**Minutes of a Meeting of the Board of Trustees of the**

**Central Queens Academy Charter Schools**

**February 5, 2024 at 6:00 PM**

A meeting of the Board of Trustees (the “Board”) of the Central Queens Academy Charter Schools (“CQA” or the “School”) was held on February 5, 2024 at 6:00 PM at CQA located at 88-14 Justice Avenue, Elmhurst and by Zoom in accordance with the Open Meetings Law and pursuant to notice duly given.

Trustees Suv Bose, Rebekah Coleman, Michelle Hallam, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Michael Tang, and Joyce Wu were present by video conference. Trustees Megha Jain, Michael Lee 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 were present in-person at CQA.

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 CQA’s bylaws and the Open Meetings Law. Joyce Wu, Board Chair, called the meeting to order and went through the roll call and noted the board had quorum.

1. January 2023 Meeting Minutes
	1. Joyce Wu presented the January 8, 2024 meeting minutes to the board. Tom Ng made a motion to approve the minutes and Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
2. Executive Committee Report
	1. Joyce Wu provided an update on the Executive Director’s annual review, the status of the formation of the NextGen Board, and an update on fundraising and planning for CQA’s spring event on March 7th.
3. Educational Accountability Report
	1. Glenn Liebeck provided an education accountability report, including current academic data, preparations for NYS spring assessments, staff hiring for next school year, CQA II planning progress, and family engagement activities.
4. Executive Director Report
	1. Ashish Kapadia provided an update on enrollment, expansion planning, facilities, human resources, fundraising, external relations, compliance activities, student recruitment, financial reports, and budgeting for FY 2025.
	2. Ashish Kapadia reviewed CQA’s proposed Workplace Violence Prevention Act Policy Statement.
		1. Sonia Park made a motion to approve the Workplace Violence Prevention Act Policy Statement and Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
	3. Ashish Kapadia reviewed the proposed Policy on Vendor, Partner, or Outside Entity Permissions.
		1. Bruce Saber made a motion to approve the Policy on Vendor, Partner, or Outside Entity Permissions and Michael Tang seconded the motion. All board members present voted in favor and the motion passed.
5. Public Comment
	1. No members of the public were present to make comment.
6. Next Meeting and Adjournment
	1. The next board meeting is scheduled to take place on Monday, March 4, 2024 at CQA at 88-14 Justice Avenue, Elmhurst with a remotion option by Zoom.
	2. There being no further business to come before the board, Sonia Park made a motion to adjourn, Bruce Saber seconded the motion. All board members voted in favor and the meeting was adjourned.