



**Edward Hynes Charter School**

**Board Meeting**

**Agenda**

**February 10, 2020**

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**HYNES CHARTER SCHOOL CORPORATION**  
**BOARD MEETING**

Monday, February 10, 2020 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. January 10, 2020 – Board Meeting

**STANDING ITEMS**

1. Opportunity for public comment
2. Facilities Report
3. CEO'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
  - a. Hynes Charter School Corporation Special Education Advisory Council Update
2. New business
  - a. Observance of a common city-wide school calendar for 2020-2021.
  - b. LEA planning progress discussion regarding talent, assessment and accountability, student services (SPED and MTSS), and data management.

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  - c. Review and approve the Hynes Charter Corporation Letter of Intent to New Orleans Public Schools for our schools to become their own LEAs.
  - d. Review and approve the CEO to sign and submit revised agreement between Lakeview Crime Prevention District and Hynes Charter School Corporation for two replacement crime cameras placed on the exterior of our business.
  - e. Review and approve the quarterly financial documents for submission by CFO to NOLAPS

- f. Review and approve the purchase of PowerSchool and plug-ins recommended for the 2020-2021 school year.**
- g. Review and authorize the CEO to sign and submit the Child Nutrition Meal Service Information form for the 2020-2021 school year, for Hynes – Lakeview and Hynes – UNO.**

### **3. Adjournment**

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**Edward Hynes Charter School**

**Board Meeting**

**Minutes**

**January 10, 2020**

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

**Board of Directors Meeting  
Friday, January 10, 2020**

**Board Members Present:** Bill Chauvin, Helene Derbigny, Jan Janz, Alvin C. Miester III, Barbara Richard, Kris Scairono

**Board Members Absent:** Cassandra Youmans

**Others Present:** Elizabeth Bagert, Leon Mathes, Shawn Persick, Mike Townsend

Alvin C. Miester III, Board President, called the meeting to order at 4:35 pm and proceeded with the agenda.

1. **Approval of agenda.** Barbara Richard made a motion to approve the January 10, 2020 meeting agenda. Jan Janz seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
2. **Approval of minutes.** Jan Janz made a motion to waive the reading of and to approve the December 2, 2019 meeting minutes. Kris Scairono seconded the motion. With no public comment, the motion carried by a unanimous vote of board members present.
3. **Public comment.** None.
4. **Facilities update.** Mike Townsend – see attachment.

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5. **CEO's report.** Shawn Persick on behalf of Michelle Douglas – see attachment.
6. **Legal committee report.** None.

**7. Financial report.** Leon Mathes – See attachment.

a. Discussion of the following:

- i. Comparative financial statements for Hynes-Lakeview and Hynes-UNO as of November 30, 2019

**8. HR report.** None.

**9. Friends of Hynes Report.**

Bill Chauvin informed the board that the Friends of Hynes board has added a new board member, Joshua Bentley, and the board is in the process of finalizing the request for proposal to distribute to the architectural firms.

**10. Old business.** None.

**11. New business.**

- a. Bill Chauvin made a motion to increase the Hynes Charter School Corporation credit card limit from \$5,000.00 to \$10,000.00. Kris Scairono seconded the motion. With no public comment, the motion carried by unanimous vote of board members present.
- b. Bill Chauvin made a motion to select Bourgeois Bennett CPAs & Consultants as the Hynes Charter School Corporation auditor for the fiscal year ending June 30, 2020. Barbara Richard seconded the resolution. With no public comment, the motion carried by unanimous vote of board members present.
- c. Bill Chauvin made a motion to approve the Over the Mountain Athletic Club's (OTMAC) request to rent the Hynes Charter School gymnasium. Kris Scairono recused himself from the vote. Barbara Richard seconded the resolution. With no public comment, the motion carried by unanimous vote of board members present.
- d. Jan Janz made a motion to approve the Lakeview Civic Improvement Association's request to rent the Hynes Charter School gymnasium to host a forum on Tuesday, January 21, 2020. Helene Derbigny seconded the motion. With no public comment, the motion carried by unanimous vote of board members present.

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With no further business to discuss, a motion to adjourn was made by Barbara Richard, seconded by Helene Derbigny, and passed unanimously by a vote of board members present. The meeting was adjourned at 5:19 pm.

# **Edward Hynes Charter Schools**

## **Facilities Report**

**February 10, 2020**

### **Hynes – Lakeview**

- Replaced locks on doors and mullions
- Mounted little library
- Repaired outdoor lighting
- Remodeled security office for new employee
- Removal estimate for oak tree
- Sweetheart Carnival Ball

### **Hynes – UNO**

- Repaired bathroom
  - Repaired outer gate
  - Added gravel to parking lot
-

**Edward Hynes Charter School  
CEO's Report February 10, 2020**

**Students & Academic**

1. Annual goals--

**Hynes-Lakeview**

Reading Goal: By May 2020, 92% of students will read on or above level.

Language Goal: By May 2020, 80% of 3rd-8th grade students will score strong overall performance on the 2020 LEAP 2025 in ELA.

Math Goal: By May 2020, 65% of 3rd-8th grade students will score strong overall performance on the 2020 LEAP 2025 in Math.

Science and Social Studies Goal: By May 2020, 65% of 3<sup>rd</sup>-8<sup>th</sup> grade students will score strong overall performance on the 2020 LEAP 2025 in Science and Social Studies.

**Hynes-UNO**

Reading and Math: By May 2020, 92% of students in Kindergarten will score on or above level in Reading and 90% will score on or above level in Mathematics as measured by the end of the year assessments.

2. Both of our campuses are making progress toward their school-wide goals.
3. Hynes Lakeview and UNO campuses both had successful visits from NOLA-PS Portfolio Innovation and Accountability team.
4. Both of our campuses had a successful SFA support visits.
5. The Hynes-LV soccer team placed first in the league for the second year in the row.
6. Hynes-LV had a successful Junior Achievement Day for grades one through five participated in financial literacy activities.

**Faculty, Staff, and Administration**

1. Both campuses remain fully staffed and fully enrolled.
2. Enroll NOLA demand reports indicate that the two Hynes campuses will have no problem reaching enrollment targets for 2020-21.
3. Instructional supervision continues with COMPASS evaluations, learning walks, and coaching cycles conducted by administrators and coaches.

**Family and Community Involvement**

1. The Hynes Special Education Advisory Council hosted its second meeting. The Council is comprised of faculty and parents/guardians from each campus. During our 3<sup>rd</sup> quarter PTO meetings last week, a member from the SEAC announced the purpose, mission, and vision. The SEAC grounded its purpose in the two core elements related to promoting an inclusive school community.
2. Hynes-UNO had a successful Sneaux Day that was well attended and enjoyed by all.
3. Both of our campuses will host a Many Faces of Hynes Celebration on February 14, 2020.
4. Hynes-UNO will participate in the UNO Mardi Gras parade on February 18, 2020.
5. Hynes-UNO families will have the opportunity to attend a UNO basketball game on March 7, 2020.
6. Hynes-LV participated in the Great Kindness Challenge. Grade levels were paired with a community organization or business to show/present an act of kindness.

**Operations and Facilities**

1. Hynes is in full compliance with all transportation requirements for NOLAPS. Our bus vendor is in full compliance with city requirements.
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**Replication**

1. The employee handbook is still in draft form. It is under legal review.
2. LEA Transition Work continues with work generated from the implementation plans of the strategic planning committee, the LEA planning, and EdFuel.
3. The next phase of LEA planning will be related to Special Education.



**Hynes Charter School and Hynes at UNO  
2020-21 Instructional Calendar**

July 27<sup>th</sup>, 2020 -Office Staff Returns to Work

	<u>Days</u>	<u>Minutes</u>
<b>August 2020</b>		
6 <sup>th</sup> - Teachers Return		
13 <sup>th</sup> - Grades 1-6 begin		
14 <sup>th</sup> - Grades 7-8 begin		
20 <sup>th</sup> - Pre K and K begin	13 days	5,265
<b>September 2020</b>		
7 <sup>th</sup> - Labor Day Holiday	21 days	8,505
<b>October 2020</b>		
9 <sup>th</sup> – Quarter Ends (41 days)		
12 <sup>th</sup> - 13 <sup>th</sup> Fall Break- No School	20 days	8,100
<b>November 2020</b>		
3 <sup>rd</sup> – Election Day		
23 <sup>rd</sup> -27 <sup>th</sup> Thanksgiving Holiday	15 days	6,075
<b>December 2020</b>		
17 <sup>th</sup> Quarter Ends (41 days)		
18 <sup>th</sup> – Records Day		
21 <sup>st</sup> - Jan. 1 <sup>st</sup> Winter Break	13 days	5,265
<b>January 2021</b>		
4 <sup>th</sup> - Staff and Students return		
18 <sup>th</sup> - Martin Luther King Holiday	19 days	7,695
<b>February 2021</b>		
12 <sup>th</sup> - 19 <sup>th</sup> - Mardi Gras Break	14 days	5,670
<b>March 2021</b>		
5 <sup>th</sup> - Quarter Ends (38 days)	23 days	9,315
<b>April 2021</b>		
2 <sup>nd</sup> – 9 <sup>th</sup> Spring Break	16 days	6,480
<b>May 2021</b>		
13 <sup>th</sup> - Last Day for Pre K and K		
14 <sup>th</sup> - Last Day for Students (44 days)		
17 <sup>th</sup> – 21 <sup>st</sup> PD and Records Days for Teachers	10 days	4,050

Whole Day = 405 Instructional Minutes

164 days      66,420 min.  
2,700 minutes over 63,720

# Hynes Charter School Corporation 2020-2021 Academic Calendar



DRAFT  
1/23/20

July 2020						
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January 2021						
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April 2021						
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Aug 13	Grades 1-6 Begin
Aug 14	Grades 7-8 Begin
Aug 20	Pre K & K Begin
Aug 26	LV PTO Meeting
Aug 27	UNO PTO Meeting
Sept 7	Labor Day
Oct 12 -13	Fall Break
Oct 29	Report Card Distribution
Nov 3	Election Day
Nov 23-27	Thanksgiving Break
Dec 1	LV PTO Meeting
Dec 2	UNO PTO Meeting
Dec 18	Records Day
Dec 21- Jan 1	Winter Break
Jan 14	Report Card Distribution
Jan 18	Martin Luther King, Jr. Day
Feb 12-19	Mardi Gras Break
Mar 16	LV PTO Meeting
Mar 17	UNO PTO Meeting
Mar 18	Report Card Distribution
Apr 2-9	Spring Break
Apr 27	LV PTO Meeting
Apr 28	UNO PTO Meeting
May 13	Last Day of School Pre K & K
May 14	Last Day of School

Key	
	First Day of School
	School Holiday
	New Quarter Begins
	Records/PD Day for Teachers
	Report Card Distribution
	Lakeview PTO Meeting
	UNO PTO Meeting

<b>Instructional Minutes</b>
164 Days
66,420 Minutes
2,700 Minutes Over the Required 63,720
Whole Day= 405 Minutes

**Hynes Charter School  
Corporation  
2020-2021 Staff Calendar**



DRAFT  
1/23/20

July 2020						
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August 2020						
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September 2020						
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October 2020						
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November 2020						
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29	30					
December 2020						
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January 2021						
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February 2021						
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March 2021						
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April 2021						
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May 2021						
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June 2021						
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20	21	22	23	24	25	26
27	28	29	30			

July 27	Office Staff Reports
Aug 3	New Staff Reports
Aug 6	Teaching Staff Reports
Aug 13	Grades 1-6 Begin
Aug 14	Grades 7-8 Begin
Aug 20	Pre K and K Begin
Sept 7	Labor Day
Oct 12 -13	Fall Break
Nov 3	Election Day
Nov 23-27	Thanksgiving Break
Dec 18	Records Day
Dec 21- Jan 1	Winter Break
Jan 18	Martin Luther King, Jr. Day
Feb 12-19	Mardi Gras Break
April 2-9	Spring Break
May 13	Last Day of School Pre K & K
May 14	Last Day of School
May 21	Last Day for Teachers
June 4	Last Day for Office Staff

Key	
<span style="background-color: orange; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	First Day of School
<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	School Holiday
<span style="background-color: blue; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	New Quarter Begins
<span style="background-color: pink; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Records/PD Day
<span style="background-color: green; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Board Meeting
<span style="background-color: red; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Pay Date



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

February 10, 2020

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

Attached you will find the financial statements as of December 31, 2019. The financial statements include Statement of Financial Position, Statement of Activities and Changes in Net Assets, Statement of Cash Flows and Selected Information for Hynes Charter School Corporation.

Please let me hear your questions or comments.

Regards,

Leon Mathes  
Chief Financial Officer  
Hynes Charter School Corporation

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**Hynes Charter School Corporation**  
**Statement of Financial Position**  
**As of December 31, 2019**

**ASSETS**

**Current Assets**

Cash and cash equivalents		\$ 5,174,747	A
Grants and other receivables:			
OPSB / LDOE	\$ 58,376		B
Other receivables	27,955		C
Total grants and other receivables		86,330	
Prepaid expenses		139,237	D
<b>Total Current Assets</b>		<b>5,400,315</b>	

**Other Assets**

Deposits		17,400	E
<b>Total Other Assets</b>		<b>17,400</b>	

**Fixed Assets**

Leasehold improvements	\$ 7,530		F
Equipment	\$ 24,093		G
Total Fixed Assets		31,622	
Accumulated depreciation		(26,479)	H
<b>Total Fixed Assets, net</b>		<b>5,143</b>	I

<b>TOTAL ASSETS</b>		<b>\$ 5,422,858</b>	<b>J</b>
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**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable OPSB	\$ 217,200		K
Other Accounts payable	41,758		L
Accrued payroll liabilities	428,804		M
<b>Total Current Liabilities</b>		<b>\$ 687,762</b>	

**Net Assets**

Net assets, beginning of this fiscal year	4,359,729		
Current year increase (decrease) in net assets	375,367		
<b>Net Assets, end of this period</b>		<b>4,735,096</b>	<b>N</b>

<b>TOTAL LIABILITIES AND NET ASSETS</b>		<b>\$ 5,422,858</b>	<b>O</b>
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**Hynes Charter School Corporation Lakeview**  
**Statement of Activities and Changes in Net Assets**

	<u>For the Six Months Ended December 31, 2019</u>				<u>Annual Budget</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		
<b><u>Revenues and Other Support</u></b>					
MFP	\$ 3,420,203	\$ 3,331,002	\$ 89,201	A	\$ 6,662,000
Federal grants	\$ -	\$ 88,000	\$ (88,000)	B	\$ 354,000
Donations	\$ 585,673	\$ 238,998	\$ 346,675	C	\$ 478,000
Other income	\$ 59,243	\$ 24,000	\$ 35,243		\$ 48,000
<b>Total Revenues and Other Support</b>	<b><u>4,065,120</u></b>	<b><u>3,682,000</u></b>	<b><u>383,120</u></b>		<b><u>7,542,000</u></b>
<b><u>Expenses</u></b>					
Salaries	1,974,373	1,957,604	(16,769)		4,409,000
Benefits	708,636	730,383	21,747	D	1,645,000
Child nutrition	5,339	4,950	(389)		11,000
Depreciation expense	1,714	1,500	(214)		3,000
Disposal services	7,078	4,998	(2,080)		10,000
Dues and fees	23,175	17,502	(5,673)		35,000
Equipment rental	7,607	5,502	(2,105)		11,000
Insurance	64,461	68,502	4,041		137,000
IT services	64,138	45,000	(19,138)	E	90,000
LEA services	224,404	226,620	2,216		453,000
Materials and supplies	153,802	93,333	(60,468)	F	160,000
Other expense	25,157	19,998	(5,159)		40,000
Professional services	53,895	38,502	(15,393)		77,000
Repair and maintenance	71,679	67,002	(4,677)		134,000
Textbooks	71,758	76,000	4,242		76,000
Transportation	12,398	28,000	15,602	G	56,000
Travel	27,124	4,998	(22,126)	H	10,000
Utilities	104,969	104,340	(629)		185,000
<b>Total Expenses</b>	<b><u>3,601,707</u></b>	<b><u>3,494,734</u></b>	<b><u>(106,972)</u></b>		<b><u>7,542,000</u></b>
 <b>CHANGE IN NET ASSETS</b>	 <b><u>\$ 463,413</u></b>	 <b><u>\$ 187,266</u></b>	 <b><u>\$ 276,147</u></b>		 <b><u>\$ (0)</u></b>

**Hynes Charter School Corporation UNO**  
**Statement of Activities and Changes in Net Assets**

	<u>For the Six Months Ended December 31, 2019</u>				<u>Annual</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>		<u>Budget</u>
<b><u>Revenues and Other Support</u></b>					
MFP	\$ 469,986	480,000	\$ (10,014) A		\$ 960,000
Federal grants	\$ -	50,000	(50,000) B		\$ 204,000
Donations	\$ 89,700	-	89,700 C		\$ -
Other income	\$ -	-	-		\$ 6,000
<b>Total Revenues and Other Support</b>	<b><u>559,686</u></b>	<b><u>530,000</u></b>	<b><u>29,686</u></b>		<b><u>1,170,000</u></b>
<b><u>Expenses</u></b>					
Salaries	293,473	277,000	(16,473)		615,000
Benefits	95,183	100,441	5,258		223,000
Child nutrition	1,605	900	(705)		2,000
Depreciation expense	-	498	498		1,000
Disposal services	4,317	3,000	(1,317)		6,000
Dues and fees	770	498	(272)		1,000
Equipment rental	1,711	1,998	287		4,000
Insurance	5,000	6,000	1,000		12,000
IT services	10,696	6,000	(4,696)		12,000
LEA services	25,400	32,600	7,200		65,000
Materials and supplies	94,059	15,000	(79,059)		15,000
Other expense	16,112	9,000	(7,112)		18,000
Professional services	19,533	20,502	969		41,000
Repair and maintenance	12,818	8,502	(4,316)		17,000
Textbooks	15,721	41,000	25,279		41,000
Transportation	12,551	28,000	15,449		56,000
Travel	4,987	498	(4,489)		1,000
Utilities	33,797	22,560	(11,237)		40,000
<b>Total Expenses</b>	<b><u>647,732</u></b>	<b><u>573,997</u></b>	<b><u>(73,736)</u></b>		<b><u>1,170,000</u></b>
 <b>CHANGE IN NET ASSETS</b>	 <b><u>\$ (88,046)</u></b>	 <b><u>\$ (43,997)</u></b>	 <b><u>\$ (44,050)</u></b>		 <b><u>\$ -</u></b>

**Hynes Charter School Corporation**  
**Statement of Cash Flows**  
**For the Six Months Ended December 31, 2019**

<b>CASH FLOW FROM OPERATING ACTIVITIES</b>	
Change in net assets	\$ 375,367
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	1,714
Changes in operating assets:	
Grants and other receivables	250,381
Prepaid expenses	(21,487)
Deposit	(7,400)
Changes in operating liabilities:	
Accounts payable	34,616
Accrued payroll liabilities	(265,532)
<b>Net cash provided by (used in) operating activities</b>	<b><u>367,659</u></b>
 <b>CASH FLOW FROM INVESTING ACTIVITIES</b>	
Leasehold improvements to be donated	0
 <b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	 <b><u>367,659</u></b>
 Cash and cash equivalents - Beginning of the year	 <u>4,807,088</u>
<b>CASH AND CASH EQUIVALENTS - End of this period</b>	<b><u><u>\$ 5,174,747</u></u></b>



Hynes Charter School Corporation

Selected Information

February 10, 2020

Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached December 2019 financial statements (Statement of Financial Position, Statement of Activities and Changes in Net Assets, Statement of Cash Flows).

The Student Activity Fund and Friends of Hynes are not included in the attached December 2019 financial statements.

The Net Assets for the period ended December 31, 2019 include \$14,181 of restricted funds related to the Project Lead the Way (PLTW) grant.