

KEYS GRACE ACADEMY

Minutes of Regular Meeting of the Board of Directors held on Wednesday June 26, 2019 at 7:00 p.m.

A regular meeting of the Board of Directors (the “Board”) of KEYS Grace Academy (“KEYS”) was held in the Library 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:

Chris Kattola, President
Dr. Ramy Alosachie, Vice President
Ms. Zainab Hazimi, Secretary

Edward Bajoka and Farah Anoni were not in attendance.

Also present for the entire meeting was Nathan Kalasho.

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

Ramy called the meeting to order at 7:10 and roll call was taken.

Approval of Agenda and Meeting Minutes from Previous Board Meeting

Motion by Ramy to approve the Agenda and to approve the meeting minutes of previous board meeting. The motion was seconded by Chris. Both the Agenda for the regular meeting and the Minutes of the Regular Meeting of the Board of Directors held on May 29, 2019 (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 –

- a. Nathan updated the board on the latest new business, including Food Service. Clark Hill has been advising on how to operate and manage the Food Service. Nathan also presented the board with a letter from the State, sent to the Board of Directors, in support of the food services to be provided to several schools in the metro area. Also presented were recommendations for board approval following milk, pizza and bread bids.
- b. Building Update- the middle school classroom furniture and supplies will all be moved by 6/30 from Madison High School back to KEYS. Received approval from Madison to move drywall in large office area to make room for classroom. Also received approval to put drywall in smaller main

office to combine office space for Ms. Deeb and Dr. Najor. No other work, other than interior cosmetics, will be done or needed.

2. Budget Update –

- a. **2018-19 Budget-** Nathan presented the board with the pre-audit, final 2018-19 Budget. The academy added to its fund balance.
- b. **2019-20 Preliminary Budget-** Nathan presented the board with the preliminary budget for the upcoming school year. Budget is based off a projected count of 490 and a per-pupil FTE boost of \$120. The academy expects to add to its fund balance.
- c. **2019-20 SAAN-** Nathan presented the board with the 2019-20 State aid cash flow borrowing resolution.
- d. **2018-19 SAAN (to amend)-** per Clark Hill, the academy needs to amend the 2018-19 SAAN, due to a figure error previously overlooked.

3. Staffing Updates

- a. A personnel report was presented to the board.

Information Items

1. Board Applicants: The board discussed board applicants for the upcoming year. The board will replace two members.
2. End of year information, including newsletter.
 - a. Nathan provided the board with information on the end of the year, including graduations, the staff outing at Bar Louie, PL days, field trips and staff vs. students kick ball game.
3. Assessment Data: Nathan presented the board with winter to spring NWEA Data.
4. SIP: Nathan presented the board with the finalized School Improvement Plan, which was done by the School Improvement Team. The Team added two new goals to the plan: professional practice and community & school climate
5. Evaluation Tool- the evaluation tool was presented to the board, which was done by the school improvement team. The team evaluated the academy National Geographic Resource/Curriculum.

Action Items

1. Ramy motioned, Chris Seconded and the board unanimously approved the following Action Items:
 - a. Resolution to Approve 2018-19 SAAN (correcting previous SAAN)
 - b. Resolution to Approve 2019-20 SAAN (in anticipation of)
 - c. Resolution to abide by all school board bylaws, rules and regulations
 - d. Resolution to Approve Board agents as the educational service provider management to authorize and negotiate contracts with service providers and vendors/contractors
 - e. Resolution Appointing Principal Board Offices and Public Notice Posting Location as 27321 Hampden St. Madison Heights, MI 48071
 - f. Resolution Designating Local Newspaper in which Legal Notices are to be posted as C&G Madison Park News.
 - g. Resolution Designating Bank Accounts for Deposit of State Aid Funds as Bank of America

- h. Resolution of the Board to Designate Account Signatory as Dr. Ramy Alosachie and Edward Bajoka
- i. Resolution Designating Academy CPA to Access Accounts to Monitor Activity & Perform Reporting

New Business

- 1. 2018-19 Final Budget- unanimously approved by attending members
- 2. 2019-20 Preliminary Budget- unanimously approved by attending members
- 3. 2019-20 Food Service Budget- unanimously approved by attending members
- 4. 2019-20 Food Service Bids- unanimously approved by attending members
 - a. Pizza- Dominoes
 - b. Milk- Berkshire
 - c. Bread- Alpha Baking
- 5. SIP 2019-20- unanimously approved by attending members
- 6. Planning Tool 2019- unanimously approved by attending members
- 7. 2019-20 Regular Board Meeting Schedule- unanimously approved by attending members
- 8. Appointment of Dr. Alosachie as temporary Board President until first 2019-20 school board meeting- unanimously approved by attending members
- 9. New Employee Hires/Resignations- unanimously approved by attending members

Extended Public Comment

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

Comments from the Board

Ramy discussed new board members for the 2019-2020 school year, including their swearing in to take place sometime in July. Chris thanked the Board for allowing him to serve as a director and wished the academy good luck. Zainab and Ramy thanked Chris and Farah for their time on the board.

Future Meetings and Adjournment

The next meeting is scheduled for July 31, 2019 at 7 p.m.

Chris moved to adjourn the meeting at approximately 8:15 p.m. and Zainab seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

Zainab Hazimi
Secretary

Attest:

