

Caniff Liberty Academy  
Board of Directors  
Regular Board Meeting  
Minutes

Date: Wednesday, January 17, 2024  
Time: 6:00 pm  
Location: Caniff Liberty Academy  
2650 Caniff St.  
Hamtramck, MI 48212

Call to Order

The meeting was called to order at 6:04 pm by Treasurer Al-Zaqzuq.

Roll Call

A roll call was taken. The following board members were in attendance:

Absent (Excused) – Mr. Abu-Shanab, President  
Present - Mr. Ali Al-Zaqzuq, Treasurer  
Present – Mr. Imad Hamad, Secretary  
Present – Mr. Qurban Choudhury, Member  
Absent (Excused) – Dr. Elmoataz Ibrahim, Member

A quorum was in attendance to conduct business.

Also in attendance were the following individuals:

Mr. Ahmed Saber, EMAN  
Mr. Ehab Hassan, EMAN  
Dr. Lorilyn Coggins, EMAN  
Mr. Tom Kozak, Caniff Liberty Academy  
Ms. Judeen Bartos, Oakland University Charter Schools Office

Approval of Agenda

It was moved by Mr. Hamad and seconded by Mr. Choudhury to approve the agenda. The vote was unanimous (3/0) in favor of the motion (Ayes - Al-Zaqzuq, Hamad, and Choudhury). Motion passed - Agenda approved.

No board member indicated having a conflict of interest with respect to any agenda item.

Approval of Prior Meeting Minutes

It was moved by Mr. Hamad and seconded by Mr. Al-Zaqzuq to approve the minutes of the Meeting held on November 15, 2023, as read. The vote was unanimous (3/0) in favor of the motion (Ayes - Al-Zaqzuq, Hamad, and Choudhury). Motion passed - Minutes approved.

### Public Comment Relating to Agenda Items

No public comment was provided.

### Correspondence

Several items of correspondence were received including:

- Hylant Insurance Review
- NSLP Review
- Fall Pupil Audit
- Recon Facility Review

While no action was taken on any of the items, the Board did spend time reviewing the Recon Facility Review in detail.

### Reports

Mr. Saber welcomed the board to the January meeting and wished everyone a Happy New Year. He then provided highlights of the written management company report including updates on the assessment program, 23G funding, and recent building repairs.

A copy of the Annual Education Report and cover letter were presented, noting that the documents would be available on the school website.

Dr. Coggins summarized the December financial reports noting cash on hand, fund balance, and actual to budget percentages for both revenues and expenditures.

### Unfinished Business

There was no unfinished business to come before the Board.

### New Business

It was moved by Mr. Hamad and seconded by Mr. Al-Zaqzuq to approve the financial reports as presented. The vote was unanimous (3/0) in favor of the motion (Ayes - Al-Zaqzuq, Hamad, and Choudhury). Motion passed – Financial Reports approved.

It was moved by Mr. Hamad and seconded by Mr. Al-Zaqzuq to adopt the 23-24 Amended Budget as presented. The vote was 3/0 in favor of the motion (Ayes - Al-Zaqzuq, Hamad, and Choudhury). Motion passed – 23/24 Amended Budget adopted.

Dr. Coggins presented a copy of the Transparency Reporting Certification.

It was moved by Mr. Al-Zaqzuq and seconded by Mr. Hamad to approve the 24/25 Lottery and Enrollment Procedures as presented. The vote was 3/0 in favor of the motion (Ayes - Al-Zaqzuq, Hamad, and Choudhury). Motion passed – 24/25 Lottery and Enrollment approved.

#### Authorizer Comments

The December and January Board Briefs were provided to the Board.

Ms. Bartos brought comments to the Board from Oakland University and reported on the upcoming Board Appreciation Dinner and the annual Book Writing Contest. She also noted the office review of transparency requirements and the required conflict of interest forms (completed by the board members at the meeting).

#### Other Business

It was moved by Mr. Hamad and seconded by Mr. Al-Zaqzuq to enter closed session at 6:37 pm for the purpose of reviewing the Emergency Operations Plan which is exempt from public disclosure. The vote was 3/0 in favor of the motion (Ayes - Al-Zaqzuq, Hamad, and Choudhury). Motion passed – Closed Session entered at 6:37 pm.

Ms. Bartos left the meeting.

The Board re-entered open session at 6:43 with a quorum still in attendance.

It was moved by Mr. Hamad and seconded by Mr. Al-Zaqzuq to approve the Emergency Operations Plan with updates to the school calendar, school schedule and staffing as needed. The vote was 3/0 in favor of the motion (Ayes - Al-Zaqzuq, Hamad, and Choudhury). Motion passed – Emergency Operations Plan approved.

#### Extended Public Comments

There was no extended public comment.

#### Closing Items

The next meeting was announced for Wednesday, February 21, 2024.

It was moved by Mr. Hamad and seconded by Mr. Al-Zaqzuq that the meeting be adjourned at 6:45 p.m. The vote was unanimous in favor of the motion. Motion passed – Meeting Adjourned.

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I certify that these minutes were approved [✓] as read, [ ] as corrected, by the Academy Board at a duly noticed open meeting held on Feb 24, 2024 at which a quorum was present.

By: ✓ 

Its: Secretary