

**Minutes of a Meeting of the Board of Trustees of the  
Central Queens Academy Charter School  
October 18, 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 October 18, 2021 at 6:00 PM via Zoom Video Conference, pursuant to notice duly given.

Trustees Arunabha Bhoumik, Megha Jain, Maribel Lara, Michael Lee, David Nitkin, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, Joyce Wu, and Michael Zisser were present by video conference. Trustee, Année Kim was 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. Mike Schall of Schall & Ashenfarb, CQA’s auditor, was present. No other members of the public were present.

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, Megha Jain went through the roll call and noted the board had quorum.

- I. September 13, 2021 Meeting Minutes
  - a. Megha Jain presented the September 13, 2021 meeting minutes to the board. Mike Lee made a motion to approve the minutes and Arunabha Bhoumik seconded the motion. All board members present voted in favor and the motion passed.
- II. Finance Committee Report
  - a. The Finance Committee has reviewed and approved the FY 2021 audited statement and presented them to the full board for review and approval.
  - b. Mike Schall from Schall & Ashenfarb, CQA’s auditor, reviewed the findings of CQA’s FY 2021 audit. They determined the audit was clean with no issues.
  - c. Bruce Saber made a motion to accept and approve the FY 2021 audited financial statements as presented. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
- III. Executive Committee Report
  - a. Joyce Wu noted that Sonia Park’s current board term would expire at the end of October 2021. Michael Zisser made a motion to reelect Sonia to the Board of Trustees for a term of two years. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
- IV. Board Development Task Force

- a. Sonia Park and Megha Jain updated the board on the Task Force’s activities and strategic planning for board and committee recruitment. Additional information will be shared with the board at the next meeting.
- V. Marketing and Communications Task Force
- a. Maribel Lara updated the board on the Task Force’s activities including audits for social media, the website and additional communications. Maribel presented an overview of the social media audit to the board.
  - b. Maribel shared that the Task Force is in need of a public relations professional to help the school navigate and gain press coverage. The committee would also benefit from recruiting a graphic designer.
- VI. Advancement/Fundraising Task Force
- a. Mike Lee updated the board on the Task Force’s activities, including several donor engagement meetings. Mike encouraged each board member to identify ways to engage former or prospective donors in support of the school’s strategic growth plans. Melissa can assist personalizing outreach.
  - b. Mike announced that CQA has acquired commitment from several donors to offer a collective matching gift equaling \$100,000, the majority of which should be utilized by the end of the calendar year.
- VII. Educational Accountability Report
- a. Glenn Liebeck provided an Educational Accountability Report including updates on intervention efforts, scholar assessments, and preparations for elementary school hires.
  - b. Therese Paskoff provided an update on enrollment and wait list activity.
- VIII. Executive Director Report
- a. Ashish Kapadia provided an update on school operations and activities, including fundraising activities and family engagement and survey results.
  - b. Ashish stressed that the operations team needs additional support to help the team as it manages three facilities and prepares for a move into the new facility.
    - i. Maribel Lara called for a motion to ratify the hiring of a part-time, temporary operations employee for fiscal year 2022 at a total cost of approximately \$25,000. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
- IX. Facility Task Force Report

- a. Ashish Kapadia and Bruce Saber provided an update on construction of the permanent facility at 88-08 Justice Avenue. Construction of the building is nearing completion but handover date is pending.
  - b. Ashish Kapadia also provided an update on current leaseholds.
- X. Public Comment
- a. No members of the public were present.
- XI. Next Meeting and Adjournment
- a. The next board meeting is scheduled to take place on Monday, November 15, 2021.
  - b. There being no further business to come before the board, Tom Ng made a motion to adjourn, Bruce Saber seconded the motion. All board members voted in favor and the meeting was adjourned.