

KEYS GRACE ACADEMY

Minutes of a meeting of the Board of Directors held on Wednesday, April 27, 2016 at 7:06 p.m.

A meeting of the Board of 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:

Mr. Chris Kattola, President
Dr. Ramy Alosachie, Vice President
Mrs. Zainab Hazimi, Secretary

Farah Anoni and Mae Kouza were not in attendance.

Also present for the entire meeting were Nathan Kalasho and Dr. Zena Najor.

Call to order: Roll Call; Confirmation of Quorum; Waiver of Notice

Chris called the meeting to order at 7:06 and roll call was taken.

Approval of Agenda and Meeting Minutes from Previous Board Meeting

Motion by Chris and seconded by Ramy. Both the Agenda for the meeting and the Minutes of the Meeting of the Board of Directors held on March 30, 2016 (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.

Management Report

1. **Budget Update** – Nathan updated the Board on State aid and monthly expenditures
2. **Staffing Update** – ESL Assistant has been hired.
3. **M-Step Update** – 8th and 5th grades will be finished by end of the week. 7th grade will begin testing on May 25, 2016.
4. **ACC-KGA Partnership** – ACC is sending staff to operate a clinic in the building to provide behavior and mental health services to families and students
5. **Parent Seminar** – plans to hold a seminar once a week in order to promote parent engagement

Information Items

1. **Surveillance system** – still in the market for a surveillance system. Three quotes have been received and are being reviewed.
2. **Elementary School Field Trip** – Kindergarten through second grade will be going to LEGOLAND on May 17, 2016.
3. **IDEA Budget Submitted** – currently waiting on approval from Oakland schools
4. **Consolidated App Submitted** – Application was approved. We may begin using funds from Title I and II grants pursuant to application budget.
5. **Account System** – Agreement with EZ Paper Trail was completed, and we will begin using the accounting software
6. **2016/17 Enrollment Begins May 2, 2016**
7. **Staff Returns** – all staff members returned letters of work assurance agreements that were handed out

Action Items

1. Chris moved to approve the 2016 Summer School Registration Form for current students and Ramy seconded the motion, which was approved unanimously.
 - a. Summer I – beginning July 5-July 14; Summer II – beginning August 8-August 18.

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

The next meeting is scheduled for May 25, 2016 at 7 p.m.

Chris moved to adjourn the meeting at approximately 8 p.m. and Ramy seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

Zainab S. Hazimi
Recording Secretary

Attest: