

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
March 6, 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 March 6, 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, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, and Joyce Wu were present by video conference. Trustees Megha Jain, Année Kim and Sonia Park were absent. Additionally, Ashish Kapadia, Executive Director; Michelle Dalpiaz, Chief Financial Officer; Glenn Liebeck, School Director; 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 went through the roll call and noted the board had quorum.

- I. February 6, 2023 Meeting Minutes
 - a. Joyce Wu presented the February 6, 2023 meeting minutes to the board. Sabir Semerkant made a motion to approve the minutes and Suvadip Bose seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
 - a. Joyce Wu shared that Maribel Lara has resigned from the board effective immediately due to professional time constraints. Joyce thanked Maribel for her contributions to the board and to the school.
 - b. Joyce Wu shared that the administrative team is working on a dashboard of important data and metrics to share with the board. The dashboard will be dynamic and updated as needed.
- III. Educational Accountability Report
 - a. Glenn Liebeck provided an education accountability report, including state assessment testing preparations, staffing and hiring for current and next school years, and academic intervention services.
- IV. Fundraising Task Force Report
 - a. Michael Lee provided an update on the fundraising event scheduled for March 16th in Manhattan.
- V. Executive Director Report
 - a. Ashish Kapadia provided an update on enrollment, facilities, human resources, fundraising, external relations, compliance activities, charter advocacy efforts, and scholar and family recruitment activities.
 - b. Financial reports as of January 31, 2023 were shared with the board.
- 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, April 3, 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 at 88-14 Justice Avenue, Elmhurst.
- b. There being no further business to come before the board, Rick Ruvkun made a motion to adjourn, Mike Lee seconded the motion. All board members voted in favor and the meeting was adjourned.