

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
September 18, 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 September 18, 2023 at 6:00 PM in accordance with the Open Meetings Law and pursuant to notice duly given.

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

- I. August 2023 Meeting Minutes
 - a. Joyce Wu presented the August 29, 2023 meeting minutes to the board. Sabir Semerkant made a motion to approve the minutes and Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
 - a. Joyce Wu updated the board on early-stage planning for a potential March 2024 fundraising event.
 - b. Joyce Wu reminded the board that we continue to recruit for new committee and board members.
- III. Educational Accountability Report
 - a. Glenn Liebeck provided an education accountability report, including assessment data, key focus areas for elementary and middle schools and professional development opportunities.
- IV. Executive Director Report
 - a. Ashish Kapadia provided an update on expansion planning, facilities, human resources, fundraising, external relations, compliance activities, enrollment, and the status of the school’s application for CQA II.
 - b. Ashish Kapadia reviewed the opportunity for the CQA II principal to participate in professional development and fellowship training with Diverse Charter Schools Coalition.
 - i. Because this would be a related party partnership and transaction and she is the Executive Director of Diverse Charter Schools Coalition, Sonia Park recused herself from the discussions and the vote.
 - ii. Bruce Saber made a motion to approve the unbudgeted expenditure of \$33,500 to the Diverse Charter Schools Coalition for fellowship training and professional

development for the CQA II Elementary School Principal. Sabir Semerkant seconded the motion. All board members present voted in favor and the motion passed.

V. Public Comment

- a. No guests were present to make public comment.

VI. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, October 16, 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, Sabir Semerkant made a motion to adjourn, Sonia Park seconded the motion. All board members voted in favor and the meeting was adjourned.