

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

**Monday September 25, 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**
  - a) Review of FY 2017 Financial Audit**
- 5. Financial Report – John Gaudry**
- 6. HR Report**

**BOARD BUSINESS**

- 1. Old Business**
- 2. New Business-**
  - a) Request approval for extension of the contract for HVAC controls, maintenance, etc.**



**HYNES CHARTER SCHOOL CORPORATION**

**Board of Directors Meeting**

**Monday August 14, 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 5:04pm by Alvin Miester**

**Roll call was conducted by Janet Gaudet**

**AGENDA OF August 14, 2017**

**The Board:**

**VOTE: To approve the agenda of August 14, 2017**

**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.**

**MINUTES OF PREVIOUS MEETING**

**The Board:**

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

**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.**

**PUBLIC COMMENT**

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

**NONE**

**FACILITIES UPDATE –**

**NONE**

**PRINCIPAL'S REPORT**

**(see attached report)**

**This school year's slogan is "Hynes, a New Orleans Tradition".**

**The broad goals for the 2017-2018 school year are:**

- a) Reading Goal – By May 2018, 93.5% of our K-8<sup>th</sup> grade students will read on or above level.**
- b) Language Goal – By May 2018, 65% of our 3<sup>rd</sup> – 8<sup>th</sup> grade students will score Strong in the Written Expression subclaim of the ELA LEAP test.**
- c) Science Goal – By May 2018, 55% of our 3<sup>rd</sup> – 8<sup>th</sup> grade students will score Strong overall performance on the Science LEAP test.**
- d) Math Goal – By May 2018, 65% of our 3<sup>rd</sup> – 8<sup>th</sup> grade students will score Strong overall performance on the Math LEAP test.**

**Hynes has renewed agreements with Playworks for the Team Up Program, KIDsmART for arts integration and Achieve 3000.**

**Hynes is at full capacity for 2017-2018 enrollment.**

**Hynes has adopted D'Nealian handwriting as it's formal program for handwriting. This applies for K-7<sup>th</sup> grades.**

Faculty and staff has had their annual training for reporting suspected child abuse, the use of universal precautions and was reminded of the concussion protocol. This is valid for two years.

Hynes continues to explore expansion opportunities. Hynes qualifies for automatic replication and could receive potential start up monies if the right partner or opportunity presented itself. A new school facility is the main barrier.

The PTO is ramped up for an amazing financial and volunteer support for the school.

Hynes is exploring options to add shade to the school yard to be funded by the 2016 PTO Donations.

Hynes has accepted a proposal from Frischhertz Electric to convert all lighting the parking lots from ballasted bulb to LED. It will cost \$6,400 to convert all lights.

#### **LEGAL COMMITTEE REPORT**

NONE

#### **FINANCIAL REPORT** – John Gaudry

(see report)

#### **HR REPORT**

NONE

#### **OLD BUSINESS**

NONE

#### **NEW BUSINESS**

1. Proposed group insurance benefits for the 2017-2018 school year was presented by Carrie Leaumont from Arthur J. Gallagher & Co.

Medical insurance – Coverage from Blue Cross/Blue Shield with no rate increase.

Dental insurance - Will see a 4% increase

Vision insurance - No rate increase.

Life and Disability insurance will have no changes since renewal is not until next year.

**The Board:**

**VOTE:** To continue with proposed insurance coverages with Medical, Dental and vision. Life and Disability to stay as is.

**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.

**2. PTO fundraising events.**

**The Board:**

**VOTE:** To approve the request of the Hynes Charter School PTO 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 Security will be secured for each event, present proof of insurance and beverages served will be by holders of a "safe serve" card.

The events are a Gala on Friday, November 10, 2017 and a school fair on Saturday, April 14, 2018.

**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.

**3. Holiday Faculty and Staff party.**

**The Board:**

**VOTE:** To approve the request of the Hynes Staff Climate Committee to host a Holiday Faculty and Staff party in the gym for employees and a guest on Saturday, December 2, 2017 with security, DJ music and "safe serve" bartenders.

**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.

**4. LA. Compliance Questionnaire**

**The Board:**

**VOTE: Approval of the Louisiana Compliance Questionnaire as required by the Legislative Auditor; reviewed by all Board Members. To approve and authorize Board Chair to sign.**

**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.**

**There being no further business and upon a motion to adjourn duly made by Jan Janz and second by Helene Derbigny at 6:06pm. 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 September 25, 2017**

**Students & Academic**

1. The broad goals for the 2017-18 school year are, by May 2018:
  - a. 93.5% of our K-8<sup>th</sup> grade students will read on or above level.
  - b. 65% of our 3<sup>rd</sup>-8<sup>th</sup> grade students will score Strong in the Written Expression sub-claim of the ELA LEAP test.
  - c. 55% of our 3<sup>rd</sup>-8<sup>th</sup> grade students will score Strong overall performance on the Science LEAP test.
  - d. 65% of our 3<sup>rd</sup>-8<sup>th</sup> grade students will score Strong overall performance on the Math LEAP test.
2. Teachers have embraced the new science standards and spent time in the beginning days of the year pacing instruction and materials accordingly. The teachers will work toward those overarching annual goals by refining the use of Achieve 3000, targeting instruction on the three types of written responses (narrative, opinion/argumentative, and informational responses), and through grade level coordination (i.e. pacing) of Eureka Math.

**Faculty, Staff, and Administration**

1. KIDsmART programs for during the day and after school are underway. Teachers are working with our resident artist to plan content-area lessons which incorporate art standards and activities. For the after school program, students in grades K-3 have the opportunity to sign up for visual arts classes.
2. Despite the disruptive opening of school with the fear of street flooding, professional development activities for the summer included a Eureka Math workshop and a session on LEAP 360, the new sets of diagnostic benchmarking tools released by the LDOE. Teachers are in the process of collecting data to set SLTs to improve student learning in ELA and Math. Teachers of Science and Social Studies are assessing students using similar tools. COMPASS evaluations are ready to begin.
3. The LaSIP program is still underway. Seven teachers have hosted one demonstration lesson thus far. The program will continue during the school year as teachers apply the Lesson Study Model.
4. We applied for a \$7000 FACE Foundation Grant from the French Embassy in Washington, DC to support more professional development of our teachers on sheltered language instruction and increase the collection of French materials in our library. The French team is aligning our program's expectations with those of a Louisiana certified program. We plan to apply for certification this year and having more PD will enhance that application.
5. We have had two meetings with ENROLL NOLA to ensure a smooth transition.
6. Since the Replicating Quality Schools sessions in 2013-14, we are still exploring options to replicate and one possibility may be in the 70122 zip code area.

**Family and Community Involvement**

1. The PTO will host our 4<sup>th</sup> Hynes Gala on Friday, November 10<sup>th</sup> and the theme is a masquerade entitled "Laissez les bons temps rouler!" Information is attached.
2. We have had many opportunities for Hynes parents and guardians to be involved. Most recently, over 230 guests attended reading class with their child to better understand the goals of our reading program so that they are better able to support those goals at home. We also had an overwhelming positive grandparents and special guest day last Friday.

3. The Newcomb Art Exhibit will be on loan, "The Most Natural Expression on Locality: Jazz, Newcomb Pottery and the Creative Impulse in Turn-of-the-Century New Orleans."

### **Operations and Facilities**

1. We have made a request of the OPSB to make emergency repairs to stop the water intrusion around the school, much of which has been documented since we moved in January of 2012.
  2. The playgrounds have been filled with playground-approved mulch. The garden beds have been refilled with pine mulch as part of a Tulane University day of service. (August 2017)
  3. On Thursday, Sept. 21, 2017, the OPSB is released their online facilities handbook to us. This is where we will dock our information related to repairs and maintenance and will primarily be the responsibility of our Executive Director of Facilities.
  4. The elevator passed a hydraulics test for City of New Orleans permit renewal. The elevator telephone is monitored by Schindler in the event that there is an emergency.
  5. We are requesting an extension to our Siemens contract. They are our vendor for HVAC maintenance, repairs, and building automation.
-





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

September 25, 2017

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

I have prepared the accompanying June, 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 June 30, 2017

**ASSETS**

**Current Assets**

Cash and cash equivalents		\$ 5,005,089
Grants and other receivables:		
OPSB / LADOE	\$ 285,825	
Husky Care	56,610	
Other receivables	5,474	
Total grants and other receivables		347,909
Prepaid expenses		122,974
<b>Total Current Assets</b>		<b>5,475,972</b>

**Other Assets**

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

**Fixed Assets**

Leasehold improvements	\$ 14,479	
Equipment	17,144	
Total Fixed Assets	31,623	
Accumulated depreciation	(17,608)	
<b>Total Fixed Assets, net</b>		14,015

<b>TOTAL ASSETS</b>		<b>\$ 5,499,987</b>
---------------------	--	---------------------

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable OPSB	\$ 51,000	
Other Accounts payable	28,982	
Accrued payroll liabilities	471,077	
<b>Total Current Liabilities</b>		\$ 551,059

**Net Assets**

Net assets, beginning of this fiscal year	4,676,348	
Current year increase (decrease) in net assets	272,579	
<b>Net Assets, end of this period</b>		4,948,928

<b>TOTAL LIABILITIES AND NET ASSETS</b>		<b>\$ 5,499,987</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 Activities and Changes in Net Assets**  
**For the Year Ended June 30, 2017**

	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>
<b><u>Revenues and Other Support</u></b>			
MFP	\$ 6,681,928	\$ 6,432,300	\$ 249,628
NCLB	280,619	225,985	54,634
Donations	101,085	40,000	61,085
Other income	221,894	75,013	146,881
<b>Total Revenues and Other Support</b>	<b><u>7,285,526</u></b>	<b><u>6,773,298</u></b>	<b><u>512,228</u></b>
<b><u>Expenses</u></b>			
Salaries	4,100,867	4,034,411	66,456
Benefits	1,529,257	1,479,783	49,474
Child nutrition	10,605	21,000	(10,395)
Depreciation expense	8,303	5,174	3,129
Disposal services	6,678	7,202	(524)
Donations expense	105,871	-	105,871
Dues and fees	33,550	27,400	6,150
Equipment rental	15,161	15,120	41
Insurance	147,676	192,720	(45,044)
IT services	60,055	122,763	(62,708)
LEA services	133,624	128,646	4,978
Materials and supplies	258,880	178,000	80,880
Other expense	27,393	21,500	5,893
Professional services	112,481	84,400	28,081
Repair and maintenance	145,221	117,824	27,397
Textbooks	48,036	110,000	(61,964)
Transportation	49,107	53,404	(4,297)
Travel	20,674	5,000	15,674
Utilities	199,508	168,951	30,557
<b>Total Expenses</b>	<b><u>7,012,946</u></b>	<b><u>6,773,298</u></b>	<b><u>239,648</u></b>
<b>CHANGE IN NET ASSETS</b>	<b><u>272,579</u></b>	<b><u>-</u></b>	<b><u>\$ 272,579</u></b>
<b><u>Net Assets</u></b>			
Beginning of this fiscal year	4,676,348	4,676,348	
<b>END OF THIS PERIOD</b>	<b><u>\$ 4,948,927</u></b>	<b><u>\$ 4,676,348</u></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 Year Ended June 30, 2017**

<b>CASH FLOW FROM OPERATING ACTIVITIES</b>	
Change in net assets	\$ 272,579
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	8,303
Changes in operating assets:	
Grants and other receivables	(38,050)
Prepaid expenses	(37,730)
Changes in operating liabilities:	
Accounts payable	60,645
Accrued payroll liabilities	327,736
<b>Net cash provided by (used in) operating activities</b>	<u>593,483</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>	
Leasehold improvements to be donated	-
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<u>593,483</u>
Cash and cash equivalents - Beginning of the year	4,411,606
<b>CASH AND CASH EQUIVALENTS - End of this period</b>	<u><u>\$ 5,005,089</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**

**September 25, 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.**