

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, September 24, 2018 at 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

STANDING ITEMS

1. Opportunity for public comment
2. Facilities update – Kenneth Ducote
3. Principal's Report – Michelle Douglas
4. Legal Report – Alvin Miester
5. Financial Report – John Gaudry
 - a. Discussion of Carr, Riggs & Ingram (CRI) tax engagement letter
 - b. Discussion of CRI's year end audit 2018
 - c. Discussion of comparative financial statements
6. HR Report

BOARD BUSINESS

1. Old business
 - a. Status update on Friends of Hynes
2. New business
 - a. Approve the Hynes Charter School PTO's request 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 the following conditions are met; security for each event, proof of insurance, and beverages served by holders of a "save serve" card.
 1. Soiree - November 10, 2018
 2. School Fair - March 30, 2019
 - b. Review, approve, and authorize the Principal/CEO to sign the tax engagement letter with Carr, Riggs & Ingram.
3. Adjournment



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

**Board of Directors Meeting
Monday, August 6, 2018**

Board Members Present: Alvin C. Miester III, Barbara Richard, Timothy Ryan, Jan Janz, Cassandra Youmans, Kris Scairono, Helene Berbigny

Board Members Absent: None.

Others Present: Kenneth Ducote, Michelle Douglas, Shawn Persick, John Gaudry, Ann Kramer, Jeannine LaFonta, Elizabeth Bagert, Brittney Smith, Veronica Temple, Carrie Leaumont, Amy Gray, Lee Reid

Alvin C. Miester III, Board President, called the meeting to order at 5:03 pm and proceeded with the agenda.

1. **Approval of agenda.** Timothy Ryan made a motion to approve the August 6, 2018 meeting agenda. Barbara Richard seconded the motion. With no public comment, the motion carries by a unanimous vote of board members present.
2. **Approval of minutes.** Timothy Ryan made a motion to approve the June 4, 2018 Budget Hearing, the June 4, 2018 Board Meeting, and the July 6, 2018 Board Meeting. Barbara Richard seconded the motion. With no public comment, the motion carries by a unanimous vote of board members present.
3. **Public comment.** None.
4. **Facilities update.** None.
5. **Principal's report.** Michelle Douglas - See attachment.

6. **Legal committee report.** Alvin C. Miester III opened the discussion of the vision for replication to Lee Reid. Reid explained that Hynes is eligible to move forward in replication process. The next step is to establish "Friends of Hynes" (FOH). Reid explained the draft of the letter of intent.
7. **Financial report.** John Gaudry – See attachment.
8. **HR report.** None.
9. **Old business.** Timothy Ryan made a motion to renew all the current benefit plans with A.J. Gallagher. Barbara Richard seconded the motion. With no public comment, the motion carries by a unanimous vote of the board members present.
10. **New business.**
 - a. Timothy Ryan made a motion to approve the establishment of "Friends of Hynes" (FOH) and appoint the initial directors of FOH (Alvin C. Miester III, Barbara Richard, Timothy Ryan, and Kris Scairono). Barbara Richard seconded the motion. With no public comment, the motion carries by a unanimous vote of board members present.
 - b. Cassandra Youmans made a motion to approve the initial action of FOH signing a letter of intent with the University of New Orleans (UNO) and pursuing a long-term location and the construction of a facility to house a replication. Jan Janz seconded the motion. With no public comment, the motion carries by a unanimous vote of board members present.
 - c. Barbara Richard made a motion to approve the audit contract, as quoted, with Carr, Riggs, & Ingram (CRI) for the fiscal year 2018. Kris Scairono seconded the motion. With no public comment, the motion carries by a unanimous vote of board members present.
 - d. Helene Derbigny made a motion to approve the Legislative Compliance Questionnaire. Kris Scairono seconded the motion. With no public comment, the motion carries by a unanimous vote of board members present.
 - e. Timothy Ryan made a motion to approve the engagement with Bellwether Consulting to complete Phase I of a strategic plan. Kris Scairono seconded the motion. With no public comment, the motion carries by a unanimous vote of board members present.

- f. Jan Janz made a motion to authorize the board chair, Alvin C. Miester III, to sign the OPSB, "Board of Governance Assurance Form". Helene Berbigny seconded the motion. With no public comment, the motion carries by a unanimous vote of board members present.

- g. Timothy Ryan made a motion to authorize the board chair, Alvin C. Miester III, to approve the changes in the 2018-2019 Student Handbook after consultation with board members present. Barbara Richard seconded the motion. With no public comment, the motion carries by a unanimous vote of board members present.

With no further business to discuss, a motion to adjourn was made by Jan Janz, seconded by Timothy Ryan and passed unanimously by a vote of board members present. The meeting concluded at 6:39 pm.

**Edward Hynes Charter School
Principal's Report August 6, 2018**

Students & Academic

1. The LEAP 2025 results indicate that Hynes increased the number of students achieving Mastery or Advanced by 4%. Advanced and Mastery make up the category "STRONG".

ELA	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Advanced	13%	16%	9%	13%	44%	19%
Mastery	70%	52%	57%	47%	38%	56%
Basic	13%	19%	29%	33%	13%	15%
App Basic	4%	8%	6%	7%	4%	8%
Unsatisfactory	0%	5%	0%	0%	1%	2%

Math	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8 EOC
Advanced	20%	12%	9%	5%	6%	8%
Mastery	48%	44%	41%	40%	58%	33%
Basic	28%	20%	36%	36%	22%	18%
App Basic	3%	21%	13%	16%	10%	31%
Unsatisfactory	1%	3%	1%	3%	3%	10%

SS	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Advanced	22%	8%	9%	11%	40%	15%
Mastery	25%	33%	34%	45%	29%	46%
Basic	23%	32%	36%	25%	19%	23%
App Basic	20%	17%	16%	13%	8%	10%
Unsatisfactory	10%	9%	6%	5%	4%	6%

2. Formative data, summative data, and affective data were analyzed at our Leading for Success (L4S) summer summit in Point Clear, AL. The main work this school year will be to implement the Eureka math curriculum with fidelity, coaching, planning assistance, and deep monitoring. The New Teacher Project (TNTP) will assist us with this work. This work is funded by the NSNO's IQI grant (75%) and by Hynes (25%). We will use Core Knowledge Language Arts (CKLA) skills strand for LA and continue to use Achieve 3000 and SFA.
3. Formal school-wide goals will be developed during the initial phases of our work. They will be developed using the Growth to Mastery scores and with the assistance of TNTP consultants.

Faculty, Staff, and Administration

1. The school is fully staffed and ready to open. We anticipate a few shifts in assignments once the year begins and we have planned for that.
2. Safety trainings, active shooter, mandated reporting, and universal precautions are all scheduled for Thursday, August 9th. On August 18th, we will host a six hour First Aid, CPR, AED training. We will purchase one or two AEDs to place in the school.
3. Job-embedded professional development will take place weekly during PLC meetings and after school twice per month. This is time set aside to implement the Louisiana Student Standards (LSS) and the major shifts in ELA and Math content.

Family and Community Involvement

1. The PTO will host their Back-to-School BBQ on Friday, September 7th from 4-7PM. (See attached calendar of events.)
2. NSNO has given us notice that we will receive a grant to assist with our replication efforts.
3. The 2018-19 Family & School Handbook will be copied and distributed on the first day of school.

Operations and Facilities

1. The migration to the new network and email system went well. Now we are in the process of affiliating all devices to the new wireless network.
2. The summer painting is complete. The fencing project is underway.
3. The facilities staff will receive nine, 1-hour sessions on safety topics ranging from proper lifting to handling chemicals. These are provided free of charge from Gillis, Ellis, and Baker (GEB) and are scheduled throughout the first semester.

Replication

1. We have received information from OPSB on the replication process.
2. Review Bellwether Phase I of engagement.



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

August 6, 2018

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

I have prepared the accompanying May, 2018 financial statements (Statement of Financial Position, Statement of Activities and Changes in Net Assets, 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

John M. Gaudry
Chief Financial Officer
Hynes Charter School Corporation

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

ASSETS

Current Assets

Cash and cash equivalents		\$ 5,233,798
Grants and other receivables:		
OPSB / LADOE	\$ 160,986	
Husky Care	42,960	
Other Receivables	46,008	
Total grants and other receivables		249,954
Prepaid expenses		96,018
Total Current Assets		5,579,770

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	(21,051)	
Total Fixed Assets, net		10,572

TOTAL ASSETS		\$ 5,600,342
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$ 183,984	
Other Accounts payable	29,133	
Accrued payroll liabilities	591,888	
Total Current Liabilities		\$ 805,005

Net Assets

Net assets, beginning of this fiscal year	4,923,735	
Current year increase (decrease) in net assets	(128,399)	
Net Assets, end of this period		4,795,337

TOTAL LIABILITIES AND NET ASSETS		\$ 5,600,342
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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 Eleven Months Ended May 31, 2018</u>			<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	
<u>Revenues and Other Support</u>				
MFP	\$ 5,943,156	\$ 6,399,635	\$ (456,479)	\$ 6,981,420
NCLB	177,730	169,488	8,242	225,985
Donations	9,900	36,663	(26,763)	40,000
Other income	166,672	109,263	57,409	119,200
Total Revenues and Other Support	<u>6,297,458</u>	<u>6,715,049</u>	<u>(417,591)</u>	<u>7,366,605</u>
<u>Expenses</u>				
Salaries	3,663,136	4,022,814	(359,678)	4,234,814
Benefits	1,356,567	1,629,240	(272,673)	1,715,100
Child nutrition	10,365	9,842	523	10,350
Depreciation expense	3,443	3,146	297	3,429
Disposal services	6,825	6,600	225	7,200
Donations expense	-	150,000	(150,000)	150,000
Dues and fees	28,992	30,250	(1,258)	33,000
Equipment rental	9,863	11,000	(1,137)	12,000
Insurance	124,989	147,587	(22,598)	161,000
IT services	90,764	55,000	35,764	60,000
LEA services	339,200	311,322	27,878	339,628
Materials and supplies	185,028	121,500	63,528	125,000
Other expense	27,813	16,500	11,313	18,000
Professional services	103,007	65,087	37,920	71,000
Repair and maintenance	139,308	89,375	49,933	97,500
Textbooks	75,682	68,000	7,682	68,000
Transportation	52,193	56,000	(3,807)	56,000
Travel	30,385	10,000	20,385	10,000
Utilities	178,297	181,156	(2,859)	194,584
Total Expenses	<u>6,425,857</u>	<u>6,984,419</u>	<u>(558,562)</u>	<u>7,366,605</u>
 CHANGE IN NET ASSETS	 <u>(128,399)</u>	 <u>(269,370)</u>	 <u>\$ 140,971</u>	 <u>\$ -</u>
 <u>Net Assets</u>				
Beginning of this fiscal year	4,923,735	4,923,735		
END OF THIS PERIOD	<u>\$ 4,795,337</u>	<u>\$ 4,654,365</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 Eleven Months Ended May 31, 2018

CASH FLOW FROM OPERATING ACTIVITIES

Change in net assets	\$ (128,399)
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	3,443
Changes in operating assets:	
Grants and other receivables	111,399
Prepaid expenses	26,956
Changes in operating liabilities:	
Accounts payable	94,556
Accrued payroll liabilities	120,754
Net cash provided by (used in) operating activities	<u>228,709</u>

CASH FLOW FROM INVESTING ACTIVITIES

Leasehold improvements to be donated	-
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NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	<u>228,709</u>
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Cash and cash equivalents - Beginning of the year	5,005,089
CASH AND CASH EQUIVALENTS - End of this period	<u>\$ 5,233,798</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

August 6, 2018

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

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

Expenses for the eleven months ended May 31, 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 May 31, 2018 include \$14,785 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 May, 2018 financial statements.