

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
October 16, 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 October 16, 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, Michelle Hallam, Michael Lee, Tom Ng, Rick Ruvkun, Bruce Saber, Michael Tang, Cathy Tse, and Joyce Wu were present by video conference. Trustees Megha Jain, Sonia Park, Sabir Semerkant 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 at 88-14 Justice Avenue. A member of the public, Michael Jones from AT&T Business Solutions was 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. September 2023 Meeting Minutes
 - a. Joyce Wu presented the September 18, 2023 meeting minutes to the board. Bruce Saber 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. Finance Committee Report
 - a. Michelle Dalpiaz introduced Mike Schall from Sax LLP, CQA’s financial audit firm to present their FY 2023 audited statement and findings.
 - i. Mike Schall presented the FY 2023 audited statement to the board and found it to be a clean audit.
 - ii. Michael Tang made a motion to accept and approve the FY 2023 audited statement as presented. Michelle Hallam seconded the motion. All board members present voted in favor and the motion passed.

- III. Executive Committee Report
 - a. Joyce Wu provided an Executive Committee Report and congratulated all on the approval of a second charter to open CQA II.
 - 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. She reminded all of the tentative date – March 7, 2024 – for a spring fundraising dinner.
 - c. Joyce Wu noted that Sonia Park’s membership term is to expire this month and that she has agreed to be re-elected for another term of two years.
 - i. Suv Bose made a motion to re-elect Sonia Park to the Board of Trustees for a term of two years. Michelle Hallam 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 New York State comparative assessment data, a summary of the first Quarter, school-wide events, and growth planning.
- V. 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.
- VI. Public Comment
- a. Michael Jones from AT&T Business Solutions was invited to speak. He shared details around the telecommunication services his company provides.
- VII. Executive Session
- a. Suv Bose called for a motion to enter Executive Session to discuss a potential litigation matter. Tom Ng seconded the motion. All board members voted in favor and the motion passed.
 - b. Michelle Hallam called for a motion to exit Executive Session. Suv Bose seconded the motion. All board members voted in favor and the motion passed.
- VIII. Next Meeting and Adjournment
- a. The next board meeting is scheduled to take place on Monday, November 13, 2023. An in-person location will be available at CQA at 88-14 Justice Avenue, Elmhurst.
 - b. There being no further business to come before the board, Tom Ng made a motion to adjourn, Cathy Tse seconded the motion. All board members voted in favor and the meeting was adjourned.