HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday March 19, 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
6. HR Report

BOARD BUSINESS

1. Old Business

2. New Business

   a) Accept the proposal for landscape maintenance from Pfefferle Lawns paid on a monthly basis.
Edward Hynes Charter School
990 Harrison Avenue
New Orleans, Louisiana 70124
Minutes from February 26, 2018

The following Board members were present at the February 26, 2018 meeting: Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairro, Jan Janz and Tim Ryan.

Cassandra Youmans was absent.

Meeting was called to order at 5:10pm by Alvin Miester

Roll call was conducted by Janet Gaudet

The Board:

**VOTE:** Waive the reading of the minutes from January 22, 2018 and them.

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

The Board:

**VOTE:** To approve the agenda for the February 26, 2018 meeting.

Motion by Jan Janz and second by Barbara Richard. Board members: Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairro, Jan Janz and Tim Ryan 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)

The 3rd quarter progress reports were issued last week.

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.

Student enrollment targets have been set for next year. 2055 students applied to Hynes.

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 23rd.

New Schools New Orleans (NSNO) and Hynes have partnered on several projects:

- Five members of the Hynes faculty and staff attended the UnboundEd Standards Institute in Los Angeles, CA. We returned with action steps.
- Application for Instructional Quality Initiative to access state grant money to participate in New Leaders for New Schools consultant work in 2018-19 to advance instructional quality across all levels of leadership.
- Bellwether Readiness to Grow (RTG) program to assess 9 key areas of our school.

The Hynes French Immersion program will apply to the Louisiana Department of Education for certification for World Languages. If approved, Hynes could potentially receive bonus points on our SPS in the category of innovative programs.

Hynes has completed an internal audit with SPED and OPSB last week.

The Lake Pontchartrain Basin Foundation (LPBF) will present “Sewer Science” lessons to students in grades 7th and 8th during March. This is funded by their Urban Waters Grant.

The staff will host a social at the LPBF Lighthouse in early March.

Hynes is the host site for the GNOCCS Job Fair on Saturday, March 10, 2018.

The PTO Men’s Committee will host a golf tournament of Friday, March 2nd at City Park golf course.

Hynes will host State Representative Stephanie Hilferty and State Education Superintendent John White on a day in March.
The Replication Steering Committee hosted a charrette with our Hynes staff to get their input.

Hynes continues to have monthly evacuation drills.

The termite and baiting stations have been added to our campus as per the new lease.

Magnetic hardware has been installed to control visitor access to campus.

LEGAL COMMITTEE REPORT

NONE

FINANCIAL REPORT – John Gaudry

The financial report was presented and included the actual to budget comparison for the month of January 2018.

(see report)

HR REPORT

NONE

OLD BUSINESS

NONE

NEW BUSINESS

a) Resolution to submit Intent to Replicate packet to OPSB

Board President questioned if anyone from the public had any questions. No questions.

VOTE:

To allow Principal Douglas to submit said packet to OPSB.

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

b) Open nominations for the Board for next school year.

VOTE:

Although no one has expressed their intent to leave, motion to open nominations.

Motion by Barbara Richard and second by Jan Janz. Board members: Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Tim Ryan voted to approve. No nays; vote was unanimous, motion passed.
c) Move to Executive Session to discuss the Professional Competence of Principal.

VOTE:

Motion to move to Executive Session at 5:55.

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

BOARD

VOTE:

Motion to return from Executive Session at 6:20.

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

There being no further business and a motion to adjourn was duly made by Jan Janz and second by Tim Ryan at 6:20pm. Board members: Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scahraino and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.
Celebration/Recognition

1. Sofia Giarrusso was selected as the 5th Grade Regional Student of the Year and will now compete against 6 other students for the state title.
2. Lydia Austin and Alexis Martin were chosen by their colleagues as Teachers of the Year for the 2019 TOY program sponsored by the state.
3. Dawn Lobell was selected as an Orleans Parish recipient for the Delta Chapter of the American Petroleum Institute (API) teacher award.
4. Brittany Smith was listed in City Business as a “One to Watch” in education.

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. Third quarter report cards are being issued tomorrow.
2. Student enrollment targets have been set for next year. We are currently waiting for the match to take place. We expect to receive our initial match list in early April.
3. The window for LEAP 2025 testing begins April 23.
4. The 2018-19 school year calendar will be released very soon. The fall dates were distributed at the PTO meeting.

Faculty, Staff, and Administration

1. New Schools New Orleans (NSNO) and Hynes have partnered on several projects:
   - 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.
   - Bellwether Readiness to Grow (RTG) program to assess 9 key areas of our school.
2. The Hynes French Immersion program certification documents have been submitted to the Louisiana Department of Education for certification for World Languages. The staff is preparing for FrancoFest which is this week and culminates on Friday.
3. The OPSB completed their annual visit and review of Hynes. There are no recommended changes.

Family and Community Involvement

1. The PTO is hosting City Park Night on Friday, April 6th.
2. The PTO is preparing to host the annual school fair. Please see the attached sponsorship flier.

Operations and Facilities

1. Active shooter training for staff is scheduled for May 21st. Meanwhile, the NOPD SWAT officers commended our administration for taking so many precautions to protect our students and staff. The officers conducted a site visit and safety walk-through to review our practices and plan for the simulation. Magnetic hardware was installed to both main entrances to control visitor access to campus.
2. The landscape maintenance is up for approval tonight.
3. Administration is seeking a full review of our insurance portfolio in the event that there could be a substantial cost savings or possible exposures.

Replication

1. Replication documents were submitted. They will be resubmitted in November 2018.
2. The steering committee has met with the following people to get input and solicit their support:
   a. Hynes Faculty and Staff
   b. Representative Stephanie Hilferty
   c. Superintendent John White
   d. New Schools New Orleans
   e. Charter School Growth Fund
   f. UNO Faculty in Math and Science education
   g. KidSmart coordinators for arts integration and STEM
3. Next steps: Meet with the UNO committee to make a plan of action for location, funding for a new building, and other operational aspects. A meeting is also set up with the Louisiana Charter School Association.
4. We are awaiting the Bellwether RTG report. The official visit took place last Monday.
March 19, 2018

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

I have prepared the accompanying February, 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,

[Signature]

John M. Gaudry  
Chief Financial Officer  
Hynes Charter School Corporation
Hynes Charter School Corporation
Statement of Financial Position
As of February 28, 2018

**ASSETS**

**Current Assets**
Cash and cash equivalents $ 5,207,950

Grants and other receivables:
- OPSB / LADOE $ 99,567
- Husky Care 40,931
- Other Receivables 8,054
Total grants and other receivables 148,553

Prepaid expenses 111,196
Total Current Assets 5,467,698

**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 (20,194)
Total Fixed Assets, net 11,429

**TOTAL ASSETS**
$ 5,489,127

**LIABILITIES AND NET ASSETS**

**Current Liabilities**
Accounts payable OPSB $ 108,023
Other Accounts payable 20,467
Accrued payroll liabilities 432,035
Total Current Liabilities $ 560,524

**Net Assets**
Net assets, beginning of this fiscal year 4,923,735
Current year increase (decrease) in net assets 4,868
Net Assets, end of this period 4,928,603

**TOTAL LIABILITIES AND NET ASSETS**
$ 5,489,127

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 Eight Months Ended February 28, 2018

<table>
<thead>
<tr>
<th>Revenues and Other Support</th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th>Annual Budget</th>
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<tbody>
<tr>
<td>MFP</td>
<td>$4,273,008</td>
<td>$4,654,280</td>
<td>(381,272)</td>
<td>$6,981,420</td>
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<td>NCLB</td>
<td>96,904</td>
<td>112,992</td>
<td>(16,088)</td>
<td>225,985</td>
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<td>Donations</td>
<td>6,592</td>
<td>26,664</td>
<td>(20,072)</td>
<td>40,000</td>
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<td>Other income</td>
<td>128,255</td>
<td>79,464</td>
<td>48,791</td>
<td>119,200</td>
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<td><strong>Total Revenues and Other Support</strong></td>
<td><strong>4,504,759</strong></td>
<td><strong>4,873,400</strong></td>
<td><strong>(368,641)</strong></td>
<td><strong>7,366,605</strong></td>
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### Expenses

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<tr>
<th>Category</th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th>Annual Budget</th>
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<tbody>
<tr>
<td>Salaries</td>
<td>2,550,901</td>
<td>2,750,376</td>
<td>(199,475)</td>
<td>4,234,814</td>
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<tr>
<td>Benefits</td>
<td>938,109</td>
<td>1,113,902</td>
<td>(175,794)</td>
<td>1,715,100</td>
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<td>Child nutrition</td>
<td>7,486</td>
<td>6,734</td>
<td>752</td>
<td>10,350</td>
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<td>Depreciation expense</td>
<td>2,586</td>
<td>2,288</td>
<td>298</td>
<td>3,429</td>
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<tr>
<td>Disposal services</td>
<td>4,945</td>
<td>4,800</td>
<td>145</td>
<td>7,200</td>
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<tr>
<td>Donations expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150,000</td>
</tr>
<tr>
<td>Dues and fees</td>
<td>20,744</td>
<td>22,000</td>
<td>(1,256)</td>
<td>33,000</td>
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<tr>
<td>Equipment rental</td>
<td>8,548</td>
<td>8,000</td>
<td>548</td>
<td>12,000</td>
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<td>Insurance</td>
<td>89,914</td>
<td>107,336</td>
<td>(17,422)</td>
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<td>IT services</td>
<td>66,869</td>
<td>40,000</td>
<td>26,869</td>
<td>60,000</td>
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<td>LEA services</td>
<td>247,839</td>
<td>226,416</td>
<td>21,423</td>
<td>339,628</td>
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<td>Materials and supplies</td>
<td>119,306</td>
<td>111,000</td>
<td>8,306</td>
<td>125,000</td>
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<tr>
<td>Other expense</td>
<td>20,416</td>
<td>12,000</td>
<td>8,416</td>
<td>18,000</td>
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<td>Professional services</td>
<td>70,238</td>
<td>47,336</td>
<td>22,902</td>
<td>71,000</td>
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<td>Repair and maintenance</td>
<td>94,526</td>
<td>65,000</td>
<td>29,526</td>
<td>97,500</td>
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<td>Textbooks</td>
<td>75,682</td>
<td>68,000</td>
<td>7,682</td>
<td>68,000</td>
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<tr>
<td>Transportation</td>
<td>36,917</td>
<td>40,444</td>
<td>(3,527)</td>
<td>56,000</td>
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<tr>
<td>Travel</td>
<td>17,528</td>
<td>10,000</td>
<td>7,528</td>
<td>10,000</td>
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<tr>
<td>Utilities</td>
<td>127,339</td>
<td>143,602</td>
<td>(16,263)</td>
<td>194,584</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>4,499,891</strong></td>
<td><strong>4,779,235</strong></td>
<td><strong>(279,344)</strong></td>
<td><strong>7,366,605</strong></td>
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### CHANGE IN NET ASSETS

<table>
<thead>
<tr>
<th></th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th>Annual Budget</th>
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<tr>
<td></td>
<td>4,868</td>
<td>94,165</td>
<td>(89,297)</td>
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### Net Assets

<table>
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<tr>
<th>Description</th>
<th>Ending Balance Actuals</th>
<th>Ending Balance Budget</th>
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<tr>
<td>Beginning of this fiscal year</td>
<td>4,923,735</td>
<td>4,923,735</td>
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<tr>
<td>END OF THIS PERIOD</td>
<td>$4,928,603</td>
<td>$5,017,900</td>
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</table>

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 Eight Months Ended February 28, 2018

CASH FLOW FROM OPERATING ACTIVITIES
Change in net assets $ 4,868

Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:
Depreciation 2,586
Changes in operating assets:
Grants and other receivables 212,800
Prepaid expenses 11,779

Changes in operating liabilities:
Accounts payable 9,928
Accrued payroll liabilities (39,100)
Net cash provided by (used in) operating activities 202,861

CASH FLOW FROM INVESTING ACTIVITIES
Leasehold improvements to be donated -

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS 202,861

Cash and cash equivalents - Beginning of the year 5,005,080
CASH AND CASH EQUIVALENTS - End of this period $ 5,207,950

The accompanying letter from the Hynes Charter School Corporation Chief Financial Officer is an integral part of these financial statements.
Selected Information - Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached February, 2018 financial statements.

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

Expenses for the eight months ended February 28, 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 February, 2018 financial statements.