

KEYS GRACE ACADEMY

Minutes of Regular Meeting of the Board of Directors held on Wednesday November 20, 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:

Dr. Ramy Alosachie
Zainab Hazimi
Edward Bajoka
Hillary Sesi

Matthew Sharrak was not in attendance.

Also present for the entire meeting was Nathan Kalasho.

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

Dr. Alosachie 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 Dr. Alosachie to approve the Agenda and to approve the meeting minutes of previous board meeting. The motion was seconded by Ms. Hazimi. Both the Agenda for the regular meeting and the Minutes of the Regular Meeting of the Board of Directors held on 10/30/19 (copies of which had been provided to all of the members of the Board in advance of the meeting and uploaded to board site page) were unanimously approved by the Attending Members.

I. Audit Presentation –

- I. Patrick Sweeney, from auditing firm Croskey Lanni, provided a presentation to the board on the findings, financial highlights, and summary of the Academy audit for the year 2018-2019. Mr. Sweeney went over the noncompliance issue regarding actual expenditures exceeding the board approved appropriation. Mr. Sweeney explained why the expenditures exceeded the amount and went over the academy’s response to prevent the issue from happening again. Ms. Hazimi asked about the academy’s overall standing, and Mr. Sweeney said the academy is in good financial standing. Mr. Bajoka asked if the capital outlay purchase was the

reason why the expenditures exceeded the appropriated amount, and Mr. Sweeney answered that it was, and that the outlay cost couldn't be considered an asset and had to be counted against. Dr. Alosachie thanked Mr. Sweeney for the presentation.

Management Report (by Nathan Kalasho)

I. Business Update

- I. Building- Nathan updated the board on the continuing issue with the boiler. MDPS has been sending their maintenance to add water to boiler twice per day. They are seeking quotes on the repair.
- II. Food- Nathan informed the board of another school seeking to be serviced by KGA.- The Sarah J Weber Academy. The charter school, located in Pontiac, is currently being serviced by a nearby school district. Ms. Sesi asked if this would be for next year. Nathan answered that the school is looking to make the change as early as January. Dr. Alosachie and other attending board members were supporting of including the school under the academy's SFA. The CACFP application, which allows us to service supper programs, is still not yet approved after we sent in modifications. We anticipate approval within the next couple of weeks. We are requesting an MDE analyst visit our sites to provide feedback on our current operations.
- III. Transportation- Two drivers are attending continued courses at MISD in December.

II. Budget Update –

- I. 2019-20- The per-pupil increase that was vetoed may be restored before the new year. As it currently stands, the foundational allowance remains at 7871. Our count submission for MSDS was incorrect, and we requested it to be reopened. An entire kindergarten class wasn't included. CEPI will be reopening the submission to allow us to make the correction. Nathan presented the board with the October P&L.

III. Personnel Report

- I. A personnel report was presented to the board with the following new additions: Middle School ESL, Kindergarten Para, Kindergarten Teacher, Middle School Math and Tech Ed. Resignations include: Middle School ESL (left for position at community college), Middle School Para and 3rd Grade Teacher.
- II. Enrollment Update- 482 K-8 Students and 30 Pre-K students.

Information Items (By Dr. Najor)

- I. Nathan updated the board on the latest events at KEYS, including the parent-teacher conferences and Thanksgiving activities. Middle School soccer started practice every Tuesday and Thursday.
- II. Section 41 budget was increased. Nathan informed the board that the budget was amended to account for the additional monies, and we are waiting on approval.

New Business

- I. Dr. Alosachie motioned, Mr. Bajoka Seconded and the board unanimously approved the following new employee hires, resignations, and roves, according the the personnel report:
 - I. Moving Ms. Glowzinski from Tech Ed to 3rd Grade
 - II. Resignations: Nawal Anton, Katherine Engh
- II. Dr. Alosachie motioned, Mr. Bajoka seconded and the board unanimously approved the Academy Audit report, findings and recommendations from Croskey Lanni.

Extended Public Comment

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

Comments from the Board

Dr. Alosachie wished the board a Happy Thanksgiving. The remaining board members wished the same

Future Meetings and Adjournment

The next meeting is scheduled for December 20, at 7 p.m.

Dr. Alosachie moved to adjourn the meeting at approximately 7:50 p.m. and Ms. Hazimi seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

Hillary Sesi
Secretary

Attest: