

**Minutes of a Meeting of the Board of Trustees of the  
Central Queens Academy Charter School  
May 2, 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 May 2, 2022 at 6:00 PM via Zoom Video Conference, pursuant to notice duly given.

Trustees Megha Jain, Année Kim, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Cathy Tse, and Joyce Wu were present by video conference. Trustees Arunabha Bhoumik, Maribel Lara and Sabir Semerkan 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. April 4, 2022 Meeting Minutes
  - a. Megha Jain presented the April 4, 2022 meeting minutes to the board. Sonia Park made a motion to approve the minutes and Mike Lee seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
  - a. Joyce Wu provided a brief Executive Committee report including an update on recruitment efforts for board and committee positions. She encouraged each board member to use their networks to help fill open positions and to build a pipeline of candidates the long-term.
- III. Board Development Task Force
  - a. Sonia Park provided an update on the efforts of the Task Force including attempts to streamline new board member onboarding and terms moving forward.
  - b. Joyce Wu acknowledged that Michael Zisser resigned from the Board of Trustees. With his resignation, and with no candidate prepared to fill his seat, the fixed number of members should be adjusted from 13 to 12.
    - i. Megha Jain made a motion to adjust the fixed number of board members from 13 to 12. Tom Ng seconded the motion. All board members present voted in favor and the motion passed.
  - c. Ashish Kapadia provided an update on the changes to the NYS Open Meetings Law and how it may impact board meetings moving forward.
- IV. Advancement/Fundraising Task Force Report

- a. Mike Lee provided an update on the planned prospect and donor cultivation event on May 25<sup>th</sup>.
- V. Educational Accountability Report
  - a. Glenn Liebeck provided an Educational Accountability Report including updates on instruction, State assessments, talent recruitment, and the transition into one school for SY 2022-2023.
- VI. 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 provided an update from the CFO, including the financial reports as of March 2022, which were shared with the Board, and the status of FY 23 budget planning.
- VII. Facility Task Force Report
  - a. Ashish Kapadia provided an update on all of the school's leaseholds.
- VIII. Public Comment
  - a. No members of the public were present to make comment.
- IX. Next Meeting and Adjournment
  - a. The next board meeting is scheduled to take place on Monday, June 13, 2022.
  - b. There being no further business to come before the board, Année Kim made a motion to adjourn, Sonia Park seconded the motion. All board members voted in favor and the meeting was adjourned.