

PELICAN EDUCATIONAL FOUNDATION

REGULAR BOARD MEETING Sunday, September 19, 2021 at 5:00 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 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. Update on the unification process with EBRPSS
- VII. Update from the Executive Director and the Principal – Attachment B
 - i. COVID Updates
 - ii. LEAP Results
 - iii. Disability Insurance

Action Agenda

- VIII. Approval of 2021-2022 operating budget – Attachment C
- IX. Approval of board meeting calendar for 2021-2022 school year – Attachment D
- X. Approval of Louisiana Compliance Questionnaire - – Attachment E
- XI. Approval of COVID-19 Vaccination and Incentive Policy – Attachment F
- XII. Approval of Type-2 Charter School Application
- XIII. Consent Items:
 - i. Approval of engagement with CPA firm for 2020-2021 FY Audit
 - ii. Approval of contract with UnlimitedED Solutions

Closing Items

- XIV. Announcements
 - i. Annual Board Training
 - ii. Upcoming meetings
- XV. Adjournment

MINUTES

PELICAN EDUCATIONAL FOUNDATION REGULAR BOARD MEETING

Sunday, September 19, 2021 at 5:00 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 5:00 p.m. on Sunday, September 19, 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 (Joined at 5:15 PM), Dr. S. Wiley (Left at 7 PM), Dr. M. Stafa, Dr. O. Kazan

Absent: None

Also in Attendance: Mr. H. Suzuk, Mr. S. Charybayev and Mrs. H. Regis.

III. Public Comments

No public comment.

IV. Approval of Previous Board Meeting Minutes

Motion: Approve the minutes of the board meeting held on May 29, 2021

Moved by: Dr. S. Wiley.

Seconded by: Dr. M. Stafa.

Discussions: The minutes of the board meeting held on May 29, 2021 was presented and discussed. Approved unanimously.

Information Agenda

V. Update from the Finance Committee

Finance Committee meeting was held today, on September 19, 2021 at 4:30 PM virtually through Zoom. The participants were Mr. S. Uwaezoke, Dr. O. Kazan, Mrs. H. Regis, Dr. M. Stafa, Dr. S. Wiley, Mr. H. Suzuk, and Mr. S. Charybayev. The committee discussed the following topics:

- I. Welcome and Call to Order
- II. Audience Introductions
- III. 2021-2022 Operation Budget
- IV. LDOE Financial Risk Assessment
- V. 70% Instructional Expense Requirement
- VI. Financial Plan for a Type 2 Charter Facility
- VII. Adjournment

VI. Update on the unification process with EBRPSS

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

VII. Update from the Executive Director and the Principal - Attachment B

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

- COVID Updates
- LEAP Results
- Disability Insurance

Action Agenda

VIII. Approval of 2021-2022 operating budget – Attachment C

Motion: To approve 2021-2022 operating budget as proposed.

Moved by: Dr. O. Kizilkaya.

Seconded by: Dr. S. Wiley.

Discussions: Mr. Suzuk and Mr. Charybayev presented the budget. The board reviewed and discussed the budget. Approved unanimously.

IX. Approval of board meeting calendar for 2021-2022 school year – Attachment D

Motion: To approve the calendar as presented.

Moved by: Dr. S. Wiley.

Seconded by: Dr. M. Stafa.

Discussions: The meetings will continue to be held virtually as long as the Governor's COVID emergency provisions are in place. The board will meet at the following days Oct 16-21, Nov 13-21, Jan 15-22, Mar 5-22, Apr 23-22, May 28-22, and Aug 27-22. Approved unanimously.

X. Approval of Louisiana Compliance Questionnaire - – Attachment E

Motion: To adopt the Louisiana Compliance Questionnaire as a required part of the financial audit

of Louisiana charter schools.

Moved by: Dr. M. Stafa.

Seconded by: Dr. S. Wiley.

Discussions: The board members checked over the questionnaire. The final version was approved unanimously.

XI. Approval of COVID-19 Vaccination and Incentive Policy – Attachment F

Motion: To approve Kenilworth Vaccination and Incentive Policy

Moved by: Ms. K. Harris.

Seconded by: Dr. O. Kizilkaya.

Discussions: Mr. Suzuk presented the proposed policy which requires all employees to be either vaccinated, or to provide weekly test results. Also, all students who participate in after school and/or sports activities will be required to be vaccinated. All vaccinated staff will be allowed 10 business days or 14 calendar days (whichever is less) for COVID related absences (self-quarantine and/or caring for a child who is in quarantine). Unvaccinated staff will have only 4 business days or 7 calendar days (whichever is less) for COVID related absences. The board had some discussion. The following modifications are suggested: 1) Employees who are not able to get vaccinated due to health and/or religious reasons will be accommodated 2) If an employee is not in compliance with the policy, he/she will not be able to return to work until in compliance, absences will count against her personal days, and the employment eventually may be terminated. Approved unanimously.

XII. Approval of Type-2 Charter School Application

Motion: To ratify submitting an application for a new Type II K-8 charter school to BESE during the 2021 Common Charter Application period

Moved by: Dr. O. Kizilkaya.

Seconded by: Ms. K. Harris.

Discussions: Kenilworth's Type I charter application to EBRPSS for a K-8 school was denied in June. The board had discussion around why the K-8 model is the best model for Kenilworth students and parents as it improves student outcomes and increases student and family engagement. Mr. Suzuk and Dr. Kizilkaya informed the board that the deadline to submit an appeal to the denial of Type 1 charter application was September 27, 2021 and the application was submitted. The motion was approved unanimously.

XIII. Consent Items:

- i. Approval of engagement with CPA firm for 2020-2021 FY Audit
- ii. Approval of contract with UnlimitED Solutions

Motion: To approve consent agenda items

Moved by: Ms. K. Harris.

Seconded by: Dr. O. Kizilkaya.

Discussions: Pelican Educational Foundation has been working with CRI CPA firm for over 8 years for the required annual financial audit.

Kenilworth will contract with UnlimitED Solutions for services including news releases, advisories, articles, letters, reports, the design of school advertisements, video services, social media campaigns, website services email communications, event planning and major projects such as application for charter renewal or expansion. Approved unanimously.

Closing Items

XIV. Announcements

- i. Annual board training: The trainer is available only during weekdays for the training. Mr. Suzuk will coordinate with the trainer to schedule a training session on a weekday.
- ii. Upcoming meetings: The next regular board meeting year will be on October 16, 2021.

XV. Adjournment

On a motion duly made and seconded, by a vote of 6 in favor, 0 opposed, and 0 abstaining, the Board of Directors voted to adjourn the meeting.