

**Minutes of a Meeting of the Board of Trustees of the  
Central Queens Academy Charter School  
May 1, 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 May 1, 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, Sabir Semerkant, Cathy Tse, and Joyce Wu were present by video conference. Trustees Megha Jain, Année Kim, Rick Ruvkun, and Bruce Saber 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. Members of the public and candidates for service on CQA’s Board of Trustees, Michelle Hallam and Michael Tang were also 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 and noted the board had quorum.

- I. April 2023 Meeting Minutes
  - a. Joyce Wu presented the April 3, 2023 meeting minutes to the board. Suvadip Bose 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 welcomed back Michelle Hallam and Michael Tang to the meeting.
  - b. Joyce Wu reminded the board of some of the agenda items that the board will address at the upcoming June annual meeting.
  
- III. Finance Committee Report
  - a. Cathy Tse and Michelle Dalpiaz discussed the Finance Committee’s recommendation to transfer CQA’s assets to another banking institution.
    - i. Cathy Tse called for a motion to establish a banking relationship with JP Morgan, begin the process to transfer CQA’s assets from TD Bank to JP Morgan and to authorize Ashish Kapadia, Michelle Dalpiaz, Rick Ruvkun, Cathy Tse as bank signers for the JPMorgan accounts. Sabir 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 state assessment testing preparations, spring events at the school, and staffing and hiring for current and next school years.
  
- 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. Ashish also provided an update on the finance department's budgeting process for FY24.
- c. Financial reports as of March 2023 were shared with the board.

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, June 12, 2023. The meeting will take place in-person 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, Sonia Park seconded the motion. All board members voted in favor and the meeting was adjourned.