

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
April 4, 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 April 4, 2022 at 6:00 PM via Zoom Video Conference, pursuant to notice duly given.

Trustees Megha Jain, Année Kim, 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 Arunabha Bhoumik and Michael Zisser were absent. A member of the public and Educational Accountability Committee member, Sheryl Weatherspoon, also joined the meeting by video conference. Additionally, present by video conference from the school was Ashish Kapadia, Executive Director; Glenn Liebeck, School Director; Therese Paskoff, Director of Operations; Michelle Dalpiaz, Chief Financial Officer; and Melissa Kinsella, Director of Advancement.

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. Chair, Joyce Wu, called the meeting to order and went through the roll call and noted the board had quorum.

- I. March 7, 2022 Meeting Minutes
 - a. Megha Jain presented the March 7, 2022 meeting minutes to the board. Sonia Park made a motion to approve the minutes and Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
 - a. Joyce Wu introduced Sheryl Weatherspoon who recently joined the Education Accountability Committee and thanked her for supporting the school.
- III. Board Development Task Force
 - a. Sonia Park provided an update on the efforts of the Task Force including attempts to streamline new board member onboarding and terms moving forward.
- IV. Advancement/Fundraising Task Force Report
 - a. Mike Lee provided an updated on the Task Force’s activities and fundraising plans for the coming months in association with the school’s 10th anniversary and the new building opening. Mike shared an event fundraising plan and campaign strategy with the board, which included details for board participation and engagement.
- V. Educational Accountability Report
 - a. Glenn Liebeck provided an Educational Accountability Report including updates on instruction, State assessments, talent recruitment, and the transition into one school for SY 2022-2023.

- b. Therese Paskoff provided an update on scholar recruitment for SY 2022-2023.

VI. Executive Director Report

- a. Ashish Kapadia provided an update on school operations including fundraising, donor relations, external relations, and finance and compliance activities.
- b. Ashish Kapadia provided an update from the CFO, including the financial reports as of February 2022, which were shared with the Board, and the status of FY 23 budget planning.
- c. Ashish Kapadia provided an update on student food service for SY 2022-2023 and the conversion of the Justice Avenue warming pantry into a kitchen.
 - i. Sabir Semerkant called for a motion to approve the purchase of kitchen equipment for CQA's Justice Avenue facility allowing NYC DOE's Office of School Foods to provide staff and food and for CQA's student body. The equipment would be an approximate \$40,000 expense to CQA, which is not included in the FY 22 budget. Rick Ruvkun seconded the motion. All board members present voted in favor and the motion passed.
- d. Ashish Kapadia provided an update on the procurement of a new student information system.
 - i. Sonia Park called for a motion to approve the contract with PowerSchool, a student information system, and the subsequent expenditure of approximately \$14,000 in unbudgeted set-up costs for FY 22. Mike Lee seconded the motion. All board members present voted in favor and the motion passed.

VII. Facility Task Force Report

- a. Ashish Kapadia provided an update on all of the school's leaseholds.

VIII. Public Comment

- a. Sheryl Weatherspoon thanked the board for welcoming her to the meeting and the Educational Accountability Committee.

IX. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, May 2, 2022.
- b. There being no further business to come before the board, Sonia Park made a motion to adjourn, Megha Jain seconded the motion. All board members voted in favor and the meeting was adjourned.