

Caniff Liberty Academy  
Board of Directors  
Regular Board Meeting  
Minutes

Date: Wednesday, September 20, 2023  
Time: 6:00 pm  
Location: Caniff Liberty Academy  
2650 Caniff St.  
Hamtramck, MI 48212

Call to Order

The meeting was called to order at 6:07 pm by Vice President Ibrahim.

Roll Call

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

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

A quorum was in attendance to conduct business.

Also in attendance were the following individuals:

Mr. Ahmed Saber, EMAN  
Dr. Azra Ali, EMAN  
Mr. Ehab Hassan, EMAN  
Dr. Lorilyn Coggins, EMAN  
Mr. Tom Kozak, Caniff Liberty Academy  
Ms. Antoinette Dorsett, 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 - Ibrahim, 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 Dr. Ibrahim to approve the minutes of the Annual Organizational Meeting held on August 16, 2023, as read. The vote was unanimous (3/0) in favor of the motion (Ayes - Ibrahim, Hamad, and Choudhury). Motion passed - Minutes approved.

### Public Comment Relating to Agenda Items

No public comment was provided.

### Correspondence

The Board received the NSLP Procurement Review Report.

### Reports

Mr. Saber welcomed the Board to the first meeting of the new school year. Dr. Ali highlighted the written management company report with current enrollment data and attendance rates. Mr. Hassan presented a power-point with recent building renovations to include window replacements, exterior wall repairs, electrical upgrades, air conditioning installation, boiler repairs and carpet replacement.

Dr. Ibrahim thanked Mr. Hassan for the timely work in preparation for the new school year.

Dr. Coggins summarized the August 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 Dr. Ibrahim to approve the financial reports as presented. The vote was unanimous (3/0) in favor of the motion (Ayes - Ibrahim, Hamad, and Choudhury). Motion passed – Financial Reports approved.

It was moved by Mr. Hamad and seconded by Dr. Ibrahim to approve the extension to the ESP Agreement as presented. The vote was unanimous (3/0) in favor of the motion (Ayes - Ibrahim, Hamad, and Choudhury). Motion passed – ESP Agreement Extension Approved.

It was moved by Mr. Hamad and seconded by Dr. Ibrahim to approve the NSLP Procurement Policy as presented. The vote was unanimous (3/0) in favor of the motion (Ayes – Ibrahim, Choudhury, and Hamad). Motion passed – NSLP Procurement Policy Approved.

Dr. Coggins presented the prepared Response to the NSLP Procurement Review with supporting documentation.

### Other Business

No other business was considered.

### Authorizer Comments

The September Board Brief was provided to the Board.

Ms. Dorsett brought comments to the Board from Oakland University and reported on the reauthorization process and the process for applying for the 23/24 School Improvement Award. She also noted the upcoming board training available and the MAPSA Symposium.

### Extended Public Comments

There was no extended public comment.

### Closing Items

The next meeting was announced for Wednesday, October 18, 2023. Mr. Hamad noted that he might not be able to attend. Mr. Saber noted that the meeting would include the presentation of the annual audit. The annual education presentation will be made at the November meeting.

It was moved by Mr. Hamad and seconded by Dr. Ibrahim that the meeting be adjourned at 6:37 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 October 18, 2023 at which a quorum was present.

By: 

Its: ~~Secretary~~ Vice President