

Application: Central Queens Academy Charter School

Therese Paskoff - therese.paskoff@centralqueensacademy.org
2021-2022 Annual Report

Summary

ID: 0000000055

Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed Jul 27 2022

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

CENTRAL QUEENS ACADEMY CHARTER SCHOOL 800000071161

a1. Popular School Name

CQA

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

d. DISTRICT / CSD OF LOCATION

CSD #24 - QUEENS

e. DATE OF INITIAL CHARTER

9/2011

f. DATE FIRST OPENED FOR INSTRUCTION

8/2012

c. School Unionized

Is your charter school unionized?

No

h. SCHOOL WEB ADDRESS (URL)

www.centralqueensacademy.org

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

505

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

488

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1, 5, 6, 7, 8

I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

CENTRAL QUEENS ACADEMY CHARTER SCHOOL 80000071161

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	88-14 Justice Avenue. Elmhurst, NY 11373	7182716200	NYC CSD 24	k,1,2,5,6,7,8	k,1,2,7,8

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Ashish Kapadia	Executive Director	718-271-6200		ashish.kapadia@centralqueensacademy.org
Operational Leader	Therese Paskoff	Director of Operations	718-271-6200		therese.paskoff@centralqueensacademy.org
Compliance Contact	Ashish Kapadia	Executive Director	718-271-6200		ashish.kapadia@centralqueensacademy.org
Complaint Contact	Ashish Kapadia	Executive Director	718-271-6200		ashish.kapadia@centralqueensacademy.org
DA A Coordinator	Glenn Liebeck	School Director	718-271-6200		glenn.liebeck@centralqueensacademy.org
Phone Contact for After Hours Emergencies					

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

- Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.

Site 1 Certificate of Occupancy (COO)

[88-14 Justice Avenue TCO Expires 9.22.22.pdf](#)

Filename: 88-14 Justice Avenue TCO Expires 9.22.22.pdf **Size:** 68.4 kB

Site 1 Fire Inspection Report

[FDNY Inspection.pdf](#)

Filename: FDNY Inspection.pdf **Size:** 207.3 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it just the dash and the extension number after the phone number).

Name	Therese Paskoff
Position	Director of Operations
Phone/Extension	347-957-0936
Email	therese.paskoff@centralqueensacademy.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 27 2022

Thank you.



Entry 3 Accountability Plan Progress Reports

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

2021-22-Accountability-Plan-Progress-Report-COA

Filename: 2021 22 Accountability Plan Progr BvPaVxV.docx **Size:** 127.7 kB

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4c - Additional Financial Documents

Incomplete Hidden from applicant

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4d - Financial Services Contact Information

Incomplete Hidden from applicant

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Jul 27 2022

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[2022-23 Budget and Quarterly Report - COA Final](#)

Filename: 2022 23 Budget and Quarterly Repo luhxr1P.xlsx Size: 534.0 kB

[2022-23 Budget-Narrative-Questionnaire - Central Queens](#)

Filename: 2022 23 Budget Narrative Questionn sU3G4mx.pdf Size: 168.3 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jul 27 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[Ruvkun, Rick NYSED Disclosure 2022 cqa](#)

Filename: Ruvkun Rick NYSED Disclosure 2022 cqa.pdf **Size:** 1.1 MB

[Park, Sonia NYSED Disclosure 2022](#)

Filename: Park Sonia NYSED Disclosure 2022.pdf **Size:** 959.4 kB

[Jain, Megha NYSED Disclosure 2022](#)

Filename: Jain Megha NYSED Disclosure 2022.pdf **Size:** 676.2 kB

[Lara, Maribel NYSED Disclosure 2022](#)

Filename: Lara Maribel NYSED Disclosure 2022.pdf **Size:** 969.0 kB

[Tse, Cathy NYSED Disclosure 2022](#)

Filename: Tse Cathy NYSED Disclosure 2022.pdf **Size:** 967.9 kB

[Wu, Joyce NYSED Disclosure 2022](#)

Filename: Wu Joyce NYSED Disclosure 2022.pdf **Size:** 1.0 MB

[Semerkant, Sabir NYSED Disclosure 2022](#)

Filename: Semerkant Sabir NYSED Disclosure 2022.pdf **Size:** 990.0 kB

[Lee, Mike NYSED Disclosure 2022](#)

Filename: Lee Mike NYSED Disclosure 2022.pdf **Size:** 1.2 MB

[Saber, Bruce NYSED Disclosure 2022](#)

Filename: Saber Bruce NYSED Disclosure 2022.pdf **Size:** 963.2 kB

[Bhoumik, Arunabha NYSED Disclosure 2022](#)

Filename: Bhoumik Arunabha NYSED Disclosure 2022.pdf **Size:** 369.7 kB

[Zisser, Michael NYSED Disclosure 2022 CQA](#)

Filename: Zisser Michael NYSED Disclosure 2022 CQA.pdf **Size:** 500.1 kB

[Nitkin, David NYSED CQA Disclosure 2022](#)

Filename: Nitkin David NYSED CQA Disclosure 2022.pdf **Size:** 374.2 kB

[Kim, Année NYSED Disclosure Form 2022 cqa](#)

Filename: Kim Année NYSED Disclosure Form 2022 cqa.pdf Size: 398.7 kB

Entry 7 BOT Membership Table

Completed Jul 27 2022

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

CENTRAL QUEENS ACADEMY CHARTER SCHOOL 80000071161

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2021-2022 Board Member Information (Enter info for each BOT member)

Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-
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									2022
1	Joyce Wu		Chair	Executive Committee, Advancement/Fundraising Task Force	Yes	1	01/01/2021	01/01/2023	12
2	Catherine Tse		Vice Chair	Executive Committee, Finance Committee	Yes	3	01/01/2022	01/01/2024	10
3	Sonia Park		Other	Executive Committee, Educational Accountability Committee, Board Development Task Force	Yes	3	10/01/2021	10/01/2023	11
4	Rick Ruvkun		Treasurer	Executive Committee, Finance Committee, Audit Committee	Yes	5	07/01/2022	07/01/2024	11

5	Megha Jain		Secretary	Executive Committee, Board Development Task Force, Personnel Committee	Yes	1	03/01/2021	03/01/2023	9
6	Année Kim		Trustee/Member	Advancement/Fundraising Task Force	Yes	5	07/01/2022	07/01/2024	5 or less
7	Bruce Saber		Trustee/Member	Facility Task Force Educational Accountability Committee Personnel Committee	Yes	3	07/01/2022	07/01/2024	11
8	Maribel Lara		Trustee/Member	Marketing Task Force	Yes	2	12/02/2021	12/01/2023	10
9	Sabir Semerkant		Trustee/Member	Marketing Task Force	Yes	1	12/01/2020	12/01/2022	8

1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
10	Mike Lee		Trustee/Member	Advancement/Fundraising Task Force	Yes	1	01/01/2021	01/01/2023	12
11	Tom Ng		Trustee/Member	Educational Accountability Committee	Yes	1	10/01/2020	10/01/2022	12
12									
13									
14									
15									

1c. Are there more than 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2022	11
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	21

3. Number of Board meetings held during 2021-2022

12

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

11

Total number of Voting Members added during the 2021-2022 school year:

0

Total number of Voting Members who departed during the 2021-2022 school year:

3

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

21

Thank you.

Entry 8 Board Meeting Minutes

Completed Jul 27 2022 Hidden from applicant

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

CQA+June+13,+2022+Meeting+Minutes

Filename: CQAJune132022MeetingMinutes.pdf **Size:** 101.3 kB

CQA+February+7,+2022+Meeting+Minutes

Filename: CQAFebbruary72022MeetingMinutes.pdf **Size:** 84.8 kB

CQA+March+7,+2022+Meeting+Minutes

Filename: CQAMarch72022MeetingMinutes.pdf **Size:** 86.8 kB

CQA+May+2,+2022+Meeting+Minutes

Filename: CQAMay22022MeetingMinutes.pdf **Size:** 85.2 kB

[CQA+January+10,+2022+Meeting+Minutes](#)

Filename: CQAJanuary102022MeetingMinutes.pdf **Size:** 85.2 kB

[CQA+April+4,+2022+Meeting+Minutes](#)

Filename: CQAApril42022MeetingMinutes.pdf **Size:** 87.4 kB

[CQA+December+13,+2021+Meeting+Minutes](#)

Filename: CQADecember132021MeetingMinutes.pdf **Size:** 88.4 kB

[CQA+October+18,+2021+Meeting+Minutes](#)

Filename: CQAOctober182021MeetingMinutes.pdf **Size:** 90.7 kB

[CQA+November+15,+2021+Meeting+Minutes](#)

Filename: CQANovember152021MeetingMinutes.pdf **Size:** 86.1 kB

[CQA+August+31,+2021+Meeting+Minutes](#)

Filename: CQAAugust312021MeetingMinutes.pdf **Size:** 84.4 kB

[CQA+July+12,+2021+Meeting+Minutes](#)

Filename: CQAJuly122021MeetingMinutes.pdf **Size:** 84.1 kB

[CQA+September+13,+2021+Meeting+Minutes](#)

Filename: CQASeptember132021MeetingMinutes.pdf **Size:** 87.5 kB

Entry 9 Enrollment & Retention

Completed Jul 27 2022

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<ul style="list-style-type: none"> • Sent multiple Vanguard Mass Mailings with multiple languages and “tuition free” verbiage • Participated in the CSC Online Common App • Continued our use of paid platform “SchoolMint” for ease of applying <p>When engaged, were sure to stress our participation in the NSFLP, DOE free bussing</p>	<ul style="list-style-type: none"> • Advertised on NYC MTA Busses, bus shelters and bus billboards in Queens • Purchased and utilized QR code advertisements for contactless flyer/application distribution • Distributed flyers via ‘pounding the pavement’ being sure to stress our participation in the NSFLP, DOE free bussing
English Language Learners	<ul style="list-style-type: none"> • Created and Displayed School front signage with multiple languages present • Sent multiple Vanguard Mass Mailings with multiple languages and “tuition free” verbiage • Utilized our current scholars and families to create ‘about us’, ‘why I love CQA’ videos etc. • Used a ‘concierge’ approach with interested families and kept up sustained personal outreach via phone calls, text messages and emails. 	<ul style="list-style-type: none"> • Advertised on NYC MTA Busses, bus shelters and bus billboards in Queens • Purchased and utilized QR code advertisements for contactless flyer/application distribution • Distributed flyers via ‘pounding the pavement’ being sure to stress our participation in the NSFLP, DOE free bussing, and our Special Ed inclusivity
Students with Disabilities	<ul style="list-style-type: none"> • Targeted flyer distribution/personal interaction to preschools/doctors offices and community centers <p>When engaged, were sure to stress our participation in the NSFLP, DOE free bussing, and our Special Ed inclusivity</p>	<ul style="list-style-type: none"> • Advertised on NYC MTA Busses, bus shelters and bus billboards in Queens • Purchased and utilized QR code advertisements for contactless flyer/application distribution • Distributed flyers via ‘pounding the pavement’ being sure to stress our participation in the NSFLP, DOE free bussing, and our Special Ed inclusivity

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>In order to retain large numbers of students who are eligible for free and reduced-price lunches, we used the following practices throughout the school year.</p> <ul style="list-style-type: none"> • Continue to participate in the NSFLP • Continue to provide an after-school program with our community partner AYA. • Began weekly food distribution to our most needy families at no cost to them. 	<p>For next year, 2022-23 we plan to implement the same strategies as we continue to see significant results from our efforts. We will continue our current practices to retain approximately 90% of students from low-income communities, diverse backgrounds, and with special needs.</p>
English Language Learners	<p>In order to retain large numbers of English Language Learners, we used the following practices throughout the school year.</p> <ul style="list-style-type: none"> • Bi-lingual Guidance Counselor and Student support services • Focus on small group instruction for our most at-risk students • Multi-lingual staff • Use of “Talking Points” translation software to ensure parents are comfortable with school communications • One ESL teacher per grade providing push-in / pull-out services • Employ AIS/Interventionist staff 	<p>For next year, 2022-23 we plan to implement the same strategies as we continue to see significant results from our efforts. We will continue our current practices to retain approximately 90% of students from low-income communities, diverse backgrounds, and with special needs.</p>

<p>Students with Disabilities</p>	<p>In order to retain large numbers of students with disabilities, we used the following practices throughout the school year.</p> <ul style="list-style-type: none"> • Focus on small group instruction for our most at-risk students • Special Education services /liaise with CSE on IEP goals/meetings • Hired full time Special Ed coordinator. 	<p>For next year, 2022-23 we plan to implement the same strategies as we continue to see significant results from our efforts. We will continue our current practices to retain approximately 90% of students from low-income communities, diverse backgrounds, and with special needs.</p>
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Entry 10 - Teacher and Administrator Attrition

Completed Jul 27 2022

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Incomplete Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category A: 5 or 30% whichever is less	0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	
ii. Science	
iii. Computer Science	
. Technology	
. Career and Technical Education	
Total Category B: not to exceed 5	0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	

Thank you.



Entry 12 Organization Chart

Completed Jul 27 2022 Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

2021-2022 Org chart

Filename: 2021 2022 Org chart.pdf **Size:** 168.9 kB

Entry 13 School Calendar

Completed Jul 27 2022

Instructions for submitting School Calendar

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

2022-2023 Calendar Final GL5

Filename: 2022 2023 Calendar Final GL5.31.22.pdf **Size:** 194.3 kB

Entry 14 Links to Critical Documents on School Website

Completed Jul 27 2022

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link](#) from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

Form for Entry 14 Links to Critical Documents on School Website

School Name: Central Queens Academy Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school’s website for each of the items:

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.centralqueensacademy.org/accountability
2. Board meeting notices, agendas and documents	https://www.centralqueensacademy.org/accountability
3. New York State School Report Card	https://www.centralqueensacademy.org/accountability
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.centralqueensacademy.org/accountability
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	https://www.centralqueensacademy.org/accountability
6. Authorizer-approved FOIL Policy	https://www.centralqueensacademy.org/accountability
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.centralqueensacademy.org/accountability

Thank you.



Entry 15 Staff Roster

Incomplete Hidden from applicant

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees.

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.



**Central Queens Academy
Charter School**

**2021-22 ACCOUNTABILITY PLAN
PROGRESS REPORT**

Submitted to the SUNY Charter Schools Institute on:

September 15, 2022

By Ashish Kapadia

88-14 Justice Avenue Elmhurst, NY 11373

(718) 271-6200

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

Ashish Kapadia, CQA's Executive Director, prepared this 2021-22 Accountability Progress Report on behalf of the charter school's board of trustees:

Trustee's Name	Board Position	
	Office (e.g. chair, treasurer, secretary)	Committees (e.g. finance, executive)
Joyce Wu	Chair	Executive, Fundraising Committees
Sonia Park	Co-Vice Chair	Executive, Board Recruitment, Educational Accountability Committee
Catherine Tse	Co-Vice Chair	Executive Committee, Finance Committee
Rick Ruvkin	Treasurer	Finance Committee
Megha Jain	Secretary	Board Recruitment, Personnel Committees
Arunabha Bhoumik		Marketing Committee
Annee Kim		Fundraising Committee
Maribel Lara		Marketing Committee
Michael Lee		Fundraising Committee
Tom Ng		Educational Accountability Committee
Bruce Saber		Facility Committee
Sabir Semerkant		Marketing Committee

Ashish Kapadia has served as the Executive Director since September 2020.

SCHOOL OVERVIEW

Central Queens Academy Charter School opened in 2012. As a middle school, it serves grades 5-8 in two buildings. It serves approximately 400 middle school scholars and opened an elementary school in August 2021 with a total of 100 kindergarten and first grade scholars. Its student body is made up of mainly first and second-generation immigrants from over 30 different nations who speak over 20 different languages. The school is about 70% Hispanic, 15% Asian, and 15% black. Annually, about 85% of CQA scholars qualify for free or reduced-price lunch.

The school’s mission is to prepare students for success in education, the workforce, and the community through a school that integrates literacy, standards-based academics, and culturally responsive support services. In addition to the three just mentioned above, the school’s key design elements include:

- frequent assessments to foster growth;
- focus on teacher development;
- more time on task, longer school day, and longer school year; and
- emphasis on social-emotional support to teach character and community.

During the 2021-2022 school year, CQA implemented a fully in-person learning model for all of its scholars. CQA focused on academic remediation as well as social-emotional support. All teachers provided small-group instruction and office hours to teach or re-teach the grade level skills and content that scholars were to master. Just as importantly, the school implemented an instructional period dedicated to social-emotional learning. These lessons were mainly designed by counselors. Our school counselors provided intensive individual, group, and at times family counseling in order to minimize isolation and pandemic-related anxiety, stemming from Elmhurst, Corona, and Woodside being the epicenter of pandemic. Finally, the school implemented a series of family supports including a food pantry program for food insecure CQA families, legal immigration assistance, housing assistance, etc.

ENROLLMENT SUMMARY

School Enrollment by Grade Level and School Year (As of BEDS Day)

School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2017-18						106	106	105	86					403
2018-19						110	105	104	101					420
2019-20						106	104	102	95					407
2020-21						101	101	106	91					399
2021-22	50	49				100	100	103	97					499

GOAL 1: ENGLISH LANGUAGE ARTS

Goal 1: English Language Arts

CQA students will become proficient readers and writers of the English language.

BACKGROUND

The ELA curriculum in the middle school of Central Queens Academy Charter School (CQA) incorporates the Expeditionary Learning-developed curriculum model which is aligned to the Next Generation Learning Standards. The program is built into theme-specific modules, each one with an increasing emphasis on students reading grade-level texts with appropriate scaffolds for both reading and for writing development. ELA instruction takes place in-person 2 hours per day in the middle school grades, sometimes with the assistance of a special education teacher for push-in support.

Built into CQA’s program is a robust and authentic assessment program that regularly provides individualized student data. As a practice, students receive small group instruction based on their reading levels in accordance with Fountas and Pinnell Benchmark Assessment System (F&P), and the Renaissance STAR Reading Assessment. The frequent assessments allow for flexible and responsive grouping. It also increases accuracy in gauging progress towards CQA’s annual reading growth goals.

The English curriculum for the elementary school is devised as a balanced literacy combination of the Teachers’ College Readers and Writers Workshop, designed by Lucy Calkins, and the Expeditionary Learning curriculum for elementary school. This was intentionally chosen after a thorough review of curricula because they provide for the teaching of foundational literacy and skill development. Elementary schools have three hours of literacy in a regular school day. The elementary school incorporates F&P assessments as well as reading assessments from Little Bird to determine scholar skill levels in reading and growth.

ELEMENTARY AND MIDDLE ENGLISH LANGUAGE ARTS

Goal 1: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State English language arts examination for grades 3-8.

METHOD

The school administered the New York State Testing Program English language arts (“ELA”) assessment to students in 5 through 8 grades in spring 2022. Each student’s raw score has been converted to a grade-specific scaled score and a performance level.

The table below summarizes participation information for this year’s test administration. The table indicates total enrollment and total number of students tested. It also provides a detailed breakdown of those students excluded from the exam. Note that this table includes all students

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

according to grade level, even if they have not enrolled in at least their second year (defined as enrolled by BEDS day of the previous school year).

2021-22 State English Language Arts Exam Number of Students Tested and Not Tested

Grade	Total Tested	Not Tested ¹				Total Enrolled
		IEP	ELL	Absent	Other reason	
3	N/A					
4	N/A					
5	99	0	0	0	0	99
6	97	0	0	0	0	97
7	99	0	0	0	0	99
8	94	0	1	0	0	95
All	389	0	1	0	0	390

RESULTS AND EVALUATION

About 67% of CQA scholars in at least their second year at the school were proficient on the NYS ELA exam. This comes one year after learning in a hybrid or fully-at home setting and two years after experiencing the COVID lockdown. While CQA did not meet this absolute measure, its proximity to reaching it is encouraging to the school.

Performance on 2021-22 State English Language Arts Exam By All Students and Students Enrolled in At Least Their Second Year

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	N/A	N/A		
4	N/A	N/A		
5	46	99	0	1
6	69	97	68	95
7	68	99	63	90
8	85	94	85	94
All	67	389	67	280

Goal 1: Absolute Measure

Each year, the school’s aggregate Performance Index (“PI”) on the State English language arts exam will meet that year’s state Measure of Interim Progress (“MIP”) set forth in the state’s ESSA accountability system.

¹ Students exempted from this exam according to their Individualized Education Program (IEP), because of English Language Learners (ELL) status, or absence for at least some part of the exam.

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

The Institute does not require charters to report on this measure for 2021-22.

Goal 1: Comparative Measure

Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state English language arts exam will be greater than that of all students in the same tested grades in the school district of comparison.

METHOD

A school compares tested students enrolled in at least their second year to all tested students in the public school district of comparison. Comparisons are between the results for each grade in which the school had tested students in at least their second year at the school and the total result for all students at the corresponding grades in the school district.²

RESULTS AND EVALUATION

The district proficiency data is not yet available as of September 15, 2022.

2021-22 State English Language Arts Exam
Charter School and District Performance by Grade Level

Grade	Percent of Students at or Above Proficiency			
	Charter School Students In At Least 2 nd Year		All District Students	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	N/A	N/A	N/A	
4	N/A	N/A	N/A	
5	0	1	Not available	
6	68	95	Not available	
7	63	90	Not available	
8	85	94	Not available	
All	67	280	Not available	

ADDITIONAL EVIDENCE

This data is not yet available.

Goal 1: Comparative Measure

² Schools can acquire these data when the New York State Education Department releases its database containing grade level ELA and math test results for all schools and districts statewide. The NYSED announces the release of the data on its [News Release webpage](#).

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

Each year, the school will exceed its predicted level of performance on the state English language arts exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.

The Institute conducts a comparative performance analysis which compares the school's performance to that of demographically similar public schools statewide. Given the timing of the state's release of data necessary to produce this analysis, the 2021-22 results are not yet available.

As such, The Institute does not require charters to report on this measure for 2021-22.

Goal 1: Growth Measure

Each year, under the state's Growth Model, the school's mean unadjusted growth percentile in English language arts for all tested students in grades 4-8 will be above the target of 50.

The Institute does not require charters to report on this measure for 2021-22.

INTERNAL EXAM RESULTS

Given the lack of a consistent record of data suitable for analysis as a result of the COVID-19 pandemic, it remains paramount that CQA continue to collect and analyze internal exam results in order to best make academic adjustments to support scholars in their learning.

During 2021-22, in addition to the New York State 3rd- 8th grade exams, the school(s) primarily used the following assessment to measure student growth and achievement in ELA: STAR

CQA utilized STAR assessments from Renaissance throughout the 2021-2022 school year in order to determine grade level proficiency in reading. As the chart below shows, CQA scholars grew on average well over one year in reading and over 75% were within one year of grade level by the end of the school year.

	Reading			
	Beginning of Year Avg. GLE	End of Year Avg. GLE	Avg. GLE Growth	PCT w/in 1 yr of GL
Grade 8	7.6	8.7	1.1	82%
Grade 7	6.3	7.7	1.4	74%
Grade 6	5	6.4	1.3	79%
Grade 5	4.2	5.6	1.4	78%

ADDITIONAL CONTEXT AND EVIDENCE

At the elementary level, CQA utilized F & P assessments to track reading growth over the course of the school year. As the chart below shows, 92% of kindergarten scholars were near, at, or above grade level while first grade scholars averaged 5.8 reading levels of growth.

	Reading		
	% Approaching Grade Level or Higher		EOY F&P Level Growth
	BOY	EOY	
Grade K	N/A	92%	N/A
Grade 1	40%	55%	5.8

SUMMARY OF THE ENGLISH LANGUAGE ARTS GOAL

While the data is not available at this time for the comparative measure, CQA has reached its goal by approaching its absolute measure in English despite the learning losses from the COVID-19 pandemic.

Type	Measure	Outcome
Absolute	Each year, 75 percent of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State English language arts exam for grades 3-8.	Almost (67%)
Absolute	Each year, the school's aggregate PI on the state's English language arts exam will meet that year's state MIP as set forth in the state's ESSA accountability system.	N/A
Comparative	Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state English language arts exam will be greater than that of students in the same tested grades in the school district of comparison.	Not Available
Comparative	Each year, the school will exceed its predicted level of performance on the state English language arts exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.	N/A
Growth	Each year, under the state's Growth Model the school's mean unadjusted growth percentile in English language arts for all tested students in grades 4-8 will be above the target of 50.	N/A

ACTION PLAN

CQA continues to focus on improving literacy skills in all grades, using a variety of intervention and classroom strategies. This year we have greatly enhanced our ability to respond to ongoing assessment with an increased AIS staff, paired with multiple time slots each day Mon-Thurs for scholars to receive targeted small group instruction. Upon completion of each data set analysis, small and measurable 6-week goals are established to target in that 6-week cycle.

Based on our current data, CQA has made adjustments to its literacy program. Instruction is divided into the specific goals for both reading and writing. To that end, reading classes in grades 5-8 focus on the most important skills based on the science of reading:

1. Monitoring for meaning
2. Relating the new to the known
3. Questioning
4. Determining importance
5. Inferring
6. Creating sensory images
7. Determining the meaning of unknown words and phrases

Our writing program is grounded in Ruth Cullen's six traits of writing that emphasize:

1. Ideas
2. Organization
3. Word Choice
4. Voice
5. Sentence Fluency
6. Conventions

Both our reading and writing programs put a premium on language acquisition and improvement through the use of culturally-relevant texts, vocabulary expansion, small group instruction, and scaffolded opportunities to respond.

Finally, CQA has taken significant steps in identifying strong pedagogues who have a background in teaching literacy skills and content at the middle school and elementary school level. It has even hired a full-time recruitment specialist to lead the hiring process.

GOAL 2: MATHEMATICS

Goal 2: Mathematics

CQA students will become proficient in the application of mathematical skills and concepts.

BACKGROUND

CQA has built its math program with a conceptual, inquiry-based approach. Scholars engage in hands-on problem-solving every day while building conceptual mathematical understanding. Teachers value the process in addition to the product of scholar work. Through this approach, scholars understand the concepts behind the math while also building automaticity or fluency in math facts. Built into CQA's program is a robust and authentic assessment program that regularly provides individualized student data. As a practice, students receive small group instruction based on their math levels in accordance with STAR & IXL diagnostic and benchmark assessments. The frequent classroom assessments allow for flexible and responsive grouping. It also increases accuracy in gauging progress towards CQA's annual math growth goals.

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

In the middle school grades, CQA intentionally uses multiple curricula. In fifth grade, CQA utilizes the Singapore Math curriculum from Math in Focus. This is because the majority of incoming students enter fifth grade below grade level in math. CQA believes the Singapore Math curriculum does a better job of teaching and reinforcing number sense than other curricula. In grades 6 and 7, CQA utilizes the Eureka Math curriculum from engageny.org in order to ensure that its scholars can learn using a rigorous curriculum that is closely aligned to New York State's Next Generation Learning Standards for math. The coursework in middle school is accelerated culminating in the NYS high school Algebra I Regents course (with the subsequent Regents exam). The single period daily math block is paired with a block of Interdisciplinary Studies (IDS). IDS is an application-based class for scholars to apply the skills that they are learning in math to real world or tactile problems for part of the school year.

Like with its middle school, CQA's elementary scholars' instruction was in school during the 2021-22 school year. The elementary math curriculum is a combination of Cognitive Guided Instruction for number stories and Context for Learning for math workshop. This was chosen over the Eureka math modules because the school believes that scholars struggle with number sense and numerical understanding, partially due to the COVID-19 pandemic. These curricula allow for scholars to be easily engaged and master basic mathematical skills.

ELEMENTARY AND MIDDLE MATHEMATICS

Goal 2: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State Mathematics examination for grades 3-8.

METHOD

The school administered the New York State Testing Program Mathematics assessment to students in 5th through 7th grades in spring 2022. Each student's raw score has been converted to a grade-specific scaled score and a performance level.

The table below summarizes participation information for this year's test administration. The table indicates total enrollment and total number of students tested. It also provides a detailed breakdown of those students excluded from the exam. Note that this table includes all students according to grade level, even if they have not enrolled in at least their second year (defined as enrolled by BEDS day of the previous school year).

2021-22 State Mathematics Exam
Number of Students Tested and Not Tested

Grade	Total Tested	Not Tested ³				Total Enrolled
		IEP	ELL	Absent	Other reason	
3	N/A					
4	N/A					

³ Students exempted from this exam according to their Individualized Education Program (IEP), because of English Language Learners (ELL) status, or absence for at least some part of the exam.

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

5	99	0	0	0	0	99
6	97	0	0	0	0	97
7	99	0	0	0	0	99
8	0	0	0	0	95	95
All	295	0	0	0	95	390

RESULTS AND EVALUATION

Fifty-three percent of CQA scholars in at least their second year were proficient on the grades 5, 6, and 7.

Performance on 2021-22 State Mathematics Exam By All Students and Students Enrolled in At Least Their Second Year

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	N/A	N/A	N/A	N/A
4	N/A	N/A	N/A	N/A
5	44	99	0	1
6	45	97	46	95
7	57	99	61	90
8	N/A	0	N/A	0
All	49	295	53	186

ADDITIONAL EVIDENCE

Central Queens Academy prepares all of its 8th grade scholars for the high school Algebra I exam to be taken in June of 8th grade. In June 2022, 86 out of 94 8th grade scholars passed that high school math exam. As all of those scholars were in at least their second year at CQA, the total percentage of CQA scholars who passed a New York State math exam was 66%, approaching the absolute measure.

Goal 2: Absolute Measure

Each year, the school's aggregate Performance Index ("PI") on the state mathematics exam will meet that year's state Measure of Interim Progress ("MIP") set forth in the state's ESSA accountability system.

The Institute does not require charters to report on this measure for 2021-22.

Goal 2: Comparative Measure

Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state mathematics exam will be greater than that of all students in the same tested grades in the school district of comparison.

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

METHOD

A school compares tested students enrolled in at least their second year to all tested students in the public school district of comparison. Comparisons are between the results for each grade in which the school had tested students in at least their second year at the school and the total result for all students at the corresponding grades in the school district.⁴

RESULTS AND EVALUATION

The district proficiency data is not yet available as of September 15, 2022.

2021-22 State Mathematics Exam
Charter School and District Performance by Grade Level

Grade	Percent of Students at or Above Proficiency			
	Charter School Students In At Least 2 nd Year		All District Students	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	N/A	N/A	N/A	
4	N/A	N/A	N/A	
5	0	1	Not available	
6	46	95	Not available	
7	61	90	Not available	
8	N/A	0	Not available	
All	53	186	Not available	

Goal 2: Comparative Measure

Each year, the school will exceed its predicted level of performance on the state mathematics exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.

The Institute conducts a comparative performance analysis which compares the school's performance to that of demographically similar public schools statewide. Given the timing of the state's release of data necessary to produce this analysis, the 2021-22 results are not yet available.

As such, The Institute does not require charters to report on this measure for 2021-22.

Goal 2: Growth Measure

⁴ Schools can acquire these data when the New York State Education Department releases its database containing grade level ELA and math test results for all schools and districts statewide. The NYSED announces the release of the data on its [News Release webpage](#).

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

Each year, under the state’s Growth Model, the school’s mean unadjusted growth percentile in mathematics for all tested students in grades 4-8 will be above the target of 50.

The Institute does not require charters to report on this measure for 2021-22.

INTERNAL EXAM RESULTS

Given the lack of a consistent record of data suitable for analysis as a result of the COVID-19 pandemic, it remains paramount that CQA continue to collect and analyze internal exam results in order to adjust its instruction and academic support to scholars.

During 2021-22, in addition to the New York State 3rd- 8th grade exams, the school(s) primarily used the following assessment to measure student growth and achievement in mathematics: STAR

	MATH			
	Beginning of Year Avg GLE	End of Year Average GLE	Avg. GLE Growth	PCT w/in 1 yr of GL
Grade 7	6.4	7.2	0.8	94%
Grade 6	5.1	6.5	1.5	98%
Grade 5	4	5.5	1.5	88%

ADDITIONAL CONTEXT AND EVIDENCE

CQA administered the STAR math assessments in grades 5, 6, and 7 as part of its analysis to determine how many and which scholars were at or approaching grade level. Over the course of the year, CQA saw its fifth and sixth grade scholars grow 1.5 years in their mathematical content and skills. Well over 90% of its scholars were approaching or at grade level by the end of the school year.

SUMMARY OF THE ELEMENTARY/MIDDLE MATHEMATICS GOAL

While the data is not available at this time for the comparative measure, CQA has reached its goal by approaching its absolute measure in mathematics despite the learning losses from the COVID-19 pandemic.

Type	Measure	Outcome
Absolute	Each year, 75 percent of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State Mathematics exam for grades 3-8.	Almost (66%)
Absolute	Each year, the school’s aggregate PI on the state’s mathematics exam will meet that year’s state MIP as set forth in the state’s ESSA accountability system.	N/A
Comparative	Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state mathematics	Data not available

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

	exam will be greater than that of students in the same tested grades in the school district of comparison.	
Comparative	Each year, the school will exceed its predicted level of performance on the state mathematics exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.	N/A
Growth	Each year, under the state’s Growth Model the school’s mean unadjusted growth percentile in mathematics for all tested students in grades 4-8 will be above the target of 50.	N/A

ACTION PLAN

CQA continues to focus on improving and accelerating mathematics skills in all grades, using a variety of intervention and classroom strategies. This year we have greatly enhanced our ability to respond to ongoing assessment with an increased AIS staff, paired with multiple time slots each day Mon-Thurs for scholars to receive targeted small group instruction. Upon completion of each data set analysis, small and measurable 6-week goals are established to target in that 6-week cycle.

Instructionally, our elementary scholars are really focusing on improving their conceptual understanding of math. Through CGI (Cognitive Guided Instruction) and CFL (Context for Learning), we are working with scholars to not only get the right answer, but be able to use and explain flexible strategies in order to arrive at the correct solution.

In our middle school, the mathematical void created by the pandemic has pushed us to accelerate the learning, culminating in a “Regents Algebra For All” approach to the 8th grade curriculum. In addition to the AIS and small group instruction time described above, CQA middle school is transforming our IDS (Interdisciplinary Studies) class in to a STEM course focused on the use and practice of mathematical skills in the design-thinking process. Additionally, all CQA rising 8th graders are invited to attend our Algebra-Bridge Summer Program. Our program is 15 hours per week for four weeks and scholars work with lead teachers and tutors in focused small groups to tackle the mastery of skills embedded in the Algebra 1 curriculum.

Finally, CQA has taken significant steps in identifying strong pedagogues who have a background in teaching math content and skills at the elementary school level. It has even hired a full-time recruitment specialist to lead the hiring process.

GOAL 3: SCIENCE

Goal 3: Science

CQA students will use technology, scientific concepts, principles and theories to conduct and analyze investigations.

BACKGROUND

Similar to math, CQA has built an accelerated science program with a conceptual, inquiry-based approach. Scholars engage in hands-on problem solving while building conceptual understanding of

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

basic scientific constructs. CQA strives to build the understanding through the hands-on experimentation rather than prior to experimentation.

In the middle school grades, we use the Savvas Interactive Science Curriculum with an accelerated pacing calendar culminating in the New York State high school Earth Science course in eighth grade. The Earth Science curriculum has been built in-house at CQA.

Like the middle school, elementary science instruction took place in person. The elementary school utilizes the Amplify science curriculum.

ELEMENTARY AND MIDDLE SCIENCE

Goal 3: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State science examination.

METHOD

The school did not administer the New York State Testing Program science assessment to students in 8th grade in spring 2022. It instead administered the New York State Regents Exam in Physical Science/Earth Science, a high school level exam. The school converted each student's raw score to a grade-specific scaled score. The criterion for success on this measure requires students enrolled in at least their second year to score at proficiency or a minimum of 65%.

RESULTS AND EVALUATION

Seventy-seven out of 94 scholars in 8th grade, all of whom were at least in their second year at CQA, passed the Earth Science Regents Exam with at least 65%. That is 82% of the cohort.

Charter School Performance on 2021-22 State Regents Science Exam By All Students and Students Enrolled in At Least Their Second Year

Grade	Percent of Students at Proficiency of Students in At Least 2 nd Year	
	Percent Proficient	Number Tested
4	N/A	N/A
8	82	94
All	82	94

ADDITIONAL EVIDENCE

Performance on a Regents Science Exam Of 8th Grade All Students by Year

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

Grade	Year	Regents Exam	Percent Passing with a 65	Number Tested
8	2017-18	Earth Science	97	86
8	2018-19	Earth Science	91	100
8	2021-22	Earth Science	82	94

8th grade scholars at CQA continue to significantly outperform New York City, New York State, and District 24 on the high school Earth Science Regents Exam. This is a historical trend for the school.

Goal 3: Comparative Measure

Each year, the percent of all tested students enrolled in at least their second year and performing at proficiency on the state science exam will be greater than that of all students in the same tested grades in the school district of comparison.

The Institute does not require charters to report on this measure for 2021-22.

SUMMARY OF THE ELEMENTARY/MIDDLE SCIENCE GOAL

CQA met its science goal for the 2021-2022 school year.

ACTION PLAN

CQA continues to focus on improving science skills and content understanding in all grades. We utilize an inquiry model of instruction centered on experiential learning to support content understanding and big unit connections. Additionally, we use a variety of intervention and classroom strategies. This year we have greatly enhanced our ability to respond to ongoing assessment with an increased AIS staff, paired with multiple time slots each day Mon-Thurs for scholars to receive targeted small group instruction. Upon completion of each data set analysis, small and measurable 6-week goals are established to target in that 6-week cycle.

In the elementary grades, we will continue to build an excitement for and curiosity of the physical world around us, while building the scientific process skills to create and test hypotheses. In the middle school grades, CQA will continue to accelerate the learning standards in grades 5-7 using a multi-disciplinary approach. All 8th graders will then complete their CQA science study in the NYS Regents Earth Science course.

GOAL 4: ESSA

Due to COVID-19 and the subsequent changes to the state’s testing, accountability, and federal reporting requirements, the 2021-22 school accountability statuses are the same as those assigned for the 2020-21 school year. Assigned accountability designations and further context can be found [here](#).

Goal 4: Absolute Measure

Under the state’s ESSA accountability system, the school is in good standing: the state has not identified the school for comprehensive or targeted improvement.

METHOD

Because *all* students are expected to meet the state's performance standards, the federal statute stipulates that various sub-populations and demographic categories of students among all tested students must meet the state standard in and of themselves aside from the overall school results. As New York State, like all states, is required to establish a specific system for making these determinations for its public schools, charter schools do not have latitude in establishing their own performance levels or criteria of success for meeting the ESSA accountability requirements. Each year, the state issues School Report Cards that indicate a school’s status under the state accountability system.

RESULTS AND EVALUATION

Central Queens Academy Charter School is in Good Standing.

ADDITIONAL EVIDENCE

CQA has always been in Good Standing.

Accountability Status by Year

Year	Status
2019-20	In Good Standing
2020-21	In Good Standing
2021-22	In Good Standing



CENTRAL QUEENS ACADEMY
CHARTER SCHOOL

Audited Financial Statements In Accordance
With Government Auditing Standards

June 30, 2022

CENTRAL QUEENS ACADEMY CHARTER SCHOOL

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Independent Auditors' Report

To the Board of Directors of
Central Queens Academy Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Central Queens Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Central Queens Academy Charter School as of June 30, 2022, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users on the basis of these financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

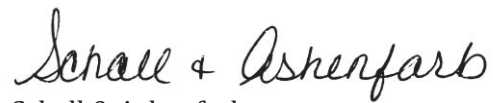
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited the School's 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 18, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 17, 2022, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance


Schall & Ashenfarb
Certified Public Accountants, LLC

October 17, 2022

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2022
(With comparative totals at June 30, 2021)

	6/30/22	6/30/21
Assets		
Cash and cash equivalents	\$10,773,047	\$8,707,383
Government grants receivable - rental assistance	18,632	0
Government grants receivable - other	420,175	269,843
Pledges receivable, net (Note 3)	404,857	107,659
Prepaid expenses	167,801	215,813
Security deposit	1,716,520	1,708,560
Fixed assets, net (Note 4)	825,039	485,739
Restricted cash (Note 5)	79,515	79,389
	\$14,405,586	\$11,574,386
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	\$1,573,744	\$1,013,697
Due to related entity	33,162	0
Government grant advances - per pupil (Note 6)	3,334	5,974
Government grant advances - rental assistance	0	34,212
Government grant advances - other	64,544	0
Deferred rent	0	39,026
Capital lease payable (Note 11)	43,506	0
Total liabilities	1,718,290	1,092,909
Net assets:		
Without donor restrictions	12,312,163	10,102,606
With donor restrictions (Note 9)	375,133	378,871
Total net assets	12,687,296	10,481,477
 Total liabilities and net assets	 \$14,405,586	 \$11,574,386

The attached notes and auditors' report are an integral part of these financial statements.

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022
(With comparative totals for the year ended June 30, 2021)

	Without Donor Restrictions	With Donor Restrictions	Total 6/30/22	Total 6/30/21
Public support and revenue:				
Public school district revenue: (Note 2c)				
Resident student enrollment	\$8,251,876		\$8,251,876	\$6,406,877
Students with disabilities	617,316		617,316	569,866
Subtotal public school district revenue	8,869,192	0	8,869,192	6,976,743
Government grants:				
Paycheck Protection Program (Note 8)			0	1,024,182
Federal	694,323		694,323	427,567
New York City rental assistance (Note 7)	1,275,828		1,275,828	654,905
Subtotal government grants	1,970,151	0	1,970,151	2,106,654
Contributions	797,873	\$474,800	1,272,673	813,228
Donated services (Note 2i)	70,141		70,141	232,961
Interest income	20,445		20,445	53,770
Other income	42,964		42,964	10,079
Released from restriction	478,538	(478,538)	0	0
Total public support and revenue	12,249,304	(3,738)	12,245,566	10,193,435
Expenses:				
Program services:				
Regular education	7,194,828		7,194,828	5,372,247
Special education	1,190,974		1,190,974	984,519
Total program services	8,385,802	0	8,385,802	6,356,766
Supporting services:				
Management and general	1,259,529		1,259,529	1,602,052
Fundraising	394,416		394,416	393,038
Total supporting services	1,653,945	0	1,653,945	1,995,090
Total expenses	10,039,747	0	10,039,747	8,351,856
Change in net assets from operations	2,209,557	(3,738)	2,205,819	1,841,579
Non-operating activities				
Lease termination fee (Note 12)			0	500,000
Loss on impairment of fixed assets (Note 12)			0	(337,708)
Return of grant funds			0	(280,000)
Change in net assets	2,209,557	(3,738)	2,205,819	1,723,871
Net assets - beginning of year	10,102,606	378,871	10,481,477	8,757,606
Net assets - ending of year	\$12,312,163	\$375,133	\$12,687,296	\$10,481,477

The attached notes and auditors' report are an integral part of these financial statements.

**CENTRAL QUEENS ACADEMY CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022**

(With comparative totals for the year ended June 30, 2021)

	Program Services			Supporting Services			Total Expenses 6/30/21*
	Regular Education	Special Education	Total Program Services	Management and		Total Supporting Services	
				General	Fundraising		
Salaries:							
Instructional personnel	\$2,848,838	\$483,498	\$3,332,336			\$0	\$3,332,336
Non-instructional personnel	1,224,144	248,736	1,472,880	\$581,416	\$284,068	865,484	2,338,364
Additional compensation	175,568	27,986	203,554	20,336	6,293	26,629	230,183
Total salaries	4,248,550	760,220	5,008,770	601,752	290,361	892,113	5,900,883
Employee benefits and payroll taxes	809,088	128,972	938,060	93,714	29,000	122,714	1,060,774
Total personnel costs	5,057,638	889,192	5,946,830	695,466	319,361	1,014,827	6,961,657
Professional fees	82,374	13,131	95,505	57,198	2,952	60,150	155,655
In-kind professional fees (Note 2i)			0	70,141		70,141	70,141
Occupancy	1,449,431	231,045	1,680,476	342,883	51,951	394,834	2,075,310
Repairs and maintenance	6,768	1,079	7,847	784	243	1,027	8,874
Insurance	51,303	8,178	59,481	5,942	1,839	7,781	67,262
Utilities	42,533	6,780	49,313	4,926	1,524	6,450	55,763
Curriculum and classroom expenses	60,099		60,099			0	60,099
Classroom supplies and materials	168,118		168,118			0	168,118
Equipment	22,782	3,632	26,414	2,639	817	3,456	29,870
Professional development	23,694	1,260	24,954	1,291	283	1,574	26,528
Student and staff recruitment	57,593	9,180	66,773	6,671	9,264	15,935	82,708
Information technology	67,533	10,765	78,298	7,822	2,421	10,243	88,541
Office expenses	14,440	2,302	16,742	1,673	517	2,190	18,932
Communications	9,707	1,547	11,254	1,124	348	1,472	12,726
Miscellaneous	1,578	252	1,830	51,791	56	51,847	53,677
Depreciation	79,237	12,631	91,868	9,178	2,840	12,018	103,886
Bad debt expense			0			0	0
Total expenses	\$7,194,828	\$1,190,974	\$8,385,802	\$1,259,529	\$394,416	\$1,653,945	\$10,039,747
							\$8,351,856

The attached notes and auditors' report are an integral part of these financial statements.

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022
(With comparative totals for the year ended June 30, 2021)

	6/30/22	6/30/21
Cash flows from operating activities:		
Change in net assets	\$2,205,819	\$1,723,871
Adjustments to reconcile change in net assets to net cash flows provided by operating activities:		
Depreciation	103,886	51,241
Loss on impairment of fixed assets	0	337,708
Bad debt expense	0	360,000
Changes in assets and liabilities:		
Government grants receivable - per pupil	0	32,643
Government grants receivable - rental assistance	(18,632)	0
Government grants receivable - other	(150,332)	93,211
Pledges receivable	(297,198)	282
Other receivables	0	3,041
Prepaid expenses	48,012	(63,061)
Security deposit	(7,960)	(587,500)
Accounts payable and accrued expenses	560,047	(87,269)
Due to related entity	33,162	0
Government grant advances - per pupil	(2,640)	5,974
Government grant advances - rental assistance	(34,212)	23,636
Government grant advances - other	64,544	0
Deferred rent	(39,026)	1,453
Government grant - Paycheck Protection Program	0	(1,024,182)
Total adjustments	259,651	(852,823)
Net cash flows provided by operating activities	2,465,470	871,048
Cash flows from investing activities:		
Purchases of fixed assets	(399,680)	(477,413)
Net cash flows used for investing activities	(399,680)	(477,413)
Cash flows from financing activities:		
Principal payments on capital lease payable	(16,990)	(477,413)
Net cash flows used for investing activities	(16,990)	(477,413)
Net increase in cash and cash equivalents	2,065,790	393,635
Cash, cash equivalents and restricted cash - beginning of year	8,786,772	8,393,137
Cash, cash equivalents and restricted cash - ending of year	\$10,852,562	\$8,786,772
Supplemental disclosures:		
Reconciliation of cash and restricted cash to the statement of financial position:		
Cash and cash equivalents	\$10,773,047	\$8,707,383
Restricted cash	79,515	79,389
Total	\$10,852,562	\$8,786,772
Noncash financing activities:		
Equipment purchased under capital lease	\$63,000	\$0

The attached notes and auditors' report are an integral part of these financial statements.

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

Note 1 - Organization and Nature of Activities

Central Queens Academy Charter School (the “School”), located in Queens, New York, is a not-for-profit education corporation chartered by the Regents of the University of the State of New York. The charter was authorized by SUNY Charter Schools Institute. The School was founded by a team of educators, parents, and youth advocates in partnership with APEX, a youth development organization with almost 20 years of experience working with Asian immigrant youth in New York.

The School’s academic program is designed to meet the needs of a highly diverse student body. The School has grounded this program in its core values and will implement its mission using research-based methods that have worked in other schools. Its curriculum is aligned with the Common Core State Standards and New York State Standards and has been designed to make sure that students learn what they need to know in a rigorous and fun environment.

The School has been notified by the Internal Revenue Service that it is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. They have not been designated as a private foundation.

Note 2 - Significant Accounting Policies

a. Basis of Accounting

The financial statements of the School have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

b. Basis of Presentation

Not-for-profit organizations report information regarding its financial position and activities according to specific classes of net assets as follows:

- *Net Assets Without Donor Restrictions* – accounts for activity without donor-imposed restrictions.
- *Net Assets With Donor Restrictions* – relates to activity based on specific donor restrictions that are expected to be satisfied by the passage of time or performance of activities.

c. Revenue Recognition

The School follows the requirements of the Financial Accounting Standards Board’s (“FASB”) Accounting Standards Codification (“ASC”) 958-605 for recording contributions, which are recognized at the earlier of when cash is received or at the time a pledge becomes unconditional in nature. Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction.

When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

Contributions expected to be received within one year are recorded at net realizable value. Long term pledges are recorded at fair value, using risk – adjusted present value techniques.

Contributions may be subject to conditions which are defined as both a barrier to entitlement and a right of return of payments, or release from obligations, and are recognized as income once the conditions have been substantially met. Conditional promises to give that have not been recognized amounted to \$137,970 and \$496,538 at June 30, 2022 and 2021, respectively and are contingent upon the School meeting certain performance or fundraising milestones.

The School’s public-school district revenue and other government grants are primarily conditional, non-exchange transactions as defined above. Revenue from these transactions is recognized based on rates established by the School’s funding sources and when performance related outcomes are achieved as well as other conditions under the agreements are met. Payments received in advance of conditions being met are recorded as deferred revenue.

Management assesses the collectability of all outstanding receivables based upon historical trends, experience with donors and grantors and the uncertain economic impact of the pandemic. Based on this review, management determined that at June 30, 2021 a pledge in the amount of \$870,000 was not collectable. A reserve of \$510,000 was established in 2020 and the remaining \$360,000 was written off and charged to bad debt expense during 2021. No allowance was determined to be necessary at June 30, 2022.

d. Operating/Non-Operating Activities

Operating activity includes ongoing revenue and expenses of the School in fulfilling its mission. The School has elected to display activity that is non-recurring in a separate section of the statement of activities that is labeled non-operating activities.

e. Cash and Cash Equivalents

The School considers all liquid investments with an initial maturity of three months or less to be cash and cash equivalents. Cash maintained in escrow per requirements of NYCDOE are treated as restricted cash.

f. Concentration of Credit

Financial instruments, which potentially subject the School to concentration of credit risk, consist of cash and money market accounts, which have been placed with financial institutions that management deems to be creditworthy. At year end and at various times throughout the year, material cash balances were in excess of FDIC insurance levels; however, management feels they have little risk, and the School has not experienced any losses from the default of any financial institution.

g. Capitalization Policy

Computer hardware, furniture, leasehold improvements, and equipment are stated at cost or at the fair value at the date of gift, if donated. The School capitalizes fixed assets in excess of \$2,000 that have a useful life of more than one year. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets, which generally are between 3 and 5 years or the life of the lease.

h. Deferred Rent

Rent expense is recorded on the straight-line basis over the life of the lease. Rent expense recognized in excess of cash payments is reflected as deferred rent. As future payments exceed the annual expense recognized, deferred rent will be reduced to zero at the end of the lease term.

i. Donated Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased, if not provided in-kind.

The School received in-kind professional legal services that were valued at \$70,141 and \$232,961 for the years ended June 30, 2022 and 2021, respectively. Donated legal services, which are included in management and general on the statement of functional expenses, are valued at the standard hourly rates charged for those services.

The School pays for most other services requiring specific expertise. Board members and other individuals volunteer their time and support its mission and accomplish its programmatic goals. These services do not meet the criteria for recognition as outlined above and have not been recorded in the financial statements.

j. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Such allocations are determined by management on an equitable basis.

The following expenses were allocated using the full time equivalent of staff allocation as the basis:

- Salaries
- Employee benefits and payroll taxes
- Occupancy
- Repairs and maintenance
- Insurance
- Utilities
- Equipment
- Student and staff recruitment efforts
- Information technology
- Office expenses
- Communications
- Depreciation

All other expenses have been charged directly to the applicable program or supporting services.

k. Advertising

The cost of advertising is expensed as incurred.

l. Related Party Transactions

The School is related to a separate entity, Friends of Central Queens Academy Charter School ("FCQACS") through common board members. See Notes 7 and 11 for a description of various transactions with this related entity.

m. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

n. Summarized Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Such information should be read in conjunction with the School's financial statements for the year ended June 30, 2021, from which the summarized information was derived.

o. Accounting for Uncertainty in Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2019 and later are subject to examination by applicable taxing authorities.

p. New Accounting Pronouncements

FASB issued Accounting Standards Update ("ASU") No. 2016-02, *Leases*. The ASU which becomes effective for the June 30, 2023 year, requires the full obligation of long-term leases to be recorded as a liability with a corresponding "right to use asset" on the statement of financial position.

The School is in the process of evaluating the impact this standard will have on future financial statements.

Note 3 - Pledges Receivable

Pledges receivable are due in the following periods:

Year ending: June 30, 2023	\$192,857
June 30, 2024	75,000
June 30, 2025	75,000
June 30, 2026	<u>75,000</u>
	417,857
Less: discount to fair value (3.14%)	<u>(13,000)</u>
Total	<u>\$404,857</u>

Note 4 - Fixed Assets

Fixed assets can be summarized as follows:

	<u>6/30/22</u>	<u>6/30/21</u>
Leasehold improvements - (life of lease)	\$1,433,274	\$866,740
Construction in progress	0	366,742
Furniture and equipment (3-5 years)	<u>877,312</u>	<u>633,918</u>
	2,310,586	1,867,400
Less: accumulated depreciation	<u>(1,485,547)</u>	<u>(1,381,661)</u>
Total fixed assets - net	<u>\$825,039</u>	<u>\$485,739</u>

Note 5 - Restricted Cash

An escrow account has been established to meet the requirement of the New York City Department of Education ("NYCDOE"). The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 6 - Government Grants Advances - Per Pupil

Grants receivable and advances payable on the contract with NYCDOE can be summarized as follows:

	<u>6/30/22</u>	<u>6/30/21</u>
Beginning grant (advance)/receivable	(\$5,974)	\$32,643
Recognition/(collection) of PY balance	5,974	(32,643)
Funding based on allowable FTE's	8,869,192	6,976,743
Advances received	<u>(8,872,526)</u>	<u>(6,982,717)</u>
Ending grant advances - per pupil	<u>(\$3,334)</u>	<u>(\$5,974)</u>

Note 7 - Government Grants Advances - Rental Assistance

In addition to per pupil funding, the School was entitled to receive a rent subsidy, that is calculated at the lower of 30 percent of the per pupil amount or actual lease costs. During the years ended June 30, 2022 and 2021, included in the total revenue recognized was \$980,163 and \$654,905, respectively, as a subsidy for payments made to FCQACS, a related party (See Note 21), under sublease agreements referred to in Note 11.

Note 8 - Paycheck Protection Program

During the year ended June 30, 2020, the School obtained a loan from the Small Business Administration (“SBA”) in the amount of \$1,024,182 through the Paycheck Protection Program (“PPP”). Terms of the loan indicated that if certain conditions were met, which included maintaining average work forces during periods subsequent to receipt of the loan funds that were greater than pre-determined historical periods, that the loan, or a portion thereof, would be forgiven. The School accounted for the PPP loan in accordance with FASB ASC 958-605 as a conditional contribution. The School met all of the conditions of this loan during 2021 and the loan was recognized as revenue. Full forgiveness was approved by the SBA during the year ended June 30, 2021.

Note 9 - Net Assets with Donor Restrictions

Net assets with donor restrictions are summarized as follows:

	<u>June 30, 2022</u>			
	Balance <u>7/1/21</u>	<u>Contributions</u>	Released from <u>Restrictions</u>	Balance <u>6/30/22</u>
Programs:				
Technology/smartboards	\$3,871	\$20,000	(\$3,871)	\$20,000
Chromebooks & after school programming	0	117,800	(65,981)	51,819
Elementary school operations	325,000	0	(325,000)	0
Elementary school social worker	0	50,000	(33,686)	16,314
Time restrictions	<u>50,000</u>	<u>287,000</u>	<u>(50,000)</u>	<u>287,000</u>
Total	<u>\$378,871</u>	<u>\$474,800</u>	<u>(\$478,538)</u>	<u>\$375,133</u>
	<u>June 30, 2021</u>			
	Balance <u>7/1/20</u>	<u>Contributions</u>	Released from <u>Restrictions</u>	Balance <u>6/30/21</u>
Programs:				
Technology	\$20,000	\$14,400	(\$30,529)	\$3,871
Elementary School Operations	0	325,000	0	325,000
COVID-19 emergency relief	29,780	0	(29,780)	0
Capital/growth	155,962	0	(155,962)	0
Time restrictions	<u>100,000</u>	<u>0</u>	<u>(50,000)</u>	<u>50,000</u>
Total	<u>\$305,742</u>	<u>\$339,400</u>	<u>\$266,271</u>	<u>\$378,871</u>

Note 10 - Significant Concentrations

The School is dependent upon grants from NYCDOE to carry out its operations. Approximately 83% and 77% of the School’s total public support and revenue was from NYCDOE for the years ended June 30, 2022 and 2021, respectively. Reductions in funding from the NYCDOE could significantly impact the School’s results of operations.

Note 11 - Commitments and Contingencies

Government Grants

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

Rental Lease Commitments

The School had entered into two leases for middle school classroom space and administrative offices both of which were originally set to expire on July 15, 2015, however, subsequent amendments extended the terms to July 15, 2022. One of these leases was with FCQACS.

In January 2021, the School entered into a third lease agreement for temporary elementary classroom and administrative space. The lease term ran for one year, with options to extend, and was set to expire on June 30, 2022. However, in January 2022 the School vacated the temporary space and moved the elementary school into the new space, described below on Justice Avenue, due to disagreements with the landlord. As a result, the landlord sought court action to receive the rest of the payments due under the terms of their original lease agreement. Subsequent to year end, in July 2022, the School reached a settlement agreement with the landlord where the School agreed to pay \$175,000 and relinquish their security deposit.

On January 5, 2021, the School entered into a fourth lease agreement for classroom and administrative space on Justice Avenue in Queens, New York with the intent that this space will house the entire school beginning with the 2022-2023 school year. At the same time, a fifth lease was entered into, with the same landlord, for school gymnasium space. These leases were assigned to FCQACS effective January 1, 2022. Under the terms of the assignment, the School remains the primary obligor and principal for the obligations and responsibilities under the original leases. The maximum potential amount that the School can be required to pay over the term of both leases is \$153,440,463. Subsequent to year end and effective July 1, 2022, the School entered into another sublease with FCQACS for the Justice Avenue space and gymnasium. The lease term is 30 years and expires June 30, 2053.

Future minimum lease payments total \$145,858,652 under the terms of this sublease. The School anticipates receiving New York City rental assistance revenue and resident student enrollment revenue in futures years to cover these lease payments.

Future minimum payments due under the terms of the leases are:

Year ending:	June 30, 2023	\$2,850,582
	June 30, 2024	3,300,674
	June 30, 2025	3,600,735
	June 30, 2026	3,600,735
	June 30, 2027	3,810,778
Thereafter		<u>128,695,148</u>
Total		<u>\$145,858,652</u>

Capital Lease Commitments

In October 2021, the School executed three capital lease agreements. All agreements run for 36 months and require monthly payments. Future minimum payments due under the terms of the leases are:

Year ending: June 30, 2023	\$20,388
June 30, 2024	20,388
June 30, 2025	<u>5,097</u>
	45,873
Present value discount (5.5%)	<u>(2,367)</u>
Total lease obligation	<u>\$43,506</u>

Note 12 - Gain on Lease Termination

The School had a lease agreement for classroom and administrative space that was being built for them. The lease would have commenced once construction at the space had been completed by the landlord. During the year ended June 30, 2021, this lease was terminated by the landlord, the School's security deposit was refunded and under terms of the termination agreement the School received \$500,000 as a lease termination fee.

The School determined that construction in progress that related to this terminated lease was permanently impaired. As a result, those previously capitalized costs were written-off and impairment loss in the amount of \$337,708 was recognized during the year ended June 30, 2021.

Note 13 - Employee Benefits

The School has a tax deferred annuity plan under IRS section 401(k) for all employees. Under the plan, employees may opt to defer a portion of their gross pay, having that portion of pay be invested in accordance with applicable federal and state guidelines governing deferred compensation programs. The School contributed \$107,298 and \$73,874 to the plan during the years ended June 30, 2022 and 2021, respectively.

Note 14 - Liquidity and Availability of Financial Resources

The School maintains cash on hand to be available for its general expenditures, liabilities, and other obligations for on-going operations. As part of its liquidity management, CQA operates its programs within a board approved budget and relies on grants, contributions, and earned income to fund its operations and program activities.

The following reflects the School's financial assets at June 30, 2022 that are available to meet cash needs for general expenditures within one year:

Cash and cash equivalents	\$10,773,047	
Government grants receivable – rental assistance	18,632	
Government grants receivable - other	420,175	
Pledges receivable – due within one year	<u>192,857</u>	
Total financial assets		\$11,404,711
Less amounts not available to be used within one year:		
Contributions restricted – purpose restrictions		<u>(88,133)</u>
Financial assets available to meet cash needs for general expenditures within one year		<u>\$11,316,578</u>

Note 15 - Subsequent Events

Subsequent events have been evaluated through October 17, 2022, the date the financial statements were available to be issued. All material events that have occurred that require adjustment to or disclosure to the financial statements have been made.

Note 16 - Other Matters

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an adverse impact on the economies and financial markets of many countries, including the geographical area in which the School operates. As of the date of these financial statements, many of the travel restrictions and stay at home orders have been lifted; however, supply chains remain impacted. Management continues to monitor the outbreak; however, as of the date of these financial statements, the potential impact cannot be quantified.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Central Queens Academy Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Central Queens Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated October 17, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Schall & Ashenfarb
Certified Public Accountants, LLC

October 17, 2022

**CENTRAL QUEENS ACADEMY CHARTER SCHOOL
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2022**

Current Year:

None

Prior-Year:

None



**GENERAL INSTRUCTIONS FOR
ANNUAL BUDGET/QUARTERLY REPORT**

TEMPLATE TABS




1- GRAY tab contains the Instructions

Instructions	Provides description of tabs and input requirements.
Funding by District	Charter School Tuition Rates

2- BLUE tabs require input of information

1.) Name of School	>Select school name from list. >Enter contact information.
2.) Enrollment	Enter enrollment information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Enrollment by Grade >Enrollment by District
3.) Staffing Plan	Enter staffing plan information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Full Time Equivalent (FTE), by Position Category, By Quarter >"Prior Year" column may <i>initially</i> be completed based upon preliminary data, and <i>subsequently</i> adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted.
4.) Yearly Budget	Enter Yearly Budget information. Includes: >"Prior Year" column may <i>initially</i> be completed based upon preliminary data, and <i>subsequently</i> adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted. (Note: Quarterly Revenue allocation may be set) >Budgeted Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Budgeted FTE for current year is populated based upon input on tab "3.) Staffing Plan." >All other sources of revenue >All expenses >Budget Revisions, as necessary and <i>approved</i> by the school's Board of Directors, should be submitted when submitting Quarterly Actuals.
5.) Balance Sheet	Enter Balance Sheet information for EdCorps. Separate schools merged into a primary EdCorp should NOT use this tab. >"Prior Year" column may be <i>initially</i> completed based upon preliminary data, and <i>subsequently</i> adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted.
6.) Quarterly Report	Enter Actual Quarterly Report information . Includes: >Actual Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Actual FTE for current year is populated based upon input on tab "3.) Staffing Plan." >All other sources of revenue >All expenses
7.) Annual Report Requirement	Complete when submitting Actual Quarter 4.

CELL COLORS & GUIDANCE COMMENTS

-  = Enter information into the light BLUE shaded cells.
-  = Cells labeled in ORANGE containe guidance regarding the input of information.
-  = Cells containing RED triangles in the upper right corner contain "guidance comments" on that particular line item. Please "mouse-over" the triangle to reveal each comment.

Charter Funding Alphabetical By NYS School District
*** (Sum of Charter School Basic Tuition and Supplemental Basic Tuition)**



ANNUAL BUDGET & QUARTERLY REPORT TEMPLATE

Central Queens Academy Charter School

SCHOOL

Name:	Central Queens Academy Charter School
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CONTACT INFORMATION

Contact Name:	Michelle Dalpiaz
Contact Title:	CFO
Contact Email:	michelledalpiaz@centralqueensacademy.org
Contact Phone:	(718) 271-6200

REPORT PERIOD

Current Academic Year:	2022-23
Prior Academic Year:	2021-22

**CENTRAL QUEENS ACADEMY CHARTER SCHOOL
2022-23**

ENROLLMENT BY GRADES

1	2	3	4	5	6	7	8	9	10	11	12
100	100			105	100	105	95				

K											
100											

GRADES	
INITIAL BUDGETED ENROLLMENT	
TOTAL ENROLLMENT = 705	

ENROLLMENT BY DISTRICT

ANNUAL BUDGET											
TOTAL DISTRICTS/ENROLLMENT BY QUARTER											
QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1		QUARTER 4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual
1	0	1	0	1	0	1	0	0	0	0	0
705	0	705	0	705	0	705	0	0	0	0	0

ANNUAL BUDGET											
ENROLLMENT BY QUARTER											
QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1		QUARTER 4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual
705	0	705	0	705	0	705	0	0	0	0	0

PRIOR YEAR	
ACTUAL	
1	
492.075	

***NOTE:** If there are NO budget revisions at the time of quarterly submittal leave the "REVISED" column(s) COMPLETELY BLANK. If budget revisions ARE made, the entire REVISED budget columns for the affected quarter(s) must be completed on tabs 2, 3 and 4.

ANNUAL BUDGET											
ENROLLMENT BY QUARTER											
QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1		QUARTER 4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual
705	0	705	0	705	0	705	0	0	0	0	0

ANNUAL BUDGET											
ENROLLMENT BY QUARTER											
QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1		QUARTER 4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual
705	0	705	0	705	0	705	0	0	0	0	0

PRIOR YEAR	
2021-22	
Actual	
Enrollment	
492.075	

1	PRIMARY/OTHER	DISTRICT NAME(S)	
2	PRIMARY District	NYC CHANCELLOR'S OFFICE	
	SECONDARY District	(Select from drop-down list) →	

PRIMARY/OTHER	DISTRICT NAME(S)	ANNUAL BUDGET ENROLLMENT BY QUARTER												ACTUAL ENROLLMENT BY QUARTER								
		QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4			QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
PRIOR YEAR		Original	Revised	Budgeted	Enrollment	Original	Revised	Budgeted	Enrollment	Original	Revised	Budgeted	Enrollment	Original	Revised	Budgeted	Enrollment	Actual	Enrollment	Actual	Enrollment	
		2021-22																				

**CENTRAL QUEENS ACADEMY CHARTER SCHOOL
2022-23**

STAFFING PLAN FULL-TIME EQUIVALENT (FTE)

ADMINISTRATIVE PERSONNEL FTE	PRIOR YEAR 2021-22 ACTUAL		ANNUAL BUDGETED FTE								ACTUAL QUARTERLY FTE				Description of Assumptions				
	Original	Revised	Q1		Q2		Q3		Q4		Q1		Q2			Q3		Q4	
			Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual		Actual	Actual	Actual	Actual
Executive Management	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Instructional Management	4.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	
Deans, Directors & Coordinators	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	
CEO / Director of Finance	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Operation / Business Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Other	7.6	11.8	11.8	11.8	11.8	11.8	11.8	11.8	11.8	11.8	11.8	11.8	11.8	11.8	11.8	11.8	11.8	11.8	
TOTAL ADMINISTRATIVE STAFF	19.5	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	
INSTRUCTIONAL PERSONNEL FTE																			
Teachers - Regular	24.0	32.0	32.0	32.0	32.0	32.0	32.0	32.0	32.0	32.0	32.0	32.0	32.0	32.0	32.0	32.0	32.0	32.0	
Teachers - SPED	6.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	
Substitute Teachers	5.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	
Teaching Assistants	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Specialty Teachers	11.0	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.5	
Aides	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Therapists & Counselors	3.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	
Other	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
TOTAL INSTRUCTIONAL	49.0	69.5	69.5	69.5	69.5	69.5	69.5	69.5	69.5	69.5	69.5	69.5	69.5	69.5	69.5	69.5	69.5	69.5	
NON-INSTRUCTIONAL PERSONNEL FTE																			
Nurse	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Librarian	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Custodian	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Security	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Other	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
TOTAL NON-INSTRUCTIONAL	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
TOTAL PERSONNEL SERVICE FTE	69.5	95.5	95.5	95.5	95.5	95.5	95.5	95.5	95.5	95.5	95.5	95.5	95.5	95.5	95.5	95.5	95.5	95.5	

***NOTE:** Enter the number of FTE positions in the "blue" cells.

***NOTE:** If there are NO budget revisions at the time of quarterly submittal leave the REVISED Column(s) COMPLETELY BLANK. If budget revisions ARE made, the entire "REVISED" budget columns for the affected quarter(s) must be completed on tabs 2, 3 and 4.

***NOTE:** Each quarter, the actual FTE should be input.

***NOTE:** State the assumptions that are being made for personnel FTE levels.

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
Budget / Operating Plan
2022-23

	11,856,451	4,255,613	-	4,255,613	-	4,255,613	-	4,255,613	-	4,255,613	-	4,255,613	-
Total Revenue	11,856,451	4,255,613	-	4,255,613	-	4,255,613	-	4,255,613	-	4,255,613	-	4,255,613	-
Total Expenses	11,174,990	4,032,573	-	4,032,573	-	4,032,573	-	4,032,573	-	4,032,573	-	4,032,573	-
Net Income	681,461	223,040	-	223,040	-	223,040	-	223,040	-	223,040	-	223,040	-
Actual Student Enrollment	492	705	-	705	-	705	-	705	-	705	-	705	-
Prior Year Actual 2021-22 Revenue Per Pupil	2,041,191	667,417	-	667,417	-	667,417	-	667,417	-	667,417	-	667,417	-
	1st Quarter - 7/1 - 9/30	2nd Quarter - 10/1 - 12/31	3rd Quarter - 1/1 - 3/31	4th Quarter - 4/1 - 6/30									
	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

	Avg. No. of Positions
Executive Management	1.00
Instructional Management	5.00
Deans, Directors & Coordinators	4.00
CFO / Director of Finance	1.00
Operation / Business Manager	2.50
Administrative Staff	11.50
TOTAL ADMINISTRATIVE STAFF	25.00

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	32.00
Teachers - SPED	8.00
Substitute Teachers	9.00
Teaching Assistants	-
Specialty Teachers	16.50
Aides	-
Therapists & Counselors	4.00
Other	-
TOTAL INSTRUCTIONAL	69.50

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-
Librarian	-
Custodian	1.00
Security	-
Other	-
TOTAL NON-INSTRUCTIONAL	1.00
SUBTOTAL PERSONNEL SERVICE COSTS	95.50

PAYROLL TAXES AND BENEFITS

Payroll Taxes	519,041	174,418	-	174,418	-	174,418	-	174,418	-	174,418	-	174,418	-
Fringe / Employee Benefits	666,750	228,615	-	228,615	-	228,615	-	228,615	-	228,615	-	228,615	-
Retirement / Pension	183,190	61,559	-	61,559	-	61,559	-	61,559	-	61,559	-	61,559	-
TOTAL PAYROLL TAXES AND BENEFITS	1,368,981	464,592	-	464,592	-	464,592	-	464,592	-	464,592	-	464,592	-
TOTAL PERSONNEL SERVICE COSTS	7,475,353.0	2,516,561	-	2,516,561	-	2,516,561	-	2,516,561	-	2,516,561	-	2,516,561	-

CONTRACTED SERVICES

Accounting / Audit	52,825	10,060	-	10,060	-	10,060	-	10,060	-	10,060	-	10,060	-
Legal	35,000	8,750	-	8,750	-	8,750	-	8,750	-	8,750	-	8,750	-
Management Company Fee	-	-	-	-	-	-	-	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-	-	-	-	-	-	-	-
Food Service / School Lunch	109,514	34,125	-	34,125	-	34,125	-	34,125	-	34,125	-	34,125	-
Payroll Services	-	38,583	-	38,583	-	38,583	-	38,583	-	38,583	-	38,583	-
Special Ed Services	-	-	-	-	-	-	-	-	-	-	-	-	-
Titelment Services (i.e. Title I)	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	85,638	21,070	-	21,070	-	21,070	-	21,070	-	21,070	-	21,070	-
TOTAL CONTRACTED SERVICES	282,977	112,588	-	112,588	-	112,588	-	112,588	-	112,588	-	112,588	-

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
Budget / Operating Plan
2022-23

	Prior Year Actual 2021-22 Revenue Per Pupil	1st Quarter - 7/1 - 9/30		2nd Quarter - 10/1 - 12/31		3rd Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance
Total Revenue	11,856,451	4,255,613	-	4,255,613	-	4,255,613	-	4,255,613	-	
Total Expenses	11,174,990	4,032,573	-	4,032,573	-	4,032,573	-	4,032,573	-	
Net Income	681,461	223,040	-	223,040	-	223,040	-	223,040	-	
Actual Student Enrollment	492	705	-	705	-	705	-	705	-	
SCHOOL OPERATIONS										
Board Expenses	6,850	2,151	-	2,151	-	2,151	-	2,148	-	
Classroom / Teaching Supplies & Materials	65,400	27,524	-	27,524	-	27,524	-	27,524	-	
Special Ed Supplies & Materials	5,750	1,813	-	1,813	-	1,813	-	1,813	-	
Textbooks / Workbooks	116,875	30,621	-	30,621	-	30,621	-	30,621	-	
Supplies & Materials other	35,400	31,564	-	31,564	-	31,564	-	31,564	-	
Equipment / Furniture	14,439	4,325	-	4,325	-	4,325	-	4,325	-	
Telephone	29,800	4,838	-	4,838	-	4,838	-	4,838	-	
Technology	111,819	22,948	-	22,948	-	22,948	-	22,948	-	
Student Testing & Assessment	25,000	6,250	-	6,250	-	6,250	-	6,250	-	
Field Trips	29,164	9,166	-	9,166	-	9,166	-	9,166	-	
Transportation (student)	14,000	4,000	-	4,000	-	4,000	-	4,000	-	
Student Services - other	125,150	55,675	-	55,675	-	55,675	-	55,675	-	
Office Expense	56,250	16,059	-	16,059	-	16,059	-	16,059	-	
Staff Development	22,600	12,486	-	12,486	-	12,486	-	12,486	-	
Staff Recruitment	30,000	14,739	-	14,739	-	14,739	-	14,739	-	
Student Recruitment / Marketing	53,701	10,327	-	10,327	-	10,327	-	10,327	-	
School Meals / Lunch	6,500	-	-	-	-	-	-	-	-	
Travel (Staff)	7,000	1,875	-	1,875	-	1,875	-	1,875	-	
Fundraising	45,735	9,885	-	9,885	-	9,885	-	9,885	-	
Other	110,500	11,900	-	11,900	-	11,900	-	11,900	-	
TOTAL SCHOOL OPERATIONS	911,933	278,144	-	278,144	-	278,144	-	278,141	-	
FACILITY OPERATION & MAINTENANCE										
Insurance	95,253	33,208	-	33,208	-	33,208	-	33,208	-	
Janitorial	147,920	65,400	-	65,400	-	65,400	-	65,400	-	
Building and Land Rent / Lease / Facility Finance Interest	1,728,065	829,160	-	829,160	-	829,160	-	829,160	-	
Repairs & Maintenance	52,500	14,176	-	14,176	-	14,176	-	14,176	-	
Equipment / Furniture	55,200	12,506	-	12,506	-	12,506	-	12,506	-	
Security	7,514	19,713	-	19,713	-	19,713	-	19,713	-	
Utilities	40,897	51,019	-	51,019	-	51,019	-	51,019	-	
TOTAL FACILITY OPERATION & MAINTENANCE	2,125,349	1,025,179	-	1,025,179	-	1,025,179	-	1,025,179	-	
DEPRECIATION & AMORTIZATION										
COVID-19 / CONTINGENCY	103,867	74,476	-	74,476	-	74,476	-	74,476	-	
DEFERRED RENT	275,511	25,625	-	25,625	-	25,625	-	25,625	-	
TOTAL EXPENSES	11,174,990	4,032,573	-	4,032,573	-	4,032,573	-	4,032,573	-	
NET INCOME	681,461	223,040	-	223,040	-	223,040	-	223,040	-	

CENTRAL QUEENS ACADEMY CHARTER SCHOOL

**Budget / Operating Plan
2022-23**

	1st Quarter - 7/1 - 9/30		2nd Quarter - 10/1 - 12/31		3rd Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30	
	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget
Total Revenue	11,856,451	4,255,613	-	4,255,613	-	4,255,613	-	4,255,613
Total Expenses	11,174,990	4,032,573	-	4,032,573	-	4,032,573	-	4,032,573
Net Income	681,461	223,040	-	223,040	-	223,040	-	223,040
Actual Student Enrollment	492	705	-	705	-	705	-	705
Prior Year Actual 2021-22 Revenue Per Pupil								
ENROLLMENT - *School Districts Are Linked To Above Entries*	1	1	-	1	-	1	-	1
Number of Districts:	492	705	-	705	-	705	-	705
NYC CHANCELLOR'S OFFICE	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
ALL OTHER School Districts: (Weighted Avg)	-	-	-	-	-	-	-	-
TOTAL ENROLLMENT	492	705	-	705	-	705	-	705
REVENUE PER PUPIL	24,095	6,036	-	6,036	-	6,036	-	6,036
EXPENSES PER PUPIL	22,710	5,720	-	5,720	-	5,720	-	5,720

CENTRAL QUEENS ACADEMY CHARTER SCHOOL

Budget / Operating Plan

2022-23

Total Revenue	17,022,450	17,022,450	-	5,165,999	5,165,999
Total Expenses	16,130,290	16,130,290	-	(4,955,300)	(4,955,300)
Net Income	892,160	892,160	-	210,699	210,699
Actual Student Enrollment					

	Total Year		Variance	VARIANCE	
	Original Budget	Revised Budget		Original Budget vs. PY Budget	Revised Budget

DESCRIPTION OF ASSUMPTIONS

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

	Avg. No. of Positions
Executive Management	1.00
Instructional Management	5.00
Deans, Directors & Coordinators	4.00
CFO / Director of Finance	1.00
Operation / Business Manager	2.50
Administrative Staff	11.50
TOTAL ADMINISTRATIVE STAFF	25.00

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	32.00
Teachers - SPED	8.00
Substitute Teachers	9.00
Teaching Assistants	-
Specialty Teachers	16.50
Aides	-
Therapists & Counselors	4.00
Other	-
TOTAL INSTRUCTIONAL	69.50

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-
Librarian	-
Custodian	1.00
Security	-
Other	-
TOTAL NON-INSTRUCTIONAL	1.00

SUBTOTAL PERSONNEL SERVICE COSTS

	8,207,881	8,207,881	-	(2,101,509)	(2,101,509)
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PAYROLL TAXES AND BENEFITS

Payroll Taxes	697,670	697,670	-	(178,629)	(178,629)
Fringe / Employee Benefits	914,460	914,460	-	(247,710)	(247,710)
Retirement / Pension	246,236	246,236	-	(63,046)	(63,046)
TOTAL PAYROLL TAXES AND BENEFITS	1,858,366	1,858,366	-	(489,385)	(489,385)

TOTAL PERSONNEL SERVICE COSTS

	10,066,247	10,066,247	-	(2,590,894)	(2,590,894)
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CONTRACTED SERVICES

Accounting / Audit	40,240	40,240	-	12,585	12,585
Legal	35,000	35,000	-	-	-
Management Company Fee	-	-	-	-	-
Nurse Services	-	-	-	-	-
Food Service / School Lunch	136,500	136,500	-	(136,500)	(136,500)
Payroll Services	154,332	154,332	-	(44,818)	(44,818)
Special Ed Services	-	-	-	-	-
Titlement Services (i.e., Title I)	-	-	-	-	-
Other Purchased / Professional / Consulting	84,278	84,278	-	1,360	1,360
TOTAL CONTRACTED SERVICES	450,350	450,350	-	(167,373)	(167,373)

New SFA

Academic Consultants, Prof Services/Consultants

CENTRAL QUEENS ACADEMY CHARTER SCHOOL

Budget / Operating Plan

2022-23

Total Revenue	17,022,450	17,022,450	-	5,165,999	5,165,999
Total Expenses	16,130,290	16,130,290	-	(4,955,300)	(4,955,300)
Net Income	892,160	892,160	-	210,699	210,699
Actual Student Enrollment					

	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget
SCHOOL OPERATIONS					
Board Expenses	8,600	8,600	-	(1,750)	(1,750)
Classroom / Teaching Supplies & Materials	110,097	110,097	-	(44,697)	(44,697)
Special Ed Supplies & Materials	7,250	7,250	-	(1,500)	(1,500)
Textbooks / Workbooks	122,484	122,484	-	(5,609)	(5,609)
Supplies & Materials other	126,255	126,255	-	(90,855)	(90,855)
Equipment / Furniture	17,298	17,298	-	(2,859)	(2,859)
Telephone	19,351	19,351	-	10,449	10,449
Technology	91,793	91,793	-	20,026	20,026
Student Testing & Assessment	25,000	25,000	-	-	-
Field Trips	36,664	36,664	-	(7,500)	(7,500)
Transportation (student)	16,000	16,000	-	(2,000)	(2,000)
Student Services - other	222,700	222,700	-	(97,550)	(97,550)
Office Expense	64,237	64,237	-	(7,987)	(7,987)
Staff Development	49,943	49,943	-	(27,343)	(27,343)
Staff Recruitment	58,954	58,954	-	(28,954)	(28,954)
Student Recruitment / Marketing	41,309	41,309	-	12,392	12,392
School Meals / Lunch	-	-	-	6,500	6,500
Travel (Staff)	7,500	7,500	-	(500)	(500)
Fundraising	39,541	39,541	-	6,194	6,194
Other	47,598	47,598	-	62,902	62,902
TOTAL SCHOOL OPERATIONS	1,112,574	1,112,574	-	(200,641)	(200,641)
FACILITY OPERATION & MAINTENANCE					
Insurance	132,831	132,831	-	(99,578)	(99,578)
Janitorial	261,598	261,598	-	(113,678)	(113,678)
Building and Land Rent / Lease / Facility Finance Interest	3,316,640	3,316,640	-	(1,588,575)	(1,588,575)
Repairs & Maintenance	56,702	56,702	-	(4,202)	(4,202)
Equipment / Furniture	50,022	50,022	-	5,178	5,178
Security	78,850	78,850	-	(71,336)	(71,336)
Utilities	204,074	204,074	-	(163,177)	(163,177)
TOTAL FACILITY OPERATION & MAINTENANCE	4,100,717	4,100,717	-	(1,975,368)	(1,975,368)
DEPRECIATION & AMORTIZATION					
COVID-19 / CONTINGENCY	297,902	297,902	-	(194,035)	(194,035)
DEFERRED RENT	102,500	102,500	-	173,011	173,011
TOTAL EXPENSES	16,130,290	16,130,290	-	(4,955,300)	(4,955,300)
NET INCOME	892,160	892,160	-	210,699	210,699

DESCRIPTION OF ASSUMPTIONS

Textbooks & Workbooks, NYSTL
Classroom Libraries

Uniform, Assemblies Programs, Ext Day, Family Eng
Office Supplies & Postage

Staff Appreciation, Dues & Membership, Bank Charges,
Misc.

CENTRAL QUEENS ACADEMY CHARTER SCHOOL

Budget / Operating Plan

2022-23

Total Revenue	17,022,450	17,022,450	-	5,165,999	5,165,999
Total Expenses	16,130,290	16,130,290	-	(4,955,300)	(4,955,300)
Net Income	892,160	892,160	-	210,699	210,699
Actual Student Enrollment					

	Total Year		VARIANCE	
	Original Budget	Revised Budget	Original Budget vs. PY Budget	Revised Budget vs. PY Budget

DESCRIPTION OF ASSUMPTIONS

ENROLLMENT - *School Districts Are Linked To Above Entries*

Number of Districts:

NYC CHANCELLOR'S OFFICE

-

-

-

-

-

-

-

-

-

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-

- ALL OTHER School Districts: (Weighted Avg)

TOTAL ENROLLMENT

REVENUE PER PUPIL

EXPENSES PER PUPIL

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
Budget / Operating Plan
2022-23

	Prior Year Actual 2021-22 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30			
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	
Total Revenue	11,856,451	4,255,613	-	4,255,613	-	4,255,613	-	4,255,613	-	4,255,613	-	4,255,613	-	17,022,450
Total Expenses	11,174,990	4,032,573	-	4,032,573	-	4,032,573	-	4,032,573	-	4,032,573	-	4,032,573	-	16,130,290
Net Income	681,461	223,040	-	223,040	-	223,040	-	223,040	-	223,040	-	223,040	-	892,160
Actual Student Enrollment	492	705	-	705	-	705	-	705	-	705	-	705	-	-
CASH FLOW ADJUSTMENTS														
OPERATING ACTIVITIES <i>(enter descriptions below)</i>														
Example - Add Back Depreciation														
Other	103,867	74,476	-	74,476	-	74,476	-	74,476	-	74,476	-	74,476	-	297,902
Total Operating Activities	275,511	25,625	-	25,625	-	25,625	-	25,625	-	25,625	-	25,625	-	102,500
Example - Subtract Property and Equipment Expenditures														
Other	379,378	100,101	-	100,101	-	100,101	-	100,101	-	100,101	-	100,101	-	400,402
Total Investment Activities	562,534	192,160	-	192,160	-	192,160	-	192,160	-	192,160	-	192,160	-	768,638
Example - Add Expected Proceeds from a Loan or Line of Credit														
Other	562,534	192,160	-	192,160	-	192,160	-	192,160	-	192,160	-	192,160	-	768,638
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Flow Adjustments	941,912	292,260	-	292,260	-	292,260	-	292,260	-	292,260	-	292,260	-	1,169,040
NET INCOME	1,623,373	515,300	-	515,300	-	515,300	-	515,300	-	515,300	-	515,300	-	2,061,200
Beginning Cash Balance	8,786,772	10,410,145	-	10,925,445	-	11,440,745	-	11,440,745	-	11,956,045	-	11,956,045	-	10,410,145
ENDING CASH BALANCE	10,410,145	10,925,445	-	11,440,745	-	11,956,045	-	12,471,345	-	12,471,345	-	12,471,345	-	12,471,345

CENTRAL QUEENS ACADEMY CHARTER SCHOOL

**Budget / Operating Plan
2022-23**

	Total Year		VARIANCE		DESCRIPTION OF ASSUMPTIONS
	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget	
Total Revenue	17,022,450	-	5,165,999	5,165,999	
Total Expenses	16,130,290	-	(4,955,300)	(4,955,300)	
Net Income	892,160	-	210,699	210,699	
Actual Student Enrollment					
CASH FLOW ADJUSTMENTS					
OPERATING ACTIVITIES <i>(enter descriptions below)</i>					
Example - Add Back Depreciation	297,902	-	194,035	194,035	
Other	102,500	-	(173,011)	(173,011)	
Total Operating Activities	400,402	-	21,024	21,024	
INVESTMENT ACTIVITIES <i>(enter descriptions below)</i>					
Example - Subtract Property and Equipment Expenditures	768,638	-	206,104	206,104	
Other	-	-	-	-	
Total Investment Activities	768,638	-	206,104	206,104	
FINANCING ACTIVITIES <i>(enter descriptions below)</i>					
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	
Other	-	-	-	-	
Total Financing Activities	-	-	-	-	
Total Cash Flow Adjustments	1,169,040	-	227,128	227,128	
NET INCOME	2,061,200	-	437,827	437,827	
Beginning Cash Balance	10,410,145	-	1,623,373	1,623,373	
ENDING CASH BALANCE	12,471,345	-	2,061,200	2,061,200	

**CENTRAL QUEENS ACADEMY CHARTER SCHOOL
BALANCE SHEET
2022-23**

	Prior Year	Q1	Q2	Q3	Q4
	2021-22	As of 9/30	As of 12/31	As of 3/31	As of 6/30
<u>ASSETS</u>					
<u>CURRENT ASSETS</u>					
Cash and cash equivalents	-	-	-	-	-
Grants and contracts receivable	-	-	-	-	-
Accounts receivables	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-
Contributions and other receivables	-	-	-	-	-
TOTAL CURRENT ASSETS	-	-	-	-	-
<u>PROPERTY, BUILDING AND EQUIPMENT, net</u>					
	-	-	-	-	-
<u>OTHER ASSETS</u>					
Right of Use Asset	-	-	-	-	-
Other	-	-	-	-	-
TOTAL ASSETS	-	-	-	-	-
<u>LIABILITIES AND NET ASSETS</u>					
<u>CURRENT LIABILITIES</u>					
Accounts payable and accrued expenses	-	-	-	-	-
Accrued payroll and benefits	-	-	-	-	-
Deferred Revenue	-	-	-	-	-
Current maturities of long-term debt	-	-	-	-	-
Short Term Debt - Bonds, Notes Payable	-	-	-	-	-
Lease Liability	-	-	-	-	-
Other	-	-	-	-	-
TOTAL CURRENT LIABILITIES	-	-	-	-	-
<u>LONG-TERM DEBT and NOTES PAYABLE, net current maturities</u>					
LEASE LIABILITY, less current portion	-	-	-	-	-
TOTAL LIABILITIES	-	-	-	-	-
<u>NET ASSETS</u>					
Unrestricted	-	-	-	-	-
Temporarily restricted	-	-	-	-	-
TOTAL NET ASSETS	-	-	-	-	-
TOTAL LIABILITIES AND NET ASSETS	-	-	-	-	-

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
Budget / Operating Plan

2022-23

	1st Quarter - 7/1 - 9/30	2nd Quarter - 10/1 - 12/31	3rd Quarter - 1/1 - 3/31	4th Quarter - 4/1 - 6/30
Total Revenue	4,255,613	4,255,613	4,255,613	4,255,613
Total Expenses	4,032,573	4,032,573	4,032,573	4,032,573
Net Income	223,040	223,040	223,040	223,040
Actual Student Enrollment	705	705	705	705

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed

	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance
EXPENSES												
ADMINISTRATIVE STAFF PERSONNEL COSTS												
Executive Management	-	54,677	-	-	54,677	-	-	54,677	-	-	54,677	-
Instructional Management	-	184,457	-	-	184,457	-	-	184,457	-	-	184,457	-
Deans, Directors & Coordinators	-	106,338	-	-	106,338	-	-	106,338	-	-	106,338	-
CFO / Director of Finance	-	42,059	-	-	42,059	-	-	42,059	-	-	42,059	-
Operation / Business Manager	-	63,009	-	-	63,009	-	-	63,009	-	-	63,009	-
Administrative Staff	-	216,877	-	-	216,877	-	-	216,877	-	-	216,877	-
TOTAL ADMINISTRATIVE STAFF	-	667,417	-	-	667,417	-	-	667,417	-	-	667,417	-
INSTRUCTIONAL PERSONNEL COSTS												
Teachers - Regular	-	688,847	-	-	688,847	-	-	688,847	-	-	688,847	-
Teachers - SPED	-	159,609	-	-	159,609	-	-	159,609	-	-	159,609	-
Substitute Teachers	-	104,956	-	-	104,956	-	-	104,956	-	-	104,956	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-	-	-
Specialty Teachers	-	331,180	-	-	331,180	-	-	331,180	-	-	331,180	-
Aides	-	-	-	-	-	-	-	-	-	-	-	-
Therapists & Counselors	-	83,139	-	-	83,139	-	-	83,139	-	-	83,139	-
Other	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	-	1,367,730	-	-	1,367,730	-	-	1,367,730	-	-	1,367,730	-
NON-INSTRUCTIONAL PERSONNEL COSTS												
Nurse	-	-	-	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-	-	-	-
Custodian	-	16,824	-	-	16,824	-	-	16,824	-	-	16,824	-
Security	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	16,824	-	-	16,824	-	-	16,824	-	-	16,824	-
SUBTOTAL PERSONNEL SERVICE COSTS	-	2,051,970	-	-	2,051,970	-	-	2,051,970	-	-	2,051,973	-
PAYROLL TAXES AND BENEFITS												
Payroll Taxes	-	174,418	-	-	174,418	-	-	174,418	-	-	174,418	-
Fringe / Employee Benefits	-	228,615	-	-	228,615	-	-	228,615	-	-	228,615	-
Retirement / Pension	-	61,559	-	-	61,559	-	-	61,559	-	-	61,559	-
TOTAL PAYROLL TAXES AND BENEFITS	-	464,592	-	-	464,592	-	-	464,592	-	-	464,592	-
TOTAL PERSONNEL SERVICE COSTS	-	2,516,561	-	-	2,516,561	-	-	2,516,561	-	-	2,516,564	-
CONTRACTED SERVICES												
Accounting / Audit	-	10,060	-	-	10,060	-	-	10,060	-	-	10,060	-
Legal	-	8,750	-	-	8,750	-	-	8,750	-	-	8,750	-
Management Company Fee	-	-	-	-	-	-	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-	-	-	-	-	-	-
Food Service / School Lunch	-	34,125	-	-	34,125	-	-	34,125	-	-	34,125	-
Payroll Services	-	38,583	-	-	38,583	-	-	38,583	-	-	38,583	-
Special Ed Services	-	-	-	-	-	-	-	-	-	-	-	-
Titlment Services (i.e. Title I)	-	-	-	-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	21,070	-	-	21,070	-	-	21,070	-	-	21,070	-
TOTAL CONTRACTED SERVICES	-	112,588	-	-	112,588	-	-	112,588	-	-	112,588	-

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
Budget / Operating Plan

2022-23

Total Revenue	-	4,255,613	-	-	4,255,613	-	-	4,255,613	-	-	4,255,613
Total Expenses	-	4,032,573	-	-	4,032,573	-	-	4,032,573	-	-	4,032,573
Net Income	-	223,040	-	-	223,040	-	-	223,040	-	-	223,040
Actual Student Enrollment	-	705	-	-	705	-	-	705	-	-	705

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed

	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance
SCHOOL OPERATIONS												
Board Expenses		2,151	-		2,151	-		2,151	-		2,151	-
Classroom / Teaching Supplies & Materials		27,524	-		27,524	-		27,524	-		27,524	-
Special Ed Supplies & Materials		1,813	-		1,813	-		1,813	-		1,813	-
Textbooks / Workbooks		30,621	-		30,621	-		30,621	-		30,621	-
Supplies & Materials other		31,564	-		31,564	-		31,564	-		31,564	-
Equipment / Furniture		4,325	-		4,325	-		4,325	-		4,325	-
Telephone		4,838	-		4,838	-		4,838	-		4,838	-
Technology		22,948	-		22,948	-		22,948	-		22,948	-
Student Testing & Assessment		6,250	-		6,250	-		6,250	-		6,250	-
Field Trips		9,166	-		9,166	-		9,166	-		9,166	-
Transportation (student)		4,000	-		4,000	-		4,000	-		4,000	-
Student Services - other		55,675	-		55,675	-		55,675	-		55,675	-
Office Expense		16,059	-		16,059	-		16,059	-		16,059	-
Staff Development		12,486	-		12,486	-		12,486	-		12,486	-
Staff Recruitment		14,739	-		14,739	-		14,739	-		14,739	-
Student Recruitment / Marketing		10,327	-		10,327	-		10,327	-		10,327	-
School Meals / Lunch		-	-		-	-		-	-		-	-
Travel (Staff)		1,875	-		1,875	-		1,875	-		1,875	-
Fundraising		9,885	-		9,885	-		9,885	-		9,885	-
Other		11,900	-		11,900	-		11,900	-		11,900	-
TOTAL SCHOOL OPERATIONS	-	278,144	-	-	278,144	-	-	278,144	-	-	278,144	-
FACILITY OPERATION & MAINTENANCE												
Insurance		33,208	-		33,208	-		33,208	-		33,208	-
Janitorial		65,400	-		65,400	-		65,400	-		65,400	-
Building and Land Rent / Lease / Facility Finance Interest		829,160	-		829,160	-		829,160	-		829,160	-
Repairs & Maintenance		14,176	-		14,176	-		14,176	-		14,176	-
Equipment / Furniture		12,506	-		12,506	-		12,506	-		12,506	-
Security		19,713	-		19,713	-		19,713	-		19,713	-
Utilities		51,019	-		51,019	-		51,019	-		51,019	-
TOTAL FACILITY OPERATION & MAINTENANCE	-	1,025,179	-	-	1,025,179	-	-	1,025,179	-	-	1,025,179	-
DEPRECIATION & AMORTIZATION												
COVID-19 / CONTINGENCY		74,476	-		74,476	-		74,476	-		74,476	-
DEFERRED RENT		25,625	-		25,625	-		25,625	-		25,625	-
TOTAL EXPENSES	-	4,032,573	-	-	4,032,573	-	-	4,032,573	-	-	4,032,573	-
NET INCOME	-	223,040	-	-	223,040	-	-	223,040	-	-	223,040	-

CENTRAL QUEENS ACADEMY CHARTER SCHOOL

Budget / Operating Plan

2022-23

Total Revenue	-	17,022,450	(17,022,450)	-	17,022,450	(17,022,450)	-
Total Expenses	-	16,130,290	16,130,290	-	16,130,290	16,130,290	-
Net Income	-	892,160	(892,160)	-	892,160	(892,160)	-
Actual Student Enrollment	-	-	-	-	-	-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed

	Actual	Actual vs. Budget		Original vs. Actual		PY Actual (PY TY / No. of COMPLETED Actual CY Quarters)	Actual vs. Original Budget TY
		Current (Current Quarter)	Current Budget TY	Original Budget (Current Quarter)	Original Budget		

TOTALS AND VARIANCE ANALYSIS							
	Actual	Current (Current Quarter)	Current Budget TY	Original Budget (Current Quarter)	Original Budget	PY Actual (PY TY / No. of COMPLETED Actual CY Quarters)	Actual vs. Original Budget TY
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS							
Executive Management	-	-	218,707	-	-	218,707	218,707
Instructional Management	-	-	737,828	-	-	737,828	737,828
Deans, Directors & Coordinators	-	-	425,351	-	-	425,351	425,351
CFO / Director of Finance	-	-	168,236	-	-	168,236	168,236
Operation / Business Manager	-	-	252,035	-	-	252,035	252,035
Administrative Staff	-	-	867,509	-	-	867,509	867,509
TOTAL ADMINISTRATIVE STAFF	-	-	2,669,666	-	-	2,669,666	2,669,666
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	-	-	2,755,389	-	-	2,755,389	2,755,389
Teachers - SPED	-	-	638,435	-	-	638,435	638,435
Substitute Teachers	-	-	419,825	-	-	419,825	419,825
Teaching Assistants	-	-	-	-	-	-	-
Specialty Teachers	-	-	1,324,718	-	-	1,324,718	1,324,718
Aides	-	-	-	-	-	-	-
Therapists & Counselors	-	-	332,554	-	-	332,554	332,554
Other	-	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	-	-	5,470,921	-	-	5,470,921	5,470,921
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	67,294	-	-	67,294	67,294
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	67,294	-	-	67,294	67,294
SUBTOTAL PERSONNEL SERVICE COSTS	-	-	8,207,881	-	-	8,207,881	8,207,881
PAYROLL TAXES AND BENEFITS							
Payroll Taxes	-	-	697,670	-	-	697,670	697,670
Fringe / Employee Benefits	-	-	914,460	-	-	914,460	914,460
Retirement / Pension	-	-	246,236	-	-	246,236	246,236
TOTAL PAYROLL TAXES AND BENEFITS	-	-	1,858,366	-	-	1,858,366	1,858,366
TOTAL PERSONNEL SERVICE COSTS	-	-	10,066,247	-	-	10,066,247	10,066,247
CONTRACTED SERVICES							
Accounting / Audit	-	-	40,240	-	-	40,240	40,240
Legal	-	-	35,000	-	-	35,000	35,000
Management Company Fee	-	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-	-
Food Service / School Lunch	-	-	136,500	-	-	136,500	136,500
Payroll Services	-	-	154,332	-	-	154,332	154,332
Special Ed Services	-	-	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	84,278	-	-	84,278	84,278
Other Purchased / Professional / Consulting	-	-	450,350	-	-	450,350	450,350
TOTAL CONTRACTED SERVICES	-	-	842,748	-	-	842,748	842,748

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
Budget / Operating Plan

2022-23

Total Revenue	-	-	17,022,450	(17,022,450)	-	-	17,022,450	(17,022,450)	-	-
Total Expenses	-	-	16,130,290	16,130,290	-	-	16,130,290	16,130,290	-	-
Net Income	-	-	892,160	(892,160)	-	-	892,160	(892,160)	-	-
Actual Student Enrollment	-	-	-	-	-	-	-	-	-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed

	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget -TY	TOTALS AND VARIANCE ANALYSIS				Actual vs. Original Budget	Original Budget -TY	Actual vs. Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY Quarters)	Actual CY vs. Actual PY
					Actual Current	vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget					
SCHOOL OPERATIONS													
Board Expenses	-	-	-	8,600	8,600	-	-	8,600	8,600	-	-	-	-
Classroom / Teaching Supplies & Materials	-	-	-	110,097	110,097	-	-	110,097	110,097	-	-	-	-
Special Ed Supplies & Materials	-	-	-	7,250	7,250	-	-	7,250	7,250	-	-	-	-
Textbooks / Workbooks	-	-	-	122,484	122,484	-	-	122,484	122,484	-	-	-	-
Supplies & Materials other	-	-	-	126,255	126,255	-	-	126,255	126,255	-	-	-	-
Equipment / Furniture	-	-	-	17,298	17,298	-	-	17,298	17,298	-	-	-	-
Telephone	-	-	-	19,351	19,351	-	-	19,351	19,351	-	-	-	-
Technology	-	-	-	91,793	91,793	-	-	91,793	91,793	-	-	-	-
Student Testing & Assessment	-	-	-	25,000	25,000	-	-	25,000	25,000	-	-	-	-
Field Trips	-	-	-	36,664	36,664	-	-	36,664	36,664	-	-	-	-
Transportation (student)	-	-	-	16,000	16,000	-	-	16,000	16,000	-	-	-	-
Student Services - other	-	-	-	222,700	222,700	-	-	222,700	222,700	-	-	-	-
Office Expense	-	-	-	64,237	64,237	-	-	64,237	64,237	-	-	-	-
Staff Development	-	-	-	49,943	49,943	-	-	49,943	49,943	-	-	-	-
Staff Recruitment	-	-	-	58,954	58,954	-	-	58,954	58,954	-	-	-	-
Student Recruitment / Marketing	-	-	-	41,309	41,309	-	-	41,309	41,309	-	-	-	-
School Meals / Lunch	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel (Staff)	-	-	-	7,500	7,500	-	-	7,500	7,500	-	-	-	-
Fundraising	-	-	-	39,541	39,541	-	-	39,541	39,541	-	-	-	-
Other	-	-	-	47,598	47,598	-	-	47,598	47,598	-	-	-	-
TOTAL SCHOOL OPERATIONS	-	-	-	1,112,574	1,112,574	-	-	1,112,574	1,112,574	-	-	-	-
FACILITY OPERATION & MAINTENANCE													
Insurance	-	-	-	132,831	132,831	-	-	132,831	132,831	-	-	-	-
Janitorial	-	-	-	261,598	261,598	-	-	261,598	261,598	-	-	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	3,316,640	3,316,640	-	-	3,316,640	3,316,640	-	-	-	-
Repairs & Maintenance	-	-	-	56,702	56,702	-	-	56,702	56,702	-	-	-	-
Equipment / Furniture	-	-	-	50,022	50,022	-	-	50,022	50,022	-	-	-	-
Security	-	-	-	78,850	78,850	-	-	78,850	78,850	-	-	-	-
Utilities	-	-	-	204,074	204,074	-	-	204,074	204,074	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	-	-	-	4,100,717	4,100,717	-	-	4,100,717	4,100,717	-	-	-	-
DEPRECIATION & AMORTIZATION													
COVID-19 / CONTINGENCY	-	-	-	297,902	297,902	-	-	297,902	297,902	-	-	-	-
DEFERRED RENT	-	-	-	102,500	102,500	-	-	102,500	102,500	-	-	-	-
TOTAL EXPENSES	-	-	-	16,130,290	16,130,290	-	-	16,130,290	16,130,290	-	-	-	-
NET INCOME	-	-	-	892,160	(892,160)	-	-	892,160	(892,160)	-	-	-	-



Annual Report Requirement
for SUNY Authorized Charter Schools
CENTRAL QUEENS ACADEMY CHARTER SCHOOL
2022-23

Administrative expenditures per pupil:

\$0.00

Per NYS Statute

Administrative expenditures per pupil: the sum of all general administration salaries and other general administration expenditures divided by the total number of enrolled students. Employee benefit costs or expenditures should not be reported here.

***NOTE: THIS TAB ONLY NEEDS TO BE COMPLETED FOR Q4**

SUNY Charter Schools Institute

2022-23 Budget Narrative

School Name: Central Queens Academy

Fiscal Contact:

Date: June 22, 2022

Name: Michelle Dalpiaz

Budget Period: July 1 2022 – June 30 2023

Email: michelle.dalpiaz@centralqueensacademy.org

1. What steps has the education corporation taken to ensure it has enacted a conservative budget?

CQA's budget is based on the following conservative budget strategies:

- Enrollment: projections are not more than chartered enrollment
- Revenues: based on per pupil aid of \$17,626
- Contingency: \$100k expense line included as buffer.

2. How much of the education corporation's ESSER funds have been spent to date? How much does the education corporation plan to spend in the 2022-23 school year?

CQA spent all of the ESSER 1 allocation (\$101k) in F21 and will spend all of the ESSER 2 allocation (\$316k) in F22.

CQA plans to spend \$648k of the ESSER ARP allocation during the 2022-23 school year for intensive literacy interventions and supports for middle school students in grades 5-8. These funds will also be used to provide social & emotional supports by a school counselor for students who are struggling academically, socially, and emotionally.

3. How has the education corporation ensured sustainability of any programming enacted through the use of ESSER funding once the ESSER funding period ends?

Since the school is expanding its enrollment for each of the next three years (2022-2023, 2023-2024, and 2024-2025), its budget will nearly double and the staff' salaries will be part of the school's operating budget as they will be included in the school's staffing plan.



**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
January 10, 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 January 10, 2022 at 6:00 PM via Zoom Video Conference, pursuant to notice duly given.

Trustees Arunabha Bhoumik, Megha Jain, Maribel Lara, Michael Lee, Tom Ng, Sonia Park, Bruce Saber, Cathy Tse, Joyce Wu, and Michael Zisser were present by video conference. Trustees Année Kim, Rick Ruvkun 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.

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

- I. December 13, 2021 Meeting Minutes
 - a. Megha Jain presented the December 13, 2021 meeting minutes to the board. Arunabha Bhoumik 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 reminded the board that Cathy Tse’s current board membership term expires at the end of December. Cathy Tse affirmed her desire to be reelected for another term.
 - i. Mike Lee made a motion to reelect Cathy Tse to the Board of Trustees for a term of two years. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
 - b. With the departure of board member David Nitkin at the last meeting, Sonia Park made a motion to adjust the fixed number of board members to 13, which represents the current number of voting board members. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
- III. Educational Accountability Report
 - a. Glenn Liebeck provided an Educational Accountability Report including updates on instruction, attendance and participation, community building within the school, talent recruitment for SY 2022-2023, and the elementary school’s move into the new facility.
 - b. Therese Paskoff provided an update on scholar recruitment for SY 2022-2023, including marketing and open house plans.

IV. 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 referred the board to the financial reports as of November 2021, which were included in the meeting packet.

V. Facility Task Force Report

- a. Ashish Kapadia provided an update on the status of all of the school's leaseholds.
- b. Mike Lee made a motion to approve and adopt the resolutions shared and reviewed with the Board of Trustees regarding the assignment of the lease to Friends of CQA and the short-term subleasing of the lease to CQA for the facility located at 88-08 Justice Avenue in Elmhurst. Sonia Park Seconded the motion. Arunabha Bhoumik and Bruce Sabir abstained from the vote. All other members voted in favor of the motion and the motion passed.

I. Public Comment

- a. No members of the public were present.

II. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, February 7, 2022.
- b. There being no further business to come before the board, Mike Lee made a motion to adjourn, Tom Ng seconded the motion. All board members voted in favor and the meeting was adjourned.

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
February 7, 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 February 7, 2022 at 6:00 PM via Zoom Video Conference, pursuant to notice duly given.

Trustees Arunabha Bhoumik, Megha Jain, Année Kim, Maribel Lara, Michael Lee, Tom Ng, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, Joyce Wu, and Michael Zisser were present by video conference. Trustee Sonia Park was absent. Pramod Vaidyanathan, a member of the public, was also present by video conference. 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. Secretary, Megha Jain, went through the roll call and noted the board had quorum.

- I. January 10, 2022 Meeting Minutes
 - a. Megha Jain presented the January 10, 2022 meeting minutes to the board. Mike Lee made a motion to approve the minutes and Rick Ruvkun seconded the motion. All board members present voted in favor and the motion passed.

- II. Executive Committee Report
 - a. Joyce Wu reminded the board that Michael Zisser’s current board membership term expires in February. Michael Zisser affirmed his desire to be reelected for another term.
 - i. Rick Ruvkun made a motion to reelect Michael Zisser to the Board of Trustees for a term of two years. Cathy Tse seconded the motion. All board members present voted in favor and the motion passed.

 - b. Joyce Wu provided an update on the annual review of the Executive Director and thanked the Board for their participation.

- III. Educational Accountability Report
 - a. Glenn Liebeck provided an Educational Accountability Report including updates on instruction, attendance and participation, community building within the school, and talent recruitment for SY 2022-2023.

 - b. Glenn Liebeck reviewed assessment results and test preparation plans as well as social and emotional learning activities and status of scholar emotional and mental wellness.

- c. Therese Paskoff provided an update on scholar recruitment and application numbers for SY 2022-2023.
- IV. Executive Director Report
- a. Ashish Kapadia provided an update on school operations including fundraising, donor relations, external relations, and finance and COVID-related compliance activities.
 - b. Ashish Kapadia provided an update from the CFO and the finance committee including the close of Q2, the completion of the 1099 process, and budget planning for FY 23. He also referred the board to the financial reports as of December 2021, which were included in the meeting packet.
- V. Facility Task Force Report
- a. Ashish Kapadia provided an update on the status of all of the school's leaseholds, including updates on continued work in the Justice Avenue building.
- VI. Public Comment
- a. No members of the public chose to make comments.
- VII. Next Meeting and Adjournment
- a. The next board meeting is scheduled to take place on Monday, April 7, 2022.
 - b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Bruce Saber seconded the motion. All board members voted in favor and the meeting was adjourned.

**Minutes of Meeting of the Board of Trustees of the
Central Queens Academy Charter School
March 7, 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 March 7, 2022 at 6:00 PM via Zoom Video Conference, pursuant to notice duly given.

Trustees Arunabha Bhoumik, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Joyce Wu, and Michael Zisser were present by video conference. Trustees Megha Jain, Année Kim, Maribel Lara, and Cathy Tse 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. February 7, 2022 Meeting Minutes
 - a. Joyce Wu presented the February 7, 2022 meeting minutes to the board. Mike Lee 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 provided an executive committee report.
 - b. It was proposed that the Board of Trustees’ annual meeting in June take place in-person at CQA’s new Justice Avenue facility.
- III. Advancement/Fundraising Task Force Report
 - a. Mike Lee provided an updated on the Task Force’s activities and fundraising plans for the coming months in association with the school’s 10th anniversary and the new building opening. Mike shared an event fundraising plan and campaign strategy with the board, which included details for board participation and engagement.
- IV. Educational Accountability Report
 - a. Glenn Liebeck provided an Educational Accountability Report including updates on instruction, preparations for State assessments, talent recruitment, and the transition into one school for SY 2022-2023.
 - b. Therese Paskoff provided an update on scholar recruitment and application numbers for SY 2022-2023.

V. Executive Director Report

- a. Ashish Kapadia provided an update on school operations including fundraising, donor relations, external relations, and finance and COVID-related compliance activities.
- b. Ashish Kapadia provided an update from the CFO, including the financial reports as of January 2022 which were shared with the Board, an update on Q2 financial documents which have been submitted to SUNY-CSI, and the status of FY 23 budget planning.
- c. Ashish Kapadia shared the proposed contract with installations Done Right LLC/IDR Technology Services to install phone and internet networks at CQA's Justice Avenue building.
 - i. Tom Ng made a motion to approve the contract and hiring of installations Done Right LLC/IDR Technology Solutions to install the Phone and internet networks in CQA's Justice Avenue facility with the cost of these services to be paid by the low voltage reimbursement by the Justice Avenue facility owners, as stated in the lease, and potentially also by the federal E-rate program. Sabir Semerkant seconded the motion. All board members present voted in favor and the motion passed.

VI. Facility Task Force Report

- a. Ashish Kapadia provided an update on all of the school's leaseholds, including the status of punch list items at the Justice Avenue building and that planning status of the gym.

VII. Public Comment

- a. No members of the public chose to make comments.

VIII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, April 4, 2022.
- b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Mike Lee seconded the motion. All board members voted in favor and the meeting was adjourned.

**Minutes of Meeting of the Board of Trustees of the
Central Queens Academy Charter School
April 4, 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 April 4, 2022 at 6:00 PM via Zoom Video Conference, pursuant to notice duly given.

Trustees Megha Jain, Année Kim, Maribel Lara, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, and Joyce Wu were present by video conference. Trustees Arunabha Bhounik and Michael Zisser were absent. A member of the public and Educational Accountability Committee member, Sheryl Weatherspoon, also joined the meeting by video conference. 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. March 7, 2022 Meeting Minutes
 - a. Megha Jain presented the March 7, 2022 meeting minutes to the board. Sonia Park 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 introduced Sheryl Weatherspoon who recently joined the Education Accountability Committee and thanked her for supporting the school.
- 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.
- IV. Advancement/Fundraising Task Force Report
 - a. Mike Lee provided an updated on the Task Force’s activities and fundraising plans for the coming months in association with the school’s 10 anniversary and the new building opening. Mike shared an event fundraising plan and campaign strategy with the board, which included details for board participation and engagement.
- 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.

- b. Therese Paskoff provided an update on scholar recruitment 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 February 2022, which were shared with the Board, and the status of FY 23 budget planning.
- c. Ashish Kapadia provided an update on student food service for SY 2022-2023 and the conversion of the Justice Avenue warming pantry into a kitchen.
 - i. Sabir Semerkant called for a motion to approve the purchase of kitchen equipment for CQA's Justice Avenue facility allowing NYC DOE's Office of School Foods to provide staff and food and for CQA's student body. The equipment would be an approximate \$40,000 expense to CQA, which is not included in the FY 22 budget. Rick Ruvkun seconded the motion. All board members present voted in favor and the motion passed.
- d. Ashish Kapadia provided an update on the procurement of a new student information system.
 - i. Sonia Park called for a motion to approve the contract with PowerSchool, a student information system, and the subsequent expenditure of approximately \$14,000 in unbudgeted set-up costs for FY 22. Mike Lee seconded the motion. All board members present voted in favor and the motion passed.

VII. Facility Task Force Report

- a. Ashish Kapadia provided an update on all of the school's leaseholds.

VIII. Public Comment

- a. Sheryl Weatherspoon thanked the board for welcoming her to the meeting and the Educational Accountability Committee.

IX. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, May 2, 2022.
- b. There being no further business to come before the board, Sonia Park made a motion to adjourn, Megha Jain seconded the motion. All board members voted in favor and the meeting was adjourned.

**Minutes of 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 .
- 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.

**Minutes of the Annual Meeting of the Board of Trustees of the
Central Queens Academy Charter School
June 3, 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 June 13, 2022 at 6:00 PM at 88-14 Justice Avenue in Elmhurst and via Zoom Video Conference, pursuant to notice duly given.

Trustees Maribel Lara, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, and Joyce Wu were present in-person. Trustee Megha Jain was present by video conference. Trustee Année Kim was absent. Suv Bose, a member of the public and candidate for membership to the Board of Trustees, was also present in-person. Additionally, Ashish Kapadia, Executive Director and Glenn Liebeck, School Director were present in-person. Therese Paskoff, Director of Operations; Michelle Dalpiaz, Chief Financial Officer; and Melissa Kinsella, Director of Advancement were present by video conference.

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

I. May 2, 2022 Meeting Minutes

- a. Megha Jain presented the May 2, 2022 meeting minutes to the board. Sonia Park made a motion to approve the minutes and Sabir Semerkant 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 the Executive Director’s annual review. Joyce reminded the board of the Board’s fundraising goals and the need for 100% board annual giving.
- b. Joyce Wu acknowledged that Arun Bhoumik resigned from the Board of Trustees, effective immediately, to attend to a personal matter. Joyce and Ashish Kapadia thanked him for his service to the school.
 - i. Tom Ng made a motion to adjust the fixed number of Trustees from 12 to 11 as no candidate was immediately prepared to fill Arun’s seat on the board. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
- c. Joyce Wu reminded the board that the membership terms for board members, Année Kim, Rick Ruvkun and Bruce Saber were to expire in June and that all three members desired to be re-elected to the Board of Trustees for an additional term.
 - i. Maribel Lara made a motion to re-elect Année Kim to the Board of Trustees for a term of two years. Sabir Semerkant seconded the motion. All board members present voted in favor and the motion passed.

- ii. Mike Lee made a motion to re-elect Rick Ruvkun to the Board of Trustees for a term of two years. Cathy Tse seconded the motion. All board members present voted in favor and the motion passed.
 - iii. Sonia Park made a motion to re-elect Bruce Saber to the Board of Trustees for a term of two years. Cathy Tse seconded the motion. All board members present voted in favor and the motion passed.
- d. Joyce Wu presented the roster of Committees and Task Forces of the Board for FY 23 for comments.
- i. Maribel Lara made a motion to approve the roster of Committees and Task Forces of the Board for FY 2023. Tom Ng seconded the motion. All board members present voted in favor and the motion passed.
- e. Joyce Wu presented the draft board meeting calendar for FY 23.
- i. Tom Ng made a motion to approve the board meeting calendar for FY 23. Mike Lee seconded the motion. All board members present voted in favor and the motion passed.
- f. Melissa Kinsella reviewed the annual compliance forms with the board and reminded members of the need to sign and submit to CQA each year. Financial disclosure and Code of Conduct forms were distributed to board members.
- III. Finance Committee Report
- a. Michelle Dalpiaz presented the draft FY 23 annual operating budget to the Board of Trustees, which had been reviewed and approved by the Finance Committee. Michelle provided an overview and answered questions.
 - i. Bruce Saber made a motion to approve the FY 23 annual operating budget as presented. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
 - b. Michelle Dalpiaz reviewed the proposed changes to CQA's Fiscal Policies and Procedures (FPP) manual which were noted and distributed to the board. Bruce Saber made a motion to approve and accept the proposed changes to the FPP. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
 - c. Michelle Dalpiaz reviewed the proposed agreement between CQA and Premier Wealth Partners, which would change the current agreement from a 3-(21) non-discretionary Investment Advisor to a 3-(38) discretionary Investment Advisor for CQA's retirement funds.
 - i. Sonia Park made a motion to enter into a contract with Premier Wealth Partners and to change the current agreement from a 3-(21) non-discretionary Investment Advisor to a 3-(38) discretionary Investment Advisor for CQA's retirement funds. Mike Lee seconded the motion. All board members present voted in favor and the motion passed.

- IV. Marketing Task Force Report
 - a. Maribel Lara presented a framework of marketing plans for FY 23 and identified some related needs including graphic design, video content collection and public relations support.
- V. Educational Accountability Report
 - a. Glenn Liebeck provided an Educational Accountability Report including updates on assessment results, high school placements for 8 grade graduates, teacher retention, 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, finance and compliance activities, and the move into the new Justice Avenue facility.
- 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 chose to make comment.
- IX. Executive Session
 - a. Maribel Lara made a motion to enter into executive session to discuss a potential litigation matter. Sabir Semerkant seconded the motion. All board members present voted in favor and the motion passed.
 - b. Maribel Lara made a motion to exit executive session. Sabir Semerkant seconded the motion. All board members present voted in favor and the motion passed.
- X. Next Meeting and Adjournment
 - a. The next board meeting is scheduled to take place on Monday, July 11, 2022.
 - b. There being no further business to come before the board, Cathy Tse made a motion to adjourn, Sabir Semerkant seconded the motion. All board members voted in favor and the meeting was adjourned.

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
July 12, 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 July 12, 2021 at 6:00 PM, pursuant to notice duly given.

Trustees Megha Jain, Maribel Lara, Michael Lee, David Nitkin, Tom Ng, Sonia Park, Rick Ruvkun, Sabir Semerkant, Cathy Tse, Joyce Wu, and Michael Zisser were present by video conference. Trustee Arunabha Bhoumik, Année Kim, and Bruce Saber were 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. June 14, 2021 at 6:00 PM Meeting Minutes
 - a. Sonia Park made a motion to approve the June 14, 2021 board meeting minutes and Joyce Wu seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
 - a. Michael Zisser reminded the Board that his position as Chair was to be temporary until a new Chair and new roster of officers are elected.
 - b. Michael Lee made a motion to nominate and elect the following roster of officers for the 2021-2022 school year, commencing September 1, 2021.
 - i. Joyce Wu as Chair
 - ii. Sonia Park and Cathy Tse as Co-Vice Chairs
 - iii. Megha Jain as Secretary
 - iv. Rick Ruvkun as TreasurerMaribel Lara seconded the motion. All board members present voted in favor and the motion passed.
- III. Executive Director Report
 - a. Ashish Kapadia provided the Executive Director’s report including updates on financial reports, fundraising, community partnerships, board recruitment, and compliance.
 - b. Michael Lee made a motion to write off the \$360,000 balance capital pledge receivable from the Ong Family Foundation as reflected in the FY 2021 financials as the donor has made no indication

to fund the commitment. Cathy Tse seconded the motion. All board members present voted in favor and the motion passed.

IV. Facility Task Force Report

- a. Ashish Kapadia provided an update on construction of the permanent facility at 88-08 Justice Avenue as well as the school's move in to the temporary elementary school facility.
- b. Ashish Kapadia also provided an update on CQA's charter renewal application and process.
- c. Sonia Park made a motion to approve the contractual agreement between CQA and Citalarm Security and Communications. Michael Lee seconded the motion. All board members present voted in favor and the motion passed.

V. Public Comment

- a. No members of the public were present.

VI. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Tuesday, August 31, 2021 by Zoom video conference and in-person at 55-30 Junction Boulevard, Elmhurst. Please note this is a Tuesday evening and CQA's first day of school.
- b. There being no further business to come before the board, Sonia Park made a motion to adjourn, Megha Jain seconded the motion. All board members voted in favor and the meeting was adjourned.



**Minutes of Meeting of the Board of Trustees of the
Central Queens Academy Charter School
August 31, 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 August 31, 2021 at 6:00 PM at 55-30 Junction Boulevard in Elmhurst, Queens, NY and via Zoom Video Conference, pursuant to notice duly given.

Trustees Arunabha Bhoumik, Maribel Lara, Michael Lee, David Nitkin, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Joyce Wu, and Michael Zisser were present by video conference. Trustee, Année Kim, Megha Jain and Cathy Tse were absent. Also present by video conference from the school was Ashish Kapadia, Executive Director 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. July 12, 2021 Meeting Minutes
 - a. Maribel Lara made a motion to approve the July 12, 2021 board meeting minutes and Mike Lee seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
 - a. Michael Zisser thanked the board for participating in the annual evaluation of the Executive Director.
 - b. Michael Zisser thanked and welcomed the new incoming board officers.
 - c. Mike Lee made a motion to amend CQA’s bylaws to change the number of allowed board members from “no less than five and no more than fifteen” to “no less than five and no more than twenty-one”. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
- III. Executive Director Report
 - a. Ashish Kapadia provided an update on CQA’s first day of school, including the opening of the new elementary school.
 - b. Ashish Kapadia also provided an update on CQA’s charter renewal process with SUNY Charter School Institute. The board’s interview with SUNY-CSI will take place prior to the next board meeting on September 13, 2021.
- IV. Facility Task Force Report

- a. Ashish apadia provided an update on construction of the permanent facility at 88-08 Justice Avenue. Construction of the building is nearing completion.

V. Other Business

- a. Mike Lee shared an update from the Fundraising Task Force, including plans for several small donor and prospect engagement meetings with the Executive Director throughout the fall. The Task Force asked the board to identify prospects to invite and to participate as a host or co-host of a meeting. More information was shared with the board prior to the meeting; the Task Force will follow up.

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 Monday, September 13, 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, Sonia Park made a motion to adjourn, Bruce Saber seconded the motion. All board members voted in favor and the meeting was adjourned.



**Minutes of 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 da. 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.

**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 or 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.

**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.

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
December 13, 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 December 13, 2021 at 6:00 PM via Zoom Video Conference, pursuant to notice duly given.

Trustees Arunabha Bhoumik, Megha Jain, Maribel Lara, Michael Lee, Tom N , Sonia Park, Rick Ruvkun, Bruce Saber, Cathy Tse, Joyce Wu, and Michael Zisser were present by video conference. Trustee Année Kim, David Nitkin, 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.

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

- I. November 15, 2021 Meeting Minutes
 - a. Megha Jain presented the November 15, 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. As discussed with the board in advance, for personal reasons, David Nitkin has resigned from the board effective today in advance of the end of his term. Sonia Park thanked him for his accomplishments and service to the school.
 - b. Joyce Wu reminded the board that Maribel Lara’s membership term is ending at the end of the month. Maribel Lara expressed her desire to be re-elected for another term.
 - i. Rick Ruvkun made a motion to re-elect Maribel Lara to the Board of Trustees for a term of two years. Tom N seconded the motion. All board members present voted in favor and the motion passed.
 - c. Joyce Wu encouraged all board members to be proactive in networking and fundraising on behalf of the school.
 - i. Cathy Tse shared her experience cultivating a new foundation donor in partnership with Ashish to benefit the school.
 - ii. Joyce Wu reminded the board that the staff as well as the Advancement Task Force can assist them in mapping out a cultivation plan for their network and personalizing their outreach and solicitations.

- III. Board Development Task Force
 - a. Sonia Park updated the board on the Task Force’s activities, including inquiring about updating the bylaws to allow for election of new members in a more streamlined way throughout the year.
 - b. Sonia Park and Megha Jain again reviewed the packet of onboarding materials for members.
 - i. Bruce Saber made a motion to approve the Board Development Task Force’s onboarding materials for members. Megha Jain seconded the motion. All board members present voted in favor and the motion passed.
- IV. Educational Accountability Report
 - a. Glenn Liebeck provided an Educational Accountability Report including updates on assessment results, interventions, enrichment enhancements, and preparations for the next phase of expanding the elementary school.
 - b. Therese Paskoff provided an update on scholar recruitment for SY 2022-2023.
- V. Executive Director Report
 - a. Ashish Kapadia provided an update on school operations and activities, including annual appeals and other fundraising activities, external relations, and compliance activities.
 - b. Ashish Kapadia referred the board to the financial reports as of October 2021, which were included in the meeting packet.
- VI. Facility Task Force Report
 - a. Ashish Kapadia provided an update on the status of the permanent facility at Justice Avenue as well as the status of the school’s other leaseholds.
 - b. Being that CQA’s permanent facility located at Justice Avenue would be ready for occupation at that time, Maribel Lara made a motion to approve the move of CQA’s elementary school from the temporary facility to the Justice Avenue facility as of January 1, 2022. Tom N seconded the motion. All board members present voted in favor and the motion passed.
- 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, January 10, 2022.
 - 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.

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Arunabha Bhoumik

Name of Charter School Education Corporation:

Central Queens Academy Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Former Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

-

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Completed by CQA for the Former Trustee

July 12, 2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Megha Jain

Name of Charter School Education Corporation:

Central Queens Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

-

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
N/A	N/A	N/A	N/A

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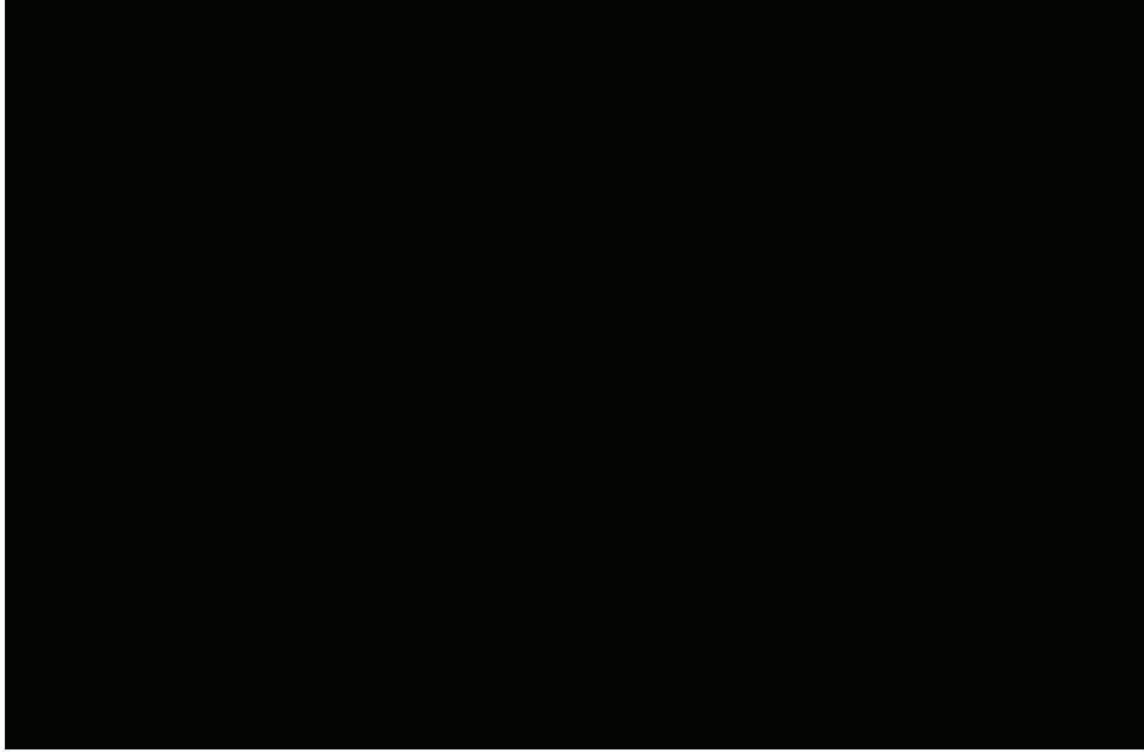
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
N/A	N/A	N/A	N/A	N/A

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This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



DocuSigned by:
Megha Jain
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7/7/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Année Kim

Name of Charter School Education Corporation:

Central Queens Academy Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

-

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Na	Na	Na	Na

-

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.


None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Na	Na	Na	Na	Na

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DocuSigned by:

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7/13/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Maribel Lara

Name of Charter School Education Corporation:

Central Queens Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Marketing ~~committee~~ Task Force Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and**

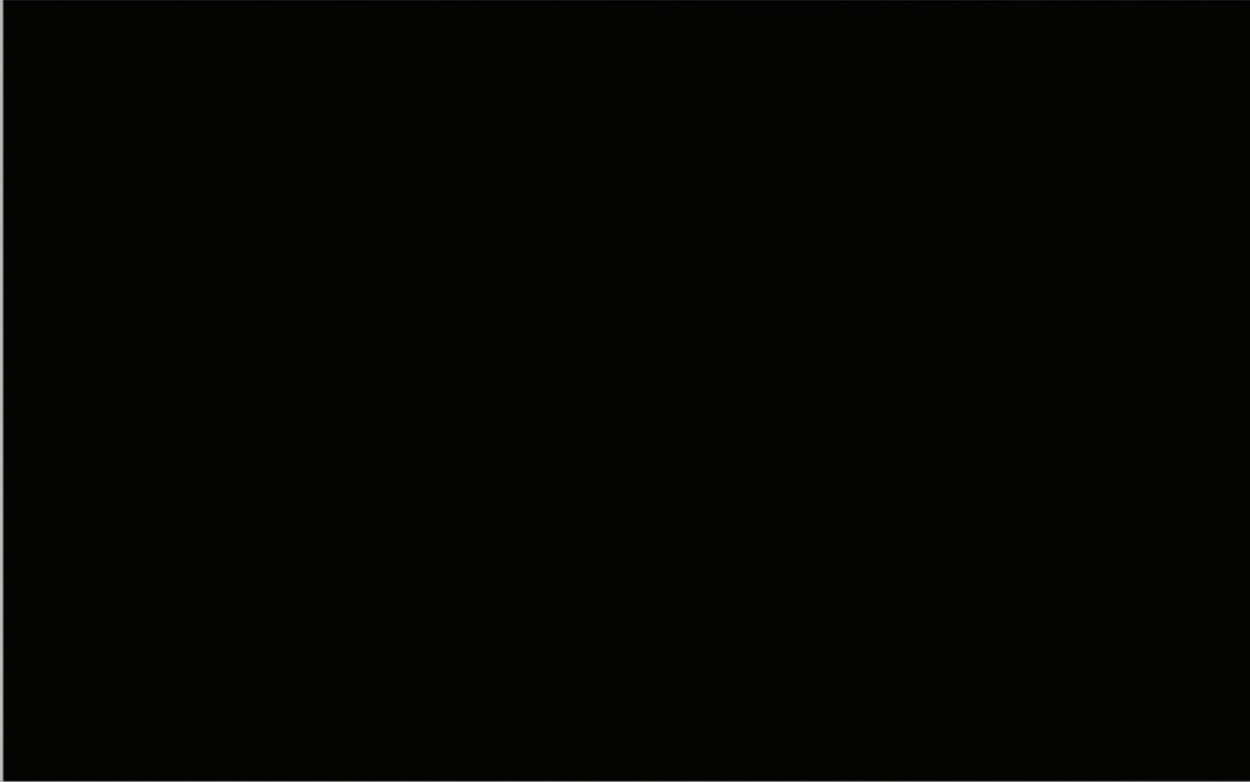


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<p>Signature</p> <p><i>Marcus A. Ford</i></p>		<p>Date</p> <p><i>6/1/2012</i></p>	
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Martel A. Lora

6/13/22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Michael Lee

Name of Charter School Education Corporation:

Central Queens Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

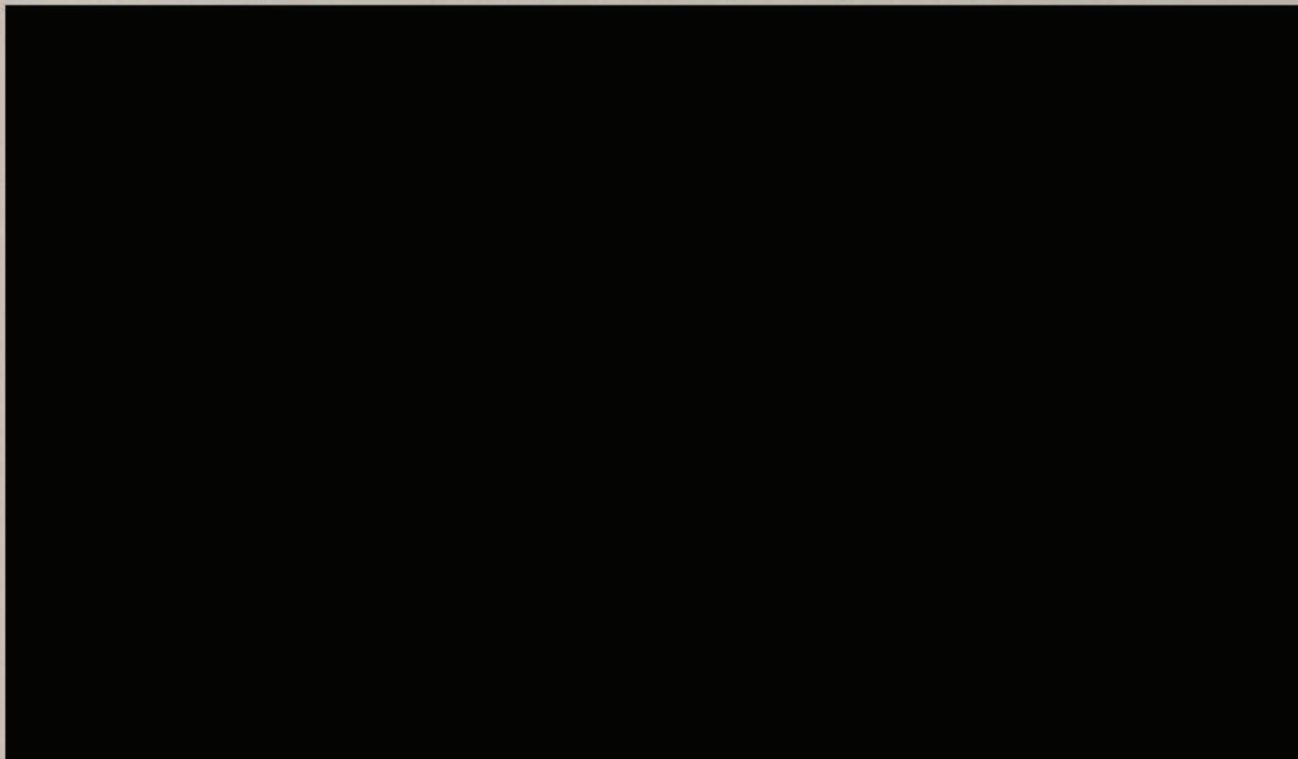
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

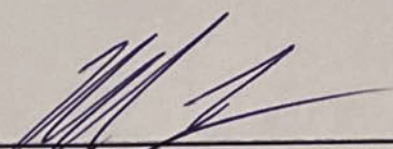
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business

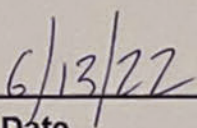


<p>Signature</p> <p>Acceptable signatures include:</p> <ul style="list-style-type: none">• Digitally certified PDF signatures• Print form, manually signed with ink				
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Signature


Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

David Nitkin

Name of Charter School Education Corporation:

Central Queens Academy Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NA			

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NA				

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Completed by CQA for the former Trustee

7/13/22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Sonia C. Park

Name of Charter School Education Corporation:

Central Queens Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

co-vice-chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

Name	Nature of financial interest / transaction	Name of person holding interest or engaging in transaction and	Name of person holding interest or engaging in transaction and
------	--	--	--

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

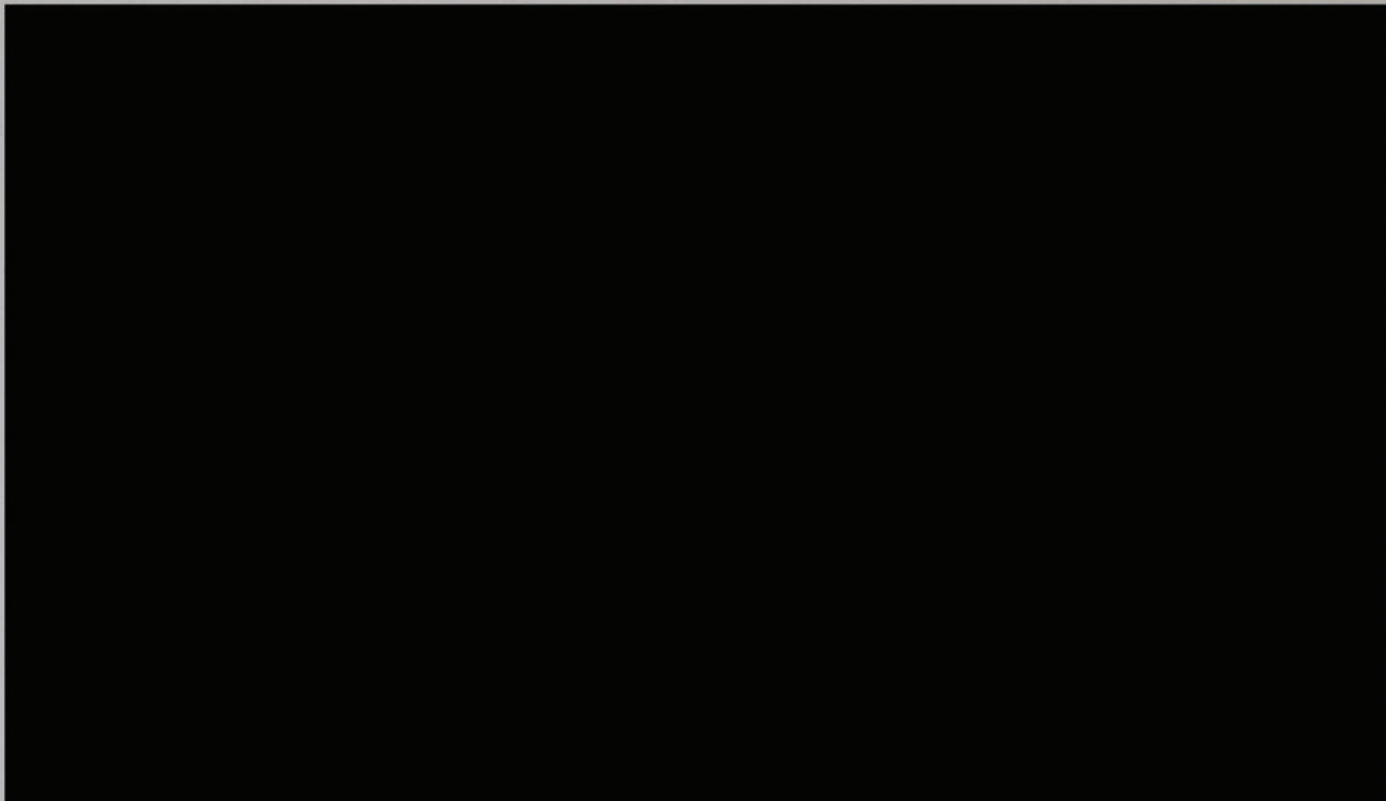
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and



<p>O o bu th</p>				<p>eps en to oid lict of rest</p>
<p>Signature</p> <p>Acceptable signature formats include:</p> <ul style="list-style-type: none"> Digitally certified PDF signature Print form, manually sign, scan to PDF 	<p><i>[Handwritten Signature]</i></p>	<p><i>[Handwritten Signature]</i></p>	<p>Date</p> <p>6/10/2022</p>	

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Signature

Handwritten signature in blue ink.

Date

6/13/2022

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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

FREDERICK JON RUVKUN

Name of Charter School Education Corporation:

CENTRAL QUEENS ACADEMY

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g. did not vote, did not participate in)	Name of person holding interest or engaging in transaction and

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

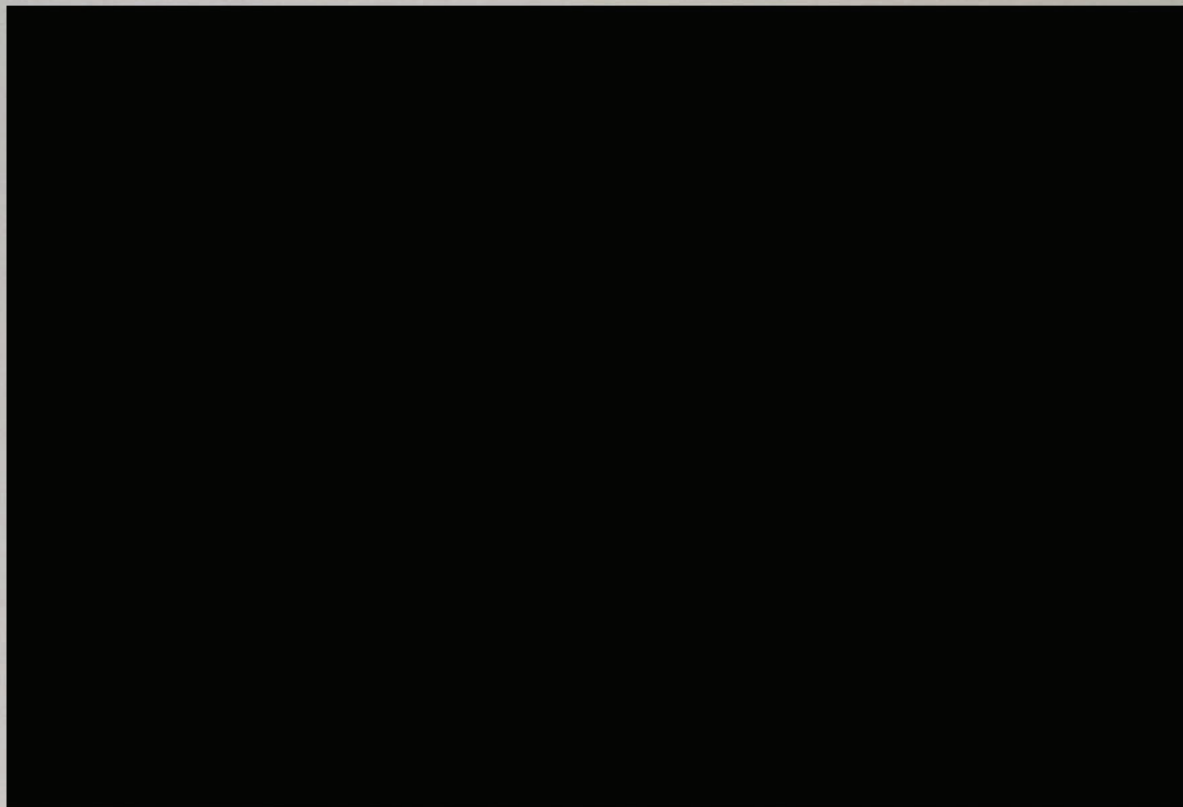
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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6-13-22

Signature **Date**

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**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Bruce Sabev

Name of Charter School Education Corporation:

CQA

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

chair, facilities committee
member, education committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.


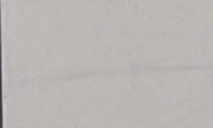
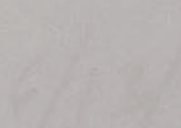
6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

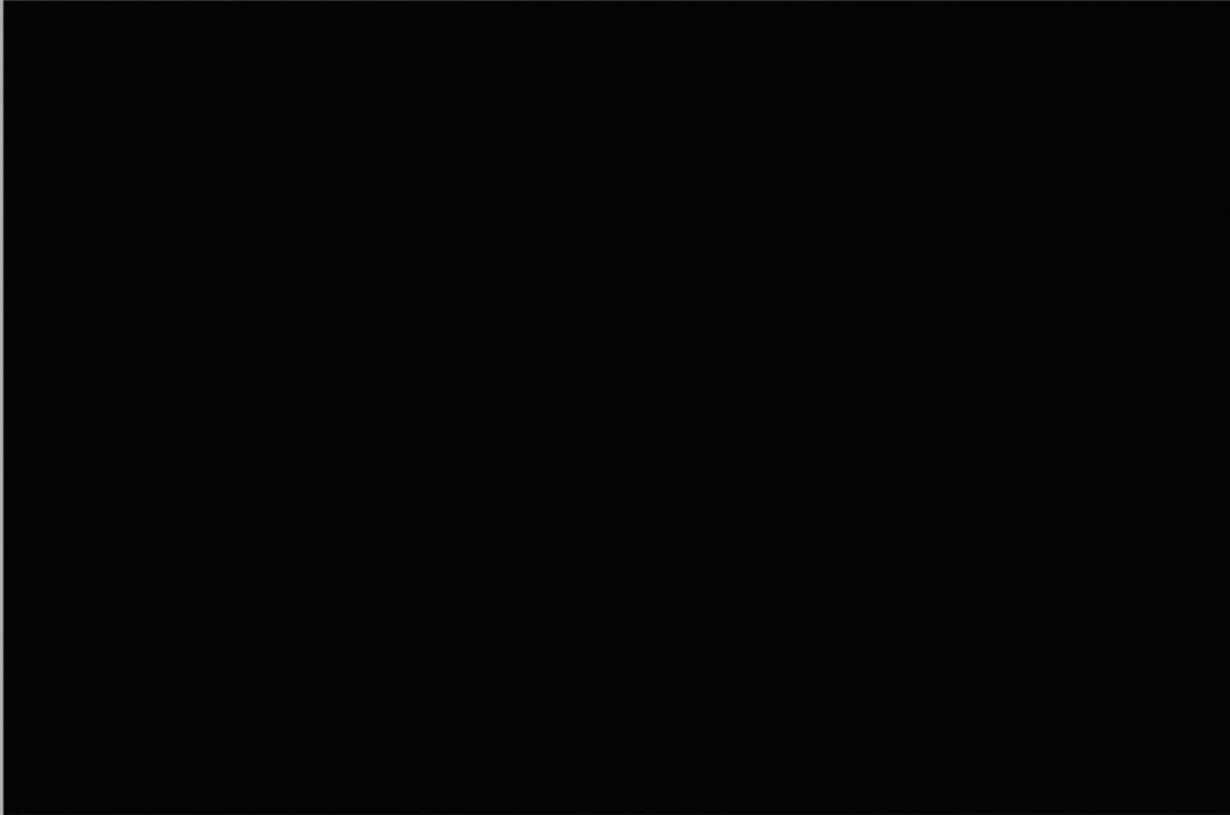
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or

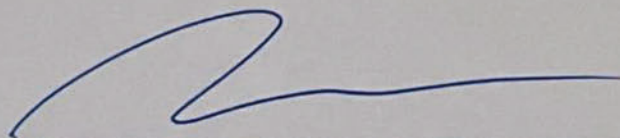
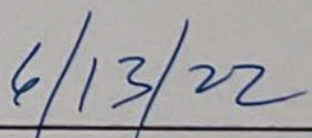


<p>Signature</p>			<p>Date</p>	

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Signature Date

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6/13/2022

Ashish Sabarwal

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

SABIR SEMERIKANT

Name of Charter School Education Corporation:

CENTRAL QUEENS ACADEMY (CQA)

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

- Board of Trustees
- Marketing Committee (member)

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

SABIR

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

Name	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in	Name of person holding interest or engaging in transaction and
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5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

5/12/12

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

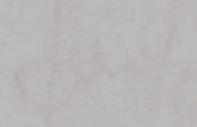

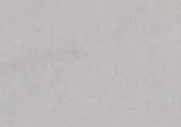
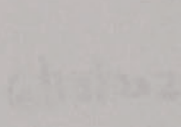
None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

SABIR

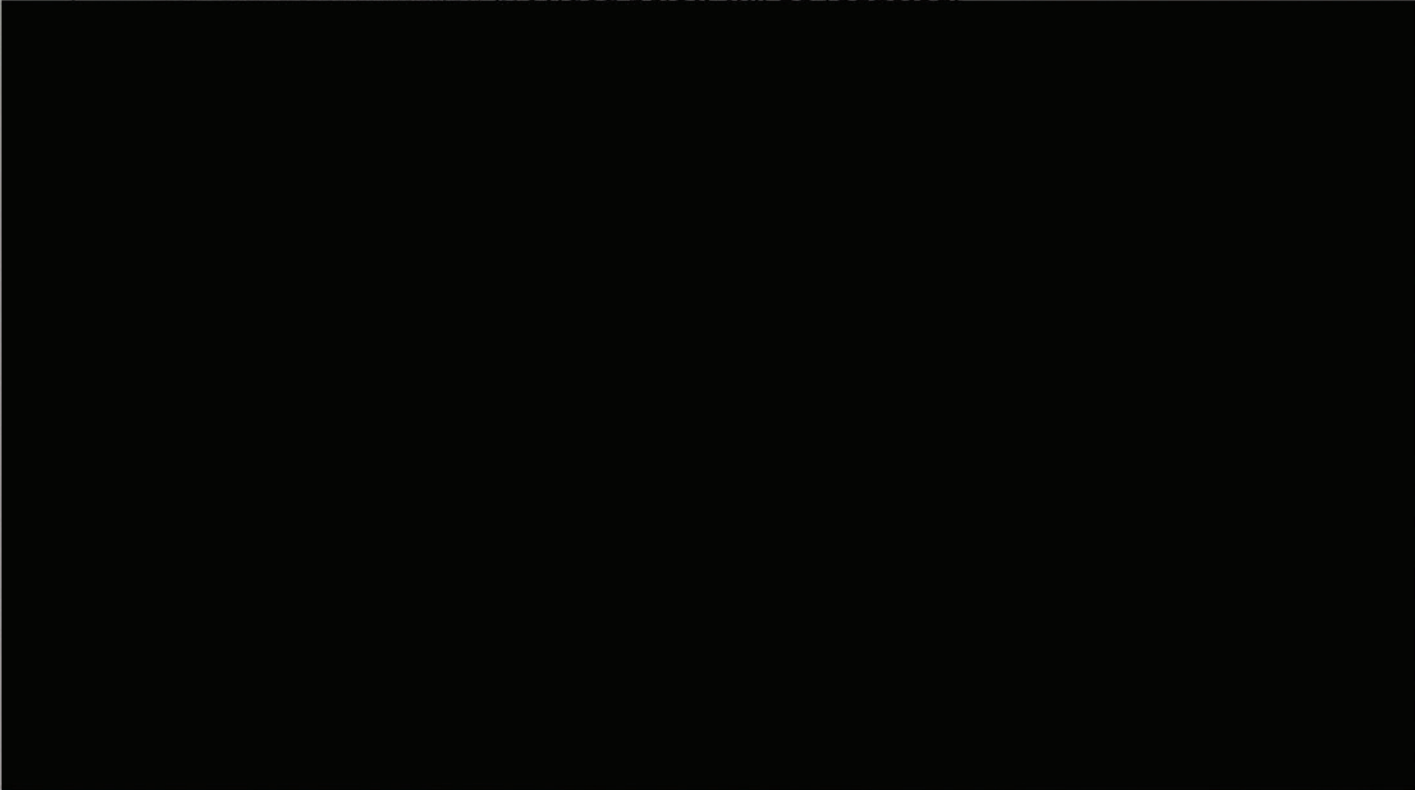
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and



				
Signature			Date	
Acceptable signature format includes: • Digitally created PDF signature • Print copy scanned as image to PDF				

SABIR

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A handwritten signature in blue ink, appearing to read "SABIR", is written over a horizontal line.

6/13/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

SABIR

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Cathy Tse

Name of Charter School Education Corporation:

Central Queens Academy C&A.

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

*Finance Committee ;
Co-Vice Chair*

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

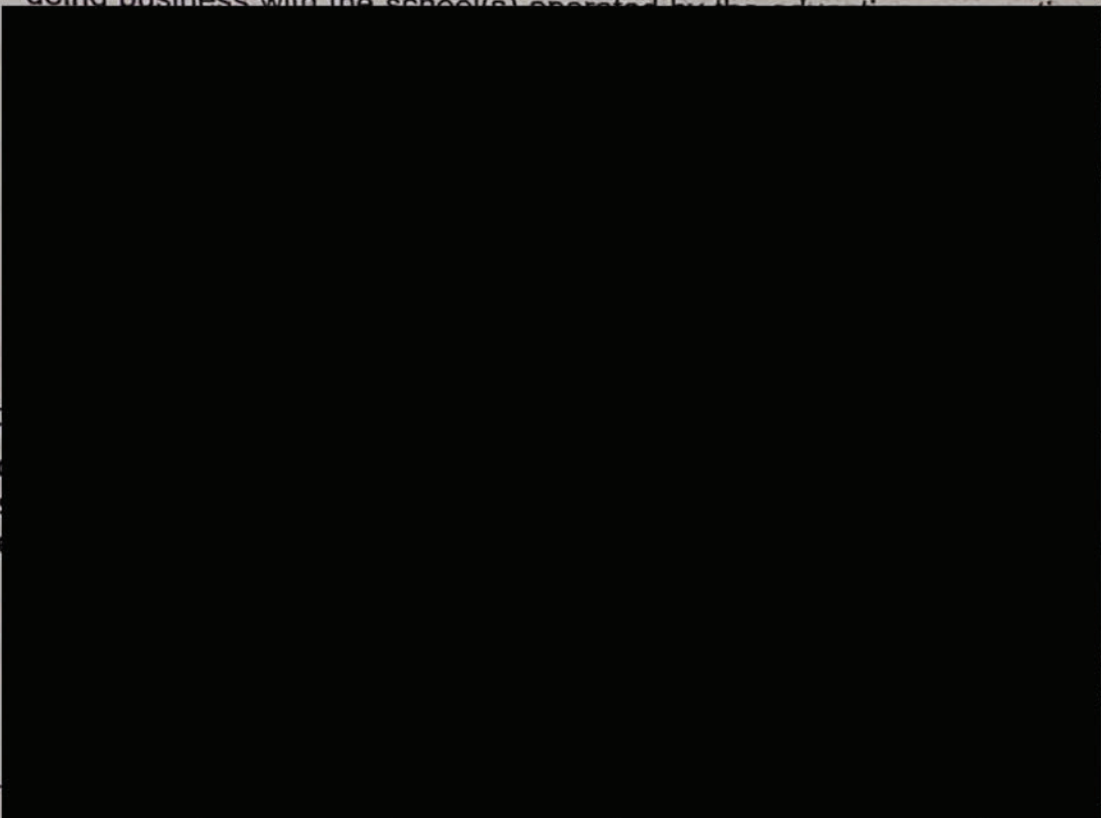
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

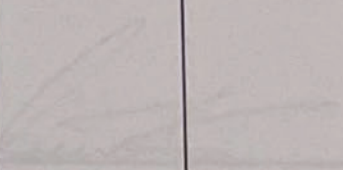
6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

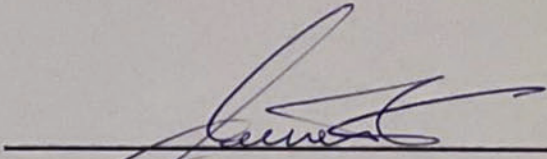
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the institution. and



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Signature		Date		

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Signature _____ Date 6/13/2022

- Acceptable signature formats include:
- Digitally certified PDF signature
 - Print form, manually sign, scan to PDF

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Joyce Wu

Name of Charter School Education Corporation:

Central Queens Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair
Fundraising Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and



Signature	Name	Title	Date	
<p>Acceptable signature formats include:</p> <ul style="list-style-type: none">- Digitally certified PDF signature- Print form (manually signed) scan to PDF				

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Name of Charter School Education Corporation:

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

-

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Signature

Date

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last revised 04/2022



FDNY

www.nyc.gov/fdny



42003822

JIASHU XU
8808 JUSTICE AVE
ELMHURST, NY 11373-4686

FPIMS/DOB/SBS APPLICATION: 21F003147
FD PLAN NUMBER:
ACCOUNT NUMBER: 42003822
DATE OF APPROVAL: 10/20/2021
DATE OF INSPECTION: 09/30/2021
INSPECTOR NAME: Kawsar Akhand
FLOOR(S) INSPECTED: 1,3,4

PREMISES 88-08 Justice Queens NY 11373	BOROUGH QUEENS
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LETTER OF APPROVAL FIRE ALARM INSPECTION UNIT

THIS LETTER OF APPROVAL COVERS THE DEVICES, EQUIPMENT AND/OR SYSTEMS INDICATED BELOW. IT IS SUBJECTED TO ADMINISTRTRIVE REVIEW AND AUDIT. APPROVAL OF THE DEVICE, EQUIPMENT AND/OR SYSTEM(S) IS GRANTED IN ACCORDANCE WITH THE FOLLOWING LAWFUL PROCEDURE.

- INSPECTION/TEST
- INSPECTION AND CERTIFICATION OF CORRECTION OF DEFECTS BY A LICENSED PROFESSIONAL (3 RCNY 104-04)
- PROFESSIONAL CERTIFICATION (3RCNY 104-02)
- OTHER PROFESSIONAL CERTIFICATION/PROCEDURE PURSUANT TO (SPECIFY AUTHORITY):

Description of Devices:

Coverage Item	Quantity	Details
Additions	1	
Group B (Business , LO-RI) FAS	1	

ADDITIONAL INFORMATION:

By the Authority of

Chief of Fire Prevention

Fire Department, City of New York
9 MetroTech Center, Brooklyn New York 11201-3857



Certificate of Occupancy

CO Number:4596930-0000007

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<p>A. Borough: QUEENS Address: 88-08 JUSTICE AVENUE Building Identification Number(BIN): 4596930</p>	<p>Block Number: 1842 Lot Number(s): 39 Additional Lot Number(s): Application Type: NB - NEW BUILDING</p>	<p>Full Building Certificate Type: Temporary Date Issued: 06/24/2022</p>
<p>This building is subject to this Building Code: 2014</p>		
<p>This Certificate of Occupancy is associated with job# 421171993-01</p>		
<p>B. Construction Classification: I-B: 2 HOUR PROTECTED - NON-COMBUST Building Occupancy Group classification: R-2 - RESIDENTIAL: APARTMENT HOUSES Multiple Dwelling Law Classification: HAEA</p>		
<p>No.of stories: 18</p>	<p>Height in feet: 191</p>	<p>No.of dwelling units: 184</p>
<p>C. Fire Protection Equipment: Fire Alarm System, Sprinkler System, Standpipe System</p>		
<p>D. Parking Spaces and Loading Berths: Open Parking Spaces: 0 Enclosed Parking Spaces: 252 Total Loading Berths: Not available</p>		
<p>E. This Certificate is issued with the following legal limitations: Restrictive Declaration: 2014000364373 Zoning Exhibit: None BSA Calendar Number(s): None CPC Calendar Number(s): None</p>		
<p>Borough Comments:</p>		

Borough Commissioner

Commissioner



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Cellar	S-2	N/A	OG	6		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Cellar	S-2	N/A	OG	2B 3B 4C		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Open Space	R-2	N/A	100	2B		421171993	Temporary	09/22/2022
[REDACTED]								
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3A		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 1	E	110	100	3A		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Floor 1	R-2	N/A	100	2B 3B 4C		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 1	B	51	100	4A		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 1	B	55	100	4A		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 1	E	76	100	3A		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 1	S-2	N/A	100	2B 3B 4C		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Floor 2	B	214	100	4A		421171993	Temporary	09/22/2022
						Exceptions:		
Floor 2	R-2	74	100	2B		421171993	Temporary	09/22/2022
						Exceptions:		
Floor 2	B	79	100	4A		421171993	Temporary	09/22/2022
						Exceptions:		
Floor 3	E	595	100	3A		421171993	Temporary	09/22/2022
						Exceptions:		
Floor 4	E	624	100	3A		421171993	Temporary	09/22/2022
						Exceptions:		



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Floor 5	R-2	9	100	2B		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 5	R-2	74	100	2B		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 5	R-2	N/A	100	2A	13	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 6	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 7	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Floor 8	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 9	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 10	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 11	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 12	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Floor 13	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 14	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 15	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 16	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Floor 17	R-2	N/A	40	2A	14	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		



Permissible Use and Occupancy

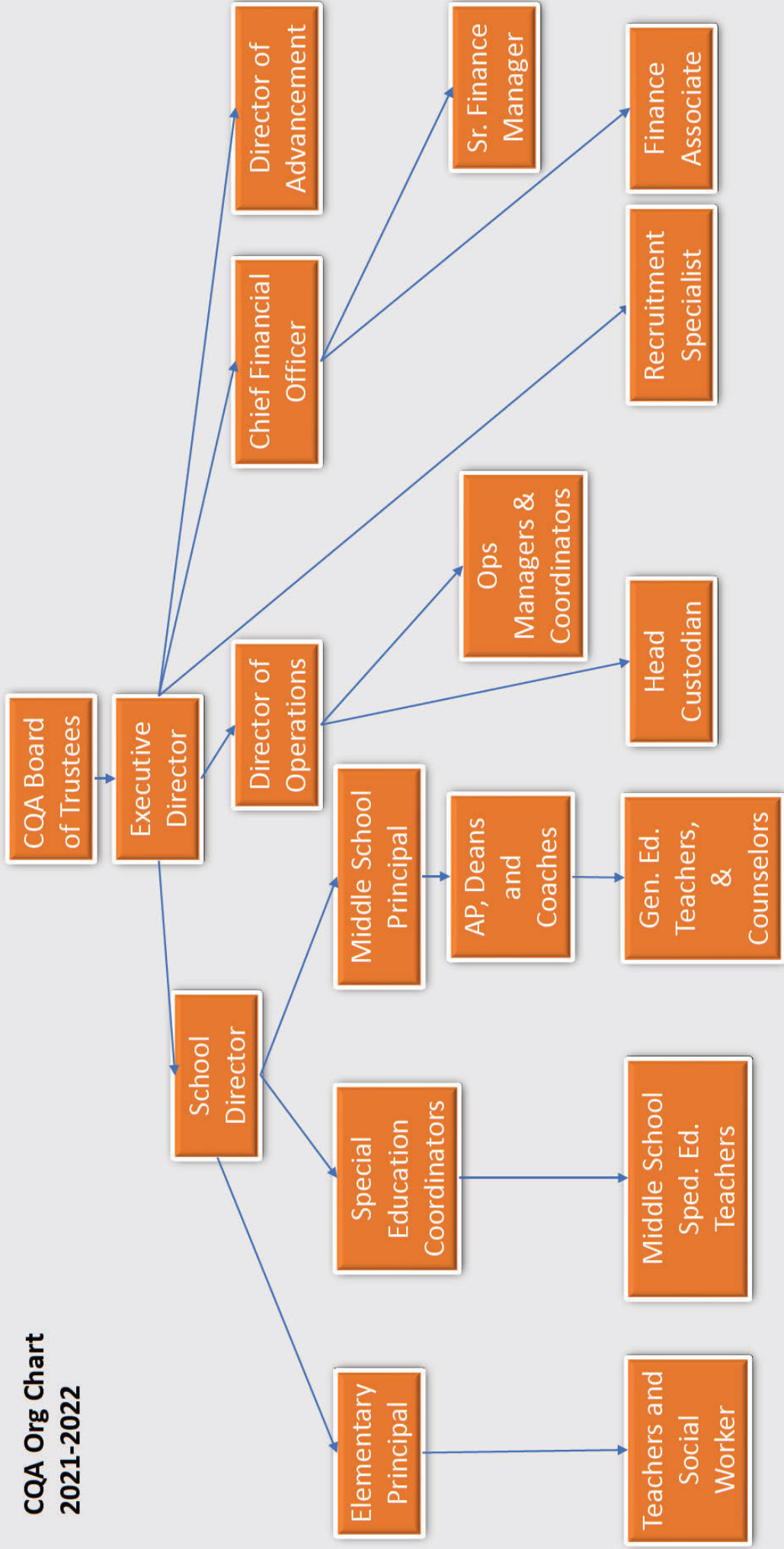
FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Floor 18	R-2	N/A	100	2A	3	421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		
Roof	R-2	N/A	100	2B		421171993	Temporary	09/22/2022
[REDACTED]						Exceptions:		

CofO Comments: LOADING BERTHS, CAR & BICYCLE PARKING FACILITIES ARE SHARED BETWEEN TAX LOTS 39 & 66. 479 PARKING SPACES WILL BE FULLY ATTENDED. SUFFICIENT NUMBER OF PAID ATTENDANTS EMPLOYED BY THE OWNER OR OPERATOR OF SUCH SPACES SHALL BE AVAILABLE AT ALL TIMES WHEN THE BUILDING IS OCCUPIED. THE PREMISES IS UNDER ONE ZONING LOT AND COMPRISED WITH TWO TAX LOTS (39 & 66) ZONING EXHIBITS ARE RECORDED UNDER CRFN#2014000364372, 2015000453019 & 2015000453020

Borough Commissioner

Commissioner

**CQA Org Chart
2021-2022**



2022-2023 CALENDAR

August 18—First Day for ES Staff
 August 22—First Day for MS Staff
 August 30—First Day for Grades K, 1, 2 and 5
 August 31—First Day for Grades 6, 7, and 8

September 5—No School for Labor Day
 September 26-27—No School for Rosh Hashanah

October 5—No School for Yom Kippur
 October 10—No School for Indigenous People's Day

November 4- End of Q1
 November 8—Asynchronous Instruction Day—scholars don't report to school
 November 11—No School for Veterans' Day
 November 21-23—Early Dismissal for Parent-Teacher Conferences
 November 24-25—No School for Thanksgiving

December 16- Early Release
 December 26-30—No School for Winter Break

January 2—No School for New Year's Day
 January 16—No School for Martin Luther King Day
 January 20- End of Q2

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 15-17—Early Dismissal for Parent-Teacher Conferences
 February 20-24—No School for President's Day and Midwinter Recess

March 17— Asynchronous Instruction Day—scholars don't report to school

March 31- End of Q3

April 6-14 Spring Break (No Classes)
 April 19-20—New York State ELA Exam (Grades 5-8)
 April 21- No School for Eid al-Fitr

May 2-4—New York State Math Exam (Grades 5-7)
 May 12— Asynchronous Instruction Day—scholars don't report to school
 May 29—No School for Memorial Day

June 8— Asynchronous Instruction Day—scholars don't report to school
 June 16- End of Q4
 June 19—No School for Juneteenth
 June 20-23- Early release
 June 23—Last Day of School

July 5 Summer School Begins
 July 28 Summer School Ends

There are 185 school days scheduled for the 2022-2023 School Year. CQA reserves the right to change the calendar at any time.