

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday April 30, 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**
- 6. HR Report**

BOARD BUSINESS

- 1. Old business**
- 2. New business**
 - a) Approval of CEA for IT Services for 2018-19 school year**
 - b) Approval of school food service for 2018-19 school year**
 - c) Review the tax return and approval to submit**
 - d) Approval of MOU with Nu Vision as third party vendor for Life Skills programs in 2018-19**
 - e) Review the results from the proposals for summer maintenance and painting project**
 - f) Reminder to file board of ethics disclosure statement before May 15**



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

Monday, April 30, 2018

Draft of the Minutes from the Board of Directors Meeting of March 19, 2018 to be considered for approval:

The following Board members were present at the March 19, 2018 meeting: Alvin Miester, Barbara Richard, Helene Derbigny, Jan Janz , Kris Scairono, Tim Ryan.

Meeting was called to order at 5:06pm by Barbara Richard

Roll call was conducted by Janet Gaudet

VOTE: To approve the agenda of March 19, 2018

Motion by Tim Ryan and second by Helene Derbigny. 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.

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 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.

PUBLIC COMMENT

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

NONE

FACILITIES UPDATE –

NONE

PRINCIPAL'S REPORT

(see attached report)

Sofia Giarrusso was selected as the 5th grade Regional Student of the Year and will now compete against six other students for the state title.

Lydia Austin and Alexis Martin were chosen by their colleagues as Teachers of the Year for the 2019 TOY program sponsored by the state.

Dawn Lobell was selected as an Orleans Parish recipient for the Delta Chapter of the American Petroleum Institute (API) teacher award.

Brittany Smith was listed in City Business as a “One to Watch” in education.

Third quarter report cards are being issued on March 20, 2018.

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.

The 2018-2019 school year calendar will be released very soon.

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 2018-2019 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 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.

The OPSB completed their annual visit and review of Hynes. There are no recommended changes.

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.

The landscape maintenance is up for approval at tonight's meeting.

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 documents were submitted. They will be resubmitted in November 2018.

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) NSNO
- e) Charter School Growth Fund
- f) UNO Faculty in Math and Science education
- g) KidSmart coordinators for arts integration and STEM

Next steps:

Meet with the UNO committee to make a plan of action for location, funding for a new building, and other operation aspects.

A meeting is also set up with the Louisiana Charter School Association.

We are awaiting the Bellwether RTG report. The official visit took place last Monday.

LEGAL COMMITTEE REPORT

NONE

FINANCIAL REPORT – John Gaudry

**The financial report was presented and included the actual to budget comparison for the month of February 2018.
(see report)**

HR REPORT

NONE

OLD BUSINESS

NONE

NEW BUSINESS

The Board:

VOTE:

**Accept the proposal for landscape maintenance from Pfefferie Lawns paid on a monthly basis.
\$1,000 per month for bed maintenance with the option to do all landscaping, for a fee of \$2300 per month.**

Motion to sign the contract for bed maintenance starting immediately and full maintenance starting upon termination of Hynes' current contract.

Motion by Tim Ryan and second by Helene Derbigny. 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.

There being no further business and a motion to adjourn was duly made by Tim Ryan and second by Helene Derbigny at 5:55pm. 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.

**Edward Hynes Charter School
Principal's Report April 30, 2018**

Students & Academic

1. The fourth quarter is nearly over and the final exams are scheduled.
2. The end of the year awards and closing programs are scheduled on May 16th and 17th.
3. NuVision Human Services has been providing Life Skills lessons and has offered a Memorandum of Agreement to offer for the 2018-19 school year.
4. This year's summer Camp is being offered from May 28-June 8, 2018. Mrs. Lobell and Mrs. Smith are coordinating the program. The office staff and administrative team will also be on site.
5. Week one of state testing is completed. We are currently assessing 3rd and 4th graders.

Faculty, Staff, and Administration

1. The Leading for Success summer retreat is scheduled for July 29-August 1. The cost is being covered by donations.
2. We are finalizing the staffing roster for next year and offer letters will soon be prepared for the 2018-19 staff roster.
3. 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. We are awaiting notification.
 - Bellwether Readiness to Grow (RTG) program has been completed.

Family and Community Involvement

1. The PTO will be hosting their final meeting of the year tomorrow and will elect new officers.
2. The PTO is hosting a Mother/Son Bingo Bash on Thursday, May 17th.

Operations and Facilities

1. Fire and intruder drills are scheduled prior to the end of the school year. A PBiS Assembly on school safety was conducted on Friday, April 27th with grades 6-8.
2. Administration is seeking a full review of our insurance portfolio in the event that there could be a substantial cost savings.
3. Administration has the renewal agreement for school food services.
4. Administration has been working to transition IT services for 2018-19 from OPSB to a Cooperative Endeavor Agreement with four other schools for IT services. The CEA has been drafted by an attorney from the GNO Collaborative.
5. Summer maintenance includes deep cleaning and painting.

Replication

1. We are working with UNO and OPSB to determine the best temporary sites and a plan for a permanent location.
2. Next steps: Proceed in phase II of the Charter School Growth Fund and follow-up with other philanthropic or public funding options.



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

April 30, 2018

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

I have prepared the accompanying March, 2018 financial statements (Statement of Financial Position, Statement of Activities, Statement of Cash Flows and Selected Information) 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 March 31, 2018

ASSETS

Current Assets

Cash and cash equivalents		\$ 5,357,971
Grants and other receivables:		
OPSB / LADOE	\$ 95,294	
Husky Care	12,828	
Other Receivables	3,054	
Total grants and other receivables		111,176
Prepaid expenses		116,417
Total Current Assets		5,585,564

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	(20,479)	
Total Fixed Assets, net		11,143

TOTAL ASSETS

\$ 5,606,707

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$ 143,249	
Other Accounts payable	12,447	
Accrued payroll liabilities	484,644	
Total Current Liabilities		\$ 640,339

Net Assets

Net assets, beginning of this fiscal year	4,923,735	
Current year increase (decrease) in net assets	42,632	
Net Assets, end of this period		4,966,368

TOTAL LIABILITIES AND NET ASSETS

\$ 5,606,707

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 Nine Months Ended March 31, 2018</u>			<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	
Revenues and Other Support				
MFP	\$ 4,807,134	\$ 5,236,065	\$ (428,931)	\$ 6,981,420
Deferred revenue	146,476	-	146,476	-
NCLB	92,631	112,992	(20,361)	225,985
Donations	6,592	29,997	(23,405)	40,000
Other income	133,216	89,397	43,819	119,200
Total Revenues and Other Support	<u>5,186,049</u>	<u>5,468,451</u>	<u>(282,402)</u>	<u>7,366,605</u>
Expenses				
Salaries	2,912,125	3,174,522	(262,397)	4,234,814
Benefits	1,077,178	1,285,682	(208,503)	1,715,100
Child nutrition	8,638	7,770	868	10,350
Depreciation expense	2,871	2,574	297	3,429
Disposal services	5,571	5,400	171	7,200
Donations expense	-	-	-	150,000
Dues and fees	23,188	24,750	(1,562)	33,000
Equipment rental	9,166	9,000	166	12,000
Insurance	101,605	120,753	(19,148)	161,000
IT services	75,274	45,000	30,274	60,000
LEA services	278,822	254,718	24,104	339,628
Materials and supplies	145,137	114,500	30,637	125,000
Other expense	25,530	13,500	12,030	18,000
Professional services	86,183	53,253	32,930	71,000
Repair and maintenance	113,927	73,125	40,802	97,500
Textbooks	75,682	68,000	7,682	68,000
Transportation	41,162	46,667	(5,504)	56,000
Travel	19,442	10,000	9,442	10,000
Utilities	141,914	156,055	(14,141)	194,584
Total Expenses	<u>5,143,417</u>	<u>5,465,268</u>	<u>(321,852)</u>	<u>7,366,605</u>
 CHANGE IN NET ASSETS	 <u>42,632</u>	 <u>3,183</u>	 <u>\$ 39,449</u>	 <u>\$ -</u>
 Net Assets				
Beginning of this fiscal year	4,923,735	4,923,735		
END OF THIS PERIOD	<u>\$ 4,966,368</u>	<u>\$ 4,926,918</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 Nine Months Ended March 31, 2018

CASH FLOW FROM OPERATING ACTIVITIES		
Change in net assets	\$	42,632
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>		
Depreciation		2,871
Changes in operating assets:		
Grants and other receivables		250,177
Prepaid expenses		6,557
Changes in operating liabilities:		
Accounts payable		37,135
Accrued payroll liabilities		13,510
Net cash provided by (used in) operating activities		<u><u>352,882</u></u>
CASH FLOW FROM INVESTING ACTIVITIES		
Leasehold improvements to be donated		-
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		<u><u>352,882</u></u>
Cash and cash equivalents - Beginning of the year		5,005,089
CASH AND CASH EQUIVALENTS - End of this period	\$	<u><u>5,357,971</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

April 30, 2018

Selected Information - Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached March, 2018 financial statements (Statement of Financial Position, Statement of Activities and Statement of Cash Flows).

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

Expenses for the nine months ended March 31, 2018 include \$4,031 in legal expenses related to the start-up of the second Hynes campus at the University of New Orleans.

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



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

April 30, 2018

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

I have prepared the accompanying Preliminary Budget for year ending June 30, 2019 for Hynes Charter School Corporation in my capacity as an employee of Hynes Charter School Corporation. I have not prepared this Preliminary Budget 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
Budget
Statement of Activities
For the Year Ending June 30, 2019**

<u>Revenues and Other Support</u>	
MFP	\$ 6,556,221
NCLB	178,708
Donations	80,000
Other income	154,257
Student activity revenues	<u>340,000</u>
Total Revenues and Other Support	<u>\$ 7,309,185</u>
<u>Expenses</u>	
Salaries	4,275,279
Benefits	1,605,979
Child nutrition	10,725
Depreciation expense	3,429
Disposal services	7,560
Donations	20,000
Dues and fees	34,897
Equipment rental	11,004
Insurance	136,711
IT services	98,474
LEA (2% administrative fee)	131,124
LEA (additional services)	295,030
Materials and supplies	160,000
Other expense	30,000
Professional services	76,950
Repair and maintenance	164,000
Textbooks	76,000
Transportation	56,000
Travel	10,000
Utilities	185,000
Student activity expenses	<u>340,000</u>
Total Expenses	<u>7,728,163</u>
Change in Net Assets	<u>\$ (418,977)</u>

The accompanying letter from the Hynes Chief Financial Officer is an integral part of this Budget report.