

# PELICAN EDUCATIONAL FOUNDATION

## REGULAR BOARD MEETING Sunday, April 26, 2026 at 11:00 AM

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 Determination of Quorum
- III. Public Comments
- IV. Approval of Minutes from the Regular Board Meeting (February 1, 2026) – Attachment A

#### Information Agenda

- V. Update from the Finance Committee
- VI. 2024–2025 Retirement Plan Financial Statements & Audit Report – Attachment B
- VII. Update from the Executive Director & Team – Attachment C

#### Action Agenda

- VIII. Approval of Updated 2025–2026 Operating Budget – Attachment D
- IX. Approval of 2026–2027 Academic Calendar – Attachment E
- X. Approval of 2025–2026 Accountability Stipend Policy – Attachment F
- XI. Approval of 2026–2027 Compensation Manual – Attachment G
- XII. Approval of Engagement with CPA Firm for 2025–2026 Fiscal Year Audit – Attachment H
- XIII. Approval to Authorize the Executive Director to Execute the Purchase Agreement for the 3-Acre Property

#### Consent Agenda

(Items listed under the Consent Agenda are considered routine and will be approved in a single motion. Any Board member may request that an item be removed from the Consent Agenda for separate discussion and consideration.)

- XIV. Approval of Transportation Contract Expansion - Attachment I
- XV. Approval to renew the FSMC Contract for food services vendor - Attachment J
- XVI. Approval of CMAR Contractor Selection - Attachment K
- XVII. Approval of City Year Contract Expansion

**Governance**

XVIII. Election of Board Officers and Committee Members

**Closing Items**

I. Announcements

- i. Upcoming meetings
- ii. LA Board of Ethics: 2025 Annual Disclosure Reminder
- iii. NCSC 2026 Conference

II. Adjournment

## MINUTES

### PELICAN EDUCATIONAL FOUNDATION REGULAR BOARD MEETING

Sunday, April 26, 2026 at 11:00 AM  
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 nonprofit corporation. The meeting was called to order at 11:15 a.m. on Sunday, April 26, 2026, at 8716 Siegen Ln, Baton Rouge, Louisiana, by Dr. Orhan Kizilkaya, President.

II. Attendance and Quorum

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

Absent: Ms. T. Rivers and Dr. O. Kazan.

Also in attendance: Mr. H. Suzuk.

A quorum was present.

III. Public Comments

No public comment.

IV. Approval of the minutes from the regular board meeting on February 1, 2026 – Attachment A

Motion: To approve the minutes of the February 1, 2026 regular board meeting.

Moved by: Dr. O. Kizilkaya

Seconded by: Ms. M. Kilic

Discussion: The minutes of the board meeting held on February 1, 2026 were presented and discussed. The motion was unanimously approved.

#### **Information Agenda**

V. Update from the Finance Committee

The Finance Committee meeting was held on Sunday, April 26, 2026, at 10:30 a.m. at 8716

Siegen Ln. Participants included Mr. S. Masarath, Ms. V. Valdez, Mr. A. Akinci, Mr. M. Kandil, and

Mr. H. Suzuk. The committee discussed the following items:

1. Welcome and Call to Order
2. Audience Introductions
3. 2025 – 2026 Operating Budget
4. Staff Accountability Stipends
5. Possible Grants for High School Expansion

- New Schools for Baton Rouge Expansion Grant
- LDOE CSP Grant
- CSGF Seed Grant

6. 2026 – 2027 Budget Planning

7. Adjournment

VI. 2024-2025 Retirement Plan Financial Statement & Audit Report – Attachment B

Mr. Suzuk presented the 2024–2025 Retirement Plan Audit, Financial Statement, and Required Communication Letter with Governance, as prepared by CRI CPAs. The audit reported no findings. Mr. Suzuk also informed the board that the retirement plan company, OneAmerica, was acquired by Voya Financial.

VII. Update from the Executive Director and the Team – Attachment C

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

- Staffing Update
- Student Enrollment Data
- Parent Complaints
- Pre-K Update
- 2026-2027 High School Course Offerings (CS, STEM, DE, AP)
- College and Career Counseling - Schoolinks
- Summer Programs
- High School Expansion Updates
- Bellwether School Quality Assessment
- Food Service Audit Update
- Board Member Residency & Remote Participation
- Cleaning Company Disputed Collection

### **Action Agenda**

VIII. Approval of Updated 2025–2026 Operating Budget – Attachment D

Motion: To approve the updated operating budget for 2025-2026 as presented.

Moved by: Mr. A. Akinci

Seconded by: Ms. V. Valdez

Discussion: Mr. Suzuk presented the updated operating budget for the 2025–2026 fiscal year.

Enrollment was stronger than projected by five students. As a result, total revenue increased to more than \$13.4 million, and the fiscal year is projected to end with a positive balance of over \$300,000. The motion was unanimously approved.

IX. Approval of 2026–2027 Academic Calendar – Attachment E

Motion: To approve the academic calendar for 2026-2027 school year as presented.

Moved by: Dr. O. Kizilkaya

Seconded by: Mr. S. Masarath

Discussion: Mr. Suzuk presented the proposed academic calendar for the 2026–2027 school year. The calendar was developed to align as closely as possible with the EBRPSS district calendar, incorporating feedback from Kenilworth staff. It includes 64,230 instructional minutes, exceeding the minimum required by the state. Mr. Suzuk noted that partner charter schools have implemented early dismissal on Fridays. Kenilworth has piloted a similar approach over the past two years, with early dismissal every other Friday. This approach has increased teacher morale and reduced staff absences. For the upcoming school year, Kenilworth plans to implement early dismissal on all Fridays. The motion was unanimously approved.

X. Approval of 2025–2026 Accountability Stipend Policy – Attachment F

Motion: To approve the 2025–2026 Accountability Stipend Policy as revised.

Moved by: Ms. V. Valdez

Seconded by: Ms. M. Kilic

Discussion: Mr. Suzuk presented the proposed 2025–2026 Accountability Stipend Policy, outlining criteria for staff eligibility and performance-based incentives aligned with organizational goals. Based on strong enrollment and the organization's overall budget position, the maximum accountability stipend was set at \$2,000 for the 2025–2026 school year. Mr. Suzuk noted that the stipend will be distributed in either the May or June paycheck. The policy is designed to support staff accountability and recognize contributions to student achievement and school performance. Based on feedback from board members, the policy was revised to clarify that absenteeism and tardiness will be evaluated according to established criteria. The motion was unanimously approved.

XI. Approval of 2026–2027 Compensation Manual – Attachment G

Motion: To approve the 2026–2027 Compensation Manual as presented.

Moved by: Dr. O. Kizilkaya

Seconded by: Mr. A. Akinci

Discussion: Mr. Suzuk presented the updated 2026–2027 Compensation Manual. A summer school principal position and a CCMR (College, Career, and Military Readiness Coordinator) position were added. The recruitment stipend from previous years is now included in the manual. No other major changes were made. The motion was unanimously approved.

XII. Approval of Engagement with CPA Firm for 2025–2026 Fiscal Year Audit – Attachment H

Motion: To approve the engagement of Daigrepoint & Brian, APAC to conduct the 2025–2026 fiscal year audit.

Moved by: Ms. V. Valdez

Seconded by: Mr. S. Masarath

Discussion: Mr. Suzuk presented auditor proposals for the 2025–2026 fiscal year and recommended Daigrepoint & Brian, APAC based on their experience with charter schools, timely audit completion, and competitive pricing. Mr. Suzuk noted that the organization has worked with CRI for over 10 years and periodically changing auditors is considered a good governance practice to ensure independence and bring a fresh perspective. The proposed engagement includes the single audit, State and BESE agreed-upon procedures, and preparation of Form 990. The audit is expected to be completed and submitted by November 15, 2026. The motion was unanimously approved.

XIII. Approval to Authorize the Executive Director to Execute the Purchase Agreement for the 3-acre Property

Motion: To authorize the Executive Director to negotiate and execute the purchase and sale agreement for the approximately 3-acre adjacent property

Moved by: Ms. V. Valdez

Seconded by: Ms. M. Kilic

Discussion: Mr. Suzuk informed the board that Kenilworth has secured a fully executed Letter of Intent (LOI) with the owner of an adjacent approximately 3-acre parcel (Lot D-1). The acquisition is a critical component of the SPUD revision process. He emphasized that authorizing the Executive Director to proceed with executing the purchase agreement will allow the organization to move forward efficiently within the required timeline. The board discussed the strategic importance of the acquisition and the need to act promptly to meet development and regulatory deadlines. Mr. Suzuk stated that he will inform the board prior to executing the purchase and sale agreement. The motion was unanimously approved.

**Consent Agenda**

*XIV–XVII. Approval of Consent Agenda Items – Attachments I–K*

XIV. Approval of Transportation Contract Expansion – Attachment I

(Extension of the agreement with First Student, Inc. for an additional five-year term from July 1, 2026 through June 30, 2031)

XV. Approval to Renew the FSMC Contract for Food Services Vendor – Attachment J

(One-year extension of the Food Service Management Contract with Chartwells for the 2026–2027 school year, with certification of no material change and compliance with state requirements)

XVI. Approval of CMAR Contractor Selection – Attachment K

(Approval of Buquet & LeBlanc, Inc. as the Construction Manager at Risk (CMAR) for the

Kenilworth Modular Classroom Construction project, based on evaluation and recommendation by Building Hope)

XVII. Approval of City Year Contract Expansion

(Approval of a one-year agreement with City Year, Inc. for the 2026–2027 school year to provide two AmeriCorps teams supporting student achievement)

Motion: To approve the consent agenda items as presented.

Moved by: Dr. O. Kizilkaya

Seconded by: Mr. A. Akinci

Discussion: Mr. Suzuk presented the consent agenda items. No separate discussion was requested by board members. The motion was unanimously approved.

**Governance**

XVIII. Election of Board Officers and Committee Members

Dr. O. Kizilkaya stepped down as President. Mr. S. Masarath was nominated for the position of President and was elected by unanimous vote. Ms. V. Valdez was nominated for the position of Vice President and was elected by unanimous vote. Ms. M. Kilic was nominated for Secretary and was elected by unanimous vote. Dr. O. Kazan will continue to serve as Treasurer.

Discussion: The board reviewed the proposed slate of officers and committee assignments for the upcoming term. The slate reflects continuity in leadership and alignment with board governance priorities. The motion was unanimously approved.

Committee Assignments:

Academics and Planning Committee: Dr. O. Kizilkaya, Ms. M. Kilic, and Dr. O. Kazan

Finance Committee: Mr. S. Masarath, Ms. V. Valdez, Mr. A. Akinci, and Ms. T. Rivers

**Closing Items**

XIX. Announcements

i. Upcoming Meeting: The next regular board meeting is scheduled for May 17, 2026.

ii. NCSC Conference: The 2026 National Charter Schools Conference (NCSC26) will be held June 24–26, 2026, at the Ernest N. Morial Convention Center in New Orleans, Louisiana. Mr. Suzuk invited board members to attend.

iii. Tier 3 Financial Disclosure: Mr. Suzuk reminded board members that all Louisiana charter school board members are required to file a Tier 3 Financial Disclosure Form with the Louisiana Board of Ethics by May 15, 2026.

XX. 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.