

## **KEYS GRACE ACADEMY**

### **Minutes of a meeting of the Board of Directors held on Wednesday, July 29, 2015**

A special meeting of the Board of the Directors (the “Board”) of KEYS Grace Academy (“KEYS”) was held in the General Office of KEYS Grace Academy located at 27321 Hampden Street, Madison Heights, Michigan.

The following members of the Board (the “Attending Members”) attended the meeting and were present throughout the meeting:

Ramy Alosachie  
Farah Anoni  
Mae Kouza

Chris Kattola and Zainab Hazimi were not in attendance.

Also present for the entire meeting was Nathan Kalasho.

### **Call to Order; Roll Call; Confirmation of Quorum; Waiver of Notice**

Ramy called the meeting to order at 7:15 p.m. and roll call was taken. Ramy confirmed that a quorum was present. All of Attending Members waived prior notice of the meeting, both expressly at the beginning of the meeting and by way of their attendance at the meeting (without any objection to the meeting). Chris Kattola and Zainab Hazimi waived prior notice of the meeting in writing.

Mae Kouza acted as recording secretary for the meeting.

### **Approval of Agenda and Approval of Meeting Minutes from Initial Board Meeting**

Motion by Ramy and seconded by Farah. Both the agenda for the meeting and the Minutes of a Meeting of the Board of Directors Held June 29, 2015 (copies of which had been provided to all of the members of the Board in advance of the meeting) were unanimously approved by the Attending Members.

Nathan Kalasho confirmed that notice of the meeting and the proposed agenda had been posted in accordance with the requirements of the Open Meetings Act.

### **Public Comment**

No members of the public were in attendance at the time of the public comment portion of the meeting.

## **Business Management Report**

Lease Update: Chris Kattola, the President of KEYS, signed the lease as well as a representative from Madison District Public Schools. Both Chris and our Attorney Mr. Adolf have the lease available. The lease states KEYS will pay \$1.00 for a 5 year term. There is a deadline of August 10<sup>th</sup> for all repairs to be done. The boiler has been addressed and fixed.

Loan Agreement: The loan will be funding by INVEST where there is an official loan agreement and the funds will be available in October allowing 2-3 years for repayment. There are pre operation monies that will be dispersed for renovation, the Ribbon Ceremony, and advertisement.

## **Information Items**

State Reporting Update: Notification of a District Code as well as a School Code was discussed. The District Code is 63938 and the school code is 02807. Having the codes will insure payment for pupil count and other forms of state funding.

Principal Position Extended: Lisa Mansour has accepted the Principal position for KEYS and she will present at the next board meeting. Lisa is a certified teacher with 7 years of teaching experience. Lisa is also 2 credits from obtaining a Master's Degree.

## **Action Items**

Upon a motion by Ramy and seconded by Farah, the Attending Members unanimously agreed to appoint Board Secretary Zainab Hazimi as the authorized user for Criminal History Record Information (CHRI). This will designate Zainab as the person of record for all criminal background checks and fingerprints.

## **Open Enrollment and Registration Update**

Friday, July 31<sup>st</sup> is the deadline for open enrollment. KEYS is anticipating no lottery based on class numbers. Open classes will be filled and once full a waiting list will be attached to a class.

## **Ribbon Cutting Ceremony**

The Ceremony will take place at KEYS on Thursday, August 6, 2015 at 5:45 p.m. There are 150 people expected to attend the ceremony. Guests will be given a tour of the school by already registered students. There will be speeches given by the members of the management company and the academy members. Dinner and some entertainment will available. The estimated cost is \$12,000 for the event.

## **Extended Public Comment**

During the course of the meeting, there was no general public.

## **Comments from the Board**

None of the Attending Members had any comments that had not already been expressed.

**Future Meetings and Adjournment**

Proposed date of special meeting in August will take place on Wednesday August 19, 2015, beginning at 7:00 p.m., in the same location. Modification to schedule of future Regular Meetings were discussed and will take place at the same location on the last Wednesday of every month with the next meeting being Wednesday, August 29<sup>th</sup> at 7:00 p.m. There being no further business to discuss, Ramy moved to adjourn the meeting and Farah seconded that motion, which the Attending Members unanimously approved.

Ramy adjourned the meeting at approximately 7:52 p.m.

Respectfully submitted,

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**Mae Kouza,**  
Temporary Recording Secretary

Attest:

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Ramy Alosachie,  
Vice-President