

**Minutes of a Meeting of the Board of Trustees of the  
Central Queens Academy Charter School  
February 6, 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 February 6, 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 Megha Jain, Année Kim, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, and Joyce Wu were present by video conference. Trustees Suvadip Bose, Maribel Lara and Cathy Tse 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.

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 Megha Jain, went through the roll call and noted the board had quorum.

- I. January 9, 2023 Meeting Minutes
  - a. Megha Jain presented the January 9, 2023 meeting minutes to the board. Bruce Saber 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 an Executive Committee report, including updates on the Executive Director’s mid-year review process.
  - b. Joyce Wu reminded the board that member, Megha Jain’s current board term is to expire in March. Joyce noted that Megha is prepared to be re-elected to another term.
    - i. Bruce Saber made a motion to re-elect Megha Jain to the Board of Trustees for another term of two years following the completion of her current term. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
- III. Educational Accountability Report
  - a. Glenn Liebeck provided an education accountability report, including results of mid-year assessments, staffing and hiring, staff DEI training, and academic intervention services.
- IV. Fundraising Task Force Report
  - a. Michael Lee provided an update on the fundraising event scheduled for March 16<sup>th</sup> in Manhattan. Michael reminded the board of the opportunities to support the event, including sponsoring, purchasing tickets, and identifying guests to invite and support. Invitations were provided to the board.
- V. Executive Director Report
  - a. Ashish Kapadia provided an update on facilities, human resources, fundraising, external relations, compliance activities, and scholar and family recruitment activities.

- b. Ashish Kapadia provided a finance update including the close of Q2. Financial reports were shared with the board.
  - c. Ashish Kapadia provided an overview of expected revenue and expenses for the planned March 16<sup>th</sup> fundraising event.
    - i. Bruce Saber called for a motion to approve a \$30,000 expense budget for the March 16<sup>th</sup> event, an expense not previously included in the board approved FY 2023 operating budget. Megha Jain seconded the motion. All board members voted in favor and the motion passed.
- VI. Public Comment
- a. No members of the public chose to make comment.
- VII. Next Meeting and Adjournment
- a. The next board meeting is scheduled to take place on Monday, March 6, 2023. If the Mayor extends New York City's state of emergency order, this meeting will be held virtually by Zoom. Otherwise, it will be held in-person at CQA at 88-14 Justice Avenue, Elmhurst.
  - b. There being no further business to come before the board, Rick Ruvkun made a motion to adjourn, Sonia Park seconded the motion. All board members voted in favor and the meeting was adjourned.