

## KEYS GRACE ACADEMY

### **Minutes of a meeting of the Board of Directors held on Wednesday, October 28, 2015 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

Farah Anoni was not in attendance.

Also present for the entire meeting were Nathan Kalasho and Lisa Mansour (Principal of KEYS Grace Academy).

### **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 Ramy. Both the Agenda for the meeting and the Minutes of the Meeting of the Board of Directors held September 30, 2015 (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.

### **Business Management Report** (by Nathan Kalasho)

1. **Organizational Structure** – nothing has changed with regard to structure.
2. **Expenditures and adjusted budget** – Nathan went over the temporary adjusted budget, following October Count Day. The amount of federal, state and local grants are still unknown since they were allocated early on in the year. We anticipate receiving them in March. Money from the general fund can be used now and it will be pro-rated when the grants are dispersed.
3. **Staffing** – seeking administrative assistant position for Lisa Mansour.
4. **Registration** – every classroom has almost reached its full capacity. Registration is expected to increase up to 24 students by the 2016 February Count Day.
5. **Computer Lab** – all equipment has been received.

6. **Thanksgiving Turkey Drive** – parent-teacher conferences will be held on November 24. AFPD is donating turkeys to parents who attend.
7. **Election day** – the building is being used as a precinct for Election Day on November 3, 2015. The doors to the corridors will be closed so as to separate the children from the public.
8. **Post Count Day** – update: currently 255 students
9. **Teacher and Student Handbook** – reviewed by KEYS’ attorney. The School-Bullying policy can be found in the handbook. It must be adopted and submitted to the state.

Chris motioned to approve the adjusted budget and Ramy seconded. The budget was approved unanimously.

Ramy motioned to adopt the Handbook and the School-Bullying policy and Mae seconded. Both were unanimously adopted/approved.

### **Information Items**

The following employee has been approved by the Attending Members after review of criminal history reports:

1. Layla Akram

### **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

### **Closed Session**

1. Closed Session – Motion to recess into closed session (Section 15.268 (b)) To consider the dismissal, suspension, or disciplining of a student if the public body is part of the school district, intermediate school district, or institution of higher education that the student is attending, and if the student or the student's parent or guardian requests a closed hearing.

Moved by Chris, supported by Ramy, that the Board of Education adjourn to a closed session

### **Future Meetings and Adjournment**

The next meeting is scheduled for November 16, 2015 at 7 p.m. This will be a special meeting. The Regular meeting for November 25, 2015 has been canceled.

December meeting will be held on December 16, 2015 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: