

APPROVED

HCS Baton Rouge

Minutes

Helix Aviation Academy and Helix Legal Academy Board Meeting

Date and Time

Thursday July 29, 2021 at 8:30 AM

Location

Helix Aviation Academy

4400 Airpark Blvd.

Baton Rouge, Louisiana 70807

Directors Present

A. Cooper, C. Cornett, L. Young, M. Victorian

Directors Absent

R. Chatelain, V. Sizer, W. Berthelot

Guests Present

A. Domingue, L. Robichaux, M. Dunn (remote), N. Millender, P. Castille, Jr., R. Webb

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

A. Cooper called a meeting of the board of directors of HCS Baton Rouge to order on Thursday Jul 29, 2021 at 9:11 AM.

C. Approve Agenda

C. Cornett made a motion to approve the agenda.

L. Young seconded the motion.

The board **VOTED** to approve the motion.

D. Approve Minutes

L. Young made a motion to approve the minutes from Board Meeting on 06-03-21.

M. Victorian seconded the motion.

The board **VOTED** to approve the motion.

II. Finance - Mike Dunn

A. Proposed Budget 2021-2022 - Helix Aviation Academy

Highlights included:

- Slight surplus due to increased enrollment.
- Student transportation is allocated among three schools on a per pupil basis.
- Due to location of school, a contract with outside food vendor, Revolution Foods, is necessary.

B. Proposed Budget 2021-2022 - Helix Legal Academy

Highlights Included:

- Minor surplus based on enrollment of 40 students.
- Includes very little facility costs due to shared facility.
- Food services costs will be shared with Helix Mentorship STEAM.

III. Human Relations - Lakeisha Robichaux & Tabitha Chrisentary

A. HCS Employee Handbook

Lakeisha Robichaux presented HR Report. Highlights Included:

- Employee Convocation held on July 23, 2021 at Helix Aviation Academy.
- Presentation included review of employee handbook, employee portal, and benefit offerings.
- Effective date of coverage is August 1, 2021.
- Every employee will be required to sign the employee handbook.
- All Mentorship staff have received offer letters with the first payroll scheduled for August 15th.
- Transition of employee files is ongoing from previous HR provider to Chief of Minds.

IV. Academics - Angela Domingue

A. Professional Development (PD) for School Leaders and Teachers

Dr. Angela Domingue presented the Academics Report. Highlights included:

- Professional development has focused on three primary areas: the HCS Way, Methodology, and curriculum content.
- Attuned has been an effective thought partner in collaborating with school leaders.
- Tier I curriculum includes Wit and Wisdom and Eureka Math.

B. School Calendars

V. Executive Vice-President's Report - Robert Webb

A. Recruitment & Enrollment

Robert Webb presented the Vice-President's Report. Highlights included:

- Both schools are sharing a counselor and nurse. A nursing assistant will be at Helix Aviation.
- Teacher PD, Discovery Days, and Convocation was successful.
- Aviation students will participate in a field trip will visit SU Mechanical Engineering Lab.
- Recruiting and advertising is ongoing.
- Helix Legal positions filled include ELA/SS/Math/Science/Elective/PE

VI. HCS President's Report - Preston Castille

A. President's Report

Preston Castille presented President's Report. Highlights included:

HAA Enrollment:

- Applications: 73
- Enrolled: 55

HLA Enrollment

- Applications: 33
- Enrolled: 14

VII. Other Business

A. Resolution to Approve Line of Credit for Helix Aviation Academy

C. Cornett made a motion to open lines of credit and ratify the opening of bank accounts for Helix Aviation Academy and Helix Legal Academy (in globo).

L. Young seconded the motion.

The board **VOTED** to approve the motion.

B. Resolution to Approve Line of Credit for Helix Legal Academy

C. Cornett made a motion to open lines of credit and ratify the opening of bank accounts for Helix Aviation Academy and Helix Legal Academy (in globo).

L. Young seconded the motion.

The board **VOTED** to approve the motion.

C. Resolution to Ratify Bank Resolution Opening Bank Accounts and Grant Signing Authority

C. Cornett made a motion to open lines of credit and ratify the opening of bank accounts for Helix Aviation Academy and Helix Legal Academy (in globo).

L. Young seconded the motion.

The board **VOTED** to approve the motion.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:15 AM.

Respectfully Submitted,

A. Cooper