

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
December 12, 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 December 12, 2022 at 6:00 PM by video conference in accordance with the Open Meetings Law and the NYC state of emergency order and pursuant to notice duly given.

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

- I. November 14, 2022 Meeting Minutes
 - a. Joyce Wu presented the November 14, 2022 meeting minutes to the board. Bruce Saber made a motion to approve the minutes and Suvadip Bose seconded the motion. All board members present voted in favor and the motion passed.

- II. Executive Committee Report
 - a. Joyce Wu provided an Executive Committee report.
 - b. Joyce Wu reminded the board that member, Sabir Semerkant’s current term is to expire this month. Joyce thanked Sabir for his service thus far and acknowledged that he is prepared to serve another term.
 - i. Maribel Lara made a motion to re-elect Sabir Semerkant to the Board of Trustees for another term of two years. Tom Ng seconded the motion. All board members present voted in favor and the motion passed.
 - c. Joyce Wu acknowledged the pending retirement of Operations Director, Therese Paskoff at the end of the month, and thanked her for her years of dedication and service to the school and community.

- III. Educational Accountability Report
 - a. Glenn Liebeck provided an education and operations report, including updates on assessments, staffing, academic intervention services, and enrichment opportunities for scholars.

- IV. Executive Director Report
 - a. Ashish Kapadia provided an update on facilities, human resources, fundraising, external relations, finance, compliance activities, and scholar and family recruitment activities.

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

VI. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, January 9, 2023. If the Mayor extends the state of emergency order, this meeting will be held virtually by Zoom. Otherwise, it will be held in-person at CQA.
- b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Bruce Saber seconded the motion. All board members voted in favor and the meeting was adjourned.