

KEYS GRACE ACADEMY

Minutes of a meeting of the Board of Directors held on Wednesday October 26, 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. Mae Kouza, Treasurer
Mrs. Zainab Hazimi, Secretary

Ms. Farah Anoni was not in attendance.

Also present for the meeting were Nathan Kalasho and Patrick Sweeney, of Croskey Lanni, PC

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

Motion by Zainab and seconded by Ramy. Both the Agenda for the meeting and the Minutes of the Meeting of the Board of Directors held on September 28, 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 the 2016 budget.
2. **Staffing Update** – Nathan updated the Board with the following staffing updates: a fifth grade teacher has recently been hired; KEYS is seeking a kindergarten assistant.
3. **Audit Report** – Patrick Sweeney updated the Board on the Independent Auditor’s Report, which was prepared by Croskey Lanni, PC. Croskey Lanni, PC audited the financial statements of governmental activities, each major fund, and the aggregate remaining fund information of KEYS Grace Academy for the year-end of June 30, 2016. Upon their review, Croskey Lanni, PC concluded that the financial statements referred to above present fairly 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, 2016, in accordance with accounting principles generally accepted in the United States of America.

Information Items

1. **Green House** – the Department of Agriculture previously offered KEYS a grant, which was used toward obtaining a green house. Three representatives from the Department of Agriculture visited the KEYS for the Green House Opening. The Department subsequently approved an additional \$35,000 grant.
2. **ACC and CODE Parent Seminars** – ACC and CODE are coordinating a number of seminars geared toward educating parents on various legal issues, advocacy and guidance. In November, CODE is conducting a seminar focused on educating parents on tenant/landlord relationship, rights and obligations.
3. **Election Day** – KEYS is a polling station.
4. **Parent-Teacher Conferences** – scheduled to take place on November 23, 2016.
5. **Newsletter** – Nathan updated and provided the Board with KEYS' newsletter

Action Items

1. Chris moved to approve the Independent Auditor's Report. Ramy seconded the motion, which the Attending Members unanimously approved.

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 November 30, 2016 at 7 p.m.

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

A closed session of the Board took place upon commencement of the meeting.

Respectfully submitted,

Zainab S. Hazimi
Recording Secretary

Attest: