

**Minutes of a Meeting of the Board of Trustees of the  
Central Queens Academy Charter School  
August 29, 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 August 29, 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 Suv Bose, Tom Ng, Sonia Park, Rick Ruvkun, Sabir Semerkant, Michael Tang, Cathy Tse, and Joyce Wu were present by video conference. Trustees Michelle Hallam, Megha Jain, Michael Lee, and Bruce Saber were absent. Additionally, Ashish Kapadia, Executive Director; Glenn Liebeck, School Director; Melissa Kinsella, Director of Advancement; and Michelle Dalpiaz, Chief Financial Officer were 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. Co-Vice Chair, Sonia Park called the meeting to order and Melissa Kinsella went through the roll call and noted the board had quorum.

- I. July 2023 Meeting Minutes
  - a. Sonia Park presented the July 10, 2023 meeting minutes to the board. Suv Bose 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. Sonia Park noted that Année Kim has resigned from the Board of Trustees effective immediately due to a recent career change. Sonia thanked her for her years of service to the school.
  - b. Sonia Park noted that with Année Kim’s departure from the board and no candidate prepared to take her seat, that the fixed number of Trustees should be adjusted.
    - i. Sabir Semerkant made a motion to adjust the fixed number of Trustees from 13 to 12. Rick Ruvkun seconded the motion. All board members present voted in favor and the motion passed.
  - c. Sonia Park reminded the board that officer terms were to expire this month and that the current slate of officers have each agreed to be re-elected to another term of one year.
    - i. Suv Bose made a motion to re-elect Joyce Wu as Chair, Sonia Park as Co-Vice Chair, Cathy Tse as Co-Vice Chair, Rick Ruvkun as Treasurer, and Megha Jain as Secretary each for a term of one year. Tom Ng seconded the motion. All board members present voted in favor and the motion passed.
  - d. Sonia Park reminded the board that a board retreat to discuss CQA’s growth plans will take place on Saturday, December 2<sup>nd</sup>.
  
- III. Educational Accountability Report
  - a. Glenn Liebeck provided an education accountability report, including summer school outcomes, staffing updates and demographics, summer staff development activities, and expansion planning.

- IV. Executive Director Report
  - a. Ashish Kapadia provided an update on expansion planning, facilities, human resources, fundraising, external relations, compliance activities, enrollment for the next school year, and the status of the school's application for CQA II.
  - b. Financial reports as of May 31, 2023 were shared with the board.
  - c. Ashish Kapadia provided an update on the facility search for expansion and the potential initial associated costs.
    - i. Joyce Wu made a motion to authorize Ashish Kapadia to enter into contract agreements with Gluck+ for architectural services up to the amount of \$200,000 and with Ingram Yuzek Gainen Carroll & Bertolotti for legal services up to the amount of \$50,000 for their respective work associated with the facility which would house CQA II. Sabir Semerant seconded the motion. All board members present voted in favor and the motion passed.
  
- V. Public Comment
  - a. No guests chose to make public comment.
  
- VI. Executive Session
  - a. Joyce Wu made a motion to enter into Executive Session to discuss a potential litigation matter. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
  - b. The board entered Executive Session.
  - c. Sabir Semerkant made a motion to exit Executive Session. Suv Bose seconded the motion. All board members present voted in favor and the motion passed.
  
- VII. Next Meeting and Adjournment
  - a. The next board meeting is scheduled to take place on Monday, September 18, 2023. The meeting will take place virtually if the NYC Mayor extends the state of emergency order. Alternatively, an in-person location would be available at CQA at 88-14 Justice Avenue, Elmhurst.
  - b. There being no further business to come before the board, Michael Tang made a motion to adjourn, Sabir Semerkant seconded the motion. All board members voted in favor and the meeting was adjourned.