

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
December 2, 2023 at 9:00 AM**

A meeting of the Board of Trustees (the “Board”) of the Central Queens Academy Charter School (“CQA” or the “School”) was held on December 2, 2023 at 9:00 AM at CQA located at 88-14 Justice Avenue, Elmhurst in accordance with the Open Meetings Law and pursuant to notice duly given.

Trustees Suv Bose, Michelle Hallam, Tom Ng, Sonia Park, Bruce Saber, Sabir Semerkant, Michael Tang, Cathy Tse, and Joyce Wu were present in person. Trustee Megha Jain, Michael Lee, Rick Ruvkun were absent. Additionally, Ashish Kapadia, Executive Director; Glenn Liebeck, School Director; Michelle Dalpiaz, Chief Financial Officer; and Melissa Kinsella, Director of Advancement were present in person. A member of the public and candidate for board service, Rebekah Coleman, was also present in person.

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. Joyce Wu, Board Chair, called the meeting to order and went through the roll call and noted the board had quorum.

- I. November 2023 Meeting Minutes
 - a. Joyce Wu presented the November 13, 2023 meeting minutes to the board. Suv Bose 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. Sabir Semerkant made a motion to elect Rebekah Coleman to the Board of Trustees for a term of two years. Michelle Hallam seconded the motion. All board members present voted in favor and the motion passed.
 - b. Joyce Wu reminded the board to leverage their networks to support the school’s growth through capacity building in networking, leadership recruitment and fundraising.
- III. Educational Accountability Report
 - a. Glenn Liebeck provided an education accountability report, including a summary of parent-teacher conferences, academic goals, school-wide events, and teacher/staff end of year appreciation efforts.
- IV. Executive Director Report
 - a. Ashish Kapadia provided an update on enrollment, expansion planning, facilities, human resources, fundraising, external relations, compliance activities, enrollment, and student recruitment.
- V. Public Comment
 - a. No members of the public were present to make comment.
- VI. Next Meeting and Adjournment
 - a. The next board meeting is scheduled to take place on Monday, January 8, 2024 at CQA at 88-14 Justice Avenue, Elmhurst with a remotion option by Zoom.

- b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Michael Tang seconded the motion. All board members voted in favor and the meeting was adjourned.