

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
August 31, 2021 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 August 31, 2021 at 6:00 PM at 55-30 Junction Boulevard in Elmhurst, Queens, NY and via Zoom Video Conference, pursuant to notice duly given.

Trustees Arunabha Bhoumik, Maribel Lara, Michael Lee, David Nitkin, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Joyce Wu, and Michael Zisser were present by video conference. Trustee, Année Kim, Megha Jain and Cathy Tse were absent. Also present by video conference from the school was Ashish Kapadia, Executive Director and Melissa Kinsella, Director of Advancement. No members of the public were present.

Melissa Kinsella recorded the minutes on behalf of the Chairman, Michael Zisser. 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.

Chairman, Michael Zisser, called the meeting to order, Melissa Kinsella went through the roll call and noted the board had quorum.

- I. July 12, 2021 Meeting Minutes
 - a. Maribel Lara made a motion to approve the July 12, 2021 board meeting minutes and Mike Lee seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
 - a. Michael Zisser thanked the board for participating in the annual evaluation of the Executive Director.
 - b. Michael Zisser thanked and welcomed the new incoming board officers.
 - c. Mike Lee made a motion to amend CQA’s bylaws to change the number of allowed board members from “no less than five and no more than fifteen” to “no less than five and no more than twenty-one”. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
- III. Executive Director Report
 - a. Ashish Kapadia provided an update on CQA’s first day of school, including the opening of the new elementary school.
 - b. Ashish Kapadia also provided an update on CQA’s charter renewal process with SUNY Charter School Institute. The board’s interview with SUNY-CSI will take place prior to the next board meeting on September 13, 2021.
- IV. Facility Task Force Report

- a. Ashish Kapadia provided an update on construction of the permanent facility at 88-08 Justice Avenue. Construction of the building is nearing completion.

V. Other Business

- a. Mike Lee shared an update from the Fundraising Task Force, including plans for several small donor and prospect engagement meetings with the Executive Director throughout the fall. The Task Force asked the board to identify prospects to invite and to participate as a host or co-host of a meeting. More information was shared with the board prior to the meeting; the Task Force will follow up.

VI. Public Comment

- a. No members of the public were present.

VII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, September 13, 2021 by Zoom video conference and in-person at 55-30 Junction Boulevard, Elmhurst.
- b. 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.