

KEYS GRACE ACADEMY

Minutes of the Regular Meeting of the Board of Directors held on Monday January 30, 2023 (Rescheduled from January 25th, due to inclement weather).

A regular meeting of the Board of Directors (the “Board”) of KEYS Grace Academy (“KEYS”) was held at KEYS Grace Academy.

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

Dr. Ramy Alosachie
Zainab Hazimi
Edward Bajoka
Hillary Sesi

Also present for the entire meeting: Natalie Deeb-Hamame-School Leader, Dr. Najor- School Principal, Nathan Kalasho-KEYS

Absent with notice: Matthew Sharrak

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 December 21, 2022 Regular Meeting, the motion was seconded by Mr. Bajoka. The agenda for the meeting and the minutes from December 21, 2022 were unanimously approved by the Attending Members.

Public Comment

There was no public comment

Management Report (by Nathan Kalasho)

1. Business Update –

- a. We are expecting the Governor’s executive budget to be released within the next two weeks.
- b. Holiday Pay- for staff
- c. Nutrition Staff- presented board with six competitive quotes for off-site kitchen staffing. Upcharges range from 20-40% in fees and costs. Chart also listed each accommodation that companies can or cannot provide, including managerial positions, bilingual staff, transport, etc.
- d. Transportation Quotes (Ms. Hazimi)- Ms. Hazimi presented board with quotes and feedback from companies that were sought out in order to get a better idea of costs and the possibility of cutting costs. Quotes Chart was presented. ABC

Transportation indicated they can only service Detroit routes, and their current 2022-23 rates could be found online. They cannot guarantee bilingual drivers. Their costs are higher than current rates. Trinity/Durham costs could also be found online. They indicated they are a year away from being able to provide a quote, however, their rates are currently higher than current rates, with at least \$400 per bus per route (day) and approximately \$300 per van per route (day). First Student did not respond to emails. Neuville did not answer phone calls. At our current requirements (12 bus routes and 10 van routes), we are currently saving between \$200,000-300,000 annually, as the rates from other companies are approximately 20-30% higher per route, and they would not be able to guarantee bilingual drivers.

- e. MAPSA Webinar- Board Counsel attended MAPSA webinar on the 19th.
 - f. OS PSA Meeting- Ms. Deeb-Hamame attended OS PSA meeting for the month
 - g. Grow Your Own Grant- we are finalizing submission. 7 staff members are being submitted for teaching and/or additional endorsements.
2. **Budget Update** –
- a. Section 41 and 41b- Great news! Both of our budgets have been approved. We received the GAN for 41b earlier today. We are expecting both on February state aid
 - b. We submitted Final Expenditure Reports on ESSER I and GEER I
 - c. We are finalizing modifications in the consolidated application. The main piece we are looking to change is funding our 2023 Summer Program out of Title I.
 - d. We submitted our Catamaran information
 - e. Financials- December financials presented.
3. **Personnel Report**
- a. Presented board with the personnel report
 - b. Presented board with benefits plan
 - c. Presented board with updated staff handbook. Highlighted changes include a section on increased maternity/paternity leave, PTO for hourly staff members, PTO days for salaried employees, an updated pay scale, and updated verbiage on 401k and throughout the entire document some minor corrections to language.
4. **Building**
- a. Presented board with updated Visitors Policy
 - b. Discussed the possible need for an RFP for Parking Lot Entry Door and Canopy. We will seek quotes to determine the possible costs and if we will need to send out for RFP.

Information Items (School Leader Deeb-Hamame and Dr. Najor)

1. Academic Updates-
- a. iReady Winter Results and Data- The Fall-Winter trends and reports were distributed and presented. We are seeing great gains made across the school. We are not entirely finished with the winter diagnostic, but so far we have doubled the amount of students at or above grade level, and more than half of students who have tested are showing more than 10-point gains in scores since the Fall. One class seeing some of the biggest growth is 7th grade. After all students complete

the Winter diagnostic, teachers will begin data diving and looking at specific interventions in areas where less than expected growth is occurring.

- b. We are preparing for MSTEP, which begins on April 11th. Next round of testing is the WIDA for our English Language Learners, which starts on February 6th. Our ESL and testing team are working hard on getting everything prepared.
2. School Board Appreciation – Presented board with a letter honoring their service and giving gratitude for all they do to help drive the academy mission and vision.
3. NEH Grant Submission – Submitted a grant through National Endowment for Humanities, in partnership with language development app Rinyo, to get funding for specific language based programming.
4. Madison Heights Community Coalition- Ms. Deeb-Hamame attended the meeting on Thursday. They went over events that took place and things they plan to do - blood drive, art adventures for therapy, etc. The majority of the meeting covered the increase in younger children consuming edibles. They are planning on following up with a parent and student meeting to address the issue.
5. Scholastic Book Fair- \$1300 scholastic dollars to purchase some classroom books for elementary.
6. After School Programming- Continuing to turn out great numbers. Taking a one week break, and beginning our third session next week, adding 4th and 5th graders.
7. Virtual Learning Update- presented board with virtual learner numbers and progress
8. Attendance Numbers- starting to see daily attendance rise after the implementation of our “Perfect Attendance” award program. Now at an average of 93.6%
9. Events & Activities -
 - MLK Jr Day Classroom Events
 - iReady Achievement Celebrations
 - Black History Assembly
 - Newcomer Seminar
10. Students and Teacher of the Month – Presented. Educators of the month were Ms. Kassab in 2nd Grade and Ms. Demneri with her support in Middle School Career class
11. Nurse Update – Nurse Lydia’s report was presented.

Action Items

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

1. Personnel Report
2. December Financials
3. Holiday Pay
4. Staff Handbook
5. Nutrition Staffing
6. Visitors Policy

Extended Public Comment

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

Comments from the Board

Dr. Alosachie- a lot of information presented tonight. Thank you to the team for providing us with the detail. I'm happy to see the continued growth of the students.

Ms. Hazimi- Agree with Dr. Alosachie. Was happy to help out this month. Thank you to our amazing administrators and teachers for all they do to help the kids grow and learn.

Mr. Bajoka- Thank you for all the information tonight. Also great to hear about the grants that were approved.

Ms. Sesi- Amazing news on the testing growth. Thank you to Zainab for providing info tonight.

Future Meetings and Adjournment

The next meeting is now scheduled for February 22, 2023

Mr. Bajoka moved to adjourn the meeting at approximately 7:55 p.m. and Ms. Hazimi seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

Hillary Sesi
Secretary