

KEYS GRACE ACADEMY

Minutes of a meeting of the Board of Directors held on Wednesday, June 13, 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:

Mr. Chris Kattola, President
Dr. Ramy Alosachie, Vice President
Mr. Chris Sesi, Treasurer

Also, present for the entire meeting was Dr. Zena Najor.

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

Chris K. called the meeting to order at 7:00 and roll call was taken.

Approval of Agenda and Meeting Minutes from Previous Board Meeting

Motion by Chris K. and seconded by Ramy to add Action Item to approve 2017-18 final budget and preliminary 2018-19 budget to the agenda. Agenda for the meeting and the Minutes of the Special Meeting of the Board of Directors held on April 25, 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 (Dr. Zena Najor)

1. **Business Update**- working on finalizing consolidated lease + extension with Madison District Public Schools.
2. **Budget Update** –Nothing to report other than preliminary 2018-19 grant allocations
3. **Staffing Update** – Looking to add 3 paraprofessionals, 1 reading specialist and 1 ESL teacher to next year’s staff
4. **Registration**- have received around 75-80% of returning student applications
5. **Audit Schedule**- hoping to complete by August

Information Items (By Dr. Najor)

1. Final Budget- See Action Items
2. 2018-19 Preliminary Budget- See Action Items

3. School Calendars- Completed for Balanced Calendar...may have to alter some days around for 2019-20.
4. School Events- Currently in the middle of Spirit Week. Pre-K and 8th Grade Graduations to be held on Thursday.

Action Items

1. Chris K motioned, Ramy seconded and the board unanimously approved the following:
 - a. 2017-18 Final Budget
 - b. 2018-19 Preliminary Budget
 - c. Resolution of 2018-19 Recording Secretary as Zainab Hazimi
 - d. Resolution to abide by all school board bylaws, rules and regulations
 - e. Resolution to Approve Board agents to authorize and negotiate contracts with service providers and vendors/contractors
 - f. Resolution Appointing Principal Board Offices and Public Notice Posting Location as KEYS Grace Academy 27321 Hampden St. Madison Heights, MI 48071
 - g. Resolution Designating Local Newspaper in which Legal Notices are to be posted as C&G Madison Park News.
 - h. Resolution to appoint 2018-19 Parent Advisory committee (PAC) Representative as parent Najlah Khaleel
 - i. Resolution Designating Bank Accounts for Deposit of State Aid Funds as Bank of America
 - j. Resolution of the Board to Designate Account Signatory as current
 - k. Resolution Designating KEYS to Access Accounts to Monitor Activity & Perform Reporting
 - l. Resolution Appointing External Auditor as Croskey Lanni
 - m. Resolution Appointing Board Legal Counsel as Dean and Fulkerson, P.C.
 - n. Resolution to Approve 2018-19 Regular Board Meeting Schedule
 - o. Resolution Appointing McKinney-Vento Homeless Liaison as Zainab Hazimi
 - p. Resolution Appointing Freedom of Information Act Coordinator, Civil Rights Representative, and Title IX Representative as Dr. Ramy Alosachie
 - q. Resolution Appointing Crisis Management Liaison as Chris Kattola
2. New Business- SIP 2018-19. Chris K motioned, Ramy seconded and the board unanimously approved the 2018-19 School Improvement Plan

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 June 27, 2018 at 7 pm.

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