

KEYS GRACE ACADEMY

Minutes of Meeting of the Board of Directors held on Wednesday, December 20, 2017 at 7:00 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:

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

Chris Kattola and Farah Anoni were not in attendance.

Also present for the meeting was Natalie Deeb and Patrick M. Sweeney, of Croskey Lanni, P.C.

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

Ramy called the meeting to order at 7:00 and roll call was taken.

Approval of Agenda and Meeting Minutes from Previous Board Meeting

Motion by Ramy and seconded by Zainab. Both the Agenda for the meeting and the Minutes of the Special Meeting of the Board of Directors held on November 29, 2017 (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 (by Natalie Deeb)

1. **Budget Update** – the consolidated application, which includes Title I, II and III, as well as section 41 has been updated to reflect our student counts for those who fall under the criteria. Section 41 is a new fund source meant specifically to serve immigrant students who score anywhere between 1.0 to 2.9 on the WIDA (English proficiency assessment) exam. KEYS will be submitting a new budget prior to the January 15 deadline. Administrators will be meeting tomorrow afternoon to decide how to best utilize the funds. The additional funds are: (1) approximately \$88,000 in additional Title I funding; (2) approximately \$20,000 in additional Title II carryover funding; (3) approximately 2,000 in additional Title III funding; and (4) approximately \$66,000 in funding section 41 funding.
2. **Staffing Update** – no staffing updates at this time.

3. **Audit Presentation** – presentation given by Patrick M. Sweeney of Croskey Lanni, P.C. Mr. Sweeney presented the Attending Members with an Independent Auditor’s Report, detailing KEYS’s finances, expenses, accountings, liabilities, etc.

The report concluded that KEYS’s financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of KEYS Grace Academy as of June 30, 2017, and the respective changes in financial position, for the year ended in accordance with accounting principles generally accepted in the country.

Information Items (By Natalie Deeb)

1. **Dental visit** – Second visit of the year. Saw approximately 15 students
2. **Balanced Calendar Grant Submittal** – awaiting answer on approval/denial of grant.
3. **Winter Concert** – see attached newsletter
4. **Coat Drive** – Principal Deeb explained that this is occurring on December 22, 2017. KEYS will be presenting students with new coats, hats and gloves. We have 300 sets of hats and gloves that will mainly serve the elementary students. And we have close to 85 coats that we have distributed or intend to distribute this Friday.

Action Items

1. **CHRI Letters** – Zainab motioned to recommend the employment of the following individuals: Keida Demneri.

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 January 31, 2018 at 7 p.m.

Ramy moved to adjourn the meeting at approximately 8:00 p.m. and Zainab seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

Zainab S. Hazimi
Recording Secretary

Attest: