

Caniff Liberty Academy  
Board of Directors  
Regular Board Meeting  
Minutes

Date: Wednesday, May 15, 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 6:00 pm by President Abu-Shanab.

Roll Call

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

Present – Mr. Abu-Shanab, President  
Absent (Excused) - Mr. Ali Al-Zaqzuq, Treasurer  
Present – Mr. Imad Hamad, Secretary  
Present (Arrived at 6:03 pm) – 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  
Mr. Ehab Hassan, EMAN  
Dr. Azra Ali, EMAN  
Dr. Lorilyn Coggins, EMAN  
Mr. Tom Kozak, Caniff Liberty Academy  
Ms. Suki Gruesbeck, Oakland University Charter Schools Office

Approval of Agenda

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

Oath of Public Office

Dr. Coggins, in her capacity as a Notary Public, administered the Oath of Public Office to both Mr. Abu-Shanab and Mr. Hamad. Both members accepted their new terms of office.

### Approval of Prior Meeting Minutes

It was moved by Mr. Abu-Shanab and seconded by Mr. Hamad to approve the minutes of the Meeting held on April 17, 2024, as read. The vote was unanimous (4/0) in favor of the motion (Ayes – Abu-Shanab, Hamad, Ibrahim and Choudhury). Motion passed - Minutes approved.

### Public Comment Relating to Agenda Items

No public comment was provided.

### Correspondence

Correspondence received by the Board included an e-mail from Oakland University appointing Mr. Imad Hamad to a new term on the Board of Directors, communication from the Michigan Department of Education approving the Vended School Meals Contract Renewal, and a recap of e-rate funding for the past several years.

### Presentations

Dr. Azra Ali presented the Spring Education Report with educational goals and achievement results for the past year, along with academic plans and goals for the 24/25 school year.

### Reports

Mr. Saber welcomed the Board to the May meeting and noted that we have approximately four weeks left of school in this academic year. MSTEP testing has been completed and NWEA testing is underway. With the improvement in the weather, multiple field trips have been scheduled for our students. Dr. Ali then provided highlights from the written report.

Dr. Coggins summarized the April financial reports noting cash on hand, fund balance, and actual to budget percentages for both revenues and expenditures. She also provided the Board with an overview of the April State Aid report.

### Unfinished Business

An overview of the compiled Annual ESP Evaluation was presented by Dr. Coggins.

### New Business

It was moved by Mr. Hamad and seconded by Mr. Abu-Shanab to approve the financial reports as presented. The vote was unanimous (4/0) in favor of the motion (Ayes – Abu-Shanab, Hamad, Choudhury, and Ibrahim). Motion passed – Financial Reports approved.

It was moved by Mr. Hamad and seconded by Dr. Ibrahim to approve the 24/25 School Calendar as amended. The vote was 4/0 in favor of the motion (Ayes – Abu-Shanab, Hamad, Choudhury, and Ibrahim). Motion passed – Amended 24/25 School Calendar approved.

It was moved by Mr. Abu-Shanab and seconded by Mr. Hamad to adopt the 24/25 Board Meeting Schedule as presented. The vote was 4/0 in favor of the motion (AYES – Abu-Shanab, Hamad, Ibrahim and Choudhury). Motion passed – 24/25 Board Meeting Schedule adopted.

A draft of the 24-25 projected budget was provided to the Board with a summary of overall revenues and expenditures, along with basic budgetary assumptions. No action was taken at this time as the required Budget Hearing is scheduled for June 19, 2024.

It was moved by Mr. Hamad and seconded by Mr. Abu-Shanab to approve the Terms and Conditions for the new Charter Contract with Oakland University and authorize Mr. Abu-Shanab to sign. The vote was 4/0 in favor of the motion (AYES – Abu-Shanab, Hamad, Choudhury, and Ibrahim). Motion passed – Terms and Conditions approved.

It was moved by Mr. Abu-Shanab and seconded by Mr. Hamad to approve and adopt the Spring Board policy updates as presented by the National Charter Schools Institute to include the deletion of several policies from the administration and staff sections. The vote was 4/0 in favor of the motion (AYES – Abu-Shanab, Hamad, Choudhury, and Ibrahim). Motion passed – Spring Board Policy Updates adopted.

It was moved by Mr. Abu-Shanab and seconded by Mr. Hamad to approve the Vended School Meals Contract Renewal. The vote was 4/0 in favor of the motion (AYES – Abu-Shanab, Hamad, Choudhury and Ibrahim). Motion passed – Vended School Meals Contract Renewal approved.

#### Authorizer Comments

The May Board Briefs were provided to the Board.

Ms. Gruesbeck brought comments and gifts to the Board from Oakland University and reported on the annual National Charter Schools Conference and Charter School Day at the capital.

#### Other Business

Mr. Saber announced that Representative Ayash has a visit planned to the school on Monday, May 20, 2024.

#### Extended Public Comments

There was no extended public comment.

#### Closing Items

The next meeting was announced for Wednesday, June 19, 2024. It was noted that this meeting also includes the Annual Budget Hearing.

It was moved by Mr. Hamad and seconded by Mr. Abu-Shanab that the meeting be adjourned at 7:08 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 June 19, 2024 at which a quorum was present.

By:

Its: Secretary

