

PELICAN EDUCATIONAL FOUNDATION

REGULAR BOARD MEETING

Saturday, May 7, 2022 at 4:30 PM

7600 Boone Avenue
Baton Rouge, LA, 70808

AGENDA

Opening Items

- I. Welcome and Call to Order
- II. Attendance and Quorum
- III. Public Comments
- IV. Approval of the minutes from the regular board meeting on March 12, 2022 – Attachment A

Information Agenda

- V. Update from the Finance Committee
- VI. 2020-2021 Retirement Plan Financial Statements & Audit Report – Attachment - B
- VII. Update from the Executive Director and the Principal – Attachment - C

Action Agenda

- VIII. Approval of the updated operating budget for 2021-2022 – Attachment – D
- IX. Approval of 2022 – 2023 academic calendar - Attachment E
- X. Approval of compensation manual for 2022-2023 – Attachment F
- XI. Approval of retention and recruitment stipend for 2022-2023 – Attachment G
- XII. Approval of updated Kenilworth Employee Education Program - Attachment H
- XIII. Approval to expand paid leave benefits for teachers to include extra two days for mental health
- XIV. Approval of authorizing Executive Director and Board president to negotiate a lease and purchase agreement with Building Hope for the new K8 Type 2 charter school

- XV. Approval of resolution to form a supporting organization named “Friends of Pelican Educational Foundation, Inc.” - Attachment I

Closing Items

- XVI. Announcements
- i. Financial Disclosure Forms
 - ii. Upcoming meetings
- XVII. Adjournment

MINUTES

PELICAN EDUCATIONAL FOUNDATION REGULAR BOARD MEETING

Saturday, May 7, 2022 at 4:30 PM

7600 Boone Avenue
Baton Rouge, LA, 70808

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 4:30 p.m. on Saturday, May 7, 2022 at 7600 Boone Ave. 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, and Dr. O. Kazan.

Absent: Dr. M. Stafa, Dr. S. Wiley

Also in Attendance: Mr. H. Suzuk 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 March 12, 2022

Moved by: Mr. E. Sarac.

Seconded by: Ms. K. Harris.

Discussions: The minutes of the board meeting held on March 12, 2022 was presented and discussed. Approved unanimously.

Information Agenda

V. Update from the Finance Committee

The Finance Committee meeting was held today, on May 7, 2022 at 4 PM at 7600 Boone Ave.

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

I. Welcome and Call to Order

II. Audience Introductions

III. ESSER Funds

IV. Updated 2021-2022 Operation Budget

V. Kenilworth K-8 School Budget & Financial Affordability Study

VI. Adjournment

VI. 2020-2021 Retirement Plan Financial Statements & Audit Report – Attachment - B

Mr. Suzuk presented 2020-2021 Retirement Plan Audit, Financial Statement and Required Communications Letter with Governance to the board prepared by CRI CPAs. There were no findings in the audit.

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

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

- Staffing Updates
- Summer Academic Programs
- Internal Assessment Data & Updates
- Enrollment Campaigns
- International Festival
- Grant Opportunities

Action Agenda

VIII. Approval of the updated operating budget for 2021-2022 – Attachment – D

Motion: To approve the updated operating budget for 2021-2022 as presented.

Moved by: Mr. S. Uwaezoke.

Seconded by: Ms. E. Sarac.

Discussions: Mr. Suzuk presented the updated operating budget for 2021-2022 fiscal year.

Approved unanimously.

IX. Approval of 2022 – 2023 academic calendar - Attachment E

Motion: To approve the academic calendar for 2022-2023 school year for students and staff as presented.

Moved by: Dr. O. Kizilkaya.

Seconded by: Ms. K. Harris.

Discussions: Mr. Suzuk & Mrs. Regis presented the proposed academic calendar for 2022-2023 school year. The calendar was prepared as close as possible to the district calendar with feedback from Kenilworth staff and parents. It has 64836 instructional minutes which is more

than required by the State. Approved unanimously.

X. Approval of compensation manual for 2022-2023 – Attachment F

Motion: To approve revised compensation manual for 2022-2023 school year as presented.

Moved by: Mr. E. Sarac.

Seconded by: Ms. K. Harris.

Discussions: Mr. Suzuk and Mrs. Regis presented revised compensation manual for 2022-2023 school year. Approved unanimously.

XI. Approval of retention and recruitment stipend for 2022-2023 – Attachment G

Motion: To approve retention and recruitment stipend for 2022-2023 school year as presented.

Moved by: Dr. O. Kizilkaya.

Seconded by: Mr. S. Uwaezoke.

Discussions: Mr. Suzuk presented that the success of Kenilworth depends on hiring and retaining highly qualified educators. Nation-wide teacher shortage on top of COVID related challenges has made it very difficult to find high quality teachers. To assist COVID related challenges, Congress has provided funding for schools through ESSER Fund. The stipend will help Kenilworth to be in a competitive position during hiring season and help fill existing vacancies while preventing teacher losses during the school year.

All Kenilworth 2022 – 2023 employees will be eligible.

The stipend will be added to the annual salary

Full-time exempt employees who are certified will receive a one-time stipend in the amount of \$4,000

Full-time exempt employees who passed Praxis Content Knowledge test will receive a one-time stipend in the amount of \$2,200

Full-time exempt employees who are neither certified nor passed Praxis Content Knowledge test will receive a one-time stipend in the amount of \$1,200

Fulltime classroom core teachers will receive extra additional a one-time stipend in the amount of \$1,800

All full time non-exempt employees will receive a one-time stipend in the amount of \$1,200

All part-time non-exempt employees will receive a one-time stipend in the amount of \$900

Approved unanimously.

XII. Approval of updated Kenilworth Employee Education Program - Attachment H

Motion: To approve updated Kenilworth Employee Education Program as presented.

Moved by: Mr. E. Sarac.

Seconded by: Ms. K. Harris.

Discussions: Mr. Suzuk and Mrs. Regis presented updated Kenilworth Employee Education Program which provides financial support to eligible Kenilworth employees through tuition assistance and assistance with tuition related expenses incurred by employees striving to attain certification or graduate degree. Participating employees will be required to continue employment with Kenilworth for at least two complete academic years following the receipt of the certification or the degree sought. Approved unanimously.

- XIII. Approval to expand paid leave benefits for teachers to include extra two days for mental health
Motion: To approve expanding paid leave benefits for teachers to include extra two days for personal care.

Moved by: Mr. S. Uwaezoke.

Seconded by: M Dr. O. Kazan.

Discussions: Mr. Suzuk and Mrs. Regis presented the feedback received from many employees to have extra two paid days off for personal care. The board has some discussion. Approved unanimously.

- XIV. Approval of authorizing Executive Director and Board president to negotiate a lease and purchase agreement with Building Hope for the new K8 Type 2 charter school

Motion: To authorize Executive Director and Board president to execute a lease and purchase agreement with Building Hope for the new K8 Type 2 charter school.

Moved by: Mr. E. Sarac.

Seconded by: Ms. K. Harris.

Discussions: Mr. Suzuk presented the draft lease & purchase agreement with Building Hope Real Estate to develop a new school site for the K8 school. The agreement is in the review process by the Pelican Educational Foundation's legal counsel. The board had some discussion and decided to authorize the Executive Director and Board president to execute and deliver the final agreement. Approved unanimously.

- XV. Approval of the resolution to form a supporting organization named "Friends of Pelican Educational Foundation, Inc."

Motion: To authorize the formation of the Supporting Organization - "Friends of Pelican Educational Foundation, Inc." and further to resolve that the following persons are hereby appointed as directors of the Supporting Organization: Dr. O. Kizilkaya, Mr. H. Suzuk, and Mr. E. Sarac.

Moved by: Ms. K. Harris.

Seconded by: Dr. O. Kizilkaya.

Discussions: Mr. Suzuk informed the board that it was highly recommended by the consultants to form a supporting organization which will be providing services/facilities for the new K8 charter school. The supporting organization will operate exclusively for the benefit of Pelican Educational Foundation, Inc. Approved unanimously.

Closing Items

XVI. Announcements

- i. Financial Disclosure Forms
- ii. Upcoming meetings: The next regular board meeting of the year will be on May 28, 2022.

XVII. 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.