

## **KEYS GRACE ACADEMY**

### **Minutes of Regular Meeting of the Board of Directors held on Wednesday July 31, 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:

Dr. Ramy Alosachie  
Edward Bajoka  
Matthew Sharrak  
Hillary Sesi

Zainab Hazimi was not in attendance.

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 7:05 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 June 26, 2019 (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.

### **Oaths of Office**

1. New Members Matthew Sharrak and Hillary Sesi took their oaths of office at the Madison Board office on July 18, 2019.

### **Election of Officers**

1. Mr. Alosachie moved that the following slate of persons be elected as the officers of the Academy, to hold the positions set forth opposite their respective names below until their successors have been duly appointed or until their earlier resignation or removal.

Dr. Ramy Alosachie	President
Zainab Hazimi	Vice President
Edward Bajoka	Treasurer
Hillary Sesi	Secretary
Matthew Sharrak	Trustee

Mr. Bajoka seconded the motion, which the attending members unanimously approved

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

#### **1. Business Update –**

- a. SAAN closed on Friday July 26<sup>th</sup>. Eastern Michigan applied the last payment from the 18-19 SAAN to the new SAAN and transferred the remaining, as shown on account balance.
- b. Building Update- Classrooms nearly complete. Some of this years changes include: Library turned into mix-use for ELLs, pupil accounting office separated to clear room for another classroom, former TWP clinic is now SPED room and lower lab converted to 5<sup>th</sup> grade classroom.
- c. Food Service- All new equipment ordered and delivered. Summer sites continue to be serviced. SFA added an additional site: The James and Grace Lee Boggs School

#### **2. Budget Update –**

- a. 2019-20- we continue to wait for the governor and legislature to finalize the state aid budget for the year. We do not expect final budget until September.

#### **3. Staffing Updates**

- a. A personnel report was presented to the board with the following new additions: First Grade Teacher, Kindergarten Teacher, 5<sup>th</sup> grade teacher, sensory room paraprofessional and 1<sup>st</sup> grade paraprofessional. And resignations: kindergarten a teacher and sensory room paraprofessional

#### **4. Enrollment Update**

- a. Currently at 480 K-8 Students and 30 Pre-K students.

### **Information Items** (By Nathan Kalasho)

#### **1. Beginning of Year Information:**

- a. PL Day August 5<sup>th</sup>
- b. First Day- August 6<sup>th</sup>
- c. Open House Event- August 15<sup>th</sup> from 5 to 7
- d. Other Events- Mini-Medical School, hosted by MSU School of Medicine

#### **2. Consolidated Application- Submitted and awaiting approval or amendments**

#### **3. New Academic Programs- Some of the new academic programs purchased include: Writing City (K-5), Touch Math (K-2), and Emotional ABC (K-2).**

- 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.

### **Action Items**

1. Dr. Alosachie motioned, Mr. Bajoka Seconded and the board unanimously approved the following Action Items:
  - a. Resolution to Approve 2019-20 Employee Contracts
  - b. Resolution to Approve 2019-20 Student-Family Handbook
  - c. Resolution to Approve 2019-20 Title III ESL Handbook
  - d. Resolution to Appoint 2019-20 Parent Advisory Committee (PAC) representative as Bessma Hakim
  - e. Resolution Appointing McKinney-Vento Homeless Liaison as Matthew Sharrak
  - f. Resolution Appointing Freedom of Information Act Coordinator, Civil Rights Representative and Title IX representative as Edward Bajoka
  - g. Resolution Appointing Crisis Management Liaison as Hillary Sesi

### **New Business**

1. Dr. Alosachie motioned, Mr. Bajoka Seconded and the board unanimously approved the following new employees:  
Cooke, Adams, Kotula, Rusul and Ciora

### **Extended Public Comment**

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

### **Comments from the Board**

Ramy thanked the new board members for attending and spoke about his excitement for the 2019-2020 school year.

### **Future Meetings and Adjournment**

The next meeting is scheduled for August 28, 2019 at 7 p.m.

Mr. Bajoka moved to adjourn the meeting at approximately 8:00 p.m. and Dr. Alosachie seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

Hillary Sesi  
Secretary

Attest:

