

## KEYS GRACE ACADEMY

### **Minutes of a meeting of the Board of Directors held on Wednesday 29, 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:

Dr. Ramy Alosachie, Vice President  
Mrs. Zainab Hazimi, Secretary  
Ms. Farah Anoni, Trustee

Chris Kattola and 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**

Ramy 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 Ramy and seconded by Zainab. Both the Agenda for the meeting and the Minutes of the Meeting of the Board of Directors held on May 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 2015/2016 Final Budget and the projected budget for next year. Financial statements and copies were provided to the Board.
2. **Staffing Update** – Natalie updated the Board on the staffing updates. Individuals are being interviewed to fill kindergarten through fifth grade teaching positions, a physical education position, a music teaching position, a reading specialist position and two para-pro positions.
3. **M-Step Update** – awaiting complete results.

### **Information Items**

1. **8<sup>th</sup> Grade Fieldtrip** – Cedar Point

2. **NWEA Spring Testing** – results were released. Majority of students showed overwhelming growth in math
3. **Spirit Week and Field Day** – students were very engaged and the events were successful
4. **Graduation and Awards Ceremony** – kindergarten and 8<sup>th</sup> grade ceremonies were held
5. **Community Garden Project** – vegetables have been planted with the intent to give back to the community.
6. **Summer School Program** – Summer I – beginning July 5-July 14; Summer II – beginning August 8-August 18. 175 students are enrolled in the program. 9 staff members will be in the classrooms.
7. **Accounting System** – Keys began syncing QuickBooks into new accounting systems based on Michigan school accounting expectations
8. **2016/17 Enrollment Update** – 335 students are expected to be enrolled in 2016/2017 year
9. **Staff Returns** – every instructional staff member is returning

### Action Items

1. Ramy moved to approve Resolution of 2016-17 School Calendar, Zainab seconded the motion, which was unanimously approved by the Attending Members.
2. Ramy moved to approve Resolution confirming 2016-17 Board Officers, Zainab seconded the motion, which was unanimously approved by the Attending Members.
3. Ramy moved to approve Resolution of 2016-17 Recording Secretary, in which Zainab was appointed. Farah seconded the motion, which was unanimously approved by the Attending Members.
4. Ramy moved to approve Resolution to abide by all laws, rules and regulations, Farah seconded the motion, which was unanimously approved by the Attending Members.
5. Ramy moved to approve Resolution of 2015-16 Final Revised Budget, Zainab seconded the motion, which was unanimously approved by the Attending Members.
6. Ramy moved to approve Resolution to approve 2016-17 Preliminary Operating Budget and Timeline, Zainab seconded the motion, which was unanimously approved by the Attending Members.
7. Ramy moved to approve Resolution to approve Chris Kattola and Nathan Kalasho as agents to authorize and negotiate contracts with service providers and vendors/contractors, Farah seconded the motion, which was unanimously approved by the Attending Members.
8. Ramy moved to approve Resolution Appointing Principal Board Office and Public Notice Posting Location as 27321 Hampden St. Madison Heights, MI 48071, Farah seconded the motion, which was unanimously approved by the Attending Members.

9. Ramy moved to approve Resolution Designating Madison-Park News (C&G) Local Newspaper in which Legal Notices are to be posted, Farah seconded the motion, which was unanimously approved by the Attending Members.
10. Ramy moved to approve Resolution Designating Bank of America as account for Deposit of State Aid Funds, Zainab seconded the motion, which was unanimously approved by the Attending Members.
11. Ramy moved to approve Resolution of the Board to Designate Chris Kattola and Mae Kouza as Account Signatories, Zainab seconded the motion, which was unanimously approved by the Attending Members.
12. Ramy moved to approve Resolution Designating KEYS to Access Accounts to Monitor Activity & Perform Reporting, Farah seconded the motion, which was unanimously approved by the Attending Members.
13. Ramy moved to approve Resolution Appointing Croskey Lanni PC as External Auditors for the Academy, Farah seconded the motion, which was unanimously approved by the Attending Members.
14. Ramy moved to approve Resolution Appointing Dean & Fulkerson as the Board's Legal Counsel, Zainab seconded the motion, which was unanimously approved by the Attending Members.
15. Ramy moved to approve Resolution to Approve 2016-17 Regular Board Meeting Schedule, Farah seconded the motion, which was unanimously approved by the Attending Members.
16. Ramy moved to approve Resolution Appointing Zainab as McKinney-Vento Homeless Liaison, Farah seconded the motion, which was unanimously approved by the Attending Members.
17. Ramy moved to approve Resolution Appointing Ramy as Freedom of Information Act Coordinator, Zainab as Civil Rights Representative, and Farah as Title IX Representative, Farah seconded the motion, which was unanimously approved by the Attending Members.
18. Ramy moved to approve Resolution Appointing Chris as Crisis Management Liaison, Zainab seconded the motion, which was unanimously approved by the Attending Members.

### **New Business**

1. Ramy moved to approve SIP 2016-17, Zainab seconded the motion, which was unanimously approved by the Attending Members.
2. Ramy moved to approve Natalie Deeb as School Leader for 2016-17, Farah 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 July 27, 2016 at 7 p.m.

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

Respectfully submitted,

Zainab S. Hazimi  
Recording Secretary

Attest: