

# PELICAN EDUCATIONAL FOUNDATION

**REGULAR BOARD MEETING**  
Sunday, February 5, 2023 at 04:30 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 December 10, 2022 – Attachment A

### **Information Agenda**

- V. Update from the Finance Committee
- VI. 2022 – 2023 Operating Budget Update - Attachment B
- VII. 2021-2022 Financial Statement & Audit Report – Attachment C
- VIII. Update from the Executive Director and the Principal – Attachment – D

### **Action Agenda**

- IX. Approval of engagement with a firm to apply for ERC Credit - Attachment – E
- X. Approval of potential purchases greater than \$25,000 - Attachment – F
- XI. Approval of 2022-23 student and staff testing incentives - Attachment – G

### **Closing Items**

- XII. Announcements
  - i. Pre-opening checklist
  - ii. Upcoming meetings
- XIII. Adjournment

## MINUTES

### PELICAN EDUCATIONAL FOUNDATION REGULAR BOARD MEETING

Sunday, February 5, 2023 at 04:30 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 Sunday, February 5, 2023 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. Andrew Levie, Mr. E. Sarac, Ms. K. Harris, Dr. S. Wiley and Mr. S. Cankirli.

Absent: Dr. O. Kazan.

Also in Attendance: Mr. H. Suzuk.

III. Public Comments

No public comment.

IV. Approval of the minutes from the regular board meeting on December 10, 2022 – Attachment A

Motion: Approve the minutes of the board meeting held on December 10, 2022

Moved by: Mr. E. Sarac.

Seconded by: Dr. S. Wiley.

Discussions: The minutes of the board meeting held on December 10, 2022 was presented and discussed. Approved unanimously.

#### **Information Agenda**

V. Update from the Finance Committee

The Finance Committee meeting was held today, on February 5, 2023 at 4:00 PM at 7600 Boone Ave. The participants were Mr. E. Sarac, Mr. S. Cankirli, Mr. H. Suzuk, and Mr. A. Levie. The committee discussed the following topics:

I. Welcome and Call to Order

- II. Audience Introductions
- III. 2021-2022 Financial Statements
- IV. Update on financing options to purchase the new K-8 building
- V. ERC Credit
- VI. Adjournment

VI. 2022 – 2023 Operating Budget Update - Attachment B

Mr. Suzuk presented the updated actual operating budget for 2022-2023 fiscal year as of January 31st, 2023.

VII. 2021-2022 Financial Statement & Audit Report – Attachment C

Mr. Suzuk presented 2021-2022 Financial Statements, BESE agreed-upon procedures report, required communications to the board and final Audit report by CRI CPAs. The auditor issued an unqualified opinion on the financial statements.

VIII. Update from the Executive Director - Attachment D

Mr. Suzuk presented the report as detailed in Attachment D including the following items:

- Academic Data - NWEA Map
- Updates on the construction of new K8 building
- Elementary School Application Numbers
- Strategic Planning Updates

**Action Agenda**

IX. Approval of engagement with a firm to apply for ERC Credit - Attachment – E

Motion: To approve the engagement with Kendall, Prebola and Jones, LLC to apply for Employee Retention Tax Credits provided for in the Coronavirus Aid Relief and Economic Stimulus Act.

Moved by: Mr. E. Sarac.

Seconded by: Mr. A. Levie.

Discussions: Mr. Suzuk informed the board that Pelican Educational Foundation is eligible for Employee Retention Tax Credits provided for in the Coronavirus Aid Relief and Economic Stimulus Act based on his conversations with a certified CPA from the Kendall, Prebola and Jones, LLC who has extensive experience with charter school finances. Pelican would be eligible to receive up to 1.3M funds back. Mr. Suzuk presented the contract; the total fixed fee to complete the work as defined in the Scope of the Engagement is \$50,000. Approved unanimously.

X. Approval of purchases greater than \$25,000 – Attachment F

Motion: To approve the purchase of items greater than \$25,000 as presented in Attachment D.

Moved by: Ms. K. Harris.

Seconded by: Dr. O. Kizilkaya.

Discussions: Mr. Suzuk informed the board about the purchase of Furniture and Equipment for the new school site. He presented the new quotes received after the last board meeting, and asked for the approval of following purchases:

- White board projectors from DNS in the amount of \$94,990.40,
- Bell and paging system from Executone in the amount of \$42,230.00,
- Playground equipment & installation from Playground Outfitters in the amount of \$77,702.81

Approved unanimously.

XI. Approval of 2022-23 student and staff testing incentives - Attachment – G

Motion: To approve the LEAP incentives for 2022-2023 school year for students and staff.

Moved by: Mr. E. Sarac.

Seconded by: Mr. A. Levie.

Discussions: Mr. Suzuk presented the testing incentive proposal for the 2022-2023 school year. There is one new addition to the program: Incentive added for Algebra I based on percent of students who scored Mastery and above. Board members also discussed the incentives for students, shared their experiences about how incentives helped their children to do better. Number of prizes in the raffle was increased. Approved unanimously.

**Closing Items**

XII. Announcements

- i. Pre-opening checklist: Mr. Suzuk informed the board about the pre-opening process for the new school and went over the checklist for board members.
- ii. Upcoming meetings: The next regular board meeting of the year will be on March 19, 2023.

XIII. 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.