Edward Hynes Charter School
Board Meeting
Agenda
December 10, 2018
HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday, December 10, 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
4. Approval of Minutes
   a. October 29, 2018 – Board Meeting

STANDING ITEMS

1. Opportunity for public comment
2. Facilities update
3. Principal's Report
4. Legal Report
5. Financial Report
   a. Discussion of comparative financial statements
6. HR Report
7. Friends of Hynes Report

BOARD BUSINESS

1. Old business
2. New business
3. Adjournment
Edward Hynes Charter School
Board Meeting
Minutes
October 29, 2018
Edward Hynes Charter School  
990 Harrison Avenue 
New Orleans, Louisiana 70124 

Board of Directors Meeting  
Monday, October 29, 2018  

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

Board Members Absent: Helene Derbigny  

Others Present: Elizabeth Bagert, Michelle Douglas, John Gaudry, Lee Reid, Veronica Temple  

Alvin C. Miester III, Board President, called the meeting to order at 5:21 pm and proceeded with the agenda.  

1. Approval of agenda. Timothy Ryan made a motion to approve the October 29, 2018 meeting agenda. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.  

2. Approval of minutes. Timothy Ryan made a motion to approve the August 6, 2018 and September 24, 2018 meeting minutes. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.  

3. Public comment. None.  


   a. Provided an update to the envelope repairs currently out for bid by OPSB.  

   b. OPSB has engaged with Vanir Consulting Group for an outside opinion on repairs before accepting bid.
5. **Principal’s report.** Michelle Douglas – see attachment.

6. **Legal committee report.** None.

7. **Financial report.**
   
   
i. August 2018 financial statements

8. **HR report.** None.

9. **Old business.**
   
a. Status update on Friends of Hynes
   
i. First board meeting was held to vote on the following:
   
   1. Slate of officers
   2. Articles
   3. By-laws
   
   ii. Next steps for Friends of Hynes:
   
   1. File with Secretary of State
   2. Prepare application with IRS
   3. Acquire a building to house Hynes at UNO (replication school)
   4. Find a contract manager

10. **New business.**
   
a. Discussion of 2019 – 2020 Replication
   
i. Currently looking for a building to house Hynes at UNO
   
   ii. Lee Reid explained agreement with EnrollINOLA, which would allow preference for a full time employee of UNO, for their children to attend Hynes at UNO.
   
   iii. Need to define a “full time” employee
   
   iv. Financial Model:
   
   1. 401K vs. TRSL
   2. Leaning toward TRSL for continuity

b. Cassandra Youmans made a motion to replicate Hynes Charter School with three kindergarten classes, in 2019, to go into OneApp, pending a location, and authorizing Principal/CEO to make final decision. Barbara Richard seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
With no further business to discuss, a motion to adjourn was made by Cassandra Youmans, seconded by Jan Janz, and passed unanimously by a vote of board members present. The meeting concluded at 6:46 pm.
Edward Hynes Charter School
Board Meeting
Reporting Documents
December 10, 2018
Edward Hynes Charter School

Facilities Report

December 10, 2018

1. OPSB’s Annual Building Inspection of Hynes - November 14, 2018

2. OPSB engaged with a contractor to make building repairs


4. Building Service Contracts – Update
   a. Added service contract for kitchen refrigeration equipment
   b. Grease trap – F.O.G. compliance
   c. Termite contract – renewal
Students & Academic

1. This year's goals are:
   Reading Goal: By May 2019, 92% of students will read on or above level.
   Language Goal: By May 2019, 75% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in ELA.
   Science Goal: By May 2019, 43% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in Science.
   Math Goal: By May 2019, 62% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in Math.
   Social Studies Goal: By May 2019, 55% of 3rd-8th grade students will score strong overall performance on the 2019 LEAP 2025 in S.S.

2. Students in grades 3-8 completed their LEAP 360 interim tests. We are also administering our 2nd quarter reading assessments to measure student progress.


Faculty, Staff, and Administration

1. Faculty & Staff have two full days of professional learning on January 3rd and 4th. These days include active shooter training with NOPD, LDOE LEAP 360 training, and Eureka training.

2. The work with the New Teacher Project (TNTP) continues. During job-embedded professional development time, teachers meet in PLCs to conduct module overviews, plan, and take deep dives into instructional processes to yield positive student outcomes.

3. Congratulations to 3 more Hynes teachers who have successfully completed the SLC Alternative Certification Program and passed the PRAXIS for School Leaders Licensure. CEO was admitted to EO Louisiana.

4. Nine action plans will be developed and owned by staff members who are participating on the replication steering committee.

5. The first round of COMPASS evaluations will be 90% finished before the winter break. The remaining ones will be completed in early January.

Family and Community Involvement

1. The PTO reported a successful Soiree and hosted their second PTO meeting of the year.

2. The Men's Committee meets this Wednesday and they will play basketball afterwards in the gym.

3. The LCIA Holidays on Harrison is Wednesday. The Hynes Chorus will perform at 5:30PM.

4. The newly formed chapter of the National Junior Honor Society (NJHS) is currently conducting a food drive to benefit Second Harvest Food Bank.

Operations and Facilities

1. Hynes completed the annual review from OSPB, grant visit from NSNO, and Child Find audit.

2. Our director of facilities will begin to regularly attend board meetings to give updates.

3. Enroll NOLA reports show an increasing demand for both of Hynes campuses since November 19th.

4. We will place Hynes banners on the street poles along our blocks of Harrison Avenue and Argonne Boulevard.

Replication

1. One App reports indicate that Hynes at UNO is a viable choice for applicants.

2. The strategic planning process is expected to be complete at the end of December.

3. Hynes will receive a grant from the CSGF to assist with the costs of replication and planning.
To the Board of Directors of  
Hynes Charter School Corporation  
990 Harrison Ave.  
New Orleans, Louisiana

I have prepared the accompanying October 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  
Chief Financial Officer  
Hynes Charter School Corporation
## ASSETS

**Current Assets**
- Cash and cash equivalents: $4,943,613
- Grants and other receivables:
  - OPSB / LADOE: $84,967
  - Other receivables: $30,238
  - Total grants and other receivables: $115,204
- Prepaid expenses: $165,191
- **Total Current Assets**: $5,224,009

**Other Assets**
- Deposits: $10,000
- Assets to be Donated: $24,185
- **Total Other Assets**: $34,185

**Fixed Assets**
- Leasehold improvements: $7,530
- Equipment: $24,093
- **Total Fixed Assets**: $31,623
- Accumulated depreciation: $(22,479)
- **Total Fixed Assets, net**: $9,143

**TOTAL ASSETS**: $5,267,337

## LIABILITIES AND NET ASSETS

**Current Liabilities**
- Accounts payable OPSB: $70,680
- Other Accounts payable: $15,583
- Accrued payroll liabilities: $268,651
- **Total Current Liabilities**: $354,914

**Net Assets**
- Net assets, beginning of this fiscal year: $4,438,901
- Current year increase (decrease) in net assets: $473,522
- **Net Assets, end of this period**: $4,912,423

**TOTAL LIABILITIES AND NET ASSETS**: $5,267,337

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 Four Months Ended October 31, 2018

<table>
<thead>
<tr>
<th></th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th></th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues and Other Support</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MFP</td>
<td>$ 2,074,572</td>
<td>$ 2,180,691</td>
<td>$(106,119)</td>
<td></td>
<td>$ 6,556,221</td>
</tr>
<tr>
<td>NCLB</td>
<td>36,300</td>
<td></td>
<td>36,300</td>
<td></td>
<td>178,708</td>
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<tr>
<td>Donations</td>
<td>102,375</td>
<td>26,668</td>
<td>75,707</td>
<td></td>
<td>80,000</td>
</tr>
<tr>
<td>Other income</td>
<td>148,936</td>
<td>51,420</td>
<td>97,516</td>
<td></td>
<td>154,257</td>
</tr>
<tr>
<td><strong>Total Revenues and Other Support</strong></td>
<td>2,362,183</td>
<td>2,258,779</td>
<td>103,404</td>
<td></td>
<td>6,969,185</td>
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</tbody>
</table>

**Expenses**

<table>
<thead>
<tr>
<th></th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th></th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>905,735</td>
<td>1,046,179</td>
<td>(140,444)</td>
<td></td>
<td>4,192,869</td>
</tr>
<tr>
<td>Benefits</td>
<td>357,252</td>
<td>390,380</td>
<td>(33,128)</td>
<td></td>
<td>1,564,562</td>
</tr>
<tr>
<td>Child nutrition</td>
<td>2,680</td>
<td>2,680</td>
<td></td>
<td></td>
<td>10,725</td>
</tr>
<tr>
<td>Depreciation expense</td>
<td>1,143</td>
<td>1,144</td>
<td>(1)</td>
<td></td>
<td>3,429</td>
</tr>
<tr>
<td>Disposal services</td>
<td>3,239</td>
<td>2,520</td>
<td>719</td>
<td></td>
<td>7,560</td>
</tr>
<tr>
<td>Donations expense</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td>Dues and fees</td>
<td>12,629</td>
<td>11,632</td>
<td>997</td>
<td></td>
<td>34,897</td>
</tr>
<tr>
<td>Equipment rental</td>
<td>5,048</td>
<td>3,668</td>
<td>1,380</td>
<td></td>
<td>11,004</td>
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<tr>
<td>Insurance</td>
<td>45,635</td>
<td>45,572</td>
<td>63</td>
<td></td>
<td>136,711</td>
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<tr>
<td>IT services</td>
<td>48,526</td>
<td>32,824</td>
<td>15,702</td>
<td></td>
<td>98,474</td>
</tr>
<tr>
<td>LEA services</td>
<td>79,895</td>
<td>141,957</td>
<td>(62,062)</td>
<td></td>
<td>426,154</td>
</tr>
<tr>
<td>Materials and supplies</td>
<td>83,163</td>
<td>71,111</td>
<td>12,051</td>
<td></td>
<td>160,000</td>
</tr>
<tr>
<td>Other expense</td>
<td>29,510</td>
<td>10,000</td>
<td>19,510</td>
<td></td>
<td>30,000</td>
</tr>
<tr>
<td>Professional services</td>
<td>36,235</td>
<td>25,652</td>
<td>10,583</td>
<td></td>
<td>76,950</td>
</tr>
<tr>
<td>Repair and maintenance</td>
<td>74,373</td>
<td>54,668</td>
<td>19,705</td>
<td></td>
<td>164,000</td>
</tr>
<tr>
<td>Textbooks</td>
<td>110,336</td>
<td>76,000</td>
<td>34,336</td>
<td></td>
<td>76,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>15,114</td>
<td>15,556</td>
<td>(442)</td>
<td></td>
<td>56,000</td>
</tr>
<tr>
<td>Travel</td>
<td>16,001</td>
<td>3,332</td>
<td>12,669</td>
<td></td>
<td>10,000</td>
</tr>
<tr>
<td>Utilities</td>
<td>62,148</td>
<td>63,599</td>
<td>(1,451)</td>
<td></td>
<td>184,880</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>1,888,661</td>
<td>1,998,473</td>
<td>(109,812)</td>
<td></td>
<td>7,264,216</td>
</tr>
</tbody>
</table>

**CHANGE IN NET ASSETS**

<table>
<thead>
<tr>
<th></th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th></th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>473,522</td>
<td>260,306</td>
<td>$ 213,216</td>
<td></td>
<td>$ (295,030)</td>
</tr>
</tbody>
</table>

**Net Assets**

<table>
<thead>
<tr>
<th></th>
<th>Actuals</th>
<th>Budget</th>
<th>Variance</th>
<th></th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of this fiscal year</td>
<td>4,438,601</td>
<td>4,438,901</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>END OF THIS PERIOD</strong></td>
<td>$ 4,912,423</td>
<td>$ 4,699,207</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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 Four Months Ended October 31, 2018

CASH FLOW FROM OPERATING ACTIVITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in net assets</td>
<td>$ 473,522</td>
</tr>
<tr>
<td>Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>1,143</td>
</tr>
<tr>
<td>Changes in operating assets:</td>
<td></td>
</tr>
<tr>
<td>Grants and other receivables</td>
<td>64,642</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>(68,453)</td>
</tr>
<tr>
<td>Changes in operating liabilities:</td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>(179,222)</td>
</tr>
<tr>
<td>Accrued payroll liabilities</td>
<td>(213,907)</td>
</tr>
<tr>
<td><strong>Net cash provided by (used in) operating activities</strong></td>
<td>77,725</td>
</tr>
</tbody>
</table>

CASH FLOW FROM INVESTING ACTIVITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leasehold improvements to be donated</td>
<td>(24,185)</td>
</tr>
</tbody>
</table>

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net increase (decrease) in cash and cash equivalents</strong></td>
<td>53,540</td>
</tr>
</tbody>
</table>

Cash and cash equivalents - Beginning of the year

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash and cash equivalents - End of this period</strong></td>
<td>$ 4,943,513</td>
</tr>
</tbody>
</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

Selected Information

December 10, 2018

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

Expenses for the four months ended October 31, 2018 include $2,159 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 ended October 31, 2018 include $10,611 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 October 2018 financial statements.