

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
November 15, 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 on November 15, 2021 at 6:00 PM via Zoom Video Conference, pursuant to notice duly given.

Trustees Année Kim, Maribel Lara, 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 Arunabha Bhoumik, Megha Jain, and David Nitkin were absent. Also 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, Melissa Kinsella went through the roll call and noted the board had quorum.

- I. October 13, 2021 Meeting Minutes
 - a. Joyce Wu presented the October 18, 2021 meeting minutes to the board. Maribel Lara 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 gave an update on executive committee matters including the process of outlining goals and tracking benchmarks and outcomes for the Executive Director.
 - b. Joyce Wu reminded the board that committees may to add items to the monthly meeting agendas. Melissa Kinsella will send a reminder prior to each monthly board meeting.
- III. Board Development Task Force
 - a. Sonia Park and Megha Jain presented a draft packet of board recruitment, onboarding and tracking documents intended to streamline the process and better track member engagement.
 - b. The Task Force is also looking into the possibility of streamlining current board terms and expanding the timeframe of when new members may be onboarded moving forward. The Task Force will review bylaws and possible changes to present to the full board in an upcoming meeting.
- IV. Educational Accountability Report
 - a. Glenn Liebeck provided an Educational Accountability Report including updates on the completion of Q1, expanded intervention efforts, and parent teacher conferences.

- b. Glenn Liebeck also provided an update on the merging of staff and efforts across CQA's two middle school sites, hiring plans for 2022, and scholar recruitment for the next school year.

V. Executive Director Report

- a. Ashish Kapadia provided an update on school operations and activities, including annual appeals and other fundraising activities, external relations, outreach to local elected officials, and compliance activities.
- b. Ashish Kapadia and Michelle Dalpiaz provided an update on the school's efforts to add cryptocurrency as a form of payment for donations. The school hopes to finalize this and have the capacity to accept cryptocurrency before the end of the calendar year.

VI. Facility Task Force Report

- a. Ashish Kapadia and Bruce Saber provided an update on the status of the permanent facility at 88-08 Justice Avenue as well as the status of the school's other leaseholds.

VII. Public Comment

- a. No members of the public were present.

VIII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, December 13, 2021.
- b. There being no further business to come before the board, Rick Ruvkun made a motion to adjourn, Sonia Park seconded the motion. All board members voted in favor and the meeting was adjourned.