

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
May 3, 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 May 3, 2021 at 6:00 PM, pursuant to notice duly given.

Trustees Arunabha Bhounik, Megha Jain, Année Kim, Michael Lee, Tom Ng, David Nitkin, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, Joyce Wu, and Michael Zisser were present by video conference. Trustee Maribel Lara 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. March 15, 2021 at 6:00 PM and 6:30 PM Meeting Minutes
 - a. Mike Lee made a motion to approve both the March 15, 2021 at 6:00 PM and March 15, 2021 at 6:30 PM board meeting minutes and Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee
 - a. Michael Zisser reminded the board that officer elections will happen at the annual board meeting in June. Interested candidates should contact Michael or Ashish.
 - b. Michael Zisser reminded the board of fundraising expectations with the focus being 100% participation from the entire board each fiscal year.
- III. Educational Accountability Committee
 - a. Glenn Liebeck provided an update on CQA’s learning programs and how scholars are managing academically and emotionally. Reading gains have been very good. Scholars continue to benefit from social and emotional learning and counseling. Community Fridays have been successfully in safely bringing the community together to reconnect.
 - b. CQA is fully enrolled for the 2021-2022 school year. We have a healthy and viable wait list should we need to fill seats.
 - c. A survey of incoming middle school parents shows that the largest majority want their scholar to attend school in-person five-days-a-week next school year. Approximately 10% of families currently would prefer a fully remote learning program.

IV. Executive Director Report

- a. Ashish Kapadia provided the Executive Director's report including updates on fundraising, community partnerships, board recruitment, and compliance.
- b. Financial reports as of March 31, 2021 were presented to the board. The FY 2022 draft budget is being finalized and will be presented to the board for review and approval by the Finance Committee at the June annual meeting.

V. Facility Task Force

- a. Bruce Saber and Ashish Kapadia provided an update on construction of the 88-08 Justice Avenue which is moving quickly. We will monitor what that may mean for the school's budget.
- b. Operations is working to prepare the temporary location for the elementary school opening in August.

VI. Public Comment

- a. No members of the public were present.

VII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on June 14, 2021 by Zoom video conference. This will be the annual meeting.
- 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.