

KEYS GRACE ACADEMY

Minutes of a Special Meeting of the Board of Directors held on Wednesday, November 16, 2015 at 7:18 p.m.

A meeting of the Board of Directors (the “Board”) of KEYS Grace Academy (“KEYS”) was held at 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
Mrs. Mae Kouza, Treasurer

Mrs. Zainab Hazimi and Farah Anoni were not in attendance.

Also present for the entire meeting were Nathan Kalasho and Lisa Mansour (Principal of KEYS Grace Academy).

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

Chris called the meeting to order at 7:18 and roll call was taken.

Approval of Agenda and Meeting Minutes from Previous Board Meeting

Motion by Chris and seconded by Ramy. Both the Agenda for the meeting and the Minutes of the Meeting of the Board of Directors held October 28, 2015 (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.

Business Management Report (by Nathan Kalasho)

1. **Organizational Structure** – nothing has changed with regard to structure.
2. **Expenditures and adjusted budget** – Nathan discussed not having the intergovernmental agreement from Madison District Public Schools yet. This will be presented to the board once we have it. The estimated amount of additional state aid is \$126,000 according to current figures and expected to be paid in March. June 30, 2016 a final budget will be determined using data from previous year. Seeking administrative assistant position for Lisa Mansour and possibly adding help to Kindergarten classroom.
3. **Computer Lab** – 27 stations are up and running with 24 having license for office and still waiting for contracted Tech department for Administrative rights.

4. **Thanksgiving Turkey Drive** – Lisa updated on upcoming events. AFPD is donating 30 turkeys to parents who attend conferences (one turkey per family). On December 5, 2015 CALC will be hosting a Story Time event at KEYS Grace Academy from 11:00am to 2:00pm. There will be gifts donated to the children. December 16, 2015 there will be a Holiday Concert for the children during the school day.
5. **Teacher and Student Handbook** – No changes have been made. Teachers and Students will be signing it.
6. **NWEA Update** – Rhonda will be attending a meeting with Madison regarding this testing. Plans to test the students are currently scheduled for December 2015.

Information Items

1. CHRI letters – None have been reported.

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

December meeting will be held on December 16, 2015 at 7 p.m.