

KEYS GRACE ACADEMY

Minutes of a meeting of the Board of Directors held on Wednesday November 30, 2016 at 7:05 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:

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

Mrs. Mae Kouza and Ms. Farah Anoni were not in attendance.

Also present for the meeting were Nathan Kalasho and Natalie Deeb

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

Chris called the meeting to order at 7:05 and roll call was taken.

Approval of Agenda and Meeting Minutes from Previous Board Meeting

Zainab moved to amend the Agenda to include additional Action and Information Items pertaining to KEYS’ medical clinic and tutoring services on the Meeting’s Agenda. Ramy seconded the motion, and it was unanimously approved by the Attending Members.

Zainab moved to approve the Minutes of the Meeting of the Board of Directors held on October 26, 2016 (copies of which had been provided to all of the members of the Board in advance of the meeting). Ramy seconded and the motion was unanimously approved by the Attending Members.

Management Report

1. **Budget Update** – Nathan updated the Board on the 2016-17 budget.
2. **Staffing Update** – Nathan apprised the Board of the following staffing updates: a fifth grade teacher has recently been hired; and an offer has been extended to a writing specialist. Currently seeking an art teacher.
3. **Registration** – Student count is at 412.

Information Items

1. **Schedule Change** – Natalie updated the board on the change in class scheduling. Currently, middle school classes have been split in half. An ESL class is offered as a class to all students in need on a daily basis. Writing is offered as a daily class to all students.
2. **Turkey Drive** – Successful turnout. There were leftover turkeys, which KEYS was able to return in exchange for refunds. The money recouped as a result will go toward KEYS' Coat Drive.
3. **Coat Drive** – KEYS is partnering with CODE to host the coat drive.
4. **Field Trip** – Fifth Graders will be going to the Detroit Science Center.
5. **Parent-Teacher Conferences** – took place on November 23, 2016. Parent turnout averaged approximately 15 parents per class.
6. **Newsletter Information** – Natalie updated the Board on KEYS Grace upcoming dates and events:
 - a. **December 2, 2016** – Half Day for students
 - b. **December 5, 2016** – Dentists R Us will be at KEYS to perform preventative dental service & individual oral health hygiene education to students
 - c. **December 20, 2016** – Christmas/Holiday party for students in classrooms
7. **Dentists R Us** – Dentists R Us visit is scheduled to take place on December 5, 2016.
8. **Christmas/Holiday Party and Winter Break** – Begins December 20, 2016. Students return on January 3, 2017.
9. **Oakland Primary Health Services** – OPHS will run a medical clinic at KEYS and will service students and parents beginning on January 3, 2017.
10. **United Community Family Services** – UCFS will be offering tutoring services to refugee children who have resettled within the last 5 years between the hours of 3:45-5:15 p.m.

Action Items

1. CHRI – Zainab moved to approve the following employees: Jonah Lane-Moore and Jordan Michael Kutek.
2. Chris moved to approve the OPHS Clinic, Ramy seconded and the motion was unanimously approved by the Attending Members.

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 December 21, 2016 at 7 p.m.

Chris moved to adjourn the meeting at approximately 7:45 p.m. and Ramy seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

Zainab S. Hazimi
Recording Secretary

Attest: