



**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
August 30, 2022 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 30, 2022 at 6:00 PM by via Zoom Video Conference, pursuant to notice duly given.

Trustees Suv Bose, Megha Jain, Maribel Lara, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Cathy Tse, and Joyce Wu were present by video conference. Trustees Annee Kim, Michael Lee and Sabir Semerkant were absent. Additionally, Ashish Kapadia, Executive Director; Glenn Liebeck, School Director; Therese Paskoff, Director of Operations; Michelle Dalpiaz, Chief Financial Officer; and Melissa Kinsella, Director of Advancement 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. Chair, Joyce Wu, called the meeting to order and went through the roll call and noted the board had quorum.

I. July 11, 2022 Meeting Minutes

- a. Megha Jain presented the July 11, 2022 meeting minutes to the board. Maribel Lara made a motion to approve the minutes and Sonia Park seconded the motion. All board members present voted in favor and the motion passed.

II. Executive Committee Report

- a. Joyce Wu provided a brief Executive Committee report.
- b. Bruce Saber made a motion to increase the fixed number of board members from 11 to 12. Cathy Tse seconded the motion. All board members present voted in favor and the motion passed.
- c. Joyce Wu reminded members of the annual responsibilities of the board, including engagement, meeting attendance, committee work, and fundraising activities.
- d. Officer Elections:
 - i. Megha Jain made a motion to re-elect Joyce Wu to serve as Chair for a term of one year. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
 - ii. Megha Jain made a motion to re-elect Sonia Park and Cathy Tse to serve as Co-Vice Chairs for a term of one year. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
 - iii. Maribel Lara made a motion to re-elect Rick Ruvkun to serve as Treasurer for a term of one year. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.



- iv. Bruce Saber made a motion to re-elect Megha Jain to serve as Secretary for a term of one year. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.

III. Educational Accountability Report

- a. Glenn Liebeck provided an Educational Accountability Report including updates on the start of the new school year.

IV. Executive Director Report

- a. Ashish Kapadia provided an update on operations and human resources, fundraising, external relations, and finance and compliance activities.

V. Executive Session

- a. Sonia Park made a motion to enter into executive session to discuss a potential litigation matter. Megha Jain seconded the motion. All board members present voted in favor and the motion passed.
- b. Bruce Saber made a motion to exit executive session. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.

VI. Facility Task Force Report

- a. Ashish Kapadia provided an update on all of the school's leaseholds.
- b. Sonia Park made a motion to approve the sublease between CQA and Friends of CQA for the property located at 88-08 Justice Avenue (also known as 88-14 Justice Avenue). Megha Jain seconded the motion. Bruce Saber abstained from the vote. All other board members present voted in favor and the motion passed.
- c. Sonia Park made a motion to approve the settlement agreement between CQA and the owners of the property located at 75-01 31st Avenue. Rick Ruvkun seconded the motion. All board members present voted in favor and the motion passed.

VII. Public Comment

- a. No members of the public chose to make comment.

VIII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, September 12, 2022.
- b. There being no further business to come before the board, Bruce Saber made a motion to adjourn, Tom Ng seconded the motion. All board members voted in favor and the meeting was adjourned.

Minutes: August 30, 2022 at 6:00 PM