

**Minutes of a Meeting of the Board of Trustees of the  
Central Queens Academy Charter School  
April 3, 2023 at 6:00 PM**

A meeting of the Board of Trustees (the “Board”) of the Central Queens Academy Charter School (“CQA” or the “School”) was held on April 3, 2023 at 6:00 PM by video conference in accordance with the Open Meetings Law and the New York City state of emergency order and pursuant to notice duly given.

Trustees Suvadip Bose, Michael Lee, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, and Joyce Wu were present by video conference. Trustees Megha Jain, Année Kim and Tom Ng were absent. Additionally, Ashish Kapadia, Executive Director; Michelle Dalpiaz, Chief Financial Officer; Glenn Liebeck, School Director; and Melissa Kinsella, Director of Advancement were present by video conference. Members of the public and candidates for service on CQA’s Board of Trustees, Michelle Hallam and Michael Tang were also present by video conference.

Melissa Kinsella recorded the minutes on behalf of the Secretary, Megha Jain. All participants were able to speak and be heard and seen and were determined to be present at the meeting pursuant to the School’s bylaws and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order and Melissa Kinsella went through the roll call and noted the board had quorum.

- I. March 6, 2023 Meeting Minutes
  - a. Joyce Wu presented the March 6, 2023 meeting minutes to the board. Sonia Park made a motion to approve the minutes and Sabir Semerkant seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
  - a. Joyce Wu welcomed Michelle Hallam and Michael Tang to the meeting and thanked them for their interest in joining the Board of Trustees.
- III. Fundraising Task Force Report
  - a. Michael Lee provided a summary of outcomes from CQA’s March fundraising event.
- IV. Educational Accountability Report
  - a. Glenn Liebeck provided an education accountability report, including state assessment testing preparations, staffing and hiring for current and next school years, academic intervention services, internal diagnostic results, and high school placement results for CQA’s graduating 8<sup>th</sup> graders.
- V. Executive Director Report
  - a. Ashish Kapadia provided an update on enrollment, facilities, human resources, fundraising, external relations, compliance activities, and CQA’s lottery for the 23-24 school year.
  - b. Ashish also provided an update on the finance department’s budgeting process for FY24.
  - c. Financial reports as of February 2023 were shared with the board.
- VI. Public Comment

- a. Guests Michelle Hallam and Michael Tang shared their connections to CQA's community and their interests in supporting the school.
- VII. Next Meeting and Adjournment
- a. The next board meeting is scheduled to take place on Monday, May 1, 2023. If the Mayor extends New York City's state of emergency order, this meeting will be held virtually by Zoom. An in-person meeting location will be available at CQA at 88-14 Justice Avenue, Elmhurst.
  - b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Sonia Park seconded the motion. All board members voted in favor and the meeting was adjourned.