
HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday June 4, 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) Review and approve group insurance renewals by A.J. Gallagher
 - b) Review and approve 2018-19 insurance renewals by Gillis Ellis and Baker
 - c) Approval of the FY 2019 Budget
 - d) Review of FY 2018 financial statements approval of possible revision
 - e) Close nominations and elect new board members for the 2018-19 school year
 - f) Approval of the OPSB 2018-19 Local Education Agency (LEA) Agreement
 - g) Review of and approval of the fencing project at \$16,200 to be funded by a donation



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

Monday, May 4, 2018

Draft of the Minutes from the Board of Directors Meeting of April 30, 2018 to be considered for approval:

The following Board members were present at the April 30, 2018 meeting: Alvin Miester, Barbara Richard, Helene Derbigny, Jan Janz , Kris Scairono, Tim Ryan and Cassandra Youmans.

Meeting was called to order at 5:00pm by Board President, Alvin Meister

Roll call was conducted by Janet Gaudet

VOTE: To approve the agenda of April 30, 2018

Motion by Barbara Richards and second by Jan Janz. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz, Cassandra Youmans 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 Barbara Richard and second by Jan Janz. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz, Cassandra Youmans 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 – Ken Ducote

Summer projects –

Painting – The cost will be less than \$150,000 but will need bids. 14 contractors were invited to bid on the project. On April 20, 2018 a mandatory walk thru was conducted with 4 contractors.

Crescent Commercial submitted a proper bid for \$38,400 for phase 1, Phase 2 for \$21,400 and Phase 3 for \$15,400. No class rooms will be painted.

Ken Ducote's recommendation to the Board is to select Crescent Commercial.

PRINCIPAL'S REPORT

(see attached report)

The end of the year awards and closing programs are scheduled on May 16th and 17th.

NuVision Human Services has been providing Life Skills lessons and has offered a Memorandum of Agreement to offer for the 2018-2019 school year.

The 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.

The Leading for Success summer retreat is scheduled for July 29-August 1, 2018. The cost is being covered by donations.

Hynes is finalizing the staffing roster for next year and offer letters will soon be prepared for the 2018-2019 staff roster.

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. We are awaiting notification.**
- **Bellwether Readiness to Grow (RTG) program has been completed.**

The PTO is hosting a Mother/Son bingo bash on Thursday, May 17th.

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.

Administration has the renewal agreement for school food services.

Administration has been working to transition IT services for 2018-2019 from OPSB to a Cooperative Endeavor Agreement with four other school for IT services. The CEA has been drafted by an attorney from the GNO Collaborative.

Hynes is working with UNO and OPSB to determine the best temporary sites and a plan for a permanent location.

Next steps: Proceed in Phase II of the Charter School Growth Fund and follow-up with other philanthropic or public funding options.

LEGAL COMMITTEE REPORT

NONE

FINANCIAL REPORT – John Gaudry

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

(see report)

The audit will begin August 15, 2018.

HR REPORT

NONE

OLD BUSINESS

NONE

NEW BUSINESS

The Board –

VOTE: Approval of CEA for IT Services for 2018-2019 school year. Motion by Tim Ryan and second by Barbara Richard. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz, Cassandra Youmans and Tim Ryan voted to approve. No nays; vote was unanimous, motion passed.

VOTE: Approval of school food service for 2018-2019 school year. Motion by Jan Janz and second by Helene Derbigny. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz, Cassandra Youmans and Tim Ryan voted to approve. No nays; vote was unanimous, motion passed.

VOTE: Review the tax return and approval to submit. Motion by Cassandra Youmans and second by Barbara Richard. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz, Cassandra Youmans and Tim Ryan voted to approve. No nays; vote was unanimous, motion passed.

VOTE: Approval of MOU with NuVision as third party vendor for Life Skills programs in 2018-2019. Motion by Tim Ryan and second by Barbara Richard. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz, Cassandra Youmans and Tim Ryan voted to approve. No nays; vote was unanimous, motion passed.

Motion to amend the agenda to approve item (e). A roll call vote was done to approve the amendment.

VOTE: Approval to accept the submitted proposals for the summer maintenance and painting project. Motion by Barbara Richard and second by Jan Janz. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz, Cassandra Youmans 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 Helene Derbigny and second by Jan Janz at 6:05pm. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz, Cassandra Youmans and Tim Ryan voted to approve. No nays; vote was unanimous, motion passed.

**Edward Hynes Charter School
Principal's Report June 4, 2018**

Students & Academic

1. The administrative team is looking forward to receiving student state test results later this month.
2. The school year closed nicely with many celebrations including 91% of students being eligible for the PBiS reward. Report cards were mailed last week.
3. The 8th grade Disney trip ran smoothly and safely during that last week of school.
4. Students in grades 3-7 completed the Olweus bully prevention survey which is used to inform our duty coverage, potential hot spots, and be generally proactive as it relates to social-emotional health of our student body. Fifth and eighth graders also completed the AdvacedED student survey. We currently await the results.
5. Forty-four students have enrolled in the summer enrichment camp and campers have practiced evacuation drills required for the month.

Faculty, Staff, and Administration

1. The school is fully staffed for the 2018-19 school year.
2. We successfully completed the close out for all COMPASS evaluations.
3. Faculty and staff completed their online ethics training, Heads-Up Concussion Protocol training, and participated in a survey to provide feedback from this school year.
4. We are in the process of finalizing our school calendar of events, class rolls, and modifying the master schedule to match the needs of the program with available personnel.
5. OPSB, Hynes, and the Touchstone Center are planning to pilot of model of professional development to enhance educators' ability to use and understand common practices of applied behavior analysis (ABA).
6. Our athletic director applied for the "Riding for Focus" grant from the Specialized Foundation. Hynes was one of 37 schools across the country to be selected to pilot this bike riding program. The grant was announced last week. She will receive implementation training in California and a fleet of bikes.
7. Final purchasing decisions are being made relative to supplies and textbooks based on state standards, program needs, and resources.
8. Teachers and staff continue their professional learning into the summer. Several attended the LDOE Teacher Leader Summit last week; ten will attend the Great Minds Eureka training in late June; two will attend the Unbound Ed Institute in July; and four will attend the Success for All New Leaders Institute.
9. The administrative team and leadership interns are planning the Leading for Success summer retreat to be held in Point Clear, Alabama from July 29-August 1. The retreat is being funded by grants and donations from Baptist Community Ministries, proceeds from restaurant night fundraisers, and other grantees.

Family and Community Involvement

1. The PTO and Hynes administrators met to plan activities and events for the 2018-19 school year.
2. Hynes was awarded \$32,000 as part of our IQI request.

Operations and Facilities

1. The IT cooperative endeavor agreement and planning for our transition are well underway.
2. The painting contract was signed and a notice to proceed was given to the contractor. The painting will begin June 11, 2018. We would also like to have the fencing surrounding the courts installed.



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

June 4, 2018

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

I have prepared the accompanying April, 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,

John M. Gaudry
Chief Financial Officer
Hynes Charter School Corporation

Hynes Charter School Corporation
Statement of Financial Position
As of April 30, 2018

ASSETS

Current Assets

Cash and cash equivalents		\$ 5,183,971
Grants and other receivables:		
OPSB / LADOE	\$ 202,362	
Husky Care	25,461	
Other Receivables	1,888	
Total grants and other receivables		229,711
Prepaid expenses		118,671
Total Current Assets		5,532,353

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	(20,765)	
Total Fixed Assets, net		10,858

TOTAL ASSETS		\$ 5,553,211
---------------------	--	---------------------

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$ 156,194	
Other Accounts payable	17,022	
Accrued payroll liabilities	420,816	
Total Current Liabilities		\$ 594,031

Net Assets

Net assets, beginning of this fiscal year	4,923,735	
Current year increase (decrease) in net assets	35,444	
Net Assets, end of this period		4,959,180

TOTAL LIABILITIES AND NET ASSETS		\$ 5,553,211
---	--	---------------------

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 Ten Months Ended April 30, 2018			Annual Budget
	Actuals	Budget	Variance	
Revenues and Other Support				
MFP	\$ 5,463,283	\$ 5,817,850	\$ (354,567)	\$ 6,981,420
NCLB	177,730	169,488	8,242	225,985
Donations	6,742	33,330	(26,588)	40,000
Other income	158,488	99,330	59,158	119,200
Total Revenues and Other Support	5,806,244	6,119,998	(313,754)	7,366,605
Expenses				
Salaries	3,264,986	3,598,668	(333,682)	4,234,814
Benefits	1,211,461	1,457,461	(246,000)	1,715,100
Child nutrition	9,789	8,806	983	10,350
Depreciation expense	3,157	2,860	297	3,429
Disposal services	6,198	6,000	198	7,200
Donations expense	-	-	-	150,000
Dues and fees	26,548	27,500	(952)	33,000
Equipment rental	9,863	10,000	(137)	12,000
Insurance	113,297	134,170	(20,873)	161,000
IT services	83,019	50,000	33,019	60,000
LEA services	309,312	283,020	26,292	339,628
Materials and supplies	181,721	118,000	63,721	125,000
Other expense	27,680	15,000	12,680	18,000
Professional services	89,594	59,170	30,424	71,000
Repair and maintenance	129,949	81,250	48,699	97,500
Textbooks	75,682	68,000	7,682	68,000
Transportation	45,862	52,889	(7,027)	56,000
Travel	24,227	10,000	14,227	10,000
Utilities	158,455	168,508	(10,053)	194,584
Total Expenses	5,770,799	6,151,302	(380,502)	7,366,605
CHANGE IN NET ASSETS	35,444	(31,304)	\$ 66,748	\$ -
Net Assets				
Beginning of this fiscal year	4,923,735	4,923,735		
END OF THIS PERIOD	\$ 4,959,180	\$ 4,892,432		

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 Ten Months Ended April 30, 2018

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets	\$	35,444
 <i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>		
Depreciation		3,157
Changes in operating assets:		
Grants and other receivables		131,642
Prepaid expenses		4,303
Changes in operating liabilities:		
Accounts payable		54,655
Accrued payroll liabilities		(50,319)
Net cash provided by (used in) operating activities		<u><u>178,882</u></u>

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		<u><u>178,882</u></u>
---	--	-----------------------

Cash and cash equivalents - Beginning of the year		5,005,089
CASH AND CASH EQUIVALENTS - End of this period		<u><u>\$ 5,183,971</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

June 4, 2018

Selected Information - Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached April, 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 April, 2018 financial statements. The effects of not including the Student Activity Fund in these financials has not been determined by management.

Expenses for the ten months ended April 30, 2018 include \$4,165 in legal expenses related to the start-up of the second Hynes campus at the University of New Orleans.

The Net Assets for the period ending April 30, 2018 include \$16,285 of restricted funds related to the Project Lead the Way (PLTW) grant.

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