

**Minutes of a Meeting of the Board of Trustees of the  
Central Queens Academy Charter School  
November 14, 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 November 14, 2022 at 6:00 PM by video conference in accordance with the NYC state of emergency order and pursuant to notice duly given.

Trustees Suvadip Bose, Megha Jain, Maribel Lara, Tom Ng, Rick Ruvkun, Sabir Semerkant, and Joyce Wu were present by video conference. Trustees Année Kim, Michael Lee, Sonia Park, Bruce Saber, and Cathy Tse were absent. Additionally, Ashish Kapadia, Executive Director; 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 and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order and Secretary, Megha Jain, went through the roll call and noted the board had quorum.

- I. October 17, 2022 Meeting Minutes
  - a. Megha Jain presented the October 17, 2022 meeting minutes to the board. Sabir Semerkant made a motion to approve the minutes and Rick Ruvkun 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.
- III. Personnel Committee Report
  - a. Ashish Kapadia reviewed the proposed changes to the CQA Personnel Handbook, which were previously reviewed and approved by the Personnel Committee.
    - i. Maribel Lara made a motion to approve and accept the proposed changes to the Personnel Handbook. Megha Jain seconded the motion. All board members present voted in favor and the motion passed.
- IV. Educational Accountability Report
  - a. Glenn Liebeck provided an education and operations report, including updates on assessments, staffing, academic intervention services, enrichment opportunities for scholars, and family engagement activities.
- V. Executive Director Report
  - a. Ashish Kapadia provided an update on facilities, human resources, fundraising, external relations, finance, compliance activities, and status of charter expansion.
- 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, December 12, 2022, which will be held virtually by Zoom video conference.
- b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Suvadip Bose seconded the motion. All board members voted in favor and the meeting was adjourned.