

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
July 11, 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 July 11, 2022 at 6:00 PM by via Zoom Video Conference, pursuant to notice duly given.

Trustees Année Kim, Maribel Lara, Michael Lee, Tom Ng, Rick Ruvkun, Sabir Semerkant, and Joyce Wu were present by video conference. Trustee Megha Jain, Sonia Park, Bruce Saber, and Cathy Tse were absent. Additionally, Ashish Kapadia, Executive Director; Glenn Liebeck, School Director; Therese Paskoff, Director of Operations; 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. Chair, Joyce Wu, called the meeting to order and went through the roll call and noted the board had quorum.

- I. June 13, 2022 Meeting Minutes
 - a. Joyce Wu presented the June 13, 2022 meeting minutes to the board. Maribel Lara made a motion to approve the minutes and Sabir Semerkant seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
 - a. Joyce Wu provided a brief Executive Committee report.
 - b. Joyce Wu shared that Suvadip Bose had reviewed responsibilities and met with members of the board and was prepared to be nominated and elected to the Board of Trustees.
 - i. Rick Ruvkun made a motion to elect Suvadip Bose to the Board of Trustees for a term of two years, pending review and approval by SUNY CSI. Mike Lee seconded the motion. All board members present voted in favor and the motion passed.
- III. Educational Accountability Report
 - a. Glenn Liebeck provided an Educational Accountability Report including updates on assessment results, Regents results, summer school, talent recruitment, and the transition into one school for SY 2022-2023.
- IV. Executive Director Report
 - a. Ashish Kapadia provided an update on school operations including fundraising, donor relations, external relations, finance and compliance activities, and the move into the new Justice Avenue facility.

- b. Ashish Kapadia provided an overview of the outsourced food vendor competitive bid process and proposed vendor contract from Butter Beans.
 - i. Mike Lee made a motion to accept and approve the food vendor contract submitted by Butter Beans to provide CQA with both elementary and middle school meals for school year 2022-2023. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.

- V. Facility Task Force Report
 - a. Ashish Kapadia provided an update on all of the school's leaseholds.

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

- VII. Executive Session
 - a. Année Kim made a motion to enter into executive session to discuss a potential litigation matter. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
 - b. Rick Ruvkun made a motion to exit executive session. Année Kim seconded the motion. All board members present voted in favor and the motion passed.

- VIII. Next Meeting and Adjournment
 - a. The next board meeting is scheduled to take place on Tuesday, August 30, 2022.
 - b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Tom Ng seconded the motion. All board members voted in favor and the meeting was adjourned.