

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
September 13, 2021 at 6:30 PM**

A meeting of the Board of Trustees (the “Board”) of the Central Queens Academy Charter School (“CQA” or the “School”) was held on September 13, 2021 at 6:30 PM at 55-30 Junction Boulevard in Elmhurst, Queens, NY and via Zoom Video Conference, pursuant to notice duly given.

Trustees Arunabha Bhoumik, Tom Ng, Sonia Park, Joyce Wu, and Michael Zisser were present in-person. Trustees Megha Jain, Maribel Lara, Michael Lee, David Nitkin, Rick Ruvkun, Bruce Saber, and Cathy Tse were present by video conference. Trustee, Année Kim and Sabir Semerkant 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. No 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.

Chairman, Joyce Wu, called the meeting to order, Megha Jain went through the roll call and noted the board had quorum.

I. August 31, 2021 Meeting Minutes

- a. Megha Jain presented the August 31, 2021 meeting minutes to the board. Bruce Saber made a motion to approve the minutes and Maribel Lara 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 including a summary of three main goals for the year, including: fundraising and donor engagement, committee and board recruitment and development, and long-term strategic planning.
- b. Joyce Wu also shared plans for revamping and improving the executive director evaluation process.

III. Finance Committee Report

- a. Michelle Dalpiaz reviewed the committee’s findings and recommendations regarding accepting cryptocurrency as a means to make donations to the school.
 - i. Maribel Lara made a motion to adopt CQA’s policy regarding accepting cryptocurrency as a method of making donations to the school as outlined by the finance committee’s recommendation memo presented to the board. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
- b. Michelle Dalpiaz and Ashish Kapadia reviewed the proposed changes to the school’s FPP handbook.

- i. Joyce Wu made a motion to adopt the proposed changes to the school's FPP handbook as outlined in finance committee's memo presented to the board including revisions related to executive director and school director compensation approvals and the organizational chart. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.

IV. Educational Accountability Report

- a. Glenn Liebeck provided an update on academics and operations thus far as well as a summary of the school's COVID safety and mitigation efforts.
- b. The school is prioritizing social and emotional learning and mental health supports this year as well as integrating even more time for interventions.
- c. Glenn Liebeck provided an update on the impacts of the flooding due to Tropical Storm Ida. Damage from the storm forced CQA's school buildings to close for 1-2 days, but the operations team quickly prepared the buildings for the return of scholars and staff.
- d. Therese Paskoff provided an update on enrollment and wait list activity.

V. 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 Kapadia also provided an update on CQA's charter renewal process with SUNY Charter School Institute. He thanked the board for their engagement in the process.

VI. 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.

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, October 18, 2021 by Zoom video conference and in-person at 55-30 Junction Boulevard, Elmhurst.
- b. There being no further business to come before the board, Bruce Saber made a motion to adjourn, Sonia Park seconded the motion. All board members voted in favor and the meeting was adjourned.