

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
July 10, 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 July 10, 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 Année Kim, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, and Sabir Semerkant were present by video conference. Trustees Suvadip Bose, Megha Jain, Cathy Tse, and Joyce Wu and were absent. Additionally, Ashish Kapadia, Executive Director; Glenn Liebeck, School Director; and Melissa Kinsella, Director of Advancement; and Michelle Dalpiaz, Chief Financial Officer was present by video conference. Newly elected members of the Board of Trustees, Michelle Hallam and Michael Tang, whose membership approval was pending with SUNY-CSI, were also present by video conference but were not counted towards quorum.

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. In the absence of the Chair, the Co-Vice Chair, Sonia Park called the meeting to order and Melissa Kinsella went through the roll call and noted the board had quorum.

- I. June 2023 Meeting Minutes
 - a. Sonia Park presented the June 12, 2023 meeting minutes to the board. Sabir Semerkant 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. Sonia Park reminded Trustees of the board, committee and junior board opportunities for the 2023-2024 school year. She encouraged all to extend them to their networks. Key skillsets discussed for recruitment include education, marketing/public relations, personnel/human resources, and fundraising.
 - b. Sonia Park thanked everyone for their feedback on the Executive Director’s annual review. The executive committee will meet with the ED in the coming weeks to review.

- III. Educational Accountability Report
 - a. Glenn Liebeck provided an education accountability report, including Regents exam results, summer school overview, hiring updates, and climate survey results.

- IV. Executive Director Report
 - a. Ashish Kapadia provided an update on expansion planning, facilities, human resources, fundraising, external relations, compliance activities, enrollment for the next school year, and the process of submitting our application for CQA II.
 - b. Financial reports as of May 2023 were shared with the board.
 - c. Ashish Kapadia reported on the activities of the Finance department including the year-end close, annual audit, purchasing for the 2023-2024 school year, insurance renewals, and the continued process of transitioning banks.

- V. Public Comment
 - a. No guests chose to make public comment.

- VI. Next Meeting and Adjournment
 - a. The next board meeting is scheduled to take place on Tuesday, August 29, 2023. The meeting will take place virtually if the NYC Mayor extends the state of emergency order. An in-person location will be available at CQA at 88-14 Justice Avenue, Elmhurst.
 - b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Bruce Saber seconded the motion. All board members voted in favor and the meeting was adjourned.