

## KEYS GRACE ACADEMY

### **Minutes of the Regular Meeting of the Board of Directors held on Wednesday, October 27 at 7:00 p.m.**

A regular meeting of the Board of Directors (the “Board”) of KEYS Grace Academy (“KEYS”) was held at 27321 Hampden St. Madison Heights, MI 48071.

The following members of the Board (the “Attending Members”) attended the meeting and were present throughout:

Dr. Ramy Alosachie  
Zainab Hazimi  
Edward Bajoka

Absent with notice: Matthew Sharrak and Hillary Sesi

Also present for the entire meeting: Nathan Kalasho

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

Dr. Alosachie called the meeting to order at 7:00 pm and roll call was taken.

### **Approval of Agenda and Meeting Minutes from Previous Board Meetings**

Motion by Ms. Hazimi to approve the Agenda and the minutes from September 29 Regular Meeting, the motion was seconded by Mr. Bajoka. The agenda for the meeting and the minutes from September 29, 2021 were unanimously approved by the Attending Members.

### **Public Comment**

There was no public comment

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

1. **Business Update** –
  - a. Building-
    - i. Environmental Inspection Results on lower floor water sample came back clean.
    - ii. Asbestos Inspection Results were shared with the board. Notably, there was no detection under elementary carpet. Company also provided training to maintenance staff. Two members of maintenance are now certified. Company will re-wrap any near-exposed piping.
    - iii. Lower Elementary Carpet- received additional quote for \$16,500 for replacement.
2. **Budget Update** –

- a. 2022 Consolidated Application- still not available, although we have been informed that it will become available in November. We have received preliminary allocations on all fund sources.
  - b. October State Aid was presented. Some special funds have not yet been disbursed.
  - c. Section 23 approvals- received budget approval on Section 23 staff stipends on summer programming.
  - d. Audit Draft and financials- presented. Final report may offer minor tweaks. Notably, fund balance is approaching 10%, and the academy financials are in good shape. Hoping to increase fund balance to 12% by year end.
3. **Personnel Report**
- a. Mr. Kalasho presented the board with the personnel report. 2 new paraprofessional hires.

### **Information Items**

1. Virtual Learning- we are at 45 students; some are coming back. It's self-paced and we have a monitors who works with the kids daily. Virtual Attendance presented.
2. Students and Teacher of the Month- presented. All students of the month were rewarded with \$25 gift card. Ms. Stubblefield, 4<sup>th</sup> grade, was teacher of the month.
3. Curriculum Development- The meetings with the consultant took place on Oct 18 and 19. They went very well. The KG Social Studies is complete, and the KG Science is almost done. The team will continue to meet on their own over the course of the year
4. November Events- Staff Professional Development on November 1<sup>st</sup>. Planetarium visit on November 16<sup>th</sup>. Parent Teacher Conferences on November 18<sup>th</sup>.
5. School Covid Data- report from Nurse Trudy Jenkins was presented.
6. Oakland County Covid Update- County Covid Data presented. Starting to finally see school-aged cases plateau and, in some cases, decrease.

### **Action Items**

Ms. Hazimi motioned, Mr. Bajoka seconded and the attending members of the board unanimously approved the following Action Items:

1. Approval of the personnel report

### **Extended Public Comment**

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

### **Comments from the Board**

Dr. Alosachie- Very happy with the audit report.

Mr. Bajoka- great work to the administrative on the successful audit. Getting close to 10% is an accomplishment. Hope they all pat themselves on the back.

Mz. Hazimi- great work. Wishing you all a safe and happy Halloween.

### **Future Meetings and Adjournment**

The next meeting is scheduled for November 17, 2021.

Dr. Alosachie moved to adjourn the meeting at approximately 7:30 p.m. and Mr. Bajoka seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,