

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
January 10, 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 January 10, 2022 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, Bruce Saber, Cathy Tse, Joyce Wu, and Michael Zisser were present by video conference. Trustees Année Kim, Rick Ruvkun 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. December 13, 2021 Meeting Minutes
 - a. Megha Jain presented the December 13, 2021 meeting minutes to the board. Arunabha Bhoumik 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 reminded the board that Cathy Tse’s current board membership term expires at the end of December. Cathy Tse affirmed her desire to be reelected for another term.
 - i. Mike Lee made a motion to reelect Cathy Tse to the Board of Trustees for a term of two years. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
 - b. With the departure of board member David Nitkin at the last meeting, Sonia Park made a motion to adjust the fixed number of board members to 13, which represents the current number of voting board members. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
- III. Educational Accountability Report
 - a. Glenn Liebeck provided an Educational Accountability Report including updates on instruction, attendance and participation, community building within the school, talent recruitment for SY 2022-2023, and the elementary school’s move into the new facility.
 - b. Therese Paskoff provided an update on scholar recruitment for SY 2022-2023, including marketing and open house plans.

IV. 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 referred the board to the financial reports as of November 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.
- b. Mike Lee made a motion to approve and adopt the resolutions shared and reviewed with the Board of Trustees regarding the assignment of the lease to Friends of CQA and the short-term subleasing of the lease to CQA for the facility located at 88-08 Justice Avenue in Elmhurst. Sonia Park Seconded the motion. Arunabha Bhoumik and Bruce Sabir abstained from the vote. All other members voted in favor of the motion and the motion passed.

I. Public Comment

- a. No members of the public were present.

II. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, February 7, 2022.
- b. There being no further business to come before the board, Mike Lee made a motion to adjourn, Tom Ng seconded the motion. All board members voted in favor and the meeting was adjourned.