

KEYS GRACE ACADEMY

Minutes of a meeting of the Board of Directors held on Tuesday, May 31, 2016 at 7:15 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
Dr. Ramy Alosachie, Vice President
Mrs. Mae Kouza, Treasurer
Mrs. Zainab Hazimi, Secretary
Ms. Farah Anoni, Trustee

Also present for the entire meeting were Nathan Kalasho and Lisa Mansour.

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

Chris called the meeting to order at 7:15 and roll call was taken.

Approval of Agenda and Meeting Minutes from Previous Board Meeting

Motion by Chris and seconded by Mae. Both the Agenda for the meeting and the Minutes of the Meeting of the Board of Directors held on April 27, 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 April budget and a copy was provided to the Board
2. **Staffing Update** – KEYS is still looking to fill the following positions: physical education teacher; three para-pros; music teacher; reading specialist; and five elementary school teachers.
3. **M-Step Update** – awaiting results.
4. **NWEA Spring Testing** – will commence this week.
5. **Sight Word, Spelling Bee and Science Fair Winners** – Lisa updated the Board.
 - a. **Spelling Bee Winners – First Place:** Anaija Herring (4th Grade); Maria Joseph (8th Grade) -- **Second Place:** Mariam Sawa (4th Grade); Carl Proctor & Emanuela Sarkis (6th Grade).
 - b. **Sight Word Contest Winners** – First Place: Angelo Yousif (kindergarten) -- Second Place: Yasmin Mehsen (kindergarten).

- c. Science Fair Winners – First Place: Valentina Youssif; Second Place: Even Dawood; Third Place: Salm Warda; Class Winner: 5th Grade (Popcorn Project)
6. **Parent Seminar & Upcoming Parent Seminar in June** – a parent seminar was conducted regarding high school preparation. The upcoming seminar will focus on medical health, specifically, diabetes.

Information Items

1. **Elementary Field Trip** – K-2, LEGOLAND.
2. **Upcoming 8th grade fieldtrip** – Detroit Institute of Art and Cedar Point
3. **Upcoming Spirit Week and Field Day** – June 6-10; June 14 – Field Day
4. **Graduation** – Kindergarten and 8th grade classes will be graduating
5. **Community Garden Project** – vegetables have been planted with the intent to give back to the community
6. **IDEA Budget Approved** – expecting funds next week
7. **Summer School Program** – parents and students have returned the summer school application forms. Summer I – beginning July 5-July 14; Summer II – beginning August 8-August 18
8. **Accounting System** – Nathan updated the Board on the updated accounting-system, set to begin using next month
9. **2016/17 Enrollment Update** – approximately 270 current students; expecting 375-400
10. **Staff Returns** – all teachers have signed retention forms and will be returning the next school year

Action Items

1. Chris moved to approve city of Madison Heights use of building to host a city meeting on Thursday, June 30, 2016, at 7:00 p.m. Ramy 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 June 27, 2016 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: