

KEYS GRACE ACADEMY

Minutes of Regular Meeting of the Board of Directors held on Wednesday February 27, 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:

Mr. 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

Chris 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 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 December 19, 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 (by Nathan Kalasho)

1. Business Update-

- a. Nathan updated the board on the 2019-20 student registration form. The form is nearly identical, but two items were removed in order to stay in compliance with the department of education. The new forms will also be used for the pre-k program. Nathan recommended that the board approve an open enrollment period of 4/1 – 4/30
- b. Nathan presented two locations for billboard advertisements for the 2019-20 school year.

2. Budget Update –

- a. Nathan presented the board with the 1st revised budget for the 2018-19 school year. The revised budget reflects an increase in state aid and federal grants, as well as the larger cash flow note and academy expenditures.
3. **Academic Updates-** Nathan updated the board on academic goals, including the re-evaluation of curriculum used, data to accompany current testing and long-term goals.
4. **Staffing Update** – Nathan updated the board on staffing needs: 3 more para-pros, ESL and reading interventionist. A health teacher was interviewed and will be recommended to the board at the next meeting, following background check.

Information Items

1. Winter Testing: NWEA was completed earlier this month. WIDA for Elementary is expected to be completed next week. WIDA for Middle school is expected to be finished the week of March 18th. The deadline to complete WIDA is March 24th.
2. Intersession Camp II report: focus on M-Step preparation for 3rd-8th graders. ADA of 45 students.
3. Newsletter: Distributed with upcoming events, students of the month and other information for families.

Action Items

1. Approval of new staff members and/or resignations: None
2. Ramy motioned, Chris seconded, and the board unanimously approved the 2019-2020 student registration forms.
3. Ramy motioned, Chris seconded, and the board unanimously approved the 1st revised 2018-2019 Budget
4. Ramy motioned, Chris seconded, and the board unanimously approved Billboard advertisements for Spring/Summer 2019
5. Ramy motioned, Chris seconded, and the board unanimously approved Open Enrollment period beginning April 1st and ending April 30th.

Extended Public Comment

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

Comments from the Board

Zainab commended the school for their work during the intersession camp.

Future Meetings and Adjournment

The next meeting is scheduled for March 27, 2019 at 7 p.m.

Ramy moved to adjourn the meeting at approximately 7:30 p.m. and Chris seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

Zainab Hazimi
Secretary

Attest: