

APPROVED

# HCS Baton Rouge

## Minutes

### Helix Aviation Academy and Helix Legal Academy Board Meeting

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#### Date and Time

Thursday July 29, 2021 at 8:30 AM

#### Location

Helix Aviation Academy

4400 Airpark Blvd.

Baton Rouge, Louisiana 70807

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#### 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

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### 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