

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday February 26, 2018, 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**
 - a) Monthly Financial Report**
- 6. HR Report**

BOARD BUSINESS

- 1. Old business:**
- 2. New business:**
 - a) Resolution to submit Intent to Replicate paperwork to OPSB**
 - b) Open nominations for the Board for next school year**
 - c) Move to Executive Session to discuss the Professional Competence of Principal.**



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

Monday, February 26, 2018

Draft of the minutes from the Board of Directors Meeting of January 22, 2018 to be considered for approval:

The following Board members were present at the January meeting: Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono and Cassandra Youmans.

Tim Ryan and Jan Janz were absent

Meeting was called to order at 5:05pm by Alvin Miester

Roll call was conducted by Janet Gaudet

AGENDA OF February 26, 2018

The Board:

VOTE: Wave the reading of the Agenda and approve the agenda of February 26, 2018,

Motion by Barbara Richard and second by Helene Derbigny. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono 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 Barbara Richard and second by Helene Derbigny. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono 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 –

OPSB has received the report regarding the water damage to the school. They will address the subject next month.

PRINCIPAL'S REPORT

(see attached report)

A 5th grader and an 8th grader were selected as STUDENTS OF THE YEAR. The 5th grader advanced to District winner and will represent Orleans Parish in the regional level. The 8th grader received runner up.

2017-18 Pupil Progression Plan is in draft form. Mrs. Persick has been instrumental in coordinating this effort on the school's behalf. We expect it to be completed soon and it is a new template from the state.

Re-registration has been extended until Wednesday, January 24th due to the weather issues.

To date, Hynes has over 1,500 applications for 2018-19, of which, 677 have listed Hynes as their first choice. There are 632 applications to Kindergarten.

Due to the inclement weather, Hynes was closed a total of 3 days. To compensate, we will change the April 23rd fair holiday to a regular school day.

By OPSB policy, operating agreement and State law, we are required to hire a third party testing monitor called Caveon. The cost of \$2,800 is for one day of monitoring.

Three teachers have been accepted to the SLC alternative certification program.

Hynes was selected by New Schools New Orleans to send a team of 5 to the UnboundEd conference in Los Angeles. The 5 day conference will take a deep dive into ELA and Math standards to advance leadership and enhance instruction. Registration was paid for by NSNO and Hynes was awarded a \$5,000 travel stipend to cover the hotel accommodations and airfare.

The PTO had a successful second quarter meeting. They are currently planning for the first Father/Daughter event on January 27th in our gym from 6-9PM.

By popular demand, Hynes will host subsequent school tours in January to meet the demand of the requests.

Hynes continues to have monthly evacuation drills.

Hynes Annual Site Visit from OPSB is scheduled for February 28th.

Hynes is in the process of adding termite baiting stations to our existing termite agreement as per the new lease with OPSB. The set up cost is \$7,800 and \$800 per year to rebate.

LEGAL COMMITTEE REPORT

NONE

FINANCIAL REPORT – John Gaudry

The financial report was the Actual to Budget comparison for the month of November, 2017.

(see report)

HR REPORT

NONE

OLD BUSINESS

NONE

NEW BUSINESS

1. Advantage Medical Professionals – Backup nursing services.

The cost of an RN is \$250 per day if needed.

The cost of an LPN is \$150 per day if needed.

THE BOARD:

VOTE: To authorize Principal Douglas to review and negotiate the contract.

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

2. Baiting stations

THE BOARD:

VOTE: To modify the existing contract to add the baiting stations.

Motion by Barbara Richard and second by Helene Derbigny. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono 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 Barbara Richard and second by Cassandra Youmans at 6:03pm. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.



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

February 26, 2018

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

I have prepared the accompanying January, 2018 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

John M. Gaudry
Chief Financial Officer
Hynes Charter School Corporation

Hynes Charter School Corporation
Statement of Financial Position
As of January 31, 2018

ASSETS

Current Assets

Cash and cash equivalents		\$ 5,366,821
Grants and other receivables:		
OPSB / LADOE	\$ 32,160	
Husky Care	29,253	
Total grants and other receivables		61,413
Prepaid expenses		125,398
Total Current Assets		5,553,632

Other Assets

Deposits	10,000	
Total Other Assets		10,000

Fixed Assets

Leasehold improvements	\$ 7,530	
Equipment	24,093	
Total Fixed Assets		31,623
Accumulated depreciation		(19,908)
Total Fixed Assets, net		11,715

TOTAL ASSETS		\$ 5,575,346
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$ 246,381	
Other Accounts payable	13,077	
Accrued payroll liabilities	367,871	
Total Current Liabilities		\$ 627,329

Net Assets

Net assets, beginning of this fiscal year	4,923,735	
Current year increase (decrease) in net assets	24,282	
Net Assets, end of this period		4,948,017

TOTAL LIABILITIES AND NET ASSETS		\$ 5,575,346
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The accompanying letter from the Hynes Charter School Corporation Chief Financial Officer is an integral part of these financial statements.

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

	<u>For the Seven Months Ended January 31, 2018</u>			<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	
<u>Revenues and Other Support</u>				
MFP	\$ 3,738,882	\$ 4,072,495	\$ (333,613)	\$ 6,981,420
NCLB	29,497	56,496	(26,999)	225,985
Donations	1,592	23,331	(21,739)	40,000
Other income	124,015	69,531	54,484	119,200
Total Revenues and Other Support	<u>3,893,986</u>	<u>4,221,853</u>	<u>(327,867)</u>	<u>7,366,605</u>
<u>Expenses</u>				
Salaries	2,176,478	2,326,230	(149,752)	4,234,814
Benefits	796,067	942,123	(146,056)	1,715,100
Child nutrition	6,334	5,698	636	10,350
Depreciation expense	2,300	2,002	298	3,429
Disposal services	4,318	4,200	118	7,200
Donations expense	-	-	-	150,000
Dues and fees	18,150	19,250	(1,100)	33,000
Equipment rental	6,332	7,000	(668)	12,000
Insurance	75,326	93,919	(18,593)	161,000
IT services	59,123	35,000	24,123	60,000
LEA services	216,860	198,114	18,746	339,628
Materials and supplies	108,827	107,500	1,327	125,000
Other expense	16,586	10,500	6,086	18,000
Professional services	61,868	41,419	20,449	71,000
Repair and maintenance	88,311	56,875	31,436	97,500
Textbooks	75,682	68,000	7,682	68,000
Transportation	31,778	34,222	(2,444)	56,000
Travel	16,643	10,000	6,643	10,000
Utilities	108,721	131,149	(22,428)	194,584
Total Expenses	<u>3,869,704</u>	<u>4,093,202</u>	<u>(223,498)</u>	<u>7,366,605</u>
 CHANGE IN NET ASSETS	 <u>24,282</u>	 <u>128,651</u>	 <u>\$ (104,370)</u>	 <u>\$ -</u>
 <u>Net Assets</u>				
Beginning of this fiscal year	4,923,735	4,923,735		
END OF THIS PERIOD	<u>\$ 4,948,017</u>	<u>\$ 5,052,387</u>		

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

Hynes Charter School Corporation
Statement of Cash Flows
For the Seven Months Ended January 31, 2018

CASH FLOW FROM OPERATING ACTIVITIES		
Change in net assets	\$	24,282
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>		
Depreciation		2,300
Changes in operating assets:		
Grants and other receivables		299,940
Prepaid expenses		(2,424)
Changes in operating liabilities:		
Accounts payable		140,898
Accrued payroll liabilities		(103,264)
Net cash provided by (used in) operating activities		<u><u>361,732</u></u>
 CASH FLOW FROM INVESTING ACTIVITIES		
Leasehold improvements to be donated		-
 NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
		<u><u>361,732</u></u>
 Cash and cash equivalents - Beginning of the year		
		5,005,089
CASH AND CASH EQUIVALENTS - End of this period	\$	<u><u>5,366,821</u></u>

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

Hynes Charter School Corporation

February 26, 2018

Selected Information - Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached January, 2018 financial statements.

The Student Activity Fund is not included in the attached January, 2018 financial statements. The effects of not including the Student Activity Fund in these financials has not been determined by management.

Expenses for January, 2018 include \$2,748 in legal expenses related to the start-up of the second Hynes campus at UNO.

The accompanying letter from the Hynes Charter School Corporation Chief Financial Officer is an integral part of the attached January, 2018 financial statements.



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

February 8, 2018

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

I have prepared the accompanying December, 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,

A handwritten signature in cursive script that reads 'John M. Gaudry'.

John M. Gaudry
Chief Financial Officer
Hynes Charter School Corporation

Hynes Charter School Corporation
Statement of Financial Position
As of December 31, 2017

<u>ASSETS</u>		
<u>Current Assets</u>		
Cash and cash equivalents		\$ 5,230,917
Grants and other receivables:		
OPSB / LADOE	\$ 32,160	
Husky Care	90,207	
Total grants and other receivables		122,367
Prepaid expenses		150,053
Total Current Assets		5,503,337
<u>Other Assets</u>		
Deposits	10,000	
Total Other Assets		10,000
<u>Fixed Assets</u>		
Leasehold improvements	\$ 7,530	
Equipment	24,093	
Total Fixed Assets	31,623	
Accumulated depreciation	(19,622)	
Total Fixed Assets, net		12,001
TOTAL ASSETS		\$ 5,525,338

<u>LIABILITIES AND NET ASSETS</u>		
<u>Current Liabilities</u>		
Accounts payable OPSB	\$ 211,181	
Other Accounts payable	28,886	
Accrued payroll liabilities	368,059	
Total Current Liabilities		\$ 608,125
<u>Net Assets</u>		
Net assets, beginning of this fiscal year	4,923,735	
Current year increase (decrease) in net assets	(6,523)	
Net Assets, end of this period		4,917,212
TOTAL LIABILITIES AND NET ASSETS		\$ 5,525,338

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

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

	For the Six Months Ended December 31, 2017			Annual Budget
	Actuals	Budget	Variance	
Revenues and Other Support				
MFP	\$ 3,204,755	\$ 3,490,710	\$ (285,955)	\$ 6,981,420
NCLB	29,497	56,496	(26,999)	225,985
Donations	1,492	19,998	(18,506)	40,000
Other income	39,557	59,598	(20,041)	119,200
Total Revenues and Other Support	3,275,302	3,626,802	(351,500)	7,366,605
Expenses				
Salaries	1,816,193	1,902,084	(85,891)	4,234,814
Benefits	661,116	770,344	(109,228)	1,715,100
Child nutrition	5,183	4,662	521	10,350
Depreciation expense	2,014	1,716	298	3,429
Disposal services	3,691	3,600	91	7,200
Donations expense	-	-	-	150,000
Dues and fees	15,706	16,500	(794)	33,000
Equipment rental	6,070	6,000	70	12,000
Insurance	64,565	80,502	(15,937)	161,000
IT services	51,378	30,000	21,378	60,000
LEA services	185,877	169,812	16,065	339,628
Materials and supplies	97,962	104,000	(6,038)	125,000
Other expense	16,544	9,000	7,544	18,000
Professional services	57,877	35,502	22,375	71,000
Repair and maintenance	79,782	48,750	31,032	97,500
Textbooks	75,682	47,000	28,682	68,000
Transportation	27,696	28,000	(304)	56,000
Travel	16,613	4,998	11,615	10,000
Utilities	97,877	109,745	(11,868)	194,584
Total Expenses	3,281,825	3,372,215	(90,390)	7,366,605
 CHANGE IN NET ASSETS	 (6,523)	 254,587	 \$ (261,110)	 \$ -
 Net Assets				
Beginning of this fiscal year	4,923,735	4,923,735		
END OF THIS PERIOD	\$ 4,917,212	\$ 5,178,322		

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

Hynes Charter School Corporation
Statement of Cash Flows
For the Six Months Ended December 31, 2017

CASH FLOW FROM OPERATING ACTIVITIES	
Change in net assets	\$ (6,523)
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	2,014
Changes in operating assets:	
Grants and other receivables	238,986
Prepaid expenses	(27,079)
Changes in operating liabilities:	
Accounts payable	121,506
Accrued payroll liabilities	(103,076)
Net cash provided by (used in) operating activities	<u>225,828</u>
 CASH FLOW FROM INVESTING ACTIVITIES	
Leasehold improvements to be donated	-
 NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	
	<u>225,828</u>
 Cash and cash equivalents - Beginning of the year	
	<u>5,005,089</u>
CASH AND CASH EQUIVALENTS - End of this period	<u><u>\$ 5,230,917</u></u>

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

Hynes Charter School Corporation

February 8, 2018

Selected Information - Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached December, 2017 financial statements.

The Student Activity Fund is not included in the attached December, 2017 financial statements. The effects of not including the Student Activity Fund in these financials has not been determined by management.

The accompanying letter from the Hynes Charter School Corporation Chief Financial Officer is an integral part of the attached December, 2017 financial statements.

**Edward Hynes Charter School
Principal's Report February 26, 2018**

Students & Academic

The broad goals for the 2017-18 school year are, by May 2018:

- a. 93.5% of our K-8th grade students will read on or above level.
 - b. 65% of our 3rd-8th grade students will score Strong in the Written Expression sub-claim of the ELA LEAP test.
 - c. 55% of our 3rd-8th grade students will score Strong overall performance on the Science LEAP test.
 - d. 65% of our 3rd-8th grade students will score Strong overall performance on the Math LEAP test.
1. The 3rd quarter progress reports were issued last week.
 2. Teachers participated in a professional development based on math standards and the delivery of Eureka plans. Each teacher submitted an aligned plan for the remainder of the school year.
 3. Student enrollment targets have been set for next year.
 4. Spring assessments are underway. SPED and ELL testing have begun. The school-wide testing meeting for the other state assessments will be in March. The window for LEAP 2025 testing begins April 23.

Faculty, Staff, and Administration

1. New Schools New Orleans (NSNO) and Hynes have partnered on several projects:
 - o Five members of the Hynes faculty and staff attended the UnboundEd Standards Institute in Los Angeles, CA. We returned with action steps.
 - o Application for Instructional Quality Initiative to access state grant money to participate in the New Leaders for New Schools consultant work in 2018-19 to advance instructional quality across all levels of leadership.
 - o Bellwether Readiness to Grow (RTG) program to assess 9 key areas of our school.
2. The Hynes French Immersion program will apply to the Louisiana Department of Education for certification for World Languages. If approved, our school could potentially receive bonus points on our SPS in the category of innovative programs.
3. We completed an internal audit with SPED and OPSB last week.

Family and Community Involvement

1. Hynes hosted a table at the annual Urban League Schools Expo on Saturday, February 3, 2018.
2. The Lake Pontchartrain Basin Foundation (LPBF) will present "Sewer Science" lessons to students in grades 7 and 8 during March. This is funded by their Urban Waters Grant.
3. The staff will host a social at the LPBF Lighthouse in early March.
4. Hynes is the host site for the GNOCCS Job Fair on Saturday, March 10, 2018.
5. The PTO Men's Committee will host a golf tournament on Friday, March 2nd at City Park golf course.
6. Hynes will host State Representative Stephanie Hilferty and State Education Superintendent John White on a day in March.
7. The Replication Steering Committee hosted a charrette with our Hynes staff to get their input.

Operations and Facilities

1. We continue to have monthly evacuation drills. This month we practiced for severe weather.
2. Our Annual Site Visit from OPSB is scheduled for February 28th.
3. The termite and baiting stations have been added to our campus as per the new lease.
4. Magnetic hardware was installed to control visitor access to campus. Other safety measures have been reassessed.
5. We are getting pricing for landscape maintenance.