

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

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

- I. February 7, 2022 Meeting Minutes
  - a. Joyce Wu presented the February 7, 2022 meeting minutes to the board. Mike Lee made a motion to approve the minutes and Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
  
- II. Executive Committee Report
  - a. Joyce Wu provided an executive committee report.
  - b. It was proposed that the Board of Trustees’ annual meeting in June take place in-person at CQA’s new Justice Avenue facility.
  
- III. Advancement/Fundraising Task Force Report
  - a. Mike Lee provided an updated on the Task Force’s activities and fundraising plans for the coming months in association with the school’s 10<sup>th</sup> anniversary and the new building opening. Mike shared an event fundraising plan and campaign strategy with the board, which included details for board participation and engagement.
  
- IV. Educational Accountability Report
  - a. Glenn Liebeck provided an Educational Accountability Report including updates on instruction, preparations for State assessments, talent recruitment, and the transition into one school for SY 2022-2023.
  - b. Therese Paskoff provided an update on scholar recruitment and application numbers for SY 2022-2023.

V. 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, including the financial reports as of January 2022 which were shared with the Board, an update on Q2 financial documents which have been submitted to SUNY-CSI, and the status of FY 23 budget planning.
- c. Ashish Kapadia shared the proposed contract with Installations Done Right LLC/IDR Technology Services to install phone and internet networks at CQA's Justice Avenue building.
  - i. Tom Ng made a motion to approve the contract and hiring of Installations Done Right LLC/IDR Technology Solutions to install the Phone and Internet networks in CQA's Justice Avenue facility with the cost of these services to be paid by the low voltage reimbursement by the Justice Avenue facility owners, as stated in the lease, and potentially also by the federal E-rate program. Sabir Semerkant seconded the motion. All board members present voted in favor and the motion passed.

VI. Facility Task Force Report

- a. Ashish Kapadia provided an update on all of the school's leaseholds, including the status of punch list items at the Justice Avenue building and that planning status of the gym.

VII. Public Comment

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

VIII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, April 4, 2022.
- b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Mike Lee seconded the motion. All board members voted in favor and the meeting was adjourned.