

## KEYS GRACE ACADEMY

### **Minutes of the Regular Meeting of the Board of Directors held on Wednesday March 29, 2023**

A regular meeting of the Board of Directors (the “Board”) of KEYS Grace Academy (“KEYS”) was held at KEYS Grace Academy at 6:30 pm.

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, John Carlson-Board Attorney  
Absent with notice: Matthew Sharrak

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

Dr. Alosachie called the meeting to order at 6:48 pm and roll call was taken.

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

Motion by Ms. Sesi to approve the Agenda and the minutes from January 30, 2023 Regular Meeting, the motion was seconded by Mr. Bajoka. The agenda for the meeting and the minutes from January 30, 2023 were unanimously approved by the Attending Members.

#### **Public Comment**

There was no public comment

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

1. **Business Update –**
  - a. Discussed highlights of executive budget recommendation. Awaiting legislative budgets. Discussed policy legislation, including repeal of 3<sup>rd</sup> grade retention, A-F school letter grading. Ms. Hazimi asked question on the A-F school letter grade appeal. Nathan clarified that this was the law that was passed in lameduck in 2018. Presented the board with an updated procurement policy, written by board counsel
2. **Budget Update --**
  - a. January and February financials presented. Nathan presented the first budget amendment of the year. Highlights: with the approval of 41b and several other, one-time grant awards, this year will see a large increase in fund balance of 20%.
3. **Personnel Report**

- a. Presented board with the personnel report
- 4. Building**
  - a. Building- We enclosed the garbage area outside with a metal-sheeted fence on wheels, allowing the ability to easily open and close during garbage pick-up times. We fixed a minor leak that was occurring on the north side of the building in the hallway. Maintenance will be focusing on the garden area, cleaning up and applying new wood chips. We're also going to start pricing out some grounds signs and awnings.

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

1. Academic Updates-
  - a. WIDA is completed and returned. We will get the scores in the summer. MSTEP pushed back to last week of April due to Ramadan. April 12 is PSAT for 8<sup>th</sup> graders
2. After School Programming Update – After school program has been extended to include 3<sup>rd</sup> grade. We have had an overwhelming response to the additional grade. This will start the week we return from break.
3. Monthly Activities – We received an amazing visit from Governor Whitmer on March 13<sup>th</sup>. She did a brief walkthrough of the school and then read to Ms. Simone's first grade class. We were honored to have her here.
4. Open Enrollment April- Preparing to have open enrollment from April 1<sup>st</sup> to April 18<sup>th</sup>, with advertisement going out on social media sites. Families will also have the ability to come in during nights and weekends if needed. We have moved to digital enrollment. All parents will be sent a link to register with the parent portal on MiSTAR and will be able to register their child (for returning students) We will have new students' enrollment up and running soon. For now, new families will complete pre-enrollment and then be given a call or email to finish official enrollment.
5. Authorizer Updates- meeting with authorizer on 4/4. After that, we have a meeting scheduled for mid May, just before the A&V visit.
6. Epicenter- Epicenter is now open and we are continuing with bi weekly meetings as we build the platform. The idea is to move all information on our shared drive into epicenter, and to store all deadline dates as well.
7. Virtual Learning- We have 12 students online. Two-way communication has been consistent
8. Attendance Numbers- since the implementation of the new attendance incentive, attendance has increased - floating at about 95.8%.
9. Events & Activities –
  - 8th grade had a field trip to Universal nonstop 2/17
  - Spring Break is the 27th-31st
  - Talent show auditions took place in early February. They will be practicing the week of the 10th.
  - Culture Day is April 6th with activities planned throughout the day
10. Students and Teacher of the Month – Presented. Educators of the month were Ms. Onesie, Art Teacher – Mr. Fowler, Middle School Science and Lead – Ms. Baneen Bayati, elementary paraprofessional

11. Nurse Update – Nurse Lydia’s report was presented.

**Action Items**

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

1. Personnel Report

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

2. Monthly Financials

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

3. 1<sup>st</sup> 2022-2023 Budget Amendment

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

4. Student Handbook

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

5. Epicenter as the new platform to store, upload, and document all pertinent academy filings, information, deadlines, and authorizer docs

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

6. Open Enrollment from April 1<sup>st</sup> to April 18<sup>th</sup>

Mr. Bajoka motioned, Ms Hazimi seconded, the approval of the following Action Item:

7. Procurement Policy – unanimously approved  
Discussion- Mr. Carlson explained the new policy. He told the board the amount threshold to allow purchases without first seeking board approval is at their discretion, but cannot exceed \$28,048. Mr. Bajoka asked what the average is for academies. Mr. Carlson explained that it varies at all academies and districts, but that \$15,000 is a reasonable number. He added that the board can make it less or higher. He also said whatever the board decides, they can always change it a later time. Ms. Hazimi said she felt comfortable with whatever the rest of the board decides. The board indicated that

they will proceed with a procurement limit of \$15,000, and will revisit it if the limit causes issues with purchasing items that are immediately needed.

### **Extended Public Comment**

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

### **Comments from the Board**

Dr. Alosachie- Thank you for all the information. Hope everyone is having a nice Spring Break. Great to finally meet Mr. Carlson in person.

Ms. Hazimi- Agree with Dr. Alosachie. Thank you everyone.

Mr. Bajoka- Thank you for all the information tonight. Also great to meet Mr. Carlson. Having the Governor here is something to be proud of. Great achievement

Ms. Sesi- Agree with Edward. Amazing visit. Hope everyone has a nice week.

### **Future Meetings and Adjournment**

The next meeting is now scheduled for April 26, 2023

Mr. Bajoka moved to adjourn the meeting at approximately 7:32 p.m. and Ms. Hazimi seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

Hillary Sesi  
Secretary