

**Minutes of the Annual Meeting of the Board of Trustees of the
Central Queens Academy Charter School
June 14, 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 June 14, 2021 at 6:00 PM, pursuant to notice duly given.

Trustees Arunabha Bhounik, Megha Jain, Maribel Lara, Année Kim, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, Joyce Wu, and Michael Zisser were present by video conference. Trustee David Nitkin was 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. May 3, 2021 at 6:00 PM Meeting Minutes
 - a. Maribel Lara made a motion to approve the May 3, 2021 board meeting minutes and Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
 - a. Bruce Saber made a motion to reelect David Nitkin 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.
 - b. Bruce Saber made a motion to reelect Michael Zisser as acting Chairman of the Board until a new Chairman can be elected. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
 - c. Bruce Saber made a motion to reelect Rick Ruvkun as acting Treasurer of the Board until a new Treasurer can be elected. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
 - d. Bruce Saber made a motion to approve and adopt the roster of Committee and Task Force assignments for FY 2022. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
 - e. Bruce Saber made a motion to approve the calendar of Board meetings for FY 2022. Megha Jain seconded the motion. All board members present voted in favor and the motion passed.
 - f. The Board was reminded that they must complete annual conflict of interest and other compliance forms. They will be sent to the board electronically for signature.

III. Finance Committee Report

- a. Michelle Dalpiaz presented the draft FY 2022 operating budget as reviewed and approved by the Finance Committee.
 - i. Bruce Saber made a motion to approve the FY 2022 operating budget. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
- b. Sonia Park made a motion to approve the additional allocation of staff bonuses for FY 2021 totaling approximately \$177,000 not inclusive of fringe, noting this is an expense not included in the board-approved FY 2021 operating budget. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
- c. The Board discussed the options for adopting a policy to accept Cryptocurrency as a form of payment for donations to CQA. Michelle Dalpiaz and the Finance Committee will review options further and report back to the Board at an upcoming meeting.

IV. Personnel Committee Report

- a. Therese Paskoff reviewed updates to CQA's Personnel Handbook. Megha Jain shared that she reviewed the changes and they are in-line with appropriate laws and best practices.
 - i. Bruce Saber made a motion to accept and adopt the changes to the Personnel Handbook. Megha Jain seconded the motion. All board members present voted in favor and the motion passed.

V. Educational Accountability Committee Report

- a. Glenn Liebeck provided an update on the middle school programs and end of year assessments. Overall, the large majority of scholars earned more than a year's worth of growth this year. High school acceptance results were in-line with expectations and past years. Glenn reviewed plans for summer school.
- b. Glenn Liebeck provided an update on elementary school and middle school opening plans for the 2021-2022 school year. Both schools are fully enrolled and have an ample wait list. Therese Paskoff and the operations team are preparing the temporary facility for elementary school.

VI. Executive Director Report

- a. Ashish Kapadia provided the Executive Director's report including updates on fundraising, community partnerships, board recruitment, and compliance.
- b. Ashish is working on CQA's charter renewal application which is due to the authorizer in August. Plans for re-opening the school in the fall have also been drafted. We continue to monitor local and federal COVID-related guidelines and will update plans accordingly.

VII. Facility Task Force Report

- a. Bruce Saber and Ashish Kapadia provided an update on construction of the 88-08 Justice Avenue which continues to move quickly.
- b. Bruce Saber made a motion to approve an amendment to the lease agreement for the facility located at 88-08 Justice Avenue to allow for a handover of the building to CQA to be no earlier than November 1, 2021. Cathy Tse seconded the motion. All board members voted in favor and the meeting was adjourned.
- c. CQA will begin moving into the temporary elementary school facility in July. Operations is managing ordering of furniture and preparing IT.

VIII. Public Comment

- a. No members of the public were present.

IX. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on July 12, 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, Sabir Semerkant made a motion to adjourn, Joyce Wu seconded the motion. All board members voted in favor and the meeting was adjourned.