

KEYS GRACE ACADEMY

Minutes of Regular Meeting of the Board of Directors held on Wednesday April 29, 2020 at 7:00 p.m.

A regular meeting of the Board of Directors (the “Board”) of KEYS Grace Academy (“KEYS”) was held virtually via Zoom, with meeting information and passwords posted on academy website 24 hours in advance.

The following members of the Board (the “Attending Members”) attended the meeting and were present throughout:

Dr. Ramy Alosachie
Edward Bajoka
Hillary Sesi
Matthew Sharrak
Zainab Hazimi

Also present for the entire meeting was Nathan Kalasho

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

Dr. Alosachie called the meeting to order at 7:04 pm and roll call was taken.

Approval of Agenda and Meeting Minutes from Previous Board Meeting

Motion by Dr. Alosachie to approve the Agenda and to approve the meeting minutes of previous board meeting. The motion was seconded by Mr. Bajoka. Both the Agenda for the regular meeting and the Minutes of the Regular Meeting of the Board of Directors held on March 4, 2020 (copies of which had been provided to all of the members of the Board in advance of the meeting and uploaded to board site page) were unanimously approved by the Attending Members.

Management Report (by Nathan Kalasho)

1. **Business Update** –
 - a. Building- Updated the board on the appraisal report, which was delivered at the end of March.
 - b. Food- Audit was delayed due to Covid-19. State is looking to reschedule for sometime in September. Food service workers continue to go above and beyond, providing 65,000 meals weekly. KEYS continues to deliver meals to all students and other children under 18 living in the households. A Food budget amendment was provided, with Nathan going over amended, projected revenues and expenditures. We anticipate servicing the same number of schools, or a few more, with JRLA Detroit recently signing on to use our services.
2. **Budget Update** –

- a. Nathan presented the board with amended February check detail and March Check Detail.
 - b. Budget Amendment for 2019-2020 was shared with the board. Another amendment is expected for the end of May, with updated figures to reflect COVID-19 related expenses and/or savings.
3. **Personnel Report**
- a. Nothing new
4. **Registration**
- a. Due to the virus, April open enrollment did not go as planned. Requesting an additional month of open enrollment for any families who may be interested. Next year enrollment forms for current students and/or siblings to be mailed out in early/mid May.

Information Items

1. Instructional Continuity Plan
 - a. Nathan and the board went over the ICP, which had been put into practice already. Board members were happy with the plan, that Ms. Sesi helped with, particularly the daily schedules.
2. Consolidated Application
 - a. We are expecting a new fund from the federal CARES Act to be part of the consolidated application. The allocation will be based of Title I allocations, but less, per MDE guidance. We will be able to budget for cost-related expenses during closure time and future reopening.
3. Calendar
 - a. As of now, we are continuing to operate with plans to start school on August 11th but possibly remotely. COVID response committee is working on 4 plans to roll out regarding reopening, including sanitation, best safety/health practices, and instruction. All plans will be contingent on MDE and Governors guidance.

New Business

1. Dr. Alosachie motioned, Ms. Hazimi seconded and the board unanimously approved the extension of the open enrollment period for the month of May.
2. Dr. Alosachie motioned, Ms. Hazimi seconded and the board unanimously approved the academy's Instructional Continuity Plan.
3. Dr. Alosachie motioned, Ms. Hazimi seconded and the board unanimously approved the 2019-2020 School Budget Amendment
4. Dr. Alosachie motioned, Ms. Hazimi seconded and the board unanimously approved the 2019-2020 Food Budget Amendment.

Extended Public Comment

During the course of the meeting, there was no general public.

Comments from the Board

Ms. Hazimi thanked the KEYS team for continuing to deliver services during this time of crisis.

Ms. Sesi spoke about the need to check in with teachers who are serving not just as instructional leaders, but as coaches, friends and guidance counselors during this time.

Dr. Alosachie, Mr. Bajoka and Mr. Sharrak all thanked KEYS, in particular the vendor employees who are essential workers.

Future Meetings and Adjournment

The next meeting is scheduled for May 27, 2020 at 7 p.m. Whether the meeting will be in person or held virtually is TBD.

Dr. Alosachie moved to adjourn the meeting at approximately 8:05 p.m. and Ms. Hazimi seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

Hillary Sesi
Secretary

Attest: