

Caniff Liberty Academy  
Board of Directors  
Annual Organizational Meeting  
Minutes

Date: Wednesday, August 16, 2023  
Time: 6:00 pm  
Location: 27704 Franklin Road  
Southfield MI 48034

Oath of Public Office

Dr. Coggins administered the Oath of Public Office to both Dr. Ibrahim.

Call to Order

The meeting was called to order at 6:15 pm by Member Abu-Shanab.

Roll Call

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

Present – Mr. Abu-Shanab  
Present - Mr. Ali Al-Zaquq  
Present – Mr. Imad Hamad  
Absent (Excused) – Mr. Qurban Choudhury  
Present – Dr. Elmoataz Ibrahim

A quorum was in attendance to conduct business.

Also in attendance were the following individuals:

Mr. Ahmed Saber, EMAN  
Mr. Ehab Hassan, EMAN  
Dr. Azra Ali, EMAN  
Dr. Lorilyn Coggins, EMAN  
Mr. Tom Kozak, Caniff Liberty Academy  
Ms. Sukie Gruesbeck, Oakland University Charter Schools Office

Conflict of Interest Inquiry

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

Appointment of Temporary Chairperson

It was moved by Mr. Hamad and seconded by Dr. Ibrahim that Mr. Abu-Shanab will serve as Temporary Chairperson until the election of officers. The vote was unanimous in favor of the

motion, 4/0, (AYES – Abu-Shanab, Al-Zaqzuq, Hamad, and Ibrahim). Motion passed. Abu-Shanab – Temporary Chairperson.

### Approval of Agenda

It was moved by Mr. Hamad and seconded by Mr. Abu-Shanab to approve the agenda. The vote was unanimous (4/0) in favor of the motion (Ayes - Abu-Shanab, Al-Zaqzuq, Hamad, and Ibrahim). Motion passed - Agenda approved.

### Public Comment Relating to Agenda Items

No public comment was provided.

### Annual Organizational Items

It was moved by Mr. Hamad and seconded by Mr. Abu-Shanab to elect the following slate of officers for the 23/24 year:

President – Abu-Shanab  
Vice President – Ibrahim  
Secretary – Hamad  
Treasurer – Al-Zaqzuq

The vote was unanimous (4/0) in favor of the motion. AYES – Abu-Shanab, Al-Zaqzuq, Hamad and Ibrahim. Motion passed. Officers elected.

It was moved by Mr. Hamad and seconded by Dr. Ibrahim to adopt the annual resolutions as presented and including:

- Election of Officers
- Legal Counsel
- Independent Auditor
- 2023-2024 School Calendar
- Indemnification
- Postings
- Board Corresponding Agent
- Title VI – Civil Rights Representative
- Freedom of Information Coordinator
- Homeless Children and Youth Liaison
- Title IX Representative
- Account Designation and Signatory Authority
- Print Media
- Insurance Procurement
- Chief Administrative Officer
- Budget Timeline

- AHERA Contact
- Board Recording Secretary
- Sexual Harassment Contacts
- Section 504 Contact
- FERPA Contact
- Playground Safety Act Contact
- School Safety Commission Liaison
- Contract Negotiation

The vote was unanimous (4/0) in favor of the motion. AYES – Abu-Shanab, Al-Zaqzuq, Hamad and Ibrahim. Motion passed. Annual resolutions adopted.

### Correspondence

Correspondence from the Department of Treasury was received.

### Reports

Mr. Saber welcomed the Board to the August meeting and reported on current renovations underway at the building. Bricks have been replaced, and new windows are being installed with A/C units throughout. The electrical has been updated to accommodate the A/C units. The roof has also been replaced. Dr. Ali then highlighted the written report and provided initial data on the spring MSTEP testing. Summer programming ran for six weeks with good participation. Enrollment was reported at 538 students with a growing Ukrainian population. Dr. Ali noted that staffing is strong for the start of the school year.

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

### Consent Agenda

The consent agenda included approval of the following:

- June Minutes (Regular and Budget Hearing)
- Monthly Financial Reports
- Spring Board Policy Updates
- 23/24 Amended School Calendar

It was moved by Mr. Hamad and seconded by Mr. Abu-Shanab to approve all items on the consent agenda. The vote was unanimous (4/0) in favor of the motion (Ayes - Abu-Shanab, Al-Zaqzuq, Hamad, and Ibrahim). Motion passed – Consent Agenda items approved.

### Other Business

No other business was considered.

### Authorizer Comments

The August Board Brief was provided to the Board.

Ms. Gruesbeck brought comments to the Board from Oakland University and noted that the Reauthorization Folder is available. Oakland University will plan classroom visits in October. NWEA growth data is outstanding for Caniff Liberty Academy.

### Extended Public Comments

There was no extended public comment.

### Closing Items

The next meeting was announced for Wednesday, September 20, 2023. Mr. Abu-Shanab noted that he would not be able to attend.

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

\*\*\*\*\*

I certify that these minutes were approved [ ] as read, [ ☒ ] as corrected, by the Academy Board at a duly noticed open meeting held on September 20, 2023 at which a quorum was present.

By:

Its: Secretary

