

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
January 9, 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 January 9, 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 Suvadip Bose, Megha Jain, Année Kim, Maribel Lara, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, and Joyce Wu were present by video conference. Additionally, Ashish Kapadia, Executive Director; 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 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. December 12, 2022 Meeting Minutes
 - a. Megha Jain presented the December 12, 2022 meeting minutes to the board. Maribel Lara made a motion to approve the minutes and Tom Ng 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 the school’s room naming opportunities.
 - b. Megha Jain reminded the board that member, Joyce Wu’s current board term is to expire this month. Megha Jain noted that Joyce is prepared to be re-elected to another term.
 - i. Rick Ruvkun made a motion to re-elect Joyce Wu to the Board of Trustees for another term of two years. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
 - c. Joyce Wu reminded the board that member, Mike Lee’s current board term is to expire this month. Joyce Wu noted that Mike is prepared to be re-elected to another term.
 - i. Sabir Semerkant made a motion to re-elect Mike Lee to the Board of Trustees for another term of two years. Megha Jain seconded the motion. All board members present voted in favor and the motion passed.

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

- IV. Fundraising Task Force Report
 - a. Mike Lee provided an update on plans for a small fundraising dinner on March 16, 2023.

- V. 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.

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