

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
July 12, 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 via Zoom Video Conference on July 12, 2021 at 6:00 PM, pursuant to notice duly given.

Trustees Megha Jain, Maribel Lara, Michael Lee, David Nitkin, Tom Ng, Sonia Park, Rick Ruvkun, Sabir Semerkant, Cathy Tse, Joyce Wu, and Michael Zisser were present by video conference. Trustee Arunabha Bhoumik, Année Kim, and Bruce Saber were absent. Also present by video conference from the school was Ashish Kapadia, Executive Director; Glenn Liebeck, Director of School; Michelle Dalpiaz, CFO; Therese Paskoff, Director of Operations; 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. June 14, 2021 at 6:00 PM Meeting Minutes
 - a. Sonia Park made a motion to approve the June 14, 2021 board meeting minutes and Joyce Wu seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
 - a. Michael Zisser reminded the Board that his position as Chair was to be temporary until a new Chair and new roster of officers are elected.
 - b. Michael Lee made a motion to nominate and elect the following roster of officers for the 2021-2022 school year, commencing September 1, 2021.
 - i. Joyce Wu as Chair
 - ii. Sonia Park and Cathy Tse as Co-Vice Chairs
 - iii. Megha Jain as Secretary
 - iv. Rick Ruvkun as TreasurerMaribel Lara seconded the motion. All board members present voted in favor and the motion passed.
- III. Executive Director Report
 - a. Ashish Kapadia provided the Executive Director’s report including updates on financial reports, fundraising, community partnerships, board recruitment, and compliance.
 - b. Michael Lee made a motion to write off the \$360,000 balance capital pledge receivable from the Ong Family Foundation as reflected in the FY 2021 financials as the donor has made no indication

to fund the commitment. Cathy Tse seconded the motion. All board members present voted in favor and the motion passed.

IV. Facility Task Force Report

- a. Ashish Kapadia provided an update on construction of the permanent facility at 88-08 Justice Avenue as well as the school's move in to the temporary elementary school facility.
- b. Ashish Kapadia also provided an update on CQA's charter renewal application and process.
- c. Sonia Park made a motion to approve the contractual agreement between CQA and Citalarm Security and Communications. Michael Lee seconded the motion. All board members present voted in favor and the motion passed.

V. Public Comment

- a. No members of the public were present.

VI. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Tuesday, August 31, 2021 by Zoom video conference and in-person at 55-30 Junction Boulevard, Elmhurst. Please note this is a Tuesday evening and CQA's first day of school.
- 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.