

**HYNES CHARTER SCHOOL CORPORATION**  
**BOARD MEETING**

**Monday August 14, 2017, 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**

**STANDING ITEMS**

- 1. Opportunity for public comment**
- 2. Facilities update – Ken Ducote**
- 3. Principal’s Report – Michelle Douglas**
- 4. Legal Report – Alvin Miester**
- 5. Financial Report – John Gaudry**
- 6. HR Report**

**BOARD BUSINESS**

- 1. Old Business**
- 2. New Business-**

**1.) Approval of group insurance benefits for the 2017-18 school year based upon presentation of options from Arthur J. Gallagher & Co. by Carrie Leumont**

**a.) medical insurance**

**b.) dental insurance**

**c.) vision insurance**

**d.) disability insurance (STD and LTD)**

**e.) life insurance**

**2.) Approval of the Hynes Charter School PTO's request to host two fundraising events on the school campus to include food, alcoholic beverage consumption, and an auction and/or raffle with the understanding that the following conditions are met:**

**a) Security for each event**

**b) Proof of insurance**

**c) Beverages served by holders of a "safe serve" card**

**The events are a gala on Friday, November 10, 2017 from 8-12 and a school fair on Saturday, April 14, 2018 from 11AM-7PM**

**3.) Approval for the Hynes Staff Climate Committee's request to host a holiday faculty and staff party in the gym for employees and a guest on Saturday, December 2, 2017 from 7-11PM with security, service of beer and wine served by "safe serve" bartender(s), and DJ music.**

**4.) Approval of the Louisiana Compliance Questionnaire as required by the Legislative Auditor.**



**HYNES CHARTER SCHOOL CORPORATION**

**Board of Directors Meeting**

**Monday June 5, 2017**

**Edward Hynes Charter School**

**990 Harrison Avenue**

**New Orleans, Louisiana 70124**

**The following Board members were present: Alvin Miester, Barbara Richard, Tim Ryan, Helene Derbigny, Jan Janz , Kris Scairono and Cassandra Youmans.**

**Meeting was called to order at 5:02pm by Alvin Miester**

**Roll call was conducted by Janet Gaudet**

**AGENDA OF June 5, 2017**

**The Board:**

**VOTE: To approve the agenda of June 5, 2017**

**Motion by Barbara Richard and second by Tim Ryan. Board members, Alvin Miester, Barbara Richard, Tim Ryan, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**Amendment to agenda: Audit proposal for additional required step for the audit to comply with new procedure. The estimated cost is an additional \$8,000 – 10,000.**

**VOTE: To approve the amended agenda of June 5, 2017**

**Motion by Tim Ryan and second by Cassandra Youmans. Board members, Alvin Miester, Barbara Richard, Tim Ryan, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**MINUTES OF PREVIOUS MEETING**

**The Board:**

**VOTE: To dispense reading and approve the minutes of the previous Board meeting.**

**Motion by Jan Janz and second by Barbara Richard. Board members, Alvin Miester, Barbara Richard, Tim Ryan, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**PUBLIC COMMENT**

**Does any member of the public have any comments or questions?**

**NONE**

**FACILITIES UPDATE –**

**NONE**

**PRINCIPAL'S REPORT**

**(see attached report)**

**Hynes has completed the school year with 92% of our students enrolled in grades K-8 reading on or above level. According to Achieve 3000, Hynes students completed 25,000 articles with an average score of 78% or higher for the questions.**

**The school year came to a close in a very smooth and positive way.**

**Hynes is at full capacity for 2017-2018 enrollment. The waiting list has been turned over to the Enroll NOLA office as of June 2<sup>nd</sup>.**

**Hynes is fully staffed and all offer letters have been signed.**

**Professional development activities for the summer included a Math workshop and an adolescent workshop highlighting the 40 Developmental Assets which focus on creating a positive learning climate.**

**Several administrators are enrolled in the LA Teacher Leader Summit this week. Two professional development sessions about language immersion are on the agenda for administrators Mrs. Douglas and Mrs. Persick will attend.**

**The PTO will meet on Wednesday, June 7, 2017 for an intense planning session for the 2017-2018 school year.**

**Hynes will partner with the Lake Pontchartrain Basin Foundation and the Sewerage and Water Board to teach our students about water literacy, conservation and reclamation.**

**A picnic was held in May to introduce new students to Hynes.**

**The 2017-2018 School Year Board Meetings are as follows:**

**Monday, August 14, 2017**  
**Monday, September 25, 2017**  
**Monday, October 23, 2017**  
**Monday, December 4, 2017**  
**Monday, January 22, 2018**  
**Monday, February 26, 2018**  
**Monday, March 19, 2018**  
**Monday, April 23, 2018**  
**Monday, June 4, 2018 (Budget hearing @ 4pm)**

**LEGAL COMMITTEE REPORT**

**NONE**

**FINANCIAL REPORT – John Gaudry**

**(see report)**

**The Board:**

**VOTE: To approve the proposed 2017-2018 school year budget.**

**Motion by Tim Ryan and second by Jan Janz. Board members, Alvin Miester, Barbara Richard, Tim Ryan, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**LEGAL COMMITTEE REPORT**

**Board President, Alvin Meister reminded all Board members, if they have not submitted their Tier 3 Financial report, to please do so as soon as possible.**

**HR REPORT**

**NONE**

**OLD BUSINESS**

**The Board:**

**VOTE: To review the donation of the hard surface playground to OPSB. The donation value of the basketball and tennis areas was \$105,871. Donation papers were signed.**

**Motion by Jan Janz and second by Helene Derbigny. Board members, Alvin Miester, Barbara Richard, Tim Ryan, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**NEW BUSINESS**

**The Board:**

**VOTE: To approve the request of the Power Milers Track Club to host their race using the outdoor grounds of the school on Saturday, July 29<sup>th</sup> with all proper permits, security and Insurance Certificates filed.**

**Motion by Tim Ryan and second by Jan Janz. Board members, Alvin Miester, Barbara Richard, Tim Ryan, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**The Board:**

**VOTE: To approve Board Chair and/or CEO to sign Charter Contract with OPSB. Charter contract is good for 10 years due to Hynes' stellar performance.**

**Motion by Barbara Richard and second by Jan Janz. Board members, Alvin Miester, Barbara Richard, Tim Ryan, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**The Board:**

**VOTE: To approve the Board Chair and/or CEO to sign LEA Agreement with OPSB.**

**Motion by Tim Ryan and second by Barbara Richard. Board members, Alvin Miester, Barbara Richard, Tim Ryan, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**The Board:**

**VOTE: To approve the Board Chair and/or CEO to sign Lease Agreement with OPSB. The facilities lease agreement is only good for 4 years. Board Chair, Alvin Meister will question if the lease agreement could match the Charter Contract of 10 years. Stipulation to the authorization of Board Chair signing the lease agreement is if it is extended to the 10 years.**

**Motion by Tim Ryan and second by Helene Derbigny. Board members, Alvin Miester, Barbara Richard, Tim Ryan, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**There being no further business and upon a motion to adjourn duly made by Jan Janz and second by Barbara Richard. Board members, Alvin Miester, Barbara Richard, Tim Ryan, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.**

**Edward Hynes Charter School  
Principal's Report August 14, 2017**

**Students & Academic**

1. The broad goals for the 2017-18 school year are:
  - a. Reading Goal: By May 2018, 93.5% of our K-8th grade students will read on or above level.
  - b. Language Goal: By May 2018, 65% of our 3rd-8th grade students will score Strong in the Written Expression subclaim of the ELA LEAP test.
  - c. Science Goal: By May 2018, 55% of our 3rd-8th grade students will score Strong overall performance on the Science LEAP test.
  - d. Math Goal: By May 2018, 65% of our 3rd-8th grade students will score Strong overall performance on the Math LEAP test.
2. We have renewed agreements with Playworks for the Team Up Program, KIDsmART for their arts integration, and Achieve 3000 for the online subscription to promote reading and comprehension in content areas.
3. Lifeskills will be administered by a new partner, but there are other changes to the program.
4. Hynes is at full capacity for 2017-18 enrollment. The waiting list has been turned over to the Enroll NOLA office as of June 2<sup>nd</sup>.
5. We have adopted D'Nealian handwriting as our formal program for handwriting.

**Faculty, Staff, and Administration**

1. Faculty and staff has had their annual training for reporting suspected child abuse, the use of universal precautions, and have been reminded of the concussion protocol (good for two years). All re-employed staff completed their ethics and concussion training and new staff will complete them by Sept. 5<sup>th</sup>. Fingerprints for new staff have been sent off to complete their background checks.
2. Hynes is fully staffed and all offer letters have been signed.
3. Professional development activities were disrupted with the uncertainty in the city's drainage system. We have to reschedule the Kagan Training, Day 3 which was supposed to take place on Friday, August 11, 2017.

**Family and Community Involvement**

1. The PTO is ramped up for an amazing financial and volunteer support for our school.
2. The Men's Committee hosted a work day this past week to refill the playground approved mulch in our large play area. They also took care of some minor maintenance around the school under the supervision of Mike.

**Operations and Facilities**

1. The school's gardens have been completely overhauled and beautified.
2. A work order has been place for AHU 12 and other that our facilities director reports that all systems are functioning. The AC filters were replaced in June and are on a quarterly maintenance plan with Siemens.
3. We are exploring options to add shade to our school yard.
4. We have accepted a proposal from Frischhertz Electric to convert all lighting the parking lots from a ballasted bulb to LED.



5. We did experience water intrusion from the heavy summer rains from the same areas which have chronically leaked since 2012, including by not limited to, the gym office and storage areas, the library, the 1<sup>st</sup> floor science lab, under the glass doorways, etc. I have requested immediate relief from the OPSB as they pursue a legal settlement on the “punch list”.
6. The locks on the glass doors break often and this is an item on the punch list. Meanwhile, we will continue to fix them as they break.



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

August 14, 2017

To the Board of Directors of  
Hynes Charter School Corporation  
990 Harrison Ave  
New Orleans, Louisiana

I have prepared the accompanying May, 2017 financial statements for Hynes Charter School Corporation in my capacity as an employee of Hynes Charter School Corporation. I have not prepared these financial statements in my capacity as a Certified Public Accountant in the practice of public accounting.

Please let me know should you have any questions or comments.

Sincerely,

John M. Gaudry  
Chief Financial Officer  
Hynes Charter School Corporation

**Hynes Charter School**  
**Statement of Financial Position**  
As of May 31, 2017

**ASSETS**

**Current Assets**

Cash and cash equivalents		\$ 5,344,719
Grants and other receivables:		
OPSB / LADOE	\$ 160,036	
Husky Care	29,874	
Other receivables	2,187	
Total grants and other receivables		192,096
Prepaid expenses		113,847
<b>Total Current Assets</b>		<b>5,650,662</b>

**Other Assets**

Deposits	10,000	
Leasehold improvements to be donated	105,871	
<b>Total Other Assets</b>		<b>115,871</b>

**Fixed Assets**

Leasehold improvements	\$ 14,479	
Equipment	17,144	
Total Fixed Assets		31,623
Accumulated depreciation	(16,916)	
<b>Total Fixed Assets, net</b>		<b>14,707</b>

<b>TOTAL ASSETS</b>		<b>\$ 5,781,240</b>
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**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable OPSB		\$ 42,500
Other Accounts payable		19,433
Accrued payroll liabilities		630,375
<b>Total Current Liabilities</b>		<b>692,307</b>

**Net Assets**

Net assets, beginning of this fiscal year		4,676,348
Current year increase (decrease) in net assets		412,584
<b>Net Assets, end of this period</b>		<b>5,088,933</b>

<b>TOTAL LIABILITIES AND NET ASSETS</b>		<b>\$ 5,781,240</b>
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The accompanying letter from the Hynes Charter School Chief Financial Officer is an integral part of these financial statements.

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

	<u>For the Eleven Months Ended May 31, 2017</u>			<u>Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>For the</u> <u>Year Ended</u> <u>June 30, 2017</u>
<b>Revenues and Other Support</b>				
MFP	\$ 6,101,276	\$ 5,896,275	\$ 205,001	\$ 6,432,300
NCLB	132,601	169,488	(36,887)	225,985
Donations	99,100	36,663	62,437	40,000
Other income	172,764	68,761	104,003	75,013
<b>Total Revenues and Other Support</b>	<b>6,505,740</b>	<b>6,171,187</b>	<b>334,553</b>	<b>6,773,298</b>
<b>Expenses</b>				
Salaries	3,593,694	3,534,554	59,140	4,034,411
Benefits	1,336,913	1,296,440	40,472	1,479,783
Child nutrition	10,605	19,950	(9,345)	21,000
Depreciation expense	7,611	4,741	2,870	5,174
Disposal services	6,678	6,600	78	7,202
Dues and fees	30,717	25,113	5,604	27,400
Equipment rental	10,144	13,860	(3,716)	15,120
Insurance	135,394	176,660	(41,266)	192,720
IT services	49,372	112,530	(63,158)	122,763
LEA services	122,011	117,931	4,080	128,646
Materials and supplies	236,922	168,776	68,146	178,000
Other expense	48,754	19,712	29,042	21,500
Professional services	91,598	77,363	14,235	84,400
Repair and maintenance	122,641	108,009	14,632	117,824
Textbooks	46,821	108,664	(61,843)	110,000
Transportation	49,107	53,400	(4,293)	53,404
Travel	17,184	4,587	12,597	5,000
Utilities	176,991	157,295	19,696	168,951
<b>Total Expenses</b>	<b>6,093,156</b>	<b>6,006,185</b>	<b>86,970</b>	<b>6,773,298</b>
<b>CHANGE IN NET ASSETS</b>	<b>412,584</b>	<b>165,002</b>	<b>\$ 247,583</b>	<b>\$ -</b>
<b>Net Assets</b>				
Beginning of this fiscal year	4,676,348	4,676,348		
<b>END OF THIS PERIOD</b>	<b>\$ 5,088,932</b>	<b>\$ 4,841,350</b>		

The accompanying letter from the Hynes Charter School Chief Financial Officer is an integral part of these financial statements.

**Hynes Charter School**  
**Statement of Cash Flows**  
For the Eleven Months Ended May 31, 2017

<b>CASH FLOW FROM OPERATING ACTIVITIES</b>	
Change in net assets	\$ 412,584
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	7,611
Changes in operating assets:	
Grants and other receivables	117,763
Prepaid expenses	(28,603)
Changes in operating liabilities:	
Accounts payable	42,595
Accrued payroll liabilities	487,034
<b>Net cash provided by (used in) operating activities</b>	<u>1,038,984</u>
 <b>CASH FLOW FROM INVESTING ACTIVITIES</b>	
Leasehold improvements to be donated	(105,871)
 <b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	
	<u>933,113</u>
 Cash and cash equivalents - Beginning of the year	
	4,411,606
<b>CASH AND CASH EQUIVALENTS - End of this period</b>	<u><u>\$ 5,344,719</u></u>

The accompanying letter from the Hynes Charter School Chief Financial Officer is an integral part of these financial statements.

**Hynes Charter School Corporation**

**August 14, 2017**

**Selected Information - Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in these financials.**

**The Student Activity Fund is not included in these financials. The effects of not including the Student Activity Fund in the financials has not been determined by management.**

**The accompanying letter from the Hynes Charter School Chief Financial Officer is an integral part of these financial statements.**