

KEYS GRACE ACADEMY

Minutes of Special Meeting of the Board of Directors held on Wednesday July 5, 2017 at 7:00 p.m.

A special 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
Dr. Ramy Alosachie, Vice President
Mrs. Zainab Hazimi, Secretary

Farah Anoni and Mae Kouza 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 special meeting and the Minutes of the Regular Meeting of the Board of Directors held on May 31, 2017 (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** – Eastern Michigan Bank will begin working on 2017-18 cash-flow loan.
2. **Budget Update** – Nathan provided a copy of the FINAL budget to the Attending Members.
 - a. **2017-2018 Grant Allocations** – KEYS has received allocations for TITLE I, II, and III.
3. **Staffing Update** – no updates.
4. **Registration** – 23 new students have enrolled.
5. **Middle School Location Update** – Nathan will be meeting with Madison Schools on July 7.
6. **Audit Schedule** – the financial audit will take place in August or September.

Information Items

1. **Summer School Session** – 270 students; July 24 through August 10.

Action Items

1. New Employee Hires – N/A
2. Chris motioned to approve the Resolution of 2017-18 School Calendar. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
3. Chris motioned to approve the Resolution of 2017-18 Recording Secretary. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
4. Chris motioned to approve Resolution to abide by all school board bylaws, rules and regulations. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
5. Chris motioned to approve Adopted 2016-17 Final Revised Budget. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
6. Chris motioned to approve the 2017-18 Preliminary Operating Budget and Budget Timeline. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
7. Chris motioned to approve Nathan Kalasho as Board agent to authorize and negotiate contracts with service providers and vendors/contractors. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
8. Chris motioned to approve the Resolution appointing Principal Board Offices and Public Notice Posting Location as 27321 Hampden St. Madison Heights, MI 48071. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
9. Chris motioned to approve Resolution designating Madison-Park News (C&G) as the local newspaper in which Legal Notices are to be posted. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
10. Chris motioned to approve Resolution Designating Bank of America as bank for deposit of State Aid funds. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
11. Chris motioned to approve the Resolution designating Chris Kattola and Ramy Alosachie as designated account signatories. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
12. Chris motioned to approve the Resolution designating KEYS to access accounts to monitor activity & perform reporting. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
13. Chris motioned to approve the Resolution appointing Croskey Lanni PC as external auditors for the Academy. Ramy seconded the motion, and it was unanimously approved by the Attending Members.

14. Chris motioned to approve the Resolution appointing Dean & Fulkerson (Derek Adoff) as the Board's Legal Counsel. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
15. Chris motioned to approve the Resolution approving the 2017-18 Regular Board Meeting Schedule. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
16. Chris motioned to approve the Resolution appointing Zainab Hazimi as McKinney-Vento Homeless Liaison. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
17. Chris motioned to approve the Resolution appointing Chris Kattola as the Freedom of Information Act Coordinator, Zainab Hazimi as the Civil Rights Representative, and Ramy Alosachie as the Title IX Representative. Ramy seconded the motion, and it was unanimously approved by the Attending Members.
18. Chris motioned to approve the Resolution appointing Chris Kattola as Crisis Management Liaison. Ramy seconded the motion, and it was unanimously approved by the Attending Members.

New Business

1. Chris Motioned to approve KEYS School Improvement Plan ("SIP") for the 2017-18 year. Through the SIP, KEYS will implement a "push in" program, wherein para-pros will be present in language arts classes to assist ESL students. Zainab seconded the motion, which 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 August 9, 2017 at 7 p.m.

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

Respectfully submitted,

Zainab S. Hazimi
Recording Secretary

Attest: