

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
October 17, 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 October 17, 2022 at 6:00 PM at 88-14 Justice Avenue, Elmhurst, pursuant to notice duly given.

Trustees Suvadip Bose, Maribel Lara, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, and Joyce Wu were present by video conference. Trustees Megha Jain and Année Kim were absent. Additionally, Ashish Kapadia, Executive Director; Therese Paskoff, Director of Operations; Michelle Dalpiaz, Chief Financial Officer; and Melissa Kinsella, Director of Advancement were present by video conference. Mike Schall from CQA’s audit firm, Schall & Ashenfarb, 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. Chair, Joyce Wu, called the meeting to order and Melissa Kinsella went through the roll call on behalf of the Secretary and noted the board had quorum.

- I. September 12, 2022 Meeting Minutes
 - a. Joyce Wu presented the September 12, 2022 meeting minutes to the board. Suvadip Bose 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 reminded the board that Tom Ng’s membership term was to expire in October and thanked him for agreeing to be re-elected to a second term.
 - i. Sonia Park made a motion to re-elect Tom Ng to the Board of Trustees for a term of two years. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
 - b. Joyce Wu provided a brief Executive Committee report. She reminded the board that they should continue to identify potential committee or board members through their network.

- III. Finance Committee Report
 - a. Rick Ruvkun and Michelle Dalpiaz introduced Mike Schall from CQA’s audit firm, Schall & Ashenfarb who reviewed the school’s FY 2022 audited statement. Mr. Schall confirmed there were no findings and the audit was clean.
 - i. Bruce Saber made a motion to approve the school’s FY 2022 audited statement. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.

- IV. Fundraising Task Force Report
 - a. Mike Lee provided an update on fundraising plans for the year, including an event in the spring 2023, and the ongoing Jazz Music appeal.
 - b. Mike Lee asked that the board begin to consider who they will invite to the event.

- V. Educational Accountability Report
 - a. Glenn Liebeck provided an education and operations report, including updates on enrollment, staffing, academic intervention services, enrichment opportunities for scholars, staff development and DEI training.

- VI. Executive Director Report
 - a. Ashish Kapadia provided an update on facilities, human resources, fundraising, external relations, finance, and compliance activities.
 - b. Ashish Kapadia provided an update on the family council meetings and engagement efforts with families.

- VII. Public Comment
 - a. No members of the public chose to make comment.

- VIII. Next Meeting and Adjournment
 - a. The next board meeting is scheduled to take place on Monday, November 14, 2022.
 - b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Bruce Saber seconded the motion. All board members voted in favor and the meeting was adjourned.