

# PELICAN EDUCATIONAL FOUNDATION

## REGULAR BOARD MEETING Saturday, April 17, 2021 at 6:00 PM

DUE TO SOCIAL DISTANCING GUIDELINES, THE MEETING WILL BE HELD VIA VIDEOCONFERENCE

Members of the public may access the meeting by clicking at this [zoom link](#). A quorum of members of the Board will participate in the meeting and will be audible to the public. Members of the public may submit comments on any agenda items(s) by sending an email to [boardpresident@kenilworthst.org](mailto:boardpresident@kenilworthst.org) up until 15 minutes prior to the start of the meeting.

## AGENDA

### Opening Items

- I. Welcome and Call to Order
- II. Attendance and Quorum
- III. Public Comments
- IV. Approval of the previous board meeting minutes – Attachment A

### Information Agenda

- V. Update from the Finance Committee
- VI. 403b Retirement Plan Audit Report and Financial Statements – Attachment B
- VII. Update on the unification process with EBRPSS
- VIII. Update from the Executive Director and the Principal – Attachment C
  - i. Transportation RFP

### Action Agenda

- IX. Approval of the updated budget for 2020-2021 – Attachment D
- X. Approval of compensation manual for 2021-2022 – Attachment E
- XI. Approval of one-time stipend for all employees
- XII. Approval of Chromebook purchase

### Closing Items

- XIII. Announcements
  - i. Financial Disclosure Forms
  - ii. Upcoming meetings
- XIV. Adjournment

## MINUTES

### PELICAN EDUCATIONAL FOUNDATION REGULAR BOARD MEETING

Saturday, April 17, 2021 at 6:00 PM

**DUE TO SOCIAL DISTANCING GUIDELINES, THE MEETING WAS HELD VIA VIDEOCONFERENCE ON ZOOM PLATFORM.**

I. Welcome and Call to Order

These are the minutes of a regular meeting of the Board of Directors of Pelican Educational Foundation Inc. (PEF), a Louisiana non-profit corporation. This meeting was held at 6:00 p.m. on Saturday, April 17, 2021 virtually through Zoom. This meeting was called to order by Dr. Orhan Kizilkaya, the President.

II. Attendance and Quorum

Present:

Dr. O. Kizilkaya, Mr. E. Sarac, Mr. S. Uwaezoke, Ms. K. Harris, Dr. S. Wiley (joined at 6:45 PM)

Absent: Dr. O. Kazan, Dr. M. Stafa.

Also in Attendance: Mr. H. Suzuk, and Mrs. H. Regis (joined at 6:45 PM).

III. Public Comments

No public comment.

IV. Approval of Previous Board Meeting Minutes

Motion: Approve the minutes of the board meeting held on February 27, 2021

Moved by: Ms. K. Harris.

Seconded by: Mr. S. Uwaezoke.

Discussions: The minutes of the board meeting held on February 27, 2021 was presented and discussed. Approved unanimously.

#### **Information Agenda**

V. Update from the Finance Committee

Finance Committee meeting was held today, on April 17, 2021 at 5 PM virtually through Zoom.

The participants were Mr. S. Uwaezoke, Mr. E. Sarac, Mr. H. Suzuk, and Mr. B. Ozkan. The committee discussed the following topics:

- I. Welcome and Call to Order
- II. Audience Introductions

- III. 2020-2021 Operation Budget Update
- IV. 2021-2022 Compensation Manual
- V. Consideration of one-time stipend for all employees
- VI. Consideration of Chromebook purchases
- VII. 2021 – 2022 Budget Discussion
- VIII. Adjournment

VI. 403b Retirement Plan Audit Report and Financial Statements

Mr. Suzuk presented 2019-2020 Retirement Plan Audit, Financial Statement and Communications Letter with Governance to the board.

VII. Update on the unification process with EBRPSS

Mr. Suzuk updated the board on the unification process with EBR Public Schools.

VIII. Update from the Executive Director and the Principal

Mr. Suzuk and Mrs. Regis gave a verbal update to the board on school operations including the following items:

- Upgrading current phone system to COX VoIP which will also decrease the cost by 50%
- Transportation RFP: Current transportation contract expired after 5 years. A new Transportation RFP will be released to seek for a new contract.
- Staffing changes
- Academics / LEAP Testing Plans
- 2021-2022 Student Enrollment Campaign
- Summer School Plans
- ESSER Grants

**Action Agenda**

IX. Approval of the updated budget for 2020-2021

Motion: To approve the amended budget as proposed

Moved by: Mr. S. Uwaezoke.

Seconded by: Mr. E. Sarac.

Discussions: Approved unanimously.

X. Approval of compensation manual for 2021-2022

Motion: To approve Kenilworth Compensation Manual for 2021-2022 School year

Moved by: Mr. S. Uwaezoke.

Seconded by: Ms. K. Harris.

Discussions: Board had some discussion. Base salary amounts did not change. Two new administrative positions (Family Liaison/Social Worker and Math/ELA Intervention Coordinator) were added to the manual. Approved unanimously.

XI. Approval of one-time stipend for all employees

Motion: To approve a hardship pay for all staff for the 2020-2021 school year.

Moved by: Dr. O. Kizilkaya.

Seconded by: Dr. S. Wiley.

Discussions: Mr. Suzuk presented the proposal for a hardship pay for all staff for the 2020-2021 school year. There was a discussion on how much other districts paid stipends for their employees this school year due to COVID. Dr. Orhan proposed that all employees would be paid a hardship stipend (\$1000 for full-time employees and \$800 for part-time employees) in May. Approved unanimously.

XII. Approval of Chromebook purchase

Motion: To authorize Dr. Orhan and Mr. Suzuk to approve purchase of up to 300 new Chromebooks

Moved by: Mr. E. Sarac.

Seconded by: Ms. K. Harris.

Discussions: Mr. Suzuk explained to the board that Kenilworth has many Chromebooks which are more than four years old and not in a good condition. Business department is in the process of getting quotes to purchase new Chromebooks for next school year using ESSER funds. In order to get Chromebooks delivered on time, Mr. Sarac suggested authorizing Dr. Orhan and Mr. Suzuk to approve purchase of up to 300 new Chromebooks.

**Closing Items**

XIII. Announcements

- i. Financial Disclosure Forms: Board members must submit a financial disclosure statement to the LA Board of Ethics annually by May 15<sup>th</sup>.
- ii. Upcoming meetings: Next regular board meeting and Planning & Instruction Committee meeting will be on May 29, 2021.

XIV. Adjournment

On a motion duly made and seconded, by a vote of 5 in favor, 0 opposed, and 0 abstaining, the Board of Directors voted to adjourn the meeting.