

# PELICAN EDUCATIONAL FOUNDATION

## REGULAR BOARD MEETING

Saturday, October 17<sup>th</sup>, 2020 at 5 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

- I. Welcome and Call to Order
- II. Attendance and Quorum
- III. Public Comments

### Action Items

- IV. Approval of the previous board meeting minutes – Attachment A
- V. Approval of staff handbook update – Attachment B
- VI. Approval of 2020-2021 Pupil Progression Plan – Attachment C

### Information Agenda

- VII. Update on unification process with EBRPSS
- VIII. 2020-2021 Operating Budget Update – Attachment D
- IX. General Fund Account Change – Attachment E
- X. Annual Report on the performance of 403b retirement plan investments - – Attachment F
- XI. 2020 – 2021 School Calendar Update - – Attachment G
- XII. Executive Director's report - – Attachment H
  - i. Cyber Insurance
  - ii. Business Continuity Plan

### Closing Remarks & Adjournment

## MINUTES

### PELICAN EDUCATIONAL FOUNDATION REGULAR BOARD MEETING

Saturday, October 17<sup>th</sup>, 2020 at 5 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 the regular meeting of the Board of Directors of Pelican Educational Foundation Inc. (PEF), a Louisiana non-profit corporation. This meeting was held at 5 p.m. on Saturday, October 17<sup>th</sup>, 2020, at this [zoom link](#). This meeting was called to order by Dr. Orhan Kizilkaya, the President.

II. Attendance and Quorum

Present:

Dr. O. Kizilkaya, Dr. M. Stafa, Dr. S. Wiley, Mr. E. Sarac, Ms. K. Harris, and Mr. S. Uwaezoke

Absent: Dr. O. Kazan

Also in Attendance: Mr. H. Suzuk, Mrs. H. Regis, Mrs. L. Fischer and Mr. B. Ozkan (joined around 5:20 PM)

III. Public Comments

No public comment.

#### **Action Agenda**

IV. Approval of Previous Board Meeting Minutes

Motion: Approve the minutes of the board meeting held on August 22, 2020

Moved by: Dr. S. Wiley.

Seconded by: Ms. K. Harris.

Discussions: The minutes of the board meeting held on August 22, 2020 was presented and discussed.

Approved unanimously.

V. Approval of staff handbook update

Motion: To approve the parental leave policy as proposed.

Moved by: Dr. M. Stafa.

Seconded by: Dr. S. Wiley.

Discussions: Mr. Suzuk presented the new parental leave policy allowing three (3) days of paid leave with the birth of a child, the adoption of a child and/or foster care placement. Approved unanimously.

VI. Approval of 2020-2021 Pupil Progression Plan

Motion: To approve the 2020-2021 Pupil Progression Plan for Kenilworth Science and Technology School.

Moved by: Dr. S. Wiley.

Seconded by: Ms. K. Harris.

Discussions: Mr. Suzuk presented the 2020-2021 Pupil Progression Plan for Kenilworth Science and Technology School. The only addition to the plan was that students must have a letter "B" grade or better in order to earn a high school credit. Mr. Suzuk informed the board that a student may earn up to 6 high school credits before graduating from Kenilworth. The courses include Art, Computer Science, Coding, Foreign Language, Alegbra I and English I. Approved unanimously.

**Information Agenda**

VII. Update on unification process with EBRPSS

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

VIII. 2020-2021 Operating Budget Update – Attachment D

Mr. Suzuk and Mr. Ozkan presented the updated actual operating budget for 2020-2021 fiscal year as of September 30<sup>th</sup>, 2020.

IX. General Fund Account Change – Attachment E

There was a fraud check attempt on the General Fund account. For security reasons, a new account is opened for general fund.

X. Annual Report on the performance of 403b retirement plan investments - – Attachment F

Mr. Suzuk and Mr. Ozkan presented the annual report on the performance of 403b retirement plan investments.

XI. 2020 – 2021 School Calendar Update - – Attachment G

Mr. Suzuk and Mrs. Regis presented the updated 2020-2021 academic school year calendar. Five instructional days missed, due to Hurricane Laura, was added to the end of the school year. The

LEAP assessment window will be moved three weeks further which will provide more instructional time for students and teachers.

XII. Executive Director's report - – Attachment H

Mr. Suzuk presented the report as detailed in Attachment H with Mrs. Regis.

### **Closing Remarks & 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.

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Dr. Orhan Kizilkaya, President

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Mr. Emrah Sarac, Secretary