

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
January 8, 2024 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 January 8, 2024 at 6:00 PM 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, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Michael Tang, Cathy Tse, and Joyce Wu were present by video conference. Rebekah Coleman, a Trustee pending approval from SUNY-CSI was also present by video conference. Trustees Michelle Hallam and Megha Jain 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. Wanda Nyairo a member of the public and candidate for CQA’s NextGen Junior Board was 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. Joyce Wu, Board Chair, called the meeting to order and went through the roll call and noted the board had quorum.

- I. December 2023 Meeting Minutes
 - a. Joyce Wu presented the December 2, 2023 meeting minutes to the board. Sonia Park made a motion to approve the minutes and Michael Tang seconded the motion. All board members present voted in favor and the motion passed.

- II. Executive Committee Report
 - a. Joyce Wu confirmed to the Board that Sabir Semerkant has resigned from the Board of Trustees as of December 31, 2023 for personal reasons. She thanked him for his service to the school and the community.
 - b. Joyce Wu reminded the Board of the spring fundraising event planned for March 7, 2024 and encouraged them to leverage their network to support the event.
 - c. Joyce Wu introduced Wanda Nyairo and provided an update on NextGen Junior Board recruitment and planning. She also provided an update on strategic and growth planning and the mid-year review for the Executive Director.

- III. Educational Accountability Report
 - a. Glenn Liebeck provided an education accountability report, including staff hiring for next school year, CQA II planning progress, action research, theater program updates, and school-wide events.

- 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, February 5, 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, Sonia Park made a motion to adjourn, Michael Tang seconded the motion. All board members voted in favor and the meeting was adjourned.