

## KEYS GRACE ACADEMY

### **Minutes of a meeting of the Board of Directors held on Wednesday September 28, 2016 at 7:07 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  
Mrs. Zainab Hazimi, Secretary  
Ms. Farah Anoni, Trustee

Dr. Ramy Alosachie and Mrs. Mae Kouza were not in attendance.

Also present for the entire 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 7:07 and roll call was taken.

### **Approval of Agenda and Meeting Minutes from Previous Board Meeting**

Motion by Zainab and seconded by Farah. Both the Agenda for the meeting and the Minutes of the Meeting of the Board of Directors held on August 31, 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. The Cash Flow Loan has been approved and funds will be transferred into the KEYS Grace Academy account.
2. **Staffing Update** – Natalie updated the Board on the staffing updates. The following positions have been filled: long-term substitute teacher for 5<sup>th</sup> grade; and two office assistants.
3. **Registration** – current student count: approximately 370
4. **Audit Update** – field audit has been completed and board will be given a presentation from the firm during next month’s meeting.

### **Information Items**

1. **Picture Day** – October 5, 2016

2. **Count Day** – October 5, 2016
3. **Field Trip** – Westview Orchards on October 6, 2016
4. **Hearing/Screening** – Will take place October 19, 2016 through October 21, 2016
5. **Library** – renovation is complete. The library space is being utilized by all classes
6. **Newsletter** – please see attachment
7. **Fire Drill** – the school-wide fire drill took place on September 15, 2016
8. **Dentistry Visit** – an in-school dentistry visit for pre-k and kindergarten students took place on September 22, 2016

### **Action Items**

1. Zainab moved to approve the employment of the following individuals: Kira Petherick; Christen Szajner; Patrick Riley; Taylor Boddy; Kendall Shattuck; Lindsey Lapointe; Ramona McCruden; Kate Birchard; Ikrim Akrim; Shams Isho; Waheed Hezkial; Maryam Qaryaqos; Marie Bashi; and Sarah Langlois. Farah 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 October 26, 2016 at 7 p.m.

Zainab moved to adjourn the meeting at approximately 7:45 p.m. and Farah 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: