

**Minutes of a Meeting of the Board of Trustees of the  
Central Queens Academy Charter School  
February 7, 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 February 7, 2022 at 6:00 PM via Zoom Video Conference, pursuant to notice duly given.

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

- I. January 10, 2022 Meeting Minutes
  - a. Megha Jain presented the January 10, 2022 meeting minutes to the board. Mike Lee made a motion to approve the minutes and Rick Ruvkun seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
  - a. Joyce Wu reminded the board that Michael Zisser’s current board membership term expires in February. Michael Zisser affirmed his desire to be reelected for another term.
    - i. Rick Ruvkun made a motion to reelect Michael Zisser to the Board of Trustees for a term of two years. Cathy Tse seconded the motion. All board members present voted in favor and the motion passed.
  - b. Joyce Wu provided an update on the annual review of the Executive Director and thanked the Board for their participation.
- III. Educational Accountability Report
  - a. Glenn Liebeck provided an Educational Accountability Report including updates on instruction, attendance and participation, community building within the school, and talent recruitment for SY 2022-2023.
  - b. Glenn Liebeck reviewed assessment results and test preparation plans as well as social and emotional learning activities and status of scholar emotional and mental wellness.

- c. Therese Paskoff provided an update on scholar recruitment and application numbers for SY 2022-2023.

IV. Executive Director Report

- a. Ashish Kapadia provided an update on school operations including fundraising, donor relations, external relations, and finance and COVID-related compliance activities.
- b. Ashish Kapadia provided an update from the CFO and the finance committee including the close of Q2, the completion of the 1099 process, and budget planning for FY 23. He also referred the board to the financial reports as of December 2021, which were included in the meeting packet.

V. Facility Task Force Report

- a. Ashish Kapadia provided an update on the status of all of the school's leaseholds, including updates on continued work in the Justice Avenue building.

VI. Public Comment

- a. No members of the public chose to make comments.

VII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, April 7, 2022.
- b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Bruce Saber seconded the motion. All board members voted in favor and the meeting was adjourned.