

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
November 13, 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 November 13, 2023 at 6:00 PM at CQA located at 88-14 Justice Avenue, Elmhurst in accordance with the Open Meetings Law and pursuant to notice duly given.

Trustees Suv Bose, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, and Joyce Wu were present by video conference. Trustee Michael Tang was present in-person. Trustees Michelle Hallam, Megha Jain and Cathy Tse were absent. Additionally, Ashish Kapadia, Executive Director; Glenn Liebeck, School Director; and Michelle Dalpiaz, Chief Financial Officer were present by video conference and Melissa Kinsella, Director of Advancement was present in-person. A member of the public and candidate for board service, Rebekah Coleman, was 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. Joyce Wu, Board Chair, called the meeting to order and Melissa Kinsella went through the roll call and noted the board had quorum.

- I. October 2023 Meeting Minutes
 - a. Joyce Wu presented the October 16, 2023 meeting minutes to the board. Sonia Park 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. Joyce Wu welcomed Rebekah Coleman to the meeting and thanked her for her interest in supporting CQA through board leadership.
 - b. Joyce Wu reminded the board to leverage their networks to support the school’s growth through capacity building in networking, leadership recruitment and fundraising.
 - c. Michael Tang updated the board on the development of the NextGen Junior board. Michael encouraged Trustees to consider potential candidates within their network and share the recruitment materials accordingly.

- III. Educational Accountability Report
 - a. Glenn Liebeck provided an education accountability report, including summary of the first Quarter, parent-teacher conferences, teacher professional development, and school-wide events.

- IV. Executive Director Report
 - a. Ashish Kapadia provided an update on expansion planning, facilities, human resources, fundraising, external relations, compliance activities, enrollment, and planning for CQA II.
 - b. Ashish Kapadia reminded the board of the planned retreat to take place on December 2, 2023.
 - c. Ashish Kapadia provided an overview of additional technology needs for students, including personal Chromebooks.

- i. Bruce Saber made a motion to approve the expenditure of about \$30,000 for the purchase of 80 Chromebooks, an expense not included in the approved FY 24 operating budget. Suv Bose seconded the motion. All board members voted in favor and the motion passed.

- V. Public Comment
 - a. Rebekah Coleman greeted attendees and expressed her interest in joining the Board of Trustees.

- VI. Executive Session
 - a. Sabir Semerkant called for a motion to enter Executive Session to discuss a potential litigation matter. Michael Tang seconded the motion. All board members voted in favor and the motion passed.
 - b. Sabir Semerkant called for a motion to exit Executive Session. Michael Tang seconded the motion. All board members voted in favor and the motion passed.

- VII. Next Meeting and Adjournment
 - a. The next board meeting is scheduled to take place on Saturday, December 2, 2023 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, Michael Tang seconded the motion. All board members voted in favor and the meeting was adjourned.