

KEYS GRACE ACADEMY

Minutes of a meeting of the Board of Directors held on Wednesday, September 5, 2018 at 6:30 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
Mr. Edward Bajoka, Treasurer
Mrs. Zainab Hazimi, Secretary

Ramy Alosachie and Farah Anoni were not in attendance.

Also present for the entire meeting were Nathan Kalasho and Bobby Robinson.

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

Chris called the meeting to order at 6:30 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 July 25, 2018 were unanimously approved by the Attending Members.

Management Report (by Nathan Kalasho)

1. **Business Report** – an on-site audit will take place on September 13, 2018. The lease and contract for the building and program has been extended an additional 5 years (7 years total).
2. **Budget Update** – an amended budget, updated in November 2018, will reflect updated federal grant allocations, a current student count, and additional state sources.
3. **Staffing Update** – middle school writing teacher, middle school art teacher, and middle school tech ed teacher have been hired. Two paraprofessionals have also been hired. The Elementary ESL teacher has resigned.

Information Items

1. **Open House Event Summary** – 100 students were in attendance. Teachers and staff received positive feedback from parents and students alike regarding the new calendar year (early start).
2. **Enrollment Update** – currently, there are 465 K-8 students.
3. **Buildings Renovation Update** – still in the process of procuring bids for installation of permanent air conditioning throughout the building. Design is nearly complete, and ventilators will be purchased directly.
4. **TWP Clinic** – clinic is currently running two days a week.

Action Items

1. Chirs moved to Approve 2nd Cash Flow Issuance of Note and Zainab seconded the motion, which was approved unanimously.
2. Chris moved to approve opening of new checking account and Edward seconded the motion, which was approved unanimously

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 September 26, 2018 at 7 p.m.

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

Respectfully submitted,

Zainab S. Hazimi
Recording Secretary

Attest: