

KEYS GRACE ACADEMY

Minutes of a meeting of the Board of Directors held on Wednesday, July 25, 2018 at 7:05 p.m

A 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 were present throughout:

Dr. Ramy Alosachie, Vice President
Mr. Edward Bajoka, Treasurer
Mrs. Zainab Hazimi, Secretary

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 to add Action Item on Academy-Madison Lease and Contract Extension, and to approve Agenda for the meeting and the Minutes of the Special Meeting of the Board of Directors held on June 13, 2018 (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 (Nathan Kalasho)

1. **Business Update-** Lease terms on both the Edison Building (elementary) and the High School (KEYS Middle School) have been negotiated and agreed to. Nathan also welcomed new board member, Edward Bajoka who will be serving as Treasurer. Former treasurer, Chris Sesi, moved to Arizona and could no longer hold the responsibility.
2. **Budget Update** – Update on FTE amount, cash flow loan, and additional information on federal/state allocations was provided
3. **Staffing Update** – Still looking to fill: 2 paraprofessionals, office aide, Art Teacher, Writing Teacher and Tech Ed teacher
4. **Registration-** holding steady, with slightly higher numbers this year than last.

Information Items (By Natalie Deeb)

1. Open House/Family Night Event- scheduled for August 23rd
2. Enrollment Update- See above
3. Building Renovations Update (By Nathan)- extensive electrical work was needed for new AC units/condensers. We'll be renovating the main office area, removing dry wall and opening up more space for seating. More additions were added to the sensory room. The ceiling in the clinic collapsed and will be getting fixed this week.
4. TWP Clinic- they have assigned a new nurse practitioner, who is bilingual Arabic and English.

Action Items- Ramy motioned, Edward seconded and the board unanimously agreed to approve the following action items:

1. Resolution to Approve Madison-Academy Lease and Extension
2. Resolution to Approve Cash Flow Issuance of Note
3. Resolution to Approve 2018-19 Teacher Handbook and Contracts
4. Resolution to Approve 2018-19 Student-Family Handbook
5. Extension of AC Bid Process

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 August 29, 2018 at 7 pm.

Ramy moved to adjourn the meeting at approximately 7:40 p.m. and Zainab seconded the motion, which the Attending Members unanimously approved.