

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
December 13, 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 December 13, 2021 at 6:00 PM via Zoom Video Conference, pursuant to notice duly given.

Trustees Arunabha Bhoumik, Megha Jain, Maribel Lara, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Cathy Tse, Joyce Wu, and Michael Zisser were present by video conference. Trustee Année Kim, David Nitkin, and Sabir Semerkant, were absent. Also 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. Secretary, Megha Jain, went through the roll call and noted the board had quorum.

- I. November 15, 2021 Meeting Minutes
 - a. Megha Jain presented the November 15, 2021 meeting minutes to the board. Bruce Saber 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. As discussed with the board in advance, for personal reasons, David Nitkin has resigned from the board effective today in advance of the end of his term. Sonia Park thanked him for his accomplishments and service to the school.
 - b. Joyce Wu reminded the board that Maribel Lara’s membership term is ending at the end of the month. Maribel Lara expressed her desire to be re-elected for another term.
 - i. Rick Ruvkun made a motion to re-elect Maribel Lara to the Board of Trustees for a term of two years. Tom Ng seconded the motion. All board members present voted in favor and the motion passed.
 - c. Joyce Wu encouraged all board members to be proactive in networking and fundraising on behalf of the school.
 - i. Cathy Tse shared her experience cultivating a new foundation donor in partnership with Ashish to benefit the school.
 - ii. Joyce Wu reminded the board that the staff as well as the Advancement Task Force can assist them in mapping out a cultivation plan for their network and personalizing their outreach and solicitations.

III. Board Development Task Force

- a. Sonia Park updated the board on the Task Force’s activities, including inquiring about updating the bylaws to allow for election of new members in a more streamlined way throughout the year.
- b. Sonia Park and Megha Jain again reviewed the packet of onboarding materials for members.
 - i. Bruce Saber made a motion to approve the Board Development Task Force’s onboarding materials for members. Megha Jain seconded the motion. All board members present voted in favor and the motion passed.

IV. Educational Accountability Report

- a. Glenn Liebeck provided an Educational Accountability Report including updates on assessment results, interventions, enrichment enhancements, and preparations for the next phase of expanding the elementary school.
- b. Therese Paskoff provided an update on scholar recruitment for SY 2022-2023.

V. Executive Director Report

- a. Ashish Kapadia provided an update on school operations and activities, including annual appeals and other fundraising activities, external relations, and compliance activities.
- b. Ashish Kapadia referred the board to the financial reports as of October 2021, which were included in the meeting packet.

VI. Facility Task Force Report

- a. Ashish Kapadia provided an update on the status of the permanent facility at Justice Avenue as well as the status of the school’s other leaseholds.
- b. Being that CQA’s permanent facility located at Justice Avenue would be ready for occupation at that time, Maribel Lara made a motion to approve the move of CQA’s elementary school from the temporary facility to the Justice Avenue facility as of January 1, 2022. Tom Ng seconded the motion. All board members present voted in favor and the motion passed.

VII. Public Comment

- a. No members of the public were present.

VIII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, January 10, 2022.
- b. There being no further business to come before the board, Rick Ruvkun made a motion to adjourn, Sonia Park seconded the motion. All board members voted in favor and the meeting was adjourned.