

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
June 12, 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 June 12, 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, Michael Lee, Tom Ng, Sonia Park, Bruce Sabir. Sabir Semerkant, Cathy Tse, and Joyce Wu were present in-person at 88-14 Justice Avenue, Elmhurst. Trustee Rick Ruvkun was present by video conference. Trustees Megha Jain and Année Kim were absent. Additionally, Ashish Kapadia, Executive Director; Glenn Liebeck, School Director; and Melissa Kinsella, Director of Advancement were present in-person and Michelle Dalpiaz, Chief Financial Officer was present by video conference. Members of the public and candidates for service on CQA’s Board of Trustees, Michelle Hallam and Michael Tang were present in-person and by video conference respectively.

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 and noted the board had quorum.

- I. May 2023 Meeting Minutes
 - a. Joyce Wu presented the May 1, 2023 meeting minutes to the board. Cathy Tse 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 reminded Trustees of the board and committee leadership opportunities for the 2023-2024 school year. She encouraged all to extend them to their networks.
 - b. Joyce Wu updated the board on their collective fundraising efforts for the year and reminded members to make a personal gift before the fiscal year ends on June 30th.
 - c. Joyce Wu welcomed back Michelle Hallam and Michael Tang.
 - i. Sabir Semerkant made a motion to nominate and elect Michelle Hallam to the Board of Trustees for a term of two years, pending SUNY-CSI approval. Suvadip Bose seconded the motion. All board members present voted in favor and the motion passed.
 - ii. Cathy Tse made a motion to nominate and elect Michael Tang to the Board of Trustees for a term of two years, pending SUNY-CSI approval. Suvadip Bose seconded the motion. All board members present voted in favor and the motion passed.
 - d. Suvadip Bose made a motion to adjust the fixed or set number of board members from 12 to 13. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
 - e. Bruce Sabir made a motion to approve and adopt the proposed calendar of Board of Trustees meetings for FY24. Tom Ng seconded the motion. All board members present voted in favor and the motion passed.

- f. Board members were provided with annual financial disclosure forms for their review and signature.
- III. Finance Committee Report
- a. Rick Ruvkun and Michelle Dalpiaz presented the proposed FY24 operating budget, which was reviewed and approved by the Finance Committee.
 - i. Sabir Semerkant made a motion to approve and adopt the proposed FY24 operating budget. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
- IV. Educational Accountability Report
- a. Glenn Liebeck provided an education accountability report, including assessment updates, end of year events at the school, high school placements, and staffing and hiring for next school year.
- V. Executive Director Report
- a. Ashish Kapadia provided an update on expansion planning, facilities, human resources, fundraising, external relations, compliance activities, and enrollment for the current year and the next fiscal year.
 - b. Financial reports as of April 2023 were shared with the board.
 - c. Ashish Kapadia provided the board with proposed updates to the Personnel Handbook that were reviewed and approved by the Personnel/Human Resources Task Force.
 - i. Suvadip Bose made a motion to approve and adopt the proposed changes to the Personnel Handbook. Sabir Semerkant seconded the motion. All board members present voted in favor and the motion passed.
 - d. Ashish Kapadia presented the board with the Safe Schools Against Violence in Education plans.
 - i. Suvadip Bose made a motion to approve and adopt the Safe Schools Against Violence in Education plans. Mike Lee seconded the motion. All board members present voted in favor and the motion passed.
- VI. Public Comment
- a. No guests chose to make public comment.
- VII. Next Meeting and Adjournment
- a. The next board meeting is scheduled to take place on Monday, July 10, 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, Mike Lee seconded the motion. All board members voted in favor and the meeting was adjourned.