

KEYS GRACE ACADEMY

Minutes of Regular Meeting of the Board of Directors held on Wednesday December 19, 2018 at 7:00 p.m.

A special meeting of the Board of Directors (the “Board”) of KEYS Grace Academy (“KEYS”) was held in the Library 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
Mr. Edward Bajoka, Treasurer

Farah Anoni 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

Chris 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 Chris to approve the Agenda and to approve the meeting minutes of previous board meeting. The motion was seconded by Ramy. Both the Agenda for the regular meeting and the Minutes of the Regular Meeting of the Board of Directors held on October 17, 2018 (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 Nathan Kalasho)

1. **Business Update-** Met with President of ACC to reaffirm our working relationship. They will continue to provide Social Work services.
2. **Budget Update** – Monthly Budget ledger provided
3. **Audit Presentation-** Postponed, but all audit reports have been uploaded onto the academy site.
4. **Staffing Update** –
 - I. Dual Role for Dr. Najor has been approved by the State Consolidated Application program manager. Dr. Najor will assume the role of SIOP Teacher/Coach and best practice implementation as literacy coordinator.
 - II. Other Staff Updates: Addition of Kindergarten Paraprofessional (AW). Sensory Room Para resigned (WK). Kindergarten Para resigned (CN).

Information Items

1. Winter Testing: Kindergarten and 1st Grade will be taking the early benchmark assessment beginning on January 9th. NWEA for grades 2-8 will begin in the end of January. WIDA for ELLs begins in early February.
2. Building Renovations- Will be adding a registration desk in main office and creating an admins lounge in adjacent room. Pupil Accounting to move upstairs.
3. Newsletter- (attached)
4. Intersession Camp Report- Total of 78 students attended. Focus on Reading and Math.
5. Submission to Department of Education OCR- Completed requested information and counsel submitted on our behalf. Waiting for response

Action Items

1. Approval of new staff members: Anita Deryawish. Motioned by Chris, seconded by Ramy and unanimously approved by the board
2. Approval of Dual Role for Dr. Zena Najor. Motioned by Chris, seconded by Ramy and unanimously approved by the board

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 30, 2019 at 7 p.m.

Chris moved to adjourn the meeting at approximately 7:30 p.m. and Ramy seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

VP Ramy Alosachie
Recording Secretary in place of Zainab Hazimi

Attest: