

# **PELICAN EDUCATIONAL FOUNDATION**

## **REGULAR BOARD MEETING**

Sunday, October 12, 2025 at 4:00 PM

8716 Siegen Ln  
Baton Rouge, LA, 70810

## **AGENDA**

Notice: In accordance with the Americans with Disabilities Act, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting us at [info@kenilworthst.org](mailto:info@kenilworthst.org)

### **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 August 24, 2025 – Attachment A

### **Information Agenda**

- V. Update from the Planning and Instruction Committee
- VI. 2025-2026 Operating Budget Update – Attachment B
- VII. Annual report on the performance of 403b retirement plan investments - Attachment C
- VIII. Update from the Executive Director and the Team – Attachment D

### **Action Agenda**

- IX. Approval of the 2025 – 2026 Pupil Progression Plan - Attachment E
- X. Adoption of Louisiana Compliance Questionnaire for FY 2024-25 Audit – Attachment F
- XI. Approval of Differentiated Compensation & Certificated and Support Staff Stipends Allocation – Attachment G
- XII. Approval of Financial Procedures Manual Updates – Attachment H
- XIII. Authorization for the Executive Director to negotiate a purchasing agreement for a possible land acquisition
- XIV. Approval of Engagement with Bellwether for Strategic Planning - Attachment I

### **Closing Items**

- XV. Announcements
  - i. Upcoming meetings
  - ii. Ethics Trainings Reminder
  - iii. LAPCS Conference
- XVI. Adjournment

## MINUTES

### PELICAN EDUCATIONAL FOUNDATION REGULAR BOARD MEETING

Sunday, October 12, 2025 at 4:00 PM  
8716 Siegen Ln, Baton Rouge, LA, 70810

#### 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 4:15 p.m. on Sunday, October 12, 2025 at 8716 Siegen Ln. This meeting was called to order by Dr. Orhan Kizilkaya, the President.

#### II. Attendance and Quorum

Present: Dr. O. Kizilkaya, Mr. S. Masarath, Ms. M. Kilic, and Mr. A. Akinci.

Absent: Dr. S. Wiley, Dr. O. Kazan, and Ms. V. Valdez.

Also in Attendance: Mr. H. Suzuk, and Mr. M. Kandil.

#### III. Public Comments

No public comment.

#### IV. Approval of the minutes from the regular board meeting on August 24, 2025 – Attachment A

Motion: To approve the minutes of the board meeting held on August 24, 2025.

Moved by: Dr. O. Kizilkaya.

Seconded by: Mr. S. Masarath.

Discussion: The minutes of the board meeting held on August 24, 2025 were presented and discussed. The motion was unanimously approved.

#### **Information Agenda**

#### V. Update from the Planning and Instruction Committee

The Planning and Instruction Committee meeting was held on Sunday October 12, 2025 at 3:40 PM at 8716 Siegen Ln. The participants were Mr. S. Masarath, Ms. M. Kilic, and Mr. H. Suzuk. The committee discussed the following topics:

- I. Welcome and Call to Order
- II. Audience Introductions
- III. KSTA High School Planning
- IV. 2025 – 2026 SPS Estimation
- V. Adjournment

VI. 2025-2026 Operating Budget Update – Attachment B

Mr. Kandil presented the updated actual operating budget and statement of financial position for the 2025–2026 fiscal year as of October 9, 2025. Based on current projections, the budget is expected to result in a balance of approximately \$150K. The budget is based on an enrollment of 720 students, and Kenilworth's enrollment as of October 1 was 730.

VII. 2025 Annual report on the performance of 403b retirement plan investments - Attachment C

Mr. Suzuki presented the annual report on the performance of 403b retirement plan investments.

VIII. Update from the Executive Director and the Team – Attachment D

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

- Staffing Update
- Student Enrollment/Demographics Data
- Parent Data/Comments
- Academics/Culture – NWEA Report
- Teacher Stipends
- NSBR Launch Grant
- CSP Grant
- Cleaning Issues
- Outreach Report
- School Food Audit

**Action Agenda**

IX. Approval of the 2025 – 2026 Pupil Progression Plan - Attachment E

Motion: To approve 2025-2026 Kenilworth Pupil Progression Plan as presented.

Moved by: Ms. M. Kilic

Seconded by: Dr. O. Kizilkaya

Discussions: Mr. Suzuki presented Kenilworth's 2025–2026 Pupil Progression Plan. There were no changes from the previous year. The plan was approved unanimously.

X. Adoption of Louisiana Compliance Questionnaire for FY 2024-25 Audit – Attachment F

Motion: To adopt the Louisiana Compliance Questionnaire for FY 2024-25 as a required component of the financial audit for Louisiana charter schools.

Moved by: Mr. A. Akinci

Seconded by: Mr. S. Masarath

Discussions: Board members reviewed the questionnaire, and verified its content. The final version was approved unanimously.

XI. Approval of Differentiated Compensation & Certificated and Support Staff Stipends Allocation – Attachment G

Motion: To approve the distribution of the Differentiated Compensation & Certificated and Support Staff stipends for the 2025–2026 fiscal year as presented.

Moved by: Dr. O. Kizilkaya

Seconded by: Mr. A. Akinci

Discussions: Mr. Suzuk explained that the distribution of these funds will follow the same structure as last fiscal year. Differentiated Compensation is used to pay core classroom stipends since Kenilworth is a single-school LEA with an economically disadvantaged rate higher than 85%. Twenty-five percent of the Certificated and Support Staff stipends have been paid monthly since the first payroll. The remaining 75% will be paid in December as a lump sum. The motion was approved unanimously.

XII. Approval of Financial Procedures Manual Updates – Attachment H

Motion: To approve the updates to the Financial Procedures Manual as presented.

Moved by: Ms. M. Kilic

Seconded by: Mr. S. Masarath

Discussion: Mr. Suzuk presented the updates to the Financial Procedures Manual. The Fixed Assets and Capitalization Policy was revised, raising the capitalization threshold to \$5,000 per item or grouped purchase. Conference hotel reimbursements will now be allowed at the actual host hotel rate, even if the rate exceeds GSA limits. The store credit card training requirement was changed from annual to a one-time training provided upon hiring or card issuance.

Purchasing approval limits were also updated for the CEO and Board Chair. The motion was unanimously approved.

XIII. Authorization for the Executive Director to negotiate a purchasing agreement for a possible land acquisition

Motion: To authorize the Executive Director to negotiate a purchasing agreement for a possible land acquisition.

Moved by: Dr. O. Kizilkaya

Seconded by: Mr. S. Masarath

Discussion: Mr. Suzuk reported that the owner of land adjacent to the current campus is interested in selling. Acquiring this property would benefit Kenilworth as the school prepares to expand. The motion was unanimously approved.

XIV. Approval of Engagement with Bellwether for Strategic Planning - Attachment I

Motion: To approve the engagement of Bellwether for strategic planning services.

Moved by: Ms. M. Kilic

Seconded by: Mr. A. Akinci

Discussion: Mr. Suzuk presented the proposal from Bellwether for a five-year strategic plan as Kenilworth prepares to expand to include a high school. Among the three proposals received over the past year, this proposal offered the most competitive pricing. Bellwether is a national firm that has also worked with several other STEM-focused Harmony partner schools. The engagement will be an allowable cost under the CSP grant. The motion was unanimously approved.

**Closing Items**

XV. Announcements

i. Upcoming Meetings: The next regular board meeting is scheduled for December 7, 2025.

ii. Ethics Training Reminder: All board members must complete the annual ethics training.

iii. LAPCS Conference: The annual LAPCS Conference will be held in New Orleans on December 11, 2025. Mr. Suzuk invited board members to attend.

XVI. Adjournment

On a motion duly made and seconded by a vote of 4 in favor, 0 opposed, and 0 abstaining. The Board of Directors voted to adjourn the meeting.