipment rental	3,643	6,000	2,357	22,000
Lease	170,000	249,000	79,000	1,000,000
Food Service Management	2,250	2,000	(250)	9,000
Information technology services	61,391	27,000	(34,391)	107,000
Insurance	113,531	90,000	(23,531)	360,000
Materials and supplies	332,053	84,000	(248,053)	337,000
LEA (additional services)	48,250	34,000	(14,250)	193,000
Professional Development	9,848	15,000	5,152	64,000
Professional services	36,508	15,000	(21,508)	61,000
Repairs and maintenance	27,640	18,000	(9,640)	74,000
Textbooks	69,851	69,000	(851)	71,000
Transportation	32,738	30,000	(2,738)	200,000
Travel	-	1,000	1,000	11,000
Utilities	34,434	32,000	(2,434)	152,000
<b>Total Expenses</b>	<b>\$ 2,073,141</b>	<b>\$ 1,840,000</b>	<b>\$ (233,141)</b>	<b>B \$ 8,721,000</b>
 <b>CHANGE IN NET ASSETS</b>	 <b>\$ 294,515</b>	 <b>\$ 214,000</b>	 <b>\$ 80,515</b>	 <b>\$ 45,000</b>

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

	<u>For the Three Months Ended September 30, 2024</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	2,156,567	2,238,000	(81,433)	8,960,000
Federal Grants	81,576	-	81,576	387,000
State Grants	194,538	-	194,538	20,000
Other Grants	-	-	-	14,000
Donations	6,039	5,000	1,039	25,000
Other income	142,425	72,000	70,425	280,000
<b>Total Revenues and Other Support</b>	<b>\$ 2,581,145</b>	<b>\$ 2,315,000</b>	<b>\$ 266,145</b>	<b>A \$ 9,686,000</b>
<b><u>Expenses</u></b>				
Employee Salaries	898,075	867,000	(31,075)	4,753,000
Employee Benefits	280,422	319,000	38,578	1,745,000
Administrative fee	41,095	44,000	2,905	179,000
Depreciation Expense	4,514	6,000	1,486	18,000
Disposal services	2,954	3,000	46	15,000
Dues and fees	3,696	3,000	(696)	8,000
CMO Charge	213,750	213,000	(750)	855,000
Equipment rental	4,355	4,000	(355)	20,000
Food Service Management	2,750	2,000	(750)	11,000
Information technology services	88,420	32,000	(56,420)	135,000
Insurance	40,894	87,000	46,106	350,000
Materials and supplies	220,698	125,000	(95,698)	503,000
LEA (additional services)	42,500	42,000	(500)	170,000
Professional Development	7,400	36,000	28,600	143,000
Professional services	36,788	24,000	(12,788)	91,000
Repairs and maintenance	98,490	63,000	(35,490)	259,000
Textbooks	42,713	30,000	(12,713)	92,000
Transportation	9,822	11,000	1,178	75,000
Travel	-	3,000	3,000	35,000
Utilities	69,679	60,000	(9,679)	185,000
<b>Total Expenses</b>	<b>\$ 2,109,015</b>	<b>\$ 1,974,000</b>	<b>\$ (135,015)</b>	<b>B \$ 9,642,000</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ 472,130</b>	<b>\$ 341,000</b>	<b>\$ 131,130</b>	<b>\$ 44,000</b>

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

	<b>For the Three Months Ended September 30, 2024</b>			<b>Annual</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Variance</b>	<b>Budget</b>
<b><u>Revenues and Other Support</u></b>				
State and Local MFP	1,510,622	1,677,000	(166,378)	6,706,000
Federal Grants	57,881	-	57,881	482,000
State Grants	129,486		129,486	-
Other Grants	-	-	-	-
Donations	-	1,000	(1,000)	20,000
Other income	39,482	18,000	21,482	100,000
<b>Total Revenues and Other Support</b>	<b>\$ 1,737,471</b>	<b>\$ 1,696,000</b>	<b>\$ 41,471 A</b>	<b>\$ 7,308,000</b>
<b><u>Expenses</u></b>				
Employee Salaries	524,424	560,000	35,576	3,200,000
Employee Benefits	162,983	190,000	27,017	1,084,000
Administrative fee	29,200	35,000	5,800	134,000
Depreciation Expense	1,933	2,000	67	8,000
Disposal services	2,071	2,000	(71)	10,000
Dues and fees	1,061	2,000	939	11,000
CMO Charge	144,750	144,000	(750)	579,000
Equipment rental	2,995	2,000	(995)	15,000
Food Service Management	2,000	2,000	-	8,000
Information technology services	66,691	27,000	(39,691)	109,000
Insurance	28,520	84,000	55,480	344,000
Materials and supplies	185,732	55,500	(130,232)	222,000
LEA (additional services)	40,000	39,000	(1,000)	160,000
Professional Development	11,600	12,000	400	48,000
Professional services	21,975	27,000	5,025	105,000
Repairs and maintenance	107,662	114,000	6,338	451,000
Textbooks	11,281	15,000	3,719	81,000
Transportation	86,429	80,000	(6,429)	550,000
Travel	-	4,000	4,000	9,000
Utilities	39,151	39,000	(151)	158,000
<b>Total Expenses</b>	<b>\$ 1,470,458</b>	<b>\$ 1,435,500</b>	<b>\$ (34,958) B</b>	<b>\$ 7,286,000</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ 267,013</b>	<b>\$ 260,500</b>	<b>\$ 6,513</b>	<b>\$ 22,000</b>



**Hynes Charter School Corporation**  
**Statement of Cash Flows**  
**For the Three Months Ended September 30, 2024**

**CASH FLOW FROM OPERATING ACTIVITIES**

Change in net assets	1,131,505
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*Adjustments to reconcile change in net assets to  
net cash provided by (used) in operating activities:*

Depreciation	20,723
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Changes in operating assets:

Grants and other receivables	394,943
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Prepaid expenses	(348,423)
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Other assets	-
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Changes in operating liabilities:

Accounts payable	(1,183,785)
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Accrued payroll liabilities	(700,013)
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Deferred Revenues	(156,075)
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<b>Net cash provided by (used in) operating activities</b>	<b>(841,125)</b>
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**CASH FLOW FROM INVESTING ACTIVITIES**

Fixed Assets Purchased	(141,123)
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**NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS**

	<b>(982,248)</b>
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Cash and cash equivalents - Beginning of the year

	20,833,888
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**CASH AND CASH EQUIVALENTS - End of this period**

	<b>\$ 19,851,641</b>
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Hynes Charter School Corporation

Selected Information

October 21, 2024

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

The Net Assets for the period ended September 30, 2024 include \$5,662 of restricted funds related to the Project Lead the Way (PLTW) grant.