

Application: Central Queens Academy Charter School

Ashish Kapadia - ashish.kapadia@centralqueensacademy.org
2022-2023 Annual Report

Summary

ID: 0000000125

Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed - Jul 27 2023

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [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 2022-2023 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, 2023**) 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, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #24 - QUEENS

e. Date of Approved Initial Charter

Jun 15 2011

f. Date School First Opened for Instruction

Aug 28 2012

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

SUNY-CSI Authorized

h. School Website Address

www.centralqueensacademy.org

i. Total Approved Charter Enrollment for 2022-2023 School Year

705

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

699

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
5
6
7
8

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.

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 previous year (K-5, 6-9, etc.)	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	718 271-6200	NYC CSD 24	K-2, 5-8	K-3, 5-8	K-4, 7-8

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Glenn Liebeck	School Director	917-399-6834	██████████	glenn.liebeck@centralqueensacademy.org
Operational Leader	Ashish Kapadia	Executive Director	646-753-0031	██████████	ashish.kapadia@centralqueensacademy.org
Compliance Contact	Ashish Kapadia	Executive Director	646-753-0031	██████████	ashish.kapadia@centralqueensacademy.org
Complaint Contact	Ashish Kapadia	Executive Director	646-753-0031	██████████	ashish.kapadia@centralqueensacademy.org
DASA Coordinator	Glenn Liebeck	School Director	917-399-6834	██████████	glenn.liebeck@centralqueensacademy.org
Phone Contact for After Hours Emergencies	Ashish Kapadia	Executive Director	646-753-0031	██████████	ashish.kapadia@centralqueensacademy.org

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, 2023.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **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, 2023.**

Site 1 Certificate of Occupancy (COO)

[TCO expires 9-3-23.pdf](#)

Filename: TCO expires 9-3-23.pdf **Size:** 68.5 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[FDNY.pdf](#)

Filename: FDNY.pdf **Size:** 55.3 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

No

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	Ashish Kapadia
Position	Executive Director
Phone/Extension	646-753-0031
Email	ashish.kapadia@centralqueensacademy.org

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

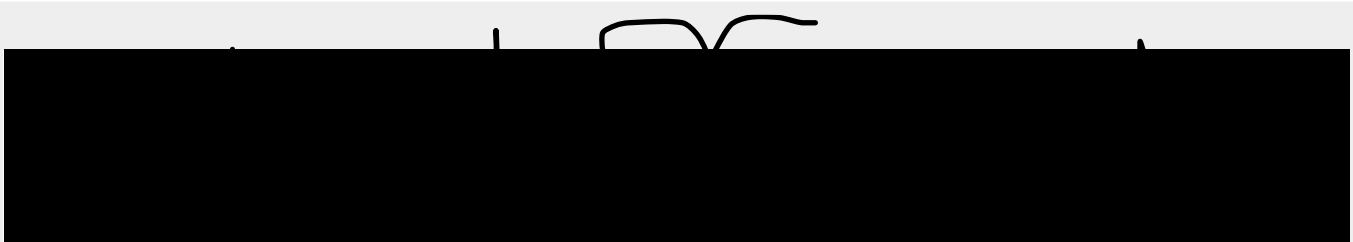
As outlined in ENTRY 10:

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.

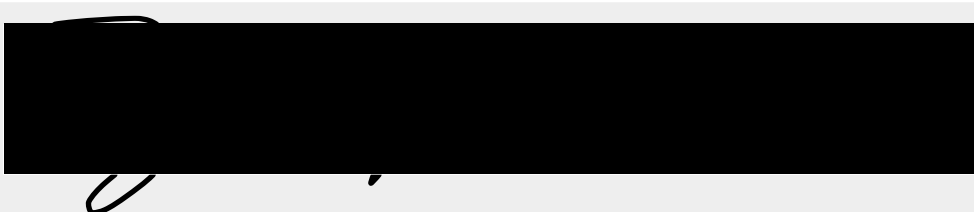
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. Above the box, the top portion of a handwritten signature is visible, showing a few loops and a horizontal line.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. Below the box, the bottom portion of a handwritten signature is visible, showing a large loop and a horizontal line.

Date

Jul 27 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

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., Report when financials have been submitted in November.)

Form for Entry 2 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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 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)	
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 3 Progress Toward Goals

Incomplete - Hidden from applicant

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				
Academic Goal 41				

Academic Goal 42				
Academic Goal 43				
Academic Goal 44				
Academic Goal 45				
Academic Goal 46				
Academic Goal 47				
Academic Goal 48				
Academic Goal 49				
Academic Goal 50				
Academic Goal 51				
Academic Goal 52				
Academic Goal 53				
Academic Goal 54				
Academic Goal 55				
Academic Goal 56				
Academic Goal 57				
Academic Goal 58				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 3 Accountability Plan Progress Reports

Completed - Oct 11 2023

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 Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

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

2022-23-Accountability-Plan-Progress-Report

Filename: 2022-23-Accountability-Plan-Progr_ZpBmyf7.docx Size: 131.5 kB

Entry 4 - Audited Financial Statements

Completed - Oct 30 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **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, 2023**. 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 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

CQA Audited Financial Statements 6

Filename: CQA_Audited_Financial_Statements_6.30.23.pdf Size: 477.3 kB

Entry 4a – Audited Financial Report Template (SUNY)

Completed - Oct 30 2023

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

2022-23-Audited-Financial-Statement-CQA

Filename: 2022-23-Audited-Financial-Statement-CQA.xlsx Size: 175.1 kB

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Incomplete - Hidden from applicant

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

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

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. 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. 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 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, 2023**.

Form for "Financial 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 2023-2024 Budget

Completed - Oct 30 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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.

[2023-24-Budget-and-Quarterly-Report-Central Queens Academy Final](#)

Filename: 2023-24-Budget-and-Quarterly-Repo_AX1Z5xb.xlsx Size: 534.6 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 27 2023

Required of ALL Charter Schools

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. 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 ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[Ruvkun, Rick CQA Disclosure 22-23](#)

Filename: Ruvkun_Rick_CQA_Disclosure_22-23.pdf Size: 3.8 MB

[Semerkant, Sabir CQA NYSED Disclosure 2023](#)

Filename: Semerkant_Sabir_CQA_NYSED_Disclosure_2023.pdf Size: 3.0 MB

[Bose, Suvadip CQA NYSED Disclosure 2023](#)

Filename: Bose_Suvadip_CQA_NYSED_Disclosure_2023.pdf Size: 3.0 MB

[Saber, Bruce CQA NYSED Disclosure 2023](#)

Filename: Saber_Bruce_CQA_NYSED_Disclosure_2023.pdf Size: 2.9 MB

[Tse, Catherine CQA NYSED Disclosure 2023](#)

Filename: Tse_Catherine_CQA_NYSED_Disclosure_2023.pdf Size: 2.9 MB

[Lee, Michael CQA NYSED Disclosure 2023](#)

Filename: Lee_Michael_CQA_NYSED_Disclosure_2023.pdf Size: 3.1 MB

[Wu, Joyce CQA NYSED Disclosure 2023](#)

Filename: Wu_Joyce_CQA_NYSED_Disclosure_2023.pdf Size: 3.0 MB

[Ng, Tom CQA NYSED Disclosure 2023](#)

Filename: Ng_Tom_CQA_NYSED_Disclosure_2023.pdf Size: 3.2 MB

[Park, Sonia CQA NYSED Disclosure 2023](#)

Filename: Park_Sonia_CQA_NYSED_Disclosure_2023.pdf Size: 3.1 MB

[Jain, Megha CQA NYSED Disclosure 2023](#)

Filename: Jain_Megha_CQA_NYSED_Disclosure_2023.pdf Size: 396.5 kB

[Lara, Maribel CQA NYSED Disclosure 2023](#)

Filename: Lara_Maribel_CQA_NYSED_Disclosure_2023.pdf Size: 3.1 MB

[Kim, Annee CQA NYSED Disclosure 2023](#)

Filename: Kim_Annee_CQA_NYSED_Disclosure_2023.pdf Size: 542.2 kB

Entry 7 BOT Membership Table

Completed - Jul 27 2023

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.

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2022-2023 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 Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Joyce Wu	[REDACTED]	Chair	Executive, Fundraising	Yes	2	01/01/2023	01/01/2025	12
2	Sonia Park	[REDACTED]	Vice Chair	Executive, Educational Accountability	Yes	3	11/01/2021	10/31/2023	8
3	Cathy Tse	[REDACTED]	Vice Chair	Executive, Finance	Yes	3	06/01/2022	05/31/2024	9
4	Rick Ruvkin	[REDACTED]	Treasurer	Executive, Finance	Yes	5	07/01/2022	06/31/2024	11
5	Megha Jain	[REDACTED]	Secretary	Executive, Personnel, Board Development	Yes	2	04/01/2023	03/31/2025	5 or less
6	Suvadip Bose	[REDACTED]	Trustee/Member	Finance	Yes	1	08/01/2022	07/31/2024	10
7	Annee Kim	[REDACTED]	Trustee/Member	Fundraising	Yes	5	07/01/2022	06/30/2024	5 or less
8	Mike Lee	[REDACTED]	Trustee/Member	Fundraising	Yes	2	01/10/2023	01/09/2025	10

		██████████ ██████████							
9	Tom Ng	██████████ ██████████ ██████████	Trustee/ Member	Educational Accountability	Yes	2	11/01/20 22	10/31/20 24	11

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 2022-2023
10	Bruce Saber	[REDACTED]	Trustee/Member	Facility, Educational Accountability, Personnel	Yes	3	07/01/2022	06/30/2024	8
11	Sabir Samerkant	[REDACTED]	Trustee/Member	Marketing and Communications	Yes	2	01/01/2022	12/31/2024	11
12	Maribel Lara	[REDACTED]	Trustee/Member	Marketing and Communications	Yes	2	12/02/2021	02/28/2023	6
13					Yes				
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, 2023	11
b. Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	1
d. Total Number of members, as set in Bylaws, Resolution or Minutes	21

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

11

Total number of Voting Members added during the 2022-2023 school year:

1

Total number of Voting Members who departed during the 2022-2023 school year:

1

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

21

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 27 2023 - 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 2022-June 2023), which should match the number of meetings held during the 2022-2023 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, 2023**.

CQA August 2022 Board Meeting Minutes

Filename: CQA_August_2022_Board_Meeting_Minutes.pdf Size: 70.9 kB

CQA July 2022 Board Meeting Minutes

Filename: CQA_July_2022_Board_Meeting_Minutes.pdf Size: 84.4 kB

CQA September 12, 2022 Board Meeting Minutes

Filename: CQA_September_12_2022_Board_Meeting_Minutes.pdf Size: 201.5 kB

CQA October 17, 2022 Board Meeting Minutes

Filename: CQA_October_17_2022_Board_Meeting_Minutes.pdf Size: 199.5 kB

CQA December 12, 2022 Board Meeting Minutes

Filename: CQA_December_12_2022_Board_Meeting_Minutes.pdf Size: 196.9 kB

CQA February 6, 2023 Board Meeting Minutes

Filename: CQA_February_6_2023_Board_Meeting_Minutes.pdf Size: 208.3 kB

CQA November 14, 2022 Board Meeting Minutes approved

Filename: CQA_November_14_2022_Board_Meeting_Minutes.pdf Size: 195.6 kB

CQA March 6, 2023 Board Meeting Minutes

Filename: CQA_March_6_2023_Board_Meeting_Minutes.pdf Size: 204.7 kB

[CQA January 9, 2023 Board Meeting Minutes](#)

Filename: CQA_January_9_2023_Board_Meeting_Minutes.pdf Size: 197.0 kB

[CQA May 1, 2023 Board Meeting Minutes approved](#)

Filename: CQA_May_1_2023_Board_Meeting_Minut_8IN3JjQ.pdf Size: 196.5 kB

[CQA April 3, 2023 Board Meeting Minutes](#)

Filename: CQA_April_3_2023_Board_Meeting_Minutes.pdf Size: 206.2 kB

[CQA June 12, 2023 Board Meeting Minutes v2](#)

Filename: CQA_June_12_2023_Board_Meeting_Minutes_v2.pdf Size: 209.0 kB

Entry 9 Enrollment & Retention

Completed - Jul 28 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

*SUNY-authorized charter schools

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>For the April 2023 lottery, we received 1476 student applications for 200 open seats. We:</p> <ul style="list-style-type: none"> --Increased the size of our operations team in order to have one member largely focused on student recruitment and enrollment --Held weekly internal meetings about student recruitment --Created and displayed school front signage with multiple languages present --Sent multiple Vanguard mass mailings with multiple languages and "tuition-free" verbiage --Participated in the New York City Charter School Center's online common application --Used a paid platform through PowerSchool and SchoolMint for ease of applying --Distributed flyers and had personal interactions with families in the neighborhood on local streets and businesses, stressing our participation in the National School Food Lunch Program, NYCDOE free bussing, lottery preference for English language learners, and our special education inclusivity --Held multiple open houses at our new school building --Used Talking Points as an application for communicating with parents in their home language --Included photos, videos, and information for prospective applicants on our website --Utilized social media applications and constant contact emails in order 	<p>We intend to:</p> <ul style="list-style-type: none"> --Increase the size of our operations team in order to have one member largely focused on student recruitment and enrollment --Hold frequent internal meetings about student recruitment --Create and display school front signage with multiple languages present --Send multiple Vanguard mass mailings with multiple languages and "tuition-free" verbiage --Participate in the New York City Charter School Center's online common application --Use a paid platform through PowerSchool and SchoolMint for ease of applying --Distribute flyers and have personal interactions with families in the neighborhood on local streets and businesses, stressing our participation in the National School Food Lunch Program, NYCDOE free bussing, lottery preference for English language learners, and our special education inclusivity --Hold multiple open houses at our new school building --Use Talking Points as an application for communicating with parents in their home language --Include photos, videos, and information for prospective applicants on our website --Utilize social media applications and constant contact emails in order to provide information to prospective applicants

	<p>to provide information to prospective applicants</p> <ul style="list-style-type: none"> --Utilized our current scholars and families to help recruit families in the neighborhood, make presentations at open houses, distribute flyers & applications, and answer questions --Used a “concierge” approach with interested families and kept up sustained personal outreach via phone calls, text messages, and emails --Went to local community-based organizations and local businesses to disseminate flyers and information --Advertised on NYC MTA public transportation buses and bus shelters in Queens 	<ul style="list-style-type: none"> --Utilize our current scholars and families to help recruit families in the neighborhood, make presentations at open houses, distribute flyers & applications, and answer questions --Use a “concierge” approach with interested families and keep up sustained personal outreach via phone calls, text messages, and emails. --Go to local community-based organizations and local businesses to disseminate flyers and information --Advertise on NYC MTA public transportation buses and bus shelters in Queens
<p>English Language Learners</p>	<p>For the April 2023 lottery, we received 1476 student applications for 200 open seats. We:</p> <ul style="list-style-type: none"> --Increased the size of our operations team in order to have one member largely focused on student recruitment and enrollment --Held weekly internal meetings about student recruitment --Created and displayed school front signage with multiple languages present --Sent multiple Vanguard mass mailings with multiple languages and “tuition-free” verbiage --Participated in the New York City Charter School Center’s online common application --Used a paid platform through PowerSchool and SchoolMint for ease of applying --Distributed flyers and had personal interactions with families in the neighborhood on local streets and 	<p>We intend to:</p> <ul style="list-style-type: none"> --Increase the size of our operations team in order to have one member largely focused on student recruitment and enrollment --Hold frequent internal meetings about student recruitment --Create and display school front signage with multiple languages present --Send multiple Vanguard mass mailings with multiple languages and “tuition-free” verbiage --Participate in the New York City Charter School Center’s online common application --Use a paid platform through PowerSchool and SchoolMint for ease of applying --Distribute flyers and have personal interactions with families in the neighborhood on local streets and businesses, stressing our participation in the National School

	<p>businesses, stressing our participation in the National School Food Lunch Program, NYCDOE free bussing, lottery preference for English language learners, and our special education inclusivity</p> <ul style="list-style-type: none"> --Held multiple open houses at our new school building --Used Talking Points as an application for communicating with parents in their home language --Included photos, videos, and information for prospective applicants on our website --Utilized social media applications and constant contact emails in order to provide information to prospective applicants --Utilized our current scholars and families to help recruit families in the neighborhood, make presentations at open houses, distribute flyers & applications, and answer questions --Used a “concierge” approach with interested families and kept up sustained personal outreach via phone calls, text messages, and emails --Went to local community-based organizations and local businesses to disseminate flyers and information --Advertised on NYC MTA public transportation buses and bus shelters in Queens 	<p>Food Lunch Program, NYCDOE free bussing, lottery preference for English language learners, and our special education inclusivity</p> <ul style="list-style-type: none"> --Hold multiple open houses at our new school building --Use Talking Points as an application for communicating with parents in their home language --Include photos, videos, and information for prospective applicants on our website --Utilize social media applications and constant contact emails in order to provide information to prospective applicants --Utilize our current scholars and families to help recruit families in the neighborhood, make presentations at open houses, distribute flyers & applications, and answer questions --Use a “concierge” approach with interested families and keep up sustained personal outreach via phone calls, text messages, and emails. --Go to local community-based organizations and local businesses to disseminate flyers and information --Advertise on NYC MTA public transportation buses and bus shelters in Queens
<p>Students with Disabilities</p>	<p>For the April 2023 lottery, we received 1476 student applications for 200 open seats. We:</p> <ul style="list-style-type: none"> --Increased the size of our operations team in order to have one member largely focused on student recruitment and enrollment --Held weekly internal meetings about student recruitment --Created and displayed school front signage with multiple languages 	<p>We intend to:</p> <ul style="list-style-type: none"> --Increase the size of our operations team in order to have one member largely focused on student recruitment and enrollment --Hold frequent internal meetings about student recruitment --Create and display school front signage with multiple languages present --Send multiple Vanguard mass

present

--Sent multiple Vanguard mass mailings with multiple languages and "tuition-free" verbiage

--Participated in the New York City Charter School Center's online common application

--Used a paid platform through PowerSchool and SchoolMint for ease of applying

--Distributed flyers and had personal interactions with families in the neighborhood on local streets and businesses, stressing our participation in the National School Food Lunch Program, NYCDOE free bussing, lottery preference for English language learners, and our special education inclusivity

--Held multiple open houses at our new school building

--Used Talking Points as an application for communicating with parents in their home language

--Included photos, videos, and information for prospective applicants on our website

--Utilized social media applications and constant contact emails in order to provide information to prospective applicants

--Utilized our current scholars and families to help recruit families in the neighborhood, make presentations at open houses, distribute flyers & applications, and answer questions

--Used a "concierge" approach with interested families and kept up sustained personal outreach via phone calls, text messages, and emails

--Went to local community-based organizations and local businesses to disseminate flyers and information

--Advertised on NYC MTA public

mailings with multiple languages and "tuition-free" verbiage

--Participate in the New York City Charter School Center's online common application

--Use a paid platform through PowerSchool and SchoolMint for ease of applying

--Distribute flyers and have personal interactions with families in the neighborhood on local streets and businesses, stressing our participation in the National School Food Lunch Program, NYCDOE free bussing, lottery preference for English language learners, and our special education inclusivity

--Hold multiple open houses at our new school building

--Use Talking Points as an application for communicating with parents in their home language

--Include photos, videos, and information for prospective applicants on our website

--Utilize social media applications and constant contact emails in order to provide information to prospective applicants

--Utilize our current scholars and families to help recruit families in the neighborhood, make presentations at open houses, distribute flyers & applications, and answer questions

--Use a "concierge" approach with interested families and keep up sustained personal outreach via phone calls, text messages, and emails.

--Go to local community-based organizations and local businesses to disseminate flyers and information

--Advertise on NYC MTA public transportation buses and bus shelters in Queens

transportation buses and bus
shelters in Queens

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>In order to retain large numbers of English Language Learners, students with disabilities and students who are eligible for free and reduced priced lunch, we used the following practices throughout the school year:</p> <ul style="list-style-type: none"> –Used bilingual guidance counselors, social workers, operations team members, and administrators to provide student support services –Focused on small group instruction for our most at-risk students –Provided special education services and liaised with CSE on IEP goals/meetings –Implemented a program with one ESL teacher per grade providing push-in/pull out services –Employed AIS and interventionist staff –Utilized a multilingual staff –Used “Talking Points” translation application to ensure parents are comfortable with school communications as conversations appear in the parent’s home language –Conducted frequent teacher-parent outreach and 1:1 guidance when needed –Continued to participate in the NSFLP –Continued to provide an after school program with our community partner SAYA –Held virtual meetings and information sessions for parents 	<p>In order to retain large numbers of English Language Learners, students with disabilities and students who are eligible for free and reduced priced lunch, we will use the following practices throughout the school year:</p> <ul style="list-style-type: none"> –Hire an additional social worker to increase student support services –Use bilingual guidance counselors, social workers, operations team members, and administrators to provide student support services –Focus on small group instruction for our most at-risk students –Provide special education services and liaise with CSE on IEP goals/meetings –Implement a program with one ESL teacher per grade providing push-in/pull out services –Employe AIS and interventionist staff –Utilize a multilingual staff –Use “Talking Points” translation application to ensure parents are comfortable with school communications as conversations appear in the parent’s home language –Conduct frequent teacher-parent outreach and 1:1 guidance when needed –Continue to participate in the NSFLP –Continue to provide an after school program with our community partner SAYA –Hold virtual meetings and

	<ul style="list-style-type: none"> –Provided social-emotional supports like SEL class, special team building sessions, and numerous positive school events, including field trips –Developed a food pantry service for needy families 	<ul style="list-style-type: none"> information sessions for parents –Provide social-emotional supports like SEL class, special team building sessions, and numerous positive school events, including field trips –Develop a food pantry service for needy families
English Language Learners	<p>In order to retain large numbers of English Language Learners, students with disabilities and students who are eligible for free and reduced priced lunch, we used the following practices throughout the school year:</p> <ul style="list-style-type: none"> –Used bilingual guidance counselors, social workers, operations team members, and administrators to provide student support services –Focused on small group instruction for our most at-risk students –Provided special education services and liaised with CSE on IEP goals/meetings –Implemented a program with one ESL teacher per grade providing push-in/pull out services –Employed AIS and interventionist staff –Utilized a multilingual staff –Used “Talking Points” translation application to ensure parents are comfortable with school communications as conversations appear in the parent’s home language –Conducted frequent teacher-parent outreach and 1:1 guidance when needed –Continued to participate in the NSFLP –Continued to provide an after school program with our community 	<p>In order to retain large numbers of English Language Learners, students with disabilities and students who are eligible for free and reduced priced lunch, we will use the following practices throughout the school year:</p> <ul style="list-style-type: none"> –Hire an additional social worker to increase student support services –Use bilingual guidance counselors, social workers, operations team members, and administrators to provide student support services –Focus on small group instruction for our most at-risk students –Provide special education services and liaise with CSE on IEP goals/meetings –Implement a program with one ESL teacher per grade providing push-in/pull out services –Employe AIS and interventionist staff –Utilize a multilingual staff –Use “Talking Points” translation application to ensure parents are comfortable with school communications as conversations appear in the parent’s home language –Conduct frequent teacher-parent outreach and 1:1 guidance when needed –Continue to participate in the NSFLP –Continue to provide an after school

	<p>partner SAYA</p> <ul style="list-style-type: none"> –Held virtual meetings and information sessions for parents –Provided social-emotional supports like SEL class, special team building sessions, and numerous positive school events, including field trips –Developed a food pantry service for needy families 	<p>program with our community partner SAYA</p> <ul style="list-style-type: none"> –Hold virtual meetings and information sessions for parents –Provide social-emotional supports like SEL class, special team building sessions, and numerous positive school events, including field trips –Develop a food pantry service for needy families
Students with Disabilities	<p>In order to retain large numbers of English Language Learners, students with disabilities and students who are eligible for free and reduced priced lunch, we used the following practices throughout the school year:</p> <ul style="list-style-type: none"> –Used bilingual guidance counselors, social workers, operations team members, and administrators to provide student support services –Focused on small group instruction for our most at-risk students –Provided special education services and liaised with CSE on IEP goals/meetings –Implemented a program with one ESL teacher per grade providing push-in/pull out services –Employed AIS and interventionist staff –Utilized a multilingual staff –Used “Talking Points” translation application to ensure parents are comfortable with school communications as conversations appear in the parent’s home language –Conducted frequent teacher-parent outreach and 1:1 guidance when needed –Continued to participate in the 	<p>In order to retain large numbers of English Language Learners, students with disabilities and students who are eligible for free and reduced priced lunch, we will use the following practices throughout the school year:</p> <ul style="list-style-type: none"> –Hire an additional social worker to increase student support services –Use bilingual guidance counselors, social workers, operations team members, and administrators to provide student support services –Focus on small group instruction for our most at-risk students –Provide special education services and liaise with CSE on IEP goals/meetings –Implement a program with one ESL teacher per grade providing push-in/pull out services –Employe AIS and interventionist staff –Utilize a multilingual staff –Use “Talking Points” translation application to ensure parents are comfortable with school communications as conversations appear in the parent’s home language –Conduct frequent teacher-parent outreach and 1:1 guidance when needed

	<p>NSFLP</p> <ul style="list-style-type: none"> –Continued to provide an after school program with our community partner SAYA –Held virtual meetings and information sessions for parents –Provided social-emotional supports like SEL class, special team building sessions, and numerous positive school events, including field trips –Developed a food pantry service for needy families 	<ul style="list-style-type: none"> –Continue to participate in the NSFLP –Continue to provide an after school program with our community partner SAYA –Hold virtual meetings and information sessions for parents –Provide social-emotional supports like SEL class, special team building sessions, and numerous positive school events, including field trips –Develop a food pantry service for needy families
--	--	--

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 27 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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. 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](#).

^[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/employeeefingerprintoct19.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 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.

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, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
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	
iv. Technology	
v. 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, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
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 2023 - Hidden from applicant

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[Org chart](#)

Filename: Org_chart.pdf Size: 61.8 kB

Entry 13 School Calendar

Completed - Jul 27 2023

[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, 2023 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, 2023**.

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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format 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.

[2023-24 Calendar](#)

Filename: 2023-24_Calendar.pdf Size: 210.4 kB

Entry 14 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 (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 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 Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

Optional Additional Documents to Upload (BOR)

Incomplete



**Central Queens Academy
Charter School**

**2022-23 ACCOUNTABILITY PLAN
PROGRESS REPORT**

Submitted to the SUNY Charter Schools Institute on:

October 11, 2022

By Ashish Kapadia and Glenn Liebeck

88-14 Justice Avenue Elmhurst, NY 11373

(718) 271-6200

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

Ashish Kapadia, CQA’s Executive Director, and Glenn Liebeck, CQA’s School Director, prepared this 2022-23 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
Suvadip Bose		Finance Committee
Michelle Hallam		Fundraising Committee
Michael Lee		Fundraising Committee
Tom Ng		Educational Accountability Committee
Bruce Saber		Facility Committee
Sabir Semerkant		Marketing Committee
Michael Tang		Marketing Committee

Ashish Kapadia has served as the Executive Director since September 2020. Glenn Liebeck has served as the School Director since July 2018.

SCHOOL OVERVIEW

Central Queens Academy Charter School opened in 2012. As a middle school, it serves grades 5-8 with approximately 400 scholars. CQA opened an elementary school in August 2021 and had about 300 total kindergarten, first grade, and second grade scholars in 2022-2023. 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 65% Hispanic, 25% Asian, 5% black, and 5% Arab. Annually, about 80-85% 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 2022-2023 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 extra help to teach or re-teach the grade level skills and content that scholars were to master. The school also provided core instruction using technology and software daily. 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
2022-23	103	102	101			106	108	101	95					716

GOAL 1: ENGLISH LANGUAGE ARTS

Goal 1: English Language Arts

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

BACKGROUND

The CQA Middle School Literacy Program incorporates culturally relevant texts that are introduced, analyzed and studied through a combination of read-alouds, book clubs, and independent reading. At the heart of our literacy program is a fundamental understanding of the importance of speaking, listening, reading and writing as a part of each lesson. Therefore, each lesson that is created and implemented is rooted in the four components of language acquisition, comprehension and critical thinking. Within our literacy program there is targeted, tiered instruction that addresses the needs of all scholars (those on grade level, below grade level and above grade level). This includes using guided reading, use of phonics-based programs (S.P.I.R.E and Wilson), Vocabulary Acquisition (Wordly Wise and in-house created materials), Personalized Learning (iReady and in-house teacher created materials). Ultimately all scholars at CQA use literature and writing to navigate themselves within the context of their community and also gain a global perspective. This is done through the lens of the following:

- 5th grade-Resilience and Fortitude
- 6th grade-Power and Positionality
- 7th grade-Growth and Change
- 8th grade-Identity and Voice

The foundation of our program is based on the seminal work of Elaine McEwan (Seven Cognitive Reading Strategies), Ruth Culham (Six Plus One Traits of Writing), and Donald Graves (The Writing Process).

Built into the program, is a robust and authentic assessment program that regularly provides individualized student data. The frequent authentic assessments allow for flexible and responsive grouping. It also increases accuracy in gauging progress towards CQA's annual reading growth goals.

The CQA Elementary School ELA curriculum 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. Then, each module is punctuated with flexible grouped novel studies.

Using the extended day and literacy time (3 hours/day), it is devised to strategically mesh *The Science of Reading* approach with the Expeditionary Learning curricular modules. This blended approach was intentionally chosen after a thorough review of curricula because together they can bridge the gap between the teaching of foundational decoding skills and building depth of comprehension.

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

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 grades 5 through 8 in spring 2023. 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).

2022-23 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	101	3	1		1	106
6	103	2				105
7	97				1	98
8	95					95
All	397	5	1			404

RESULTS AND EVALUATION

About 65% of CQA scholars in at least their second year at the school were proficient on the NYS ELA exam. While CQA did not meet this absolute measure, its proximity to reaching it in the first year of state assessments for full cohorts of scholars is encouraging to the school.

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

Performance on 2022-23 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	59%	101	N/A	N/A
6	51%	103	52%	90
7	69%	97	68%	94
8	76%	94	76%	93
All	64%	395	65%	277

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.

The Institute does not require charters to report on this measure for 2022-23.

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

CQA scholars in at least their second year outperformed scholars in District 24 in grades 6, 7, and 8 as well as collectively in those grade levels by over 16%.

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

2022-23 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	N/A	N/A	N/A	
6	52	90	42.4	3464
7	68	94	47.0	3635
8	76	94	56.8	3798
All	65	278	48.9	10897

ADDITIONAL EVIDENCE

Goal 1: Comparative Measure

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 2022-23 results are not yet available.

As such, The Institute does not require charters to report on this measure for 2022-23.

However, based on the 2021-2022 administration of state exams, CQA met this measure with an effect size of 1.83. CQA met this measure for that year.

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 2022-23.

INTERNAL EXAM RESULTS

During 2022-23, 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 Reading Assessment

CQA utilized the STAR Reading Assessments from Renaissance throughout the 2022-2023 school year in order to determine grade level proficiency in reading. As the chart below shows, CQA

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

scholars grew on average well over one year in reading and nearly 70% 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	7.5	9.5	2.0	66%
Grade 7	6.1	7.8	1.7	63%
Grade 6	5.6	7.1	1.5	70%
Grade 5	4.5	6.5	2.0	77%

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, each grade more than doubled the percent of scholars at or approaching grade level beginning of year as compared to end of year.

Reading		
	% Approaching Grade Level or Higher	
	BOY	EOY
Grade K	35%	85%
Grade 1	32%	78%
Grade 2	37%	76%

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.

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.	Approaching (65%)
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.	Met

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

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.	Met
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 will continue to focus on improving literacy skills in all grades, using a variety of intervention and classroom strategies. CQA will continue to enhance its 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 will be established as targets in that 6-week cycle.

Based on our current data, CQA will make adjustments to its literacy program. Instruction will be divided into the specific goals for both reading and writing. To that end, reading classes in all grades will 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 middle school writing program will continue to be grounded in Ruth Culllen'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 will 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.

For this reason, CQA's elementary school will incorporate some lessons from the new, revamped CKLA curriculum which also includes more phonics than its previous curriculum.

Finally, CQA will continue to identify strong pedagogues who have a background in teaching literacy skills and content at the middle school and elementary school level.

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 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.

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 well 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 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 STEM. STEM is an application-based class for scholars to apply the skills that they are learning in math to real world or tactile problems.

CQA's elementary school's 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 2023. Each student's raw score has been converted to a grade-specific scaled score and a performance level.

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

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).

2022-23 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					
5	104	2				106
6	103	2				105
7	98					98
8	N/A					N/A
All	305	4				309

RESULTS AND EVALUATION

About 78% of CQA scholars in at least their second year at the school were proficient on the NYS MATH exam.

Performance on 2022-23 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	59%	104	N/A	N/A
6	72%	103	69%	91
7	88%	98	87%	95
8	N/A	N/A	N/A	N/A
All	66%	303	78%	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 2023, 84 out of 95 eighth grade scholars (88%) passed that high school math exam.

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

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 2022-23.

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.

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

Scholars in at least their second year at CQA outperformed scholars in District 24 in grades 6 and 7, as well as collectively by over 33%.

2022-23 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	N/A	N/A	N/A	
6	69	91	41.6	3740
7	87	95	47.1	3841
8	N/A	N/A	N/A	
All	78	186	44.4	7581

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)

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

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 2022-23 results are not yet available.

As such, The Institute does not require charters to report on this measure for 2022-23.

However, on the 2021-2022 administration of the state math exams, CQA had an effect size of 1.67 so it met this goal for that year.

Goal 2: Growth Measure

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 2022-23.

INTERNAL EXAM RESULTS

During 2022-23, in addition to the New York State 3rd- 8th grade exams, the middle school primarily used the following assessment to measure student growth and achievement in mathematics: IXL Diagnostic

	MATH			
	Beginning of Year Avg GLE	End of Year Average GLE	Avg. GLE Growth	PCT w/in 1 yr of GL
Grade 8	7.6	8.2	0.6	71%
Grade 7	6.6	7.6	1.0	91%
Grade 6	5.7	6.8	1.1	86%
Grade 5	4.3	6.0	1.7	82%

At the elementary level, CQA utilized "Jar Assessment Program" to track mathematics growth over the course of the school year. As the chart below shows, each grade showed immense growth with 2nd grade more than tripling the percent of scholars at or approaching grade level beginning of year as compared to end of year.

	Reading	
	% Approaching Grade Level or Higher	
	BOY	EOY
Grade K	49%	90%
Grade 1	48%	75%
Grade 2	26%	86%

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

ADDITIONAL CONTEXT AND EVIDENCE

CQA administered the IXL Diagnostic Math Assessments in grades 5, 6, 7, and 8 as part of its analysis to determine how many and which scholars were at or approaching grade level. Over 80% 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.	Met (78%)
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 exam will be greater than that of students in the same tested grades in the school district of comparison.	Met
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.	Met
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 will continue to focus on improving and accelerating mathematics skills in all grades, using a variety of intervention and classroom strategies. We will continue to utilize our greatly enhanced AIS program, 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 will be established as targets in that 6-week cycle.

Instructionally, our elementary scholars will focus on improving their conceptual understanding of math. Through CGI (Cognitive Guided Instruction) and CFL (Context for Learning), we will work 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 will continue to push 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 will continue to transform its 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 were 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 will continue to take significant steps in identifying strong pedagogues who have a background in teaching math content and skills at the elementary school level.

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 basic scientific constructs. CQA strives to build 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.

The elementary school utilizes the Amplify science curriculum with an emphasis on hand-on learning and experimentation.

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 2023. 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%.

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

RESULTS AND EVALUATION

Sixty-one out of 94 scholars in 8th grade passed the Earth Science Regents Exam with at least 65%. That is 65% of the cohort.

Charter School Performance on 2022-23 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	65	94
All	65	94

ADDITIONAL EVIDENCE

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

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
8	2022-23	Earth Science	65	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. The 2022-23 school year saw a precipitous drop in in Regents exam scores which we attribute to an extended maternity leave of the instructor. With the return of the instructor in the 2023-24 school year, we expect the scores to rise back to historical levels.

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.

District 24 data is not available at this time for reporting.

SUMMARY OF THE ELEMENTARY/MIDDLE SCIENCE GOAL

We believe CQA met its science goal for the 2022-2023 school year.

ACTION PLAN

CQA will continue to focus on improving science skills and content understanding in all grades. We will utilize an inquiry model of instruction centered on experiential learning to support content understanding and big unit connections. Additionally, we will use a variety of intervention and classroom strategies. This year we will continue to use our enhanced 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 will be established as targets 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 2022-23 school accountability statuses are the same as those assigned for the 2021-22 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.

2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

Accountability Status by Year

Year	Status
2019-20	In Good Standing
2020-21	In Good Standing
2021-22	In Good Standing
2022-23	In Good Standing



Transmittal Form
Annual Financial Statement Audit Report
for SUNY Authorized Charter Schools

Charter School Name:	Central Queens Academy Charter School
Audit Period:	2022-23
Prior Period:	2021-22
Report Due Date:	Wednesday, November 1, 2023
School Fiscal Contact Name:	Michelle Dalpiaz
School Fiscal Contact Email:	michelle.dalpiaz@centralqueensacademy.org
School Fiscal Contact Phone:	718-271-6200
School Audit Firm Name:	SAX,LLP
School Audit Contact Name:	Mike Schall
School Audit Contact Email:	mschall@saxllp.com
School Audit Contact Phone:	212-268-2804

SUNY CHARTER SCHOOLS INSTITUTE - Reporting Requirements:

Online Portal: <https://my.epicenternow.org/>

Required 8 Items:

- 1) The independent auditor's report on financial statements and notes;
- 2) Excel template file with appropriate sheets completed: Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets; and
- 3) Reports on internal controls over financial reporting and on compliance.

And, if applicable:

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc. If not applicable enter "N/A."

	<i>If not included, state the reason(s) below. Or, if not applicable fill in "N/A"):</i>
4) Management Letter	
5) Management Letter Response	N/A
6) Form 990; or Extension Form 8868	
7) Federal Single Audit/ Uniform Guidance in 2 CFR Part 200, Subpart F	TBD; due later
8) Corrective Action Plan	N/A

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
Statement of Financial Position
as of June 30, 2023

<u>ASSETS</u>	<u>2022-23</u>	<u>2021-22</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 15,129,029	\$ 10,773,047
Grants and contracts receivable	792,548	438,807
Accounts receivables	-	-
Prepaid expenses	359,871	167,801
Contributions and other receivables	1,723,880	2,121,377
TOTAL CURRENT ASSETS	18,005,328	13,501,032
<u>PROPERTY, BUILDING AND EQUIPMENT, net</u>	86,736,949	825,039
<u>OTHER ASSETS</u>	81,000	79,515
TOTAL ASSETS	104,823,277	14,405,586
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 1,750,454	\$ 1,606,906
Accrued payroll and benefits	-	-
Deferred Revenue	111,650	67,878
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
TOTAL CURRENT LIABILITIES	1,862,104	1,674,784
<u>LONG-TERM LIABILITIES</u>		
Deferred Rent	-	-
All other long-term debt and notes payable, net current maturities	88,717,185	43,506
TOTAL LONG-TERM LIABILITIES	88,717,185	43,506
TOTAL LIABILITIES	90,579,289	1,718,290
<u>NET ASSETS</u>		
Without Donor Restrictions	13,832,988	12,312,163
With Donor Restrictions	411,000	375,133
TOTAL NET ASSETS	14,243,988	12,687,296
TOTAL LIABILITIES AND NET ASSETS	104,823,277	14,405,586

CK - Should be zero

-

-

CENTRAL QUEENS ACADEMY CHARTER SCHOOL

Statement of Activities

as of June 30, 2023

	2022-23			2021-22
	Without Donor Restrictions	With Donor Restrictions	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
Public School District				
Resident Student Enrollment	\$ 12,367,394		\$ 12,367,394	\$ 8,251,876
Students with disabilities	865,519	-	865,519	617,316
Grants and Contracts				
State and local	-	-	-	-
Federal - Title and IDEA	221,403	-	221,403	694,323
Federal - Other	1,244,268	-	1,244,268	-
Other	-	-	-	-
NYC DoE Rental Assistance	2,575,871	-	2,575,871	1,275,828
Food Service/Child Nutrition Program	526,613	-	526,613	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	17,801,068	-	17,801,068	10,839,343
EXPENSES				
Program Services				
Regular Education	\$ 13,009,544	\$ -	\$ 13,009,544	\$ 7,194,828
Special Education	1,895,511	-	1,895,511	1,190,974
Other Programs	-	-	-	-
Total Program Services	14,905,055	-	14,905,055	8,385,802
Management and general	1,799,614	-	1,799,614	1,259,529
Fundraising	658,130	-	658,130	394,416
TOTAL OPERATING EXPENSES	17,362,799	-	17,362,799	10,039,747
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	438,269	-	438,269	799,596
SUPPORT AND OTHER REVENUE				
Contributions				
Foundations	\$ 329,782	\$ 199,000	\$ 528,782	\$ 972,638
Individuals	38,871	-	38,871	249,872
Corporations	-	-	-	120,304
Fundraising	106,821	-	106,821	-
Interest income	421,542	-	421,542	20,445
Miscellaneous income	22,407	-	22,407	42,964
Net assets released from restriction	163,133	(163,133)	-	-
TOTAL SUPPORT AND OTHER REVENUE	1,082,556	35,867	1,118,423	1,406,223
CHANGE IN NET ASSETS	1,520,825	35,867	1,556,692	2,205,819
NET ASSETS BEGINNING OF YEAR	12,312,163	375,133	12,687,296	10,481,477
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS END OF YEAR	\$ 13,832,988	\$ 411,000	\$ 14,243,988	\$ 12,687,296

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
Statement of Cash Flows
as of June 30, 2023

	<u>2022-23</u>	<u>2021-22</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 1,556,692	\$ 2,205,819
Revenues from School Districts	-	27,692
Accounts Receivable	(155,272)	(466,162)
Due from School Districts	-	-
Depreciation	231,802	103,886
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	6,958	48,012
Accounts Payable	-	-
Accrued Expenses	176,710	593,209
Accrued Liabilities	\$ (101,040)	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	111,650	-
Interest payments	-	-
Other	2,879,395	(46,986)
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 4,706,895	\$ 2,465,470
CASH FLOWS - INVESTING ACTIVITIES		
Purchase of equipment	(349,428)	(399,680)
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (349,428)	\$ (399,680)
CASH FLOWS - FINANCING ACTIVITIES		
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 4,357,467	\$ 2,065,790
Cash at beginning of year	10,852,562	8,786,772
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 15,210,029	\$ 10,852,562

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
Statement of Functional Expenses
as of June 30, 2023

	No. of Positions	2022-23							2021-22	
		Program Services				Supporting Services			Total	Total
		Regular Education	Special Education	Other Education	Total	Fund-raising	Management and General	Total		
\$	\$	\$	\$	\$	\$	\$	\$	\$		
Personnel Services Costs										
Administrative Staff Personnel	-	-	-	-	-	-	-	-	-	-
Instructional Personnel	76.00	4,419,725	598,957	-	5,018,682	-	-	-	5,018,682	3,434,113
Non-Instructional Personnel	20.00	866,189	319,797	-	1,185,986	438,643	1,073,687	1,512,330	2,698,316	2,466,770
Total Salaries and Staff	96.00	5,285,913	918,754	-	6,204,667	438,643	1,073,687	1,512,330	7,716,997	5,900,883
Fringe Benefits & Payroll Taxes		1,180,843	159,401	-	1,340,244	31,431	109,859	141,290	1,481,534	1,060,774
Retirement		-	-	-	-	-	-	-	-	-
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-	-	70,141
Accounting / Audit Services		-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting Services		190,938	25,339	-	216,277	4,996	87,021	92,017	308,294	155,655
Building and Land Rent / Lease / Facility Finance Interest		4,918,695	699,294	-	5,617,989	137,889	443,083	580,972	6,198,961	2,075,310
Repairs & Maintenance		22,755	3,235	-	25,990	638	2,230	2,868	28,858	8,874
Insurance		58,077	8,257	-	66,334	1,628	5,691	7,319	73,653	67,262
Utilities		167,874	23,867	-	191,741	4,706	16,449	21,155	212,896	68,489
Supplies / Materials		812,795	6,134	-	818,929	-	-	-	818,929	228,217
Equipment / Furnishings		25,455	6,518	-	31,973	1,285	4,492	5,777	37,750	29,870
Staff Development		40,012	1,181	-	41,193	233	814	1,047	42,240	26,528
Marketing / Recruitment		49,986	7,107	-	57,093	29,499	4,898	34,397	91,490	82,708
Technology		72,539	10,313	-	82,852	2,034	7,108	9,142	91,994	88,541
Food Service		-	-	-	-	-	-	-	-	-
Student Services		-	-	-	-	-	-	-	-	-
Office Expense		13,591	1,932	-	15,523	381	1,332	1,713	17,236	18,932
Depreciation		166,560	499	-	167,059	4,710	36,852	41,562	208,621	103,886
OTHER		3,511	23,680	-	27,191	57	6,098	6,155	33,346	53,677
Total Expenses		\$ 13,009,544	\$ 1,895,511	\$ -	\$ 14,905,055	\$ 658,130	\$ 1,799,614	\$ 2,457,744	\$ 17,362,799	\$ 10,039,747

Central Queens Academy Charter School 2023-2024 CALENDAR eff. 6.26.23

AUGUST '23						
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		

17 First Day for new teachers + GLLs
 21 First Day for returning teachers
 29 First Day of School for grades K, 3 and 5
 30 First Day of School for grades 1, 2, 6, 7 and 8

FEBRUARY '24						
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		

14-15 Early Release for Parent-Teacher Conferences
 16 Asynchronous Day
 19-23 No School for Midwinter Recess

SEPTEMBER '23						
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

4 No School for Labor Day
 19 Back to School Night for grades K and 5
 20 Back to School Night for grades 1, 2, and 3
 21 Back to School Night for grades 6, 7, and 8
 25 No School for Yom Kippur

MARCH '24						
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						

15 Asynchronous Day
 28 End of Q3
 29 No School for Good Friday

OCTOBER '23						
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				

9 No School for Indigenous People's Day/Italian Heritage Day

APRIL '24						
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				

1 No School for Easter Monday
 8-9 NYS ELA Exam G3,5
 10 No School for Eid al Fitr
 11-12 NYS ELA Exam G 6
 15-16 NYS ELA Exam G 7
 17-18 NYS ELA Exam G 8
 22-30 No School for Spring Break

NOVEMBER '23						
S	M	T	W	Th	F	S
					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		

3 End of Q1
 7 No School for Staff PD Day
 20-21 Early Release for Parent-Teacher Conferences
 22 Asynchronous Day
 23-24 No School for Thanksgiving

MAY '24						
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	

6-7 NYS Math Exam G3,5
 8-9 NYS Math Exam G6,7
 10 Asynchronous Day and any Math Exam Make-Ups
 13-14 NYS Sci Exam G5
 27 No School for Memorial Day

DECEMBER '23						
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						

15 Asynchronous Day
 25-29 No School for Winter Break

JUNE '24						
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						

4 NYS Alg. Regents Exam G8
 6 Chancellor's Day (Staff PD)
 14 End of Q4
 17 No School for Eid-al-Adha
 18 & 20 Early Release
 19 No School for Juneteenth
 21 Last Day of School for Kindergarten through 7th Grade and early release
 24 Possible Regents Exam Day for Grade 8

JANUARY '24						
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			

1 No School for New Year's Day
 15 No School for Dr. Martin Luther King Day
 19 End of Q2

JULY '24						
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			

1-26 Tentative Summer School Dates
 4 & 5 No Summer School for Independence Day



**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
--------------	---------------------------------------

CONTACT INFORMATION

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

REPORT PERIOD

Current Academic Year:	2023-24
Prior Academic Year:	2022-23

**CENTRAL QUEENS ACADEMY CHARTER SCHOOL
2023-24**

ENROLLMENT BY GRADES												
GRADES	K	1	2	3	4	5	6	7	8	9	10	11
INITIAL BUDGETED ENROLLMENT	100	100	100	100		105	100	105	95			
TOTAL ENROLLMENT = 805												

ENROLLMENT BY DISTRICT													
	PRIOR YEAR ACTUAL	ANNUAL BUDGET TOTAL DISTRICTS/ENROLLMENT BY QUARTER								ACTUAL QUARTERLY TOTAL DISTRICTS/ENROLLMENT			
		QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1	QUARTER 2	QUARTER 3	
		Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	
NUMBER OF SCHOOL DISTRICTS ENROLLED:	1	1	0	1	0	1	0	1	0	0	0	0	
NUMBER OF STUDENTS ENROLLED:	701.461	805	0	805	0	805	0	805	0	0	0	0	
*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.													
PRIMARY/OTHER	DISTRICT NAME(S)	PRIOR YEAR 2022-23 Actual Enrollment	ANNUAL BUDGET ENROLLMENT BY QUARTER								ACTUAL ENROLLMENT BY QUAR		
			QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1	QUARTER 2	QUARTER 3
			Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Actual Enrollment	Actual Enrollment	Actual Enrollment
1	PRIMARY District	New York City Department of Education	701.461	805		805		805		805			
2	SECONDARY District	(Select from drop-down list) →											

		PRIOR YEAR	ANNUAL BUDGET								ACTUAL ENROLLMENT BY QUAR		
		2022-23	QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1	QUARTER 2	QUARTER 3
PRIMARY/OTHER	DISTRICT NAME(S)	Actual Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Actual Enrollment	Actual Enrollment	Actual Enrollment

12

JT
QUARTER 4
Actual
0
0

TER
QUARTER 4
Actual Enrollment

TER
QUARTER 4
Actual Enrollment

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
Budget / Operating Plan
2023-24

Total Revenue	17,022,450	4,844,748	-	-	4,844,748	-	-	4,844,748	-	-	4,844,748	-	-
Total Expenses	16,130,290	4,719,339	-	-	4,719,339	-	-	4,719,339	-	-	4,719,336	-	-
Net Income	892,160	125,409	-	-	125,409	-	-	125,409	-	-	125,412	-	-
Actual Student Enrollment	701	805	-	-	805	-	-	805	-	-	805	-	-

	Prior Year Actual 2022-23 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

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS		Avg. No. of Positions	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
Executive Management	1.00	218,707	50,700	-	-	50,700	-	-	50,700	-	-	50,700	-	-
Instructional Management	8.00	737,828	281,254	-	-	281,254	-	-	281,254	-	-	281,254	-	-
Deans, Directors & Coordinators	4.00	425,351	102,205	-	-	102,205	-	-	102,205	-	-	102,205	-	-
CFO / Director of Finance	1.00	168,236	42,900	-	-	42,900	-	-	42,900	-	-	42,900	-	-
Operation / Business Manager	2.00	252,035	44,200	-	-	44,200	-	-	44,200	-	-	44,200	-	-
Administrative Staff	11.00	867,509	229,632	-	-	229,632	-	-	229,632	-	-	229,632	-	-
TOTAL ADMINISTRATIVE STAFF	27.00	2,669,666	750,891	-	-	750,891	-	-	750,891	-	-	750,891	-	-

INSTRUCTIONAL PERSONNEL COSTS			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
Teachers - Regular	36.00	2,755,389	856,370	-	-	856,370	-	-	856,370	-	-	856,368	-	-
Teachers - SPED	8.00	638,435	151,819	-	-	151,819	-	-	151,819	-	-	151,819	-	-
Substitute Teachers	13.00	419,825	187,325	-	-	187,325	-	-	187,325	-	-	187,325	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Specialty Teachers	19.00	1,324,718	412,916	-	-	412,916	-	-	412,916	-	-	412,916	-	-
Aides	3.00	-	32,125	-	-	32,125	-	-	32,125	-	-	32,125	-	-
Therapists & Counselors	5.00	332,554	100,668	-	-	100,668	-	-	100,668	-	-	100,668	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	84.00	5,470,921	1,741,223	-	-	1,741,223	-	-	1,741,223	-	-	1,741,221	-	-

NON-INSTRUCTIONAL PERSONNEL COSTS			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
Nurse	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Custodian	1.00	67,294	17,160	-	-	17,160	-	-	17,160	-	-	17,160	-	-
Security	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	1.00	67,294	17,160	-	-	17,160	-	-	17,160	-	-	17,160	-	-

SUBTOTAL PERSONNEL SERVICE COSTS	112.00	8,207,881	2,509,273	-	-	2,509,273	-	-	2,509,273	-	-	2,509,271	-	-
---	---------------	------------------	------------------	---	---	------------------	---	---	------------------	---	---	------------------	---	---

PAYROLL TAXES AND BENEFITS			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
Payroll Taxes		697,670	213,288	-	-	213,288	-	-	213,288	-	-	213,288	-	-
Fringe / Employee Benefits		914,460	269,535	-	-	269,535	-	-	269,535	-	-	269,535	-	-
Retirement / Pension		246,236	75,278	-	-	75,278	-	-	75,278	-	-	75,278	-	-
TOTAL PAYROLL TAXES AND BENEFITS		1,858,366	558,102	-	-	558,102	-	-	558,102	-	-	558,102	-	-

TOTAL PERSONNEL SERVICE COSTS	112.00	10,066,247	3,067,375	-	-	3,067,375	-	-	3,067,375	-	-	3,067,373	-	-
--------------------------------------	---------------	-------------------	------------------	---	---	------------------	---	---	------------------	---	---	------------------	---	---

CONTRACTED SERVICES			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
Accounting / Audit		40,240	10,641	-	-	10,641	-	-	10,641	-	-	10,641	-	-
Legal		35,000	8,750	-	-	8,750	-	-	8,750	-	-	8,750	-	-
Management Company Fee		-	-	-	-	-	-	-	-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-	-	-	-	-	-	-	-
Food Service / School Lunch		136,500	34,125	-	-	34,125	-	-	34,125	-	-	34,125	-	-
Payroll Services		154,332	45,959	-	-	45,959	-	-	45,959	-	-	45,959	-	-
Special Ed Services		-	-	-	-	-	-	-	-	-	-	-	-	-
Titement Services (i.e. Title I)		-	-	-	-	-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting		84,278	20,651	-	-	20,651	-	-	20,651	-	-	20,651	-	-
TOTAL CONTRACTED SERVICES		450,350	120,126	-	-	120,126	-	-	120,126	-	-	120,126	-	-

CENTRAL QUEENS ACADEMY CHARTER SCHOOL													
Budget / Operating Plan													
2023-24													
Total Revenue	17,022,450	4,844,748	-	-	4,844,748	-	-	4,844,748	-	-	4,844,748	-	
Total Expenses	16,130,290	4,719,339	-	-	4,719,339	-	-	4,719,339	-	-	4,719,336	-	
Net Income	892,160	125,409	-	-	125,409	-	-	125,409	-	-	125,412	-	
Actual Student Enrollment	701	805	-	-	805	-	-	805	-	-	805	-	
	Prior Year Actual 2022-23 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
SCHOOL OPERATIONS													
Board Expenses	8,600	2,151		-	2,151		-	2,151		-	2,151		-
Classroom / Teaching Supplies & Materials	110,097	30,266		-	30,266		-	30,266		-	30,266		-
Special Ed Supplies & Materials	7,250	1,813		-	1,813		-	1,813		-	1,813		-
Textbooks / Workbooks	122,484	22,459		-	22,459		-	22,459		-	22,459		-
Supplies & Materials other	126,255	28,669		-	28,669		-	28,669		-	28,669		-
Equipment / Furniture	17,298	5,054		-	5,054		-	5,054		-	5,054		-
Telephone	19,351	4,599		-	4,599		-	4,599		-	4,599		-
Technology	91,793	27,728		-	27,728		-	27,728		-	27,728		-
Student Testing & Assessment	25,000	13,078		-	13,078		-	13,078		-	13,078		-
Field Trips	36,664	11,319		-	11,319		-	11,319		-	11,319		-
Transportation (student)	16,000	4,500		-	4,500		-	4,500		-	4,500		-
Student Services - other	222,700	42,338		-	42,338		-	42,338		-	42,338		-
Office Expense	64,237	18,649		-	18,649		-	18,649		-	18,649		-
Staff Development	49,943	11,071		-	11,071		-	11,071		-	11,071		-
Staff Recruitment	58,954	14,921		-	14,921		-	14,921		-	14,921		-
Student Recruitment / Marketing	41,309	12,669		-	12,669		-	12,669		-	12,669		-
School Meals / Lunch	-	-		-	-		-	-		-	-		-
Travel (Staff)	7,500	2,500		-	2,500		-	2,500		-	2,500		-
Fundraising	39,541	10,837		-	10,837		-	10,837		-	10,837		-
Other	47,598	15,193		-	15,193		-	15,193		-	15,193		-
TOTAL SCHOOL OPERATIONS	1,112,574	279,811		-	279,811		-	279,811		-	279,811		-
FACILITY OPERATION & MAINTENANCE													
Insurance	132,831	20,628		-	20,628		-	20,628		-	20,628		-
Janitorial	261,598	102,229		-	102,229		-	102,229		-	102,229		-
Building and Land Rent / Lease / Facility Finance Interest	3,316,640	902,568.50		-	902,569		-	902,569		-	902,569		-
Repairs & Maintenance	56,702	12,536		-	12,536		-	12,536		-	12,536		-
Equipment / Furniture	50,022	16,000		-	16,000		-	16,000		-	16,000		-
Security	78,850	19,254		-	19,254		-	19,254		-	19,254		-
Utilities	204,074	84,558		-	84,558		-	84,558		-	84,558		-
TOTAL FACILITY OPERATION & MAINTENANCE	4,100,717	1,157,772		-	1,157,772		-	1,157,772		-	1,157,772		-
DEPRECIATION & AMORTIZATION	297,902	79,006		-	79,006		-	79,006		-	79,006		-
COVID-19 / CONTINGENCY	102,500	15,250		-	15,250		-	15,250		-	15,249		-
DEFERRED RENT	-	-		-	-		-	-		-	-		-
TOTAL EXPENSES	16,130,290	4,719,339		-	4,719,339		-	4,719,339		-	4,719,336		-
NET INCOME	892,160	125,409		-	125,409		-	125,409		-	125,412		-

		CENTRAL QUEENS ACADEMY CHARTER SCHOOL					DESCRIPTION OF ASSUMPTIONS
		Budget / Operating Plan					
		2023-24					
		19,378,992	19,378,992	-	2,356,542	2,356,542	
Total Revenue		19,378,992	19,378,992	-	2,356,542	2,356,542	
Total Expenses		18,877,352	18,877,352	-	(2,747,062)	(2,747,062)	
Net Income		501,640	501,640	-	(390,520)	(390,520)	
Actual Student Enrollment							
		Total Year			VARIANCE		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
REVENUE							
REVENUES FROM STATE SOURCES	2023-24						
Per Pupil Revenue	Per Pupil Rate						
New York City Department of Education	18,340	14,763,700	14,763,700	-	2,337,370	2,337,370	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
ALL OTHER School Districts: (Weighted Avg)	-	-	-	-	-	-	
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	18,340	14,763,700	14,763,700	-	2,337,370	2,337,370	
Special Education Revenue		710,002	710,002	-	51,950	51,950	
Grants							
Stimulus		-	-	-	-	-	
DYCD (Department of Youth and Community Development)		-	-	-	-	-	
Other		-	-	-	-	-	
NYC DoE Rental Assistance		3,301,200	3,301,200	-	657,300	657,300	
Other		55,716	55,716	-	25,341	25,341	
TOTAL REVENUE FROM STATE SOURCES		18,830,618	18,830,618	-	3,071,961	3,071,961	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		44,320	44,320	-	15,133	15,133	
Title I		150,036	150,036	-	(58,644)	(58,644)	
Title Funding - Other		14,031	14,031	-	1,743	1,743	
School Food Service (Free Lunch)		-	-	-	-	-	
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other		56,987	56,987	-	(591,471)	(591,471)	
TOTAL REVENUE FROM FEDERAL SOURCES		265,374	265,374	-	(633,239)	(633,239)	
LOCAL and OTHER REVENUE							
Contributions and Donations		61,000	61,000	-	(41,500)	(41,500)	
Fundraising		-	-	-	-	-	
Erate Reimbursement		-	-	-	(48,516)	(48,516)	
Earnings on Investments		-	-	-	-	-	
Interest Income		-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	
Text Book		-	-	-	-	-	
OTHER		222,000	222,000	-	7,836	7,836	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		283,000	283,000	-	(82,180)	(82,180)	
TOTAL REVENUE		19,378,992	19,378,992	-	2,356,542	2,356,542	

		CENTRAL QUEENS ACADEMY CHARTER SCHOOL					DESCRIPTION OF ASSUMPTIONS
		Budget / Operating Plan					
		2023-24					
		19,378,992	19,378,992	-	2,356,542	2,356,542	
Total Revenue		19,378,992	19,378,992	-	2,356,542	2,356,542	
Total Expenses		18,877,352	18,877,352	-	(2,747,062)	(2,747,062)	
Net Income		501,640	501,640	-	(390,520)	(390,520)	
Actual Student Enrollment							
		Total Year			VARIANCE		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS	Avg. No. of Positions						
Executive Management	1.00	202,800	202,800	-	15,907	15,907	
Instructional Management	8.00	1,125,015	1,125,015	-	(387,187)	(387,187)	
Deans, Directors & Coordinators	4.00	408,820	408,820	-	16,531	16,531	
CFO / Director of Finance	1.00	171,600	171,600	-	(3,364)	(3,364)	
Operation / Business Manager	2.00	176,800	176,800	-	75,235	75,235	
Administrative Staff	11.00	918,527	918,527	-	(51,018)	(51,018)	
TOTAL ADMINISTRATIVE STAFF	27.00	3,003,562	3,003,562	-	(333,896)	(333,896)	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	36.00	3,425,479	3,425,479	-	(670,090)	(670,090)	
Teachers - SPED	8.00	607,277	607,277	-	31,158	31,158	
Substitute Teachers	13.00	749,300	749,300	-	(329,475)	(329,475)	
Teaching Assistants	-	-	-	-	-	-	
Specialty Teachers	19.00	1,651,662	1,651,662	-	(326,944)	(326,944)	
Aides	3.00	128,500	128,500	-	(128,500)	(128,500)	
Therapists & Counselors	5.00	402,671	402,671	-	(70,117)	(70,117)	
Other	-	-	-	-	-	-	
TOTAL INSTRUCTIONAL	84.00	6,964,889	6,964,889	-	(1,493,968)	(1,493,968)	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	1.00	68,640	68,640	-	(1,346)	(1,346)	
Security	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL NON-INSTRUCTIONAL	1.00	68,640	68,640	-	(1,346)	(1,346)	
SUBTOTAL PERSONNEL SERVICE COSTS	112.00	10,037,091	10,037,091	-	(1,829,210)	(1,829,210)	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		853,153	853,153	-	(155,483)	(155,483)	
Fringe / Employee Benefits		1,078,140	1,078,140	-	(163,680)	(163,680)	
Retirement / Pension		301,113	301,113	-	(54,877)	(54,877)	
TOTAL PAYROLL TAXES AND BENEFITS		2,232,406	2,232,406	-	(374,040)	(374,040)	
TOTAL PERSONNEL SERVICE COSTS	112.00	12,269,497	12,269,497	-	(2,203,250)	(2,203,250)	
CONTRACTED SERVICES							
Accounting / Audit		42,562	42,562	-	(2,322)	(2,322)	
Legal		35,000	35,000	-	-	-	
Management Company Fee		-	-	-	-	-	
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		136,500	136,500	-	-	-	
Payroll Services		183,836	183,836	-	(29,504)	(29,504)	
Special Ed Services		-	-	-	-	-	
Titlement Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		82,605	82,605	-	1,673	1,673	
TOTAL CONTRACTED SERVICES		480,503	480,503	-	(30,153)	(30,153)	

CENTRAL QUEENS ACADEMY CHARTER SCHOOL						DESCRIPTION OF ASSUMPTIONS
Budget / Operating Plan						
2023-24						
Total Year						
				VARIANCE		
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
Total Revenue	19,378,992	19,378,992	-	2,356,542	2,356,542	
Total Expenses	18,877,352	18,877,352	-	(2,747,062)	(2,747,062)	
Net Income	501,640	501,640	-	(390,520)	(390,520)	
Actual Student Enrollment						
SCHOOL OPERATIONS						
Board Expenses	8,603	8,603	-	(3)	(3)	
Classroom / Teaching Supplies & Materials	121,062	121,062	-	(10,965)	(10,965)	
Special Ed Supplies & Materials	7,250	7,250	-	-	-	
Textbooks / Workbooks	89,836	89,836	-	32,648	32,648	
Supplies & Materials other	114,676	114,676	-	11,579	11,579	
Equipment / Furniture	20,215	20,215	-	(2,917)	(2,917)	
Telephone	18,397	18,397	-	954	954	
Technology	110,910	110,910	-	(19,117)	(19,117)	
Student Testing & Assessment	52,310	52,310	-	(27,310)	(27,310)	
Field Trips	45,274	45,274	-	(8,610)	(8,610)	
Transportation (student)	18,000	18,000	-	(2,000)	(2,000)	
Student Services - other	169,350	169,350	-	53,350	53,350	
Office Expense	74,596	74,596	-	(10,359)	(10,359)	
Staff Development	44,283	44,283	-	5,660	5,660	
Staff Recruitment	59,685	59,685	-	(731)	(731)	
Student Recruitment / Marketing	50,676	50,676	-	(9,367)	(9,367)	
School Meals / Lunch	-	-	-	-	-	
Travel (Staff)	10,000	10,000	-	(2,500)	(2,500)	
Fundraising	43,349	43,349	-	(3,808)	(3,808)	
Other	60,770	60,770	-	(13,172)	(13,172)	
TOTAL SCHOOL OPERATIONS	1,119,242	1,119,242	-	(6,668)	(6,668)	
FACILITY OPERATION & MAINTENANCE						
Insurance	82,511	82,511	-	50,320	50,320	
Janitorial	408,914	408,914	-	(147,316)	(147,316)	
Building and Land Rent / Lease / Facility Finance Interest	3,610,274	3,610,274	-	(293,634)	(293,634)	
Repairs & Maintenance	50,143	50,143	-	6,559	6,559	
Equipment / Furniture	64,000	64,000	-	(13,978)	(13,978)	
Security	77,014	77,014	-	1,836	1,836	
Utilities	338,233	338,233	-	(134,159)	(134,159)	
TOTAL FACILITY OPERATION & MAINTENANCE	4,631,089	4,631,089	-	(530,372)	(530,372)	
DEPRECIATION & AMORTIZATION	316,022	316,022	-	(18,120)	(18,120)	
COVID-19 / CONTINGENCY	60,999	60,999	-	41,501	41,501	
DEFERRED RENT	-	-	-	-	-	
TOTAL EXPENSES	18,877,352	18,877,352	-	(2,747,062)	(2,747,062)	
NET INCOME	501,640	501,640	-	(390,520)	(390,520)	

CENTRAL QUEENS ACADEMY CHARTER SCHOOL													
Budget / Operating Plan													
2023-24													
Total Revenue	17,022,450	4,844,748	-	-	4,844,748	-	-	4,844,748	-	-	4,844,748	-	
Total Expenses	16,130,290	4,719,339	-	-	4,719,339	-	-	4,719,339	-	-	4,719,339	-	
Net Income	892,160	125,409	-	-	125,409	-	-	125,409	-	-	125,412	-	
Actual Student Enrollment	701	805	-	-	805	-	-	805	-	-	805	-	
	Prior Year Actual 2022-23 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
CASH FLOW ADJUSTMENTS													
OPERATING ACTIVITIES {enter descriptions below}													
Example - Add Back Depreciation	297,902	79,006	-	-	79,006	-	-	79,006	-	-	79,006	-	
Other	102,500	15,250	-	-	15,250	-	-	15,250	-	-	15,250	-	
Total Operating Activities	400,402	94,256	-	-	94,256	-	-	94,256	-	-	94,256	-	
INVESTMENT ACTIVITIES {enter descriptions below}													
Example - Subtract Property and Equipment Expenditures	(768,638)	(98,744)	-	-	(98,744)	-	-	(98,744)	-	-	(98,744)	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	
Total Investment Activities	(768,638)	(98,744)	-	-	(98,744)	-	-	(98,744)	-	-	(98,744)	-	
FINANCING ACTIVITIES {enter descriptions below}													
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	
Total Cash Flow Adjustments	(368,236)	(4,489)	-	-	(4,489)	-	-	(4,489)	-	-	(4,489)	-	
NET INCOME	523,924	120,921	-	-	120,921	-	-	120,921	-	-	120,924	-	
Beginning Cash Balance	10,410,145	10,934,069	-	-	11,054,990	-	-	11,175,910	-	-	11,296,831	-	
ENDING CASH BALANCE	10,934,069	11,054,990	-	-	11,175,910	-	-	11,296,831	-	-	11,417,754	-	

CENTRAL QUEENS ACADEMY CHARTER SCHOOL						
Budget / Operating Plan						
2023-24						
	Total Year			VARIANCE		DESCRIPTION OF ASSUMPTIONS
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
Total Revenue	19,378,992	19,378,992	-	2,356,542	2,356,542	
Total Expenses	18,877,352	18,877,352	-	(2,747,062)	(2,747,062)	
Net Income	501,640	501,640	-	(390,520)	(390,520)	
Actual Student Enrollment						
CASH FLOW ADJUSTMENTS						
OPERATING ACTIVITIES <i>{enter descriptions below}</i>						
Example - Add Back Depreciation	316,022	316,022	-	18,120	18,120	
Other	61,000	61,000	-	(41,500)	(41,500)	
Total Operating Activities	377,022	377,022	-	(23,380)	(23,380)	
INVESTMENT ACTIVITIES <i>{enter descriptions below}</i>						
Example - Subtract Property and Equipment Expenditures	(394,977)	(394,977)	-	373,661	373,661	
Other	-	-	-	-	-	
Total Investment Activities	(394,977)	(394,977)	-	373,661	373,661	
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	(17,955)	(17,955)	-	350,281	350,281	
NET INCOME	483,685	483,685	-	(40,239)	(40,239)	
Beginning Cash Balance	10,934,069	10,934,069	-	523,924	523,924	
ENDING CASH BALANCE	11,417,754	11,417,754	-	483,685	483,685	

CENTRAL QUEENS ACADEMY CHARTER SCHOOL
BALANCE SHEET
2023-24

	Prior Year	Q1	Q2	Q3	Q4
	2022-23	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	-	-	-	-	-
LONG-TERM DEBT and NOTES PAYABLE, net current maturities	-	-	-	-	-
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

2023-24

Total Revenue	-	4,844,748	-	-	4,844,748	-	-	4,844,748	-	-	4,844,748	-
Total Expenses	-	4,719,339	-	-	4,719,339	-	-	4,719,339	-	-	4,719,336	-
Net Income	-	125,409	-	-	125,409	-	-	125,409	-	-	125,412	-
Actual Student Enrollment	-	805	-	-	805	-	-	805	-	-	805	-

*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

EXPENSES	Quarter 0 No. of Positions	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
ADMINISTRATIVE STAFF PERSONNEL COSTS													
Executive Management	-	50,700	-	50,700	-	50,700	-	50,700	-	50,700	-	-	
Instructional Management	-	281,254	-	281,254	-	281,254	-	281,254	-	281,254	-	-	
Deans, Directors & Coordinators	-	102,205	-	102,205	-	102,205	-	102,205	-	102,205	-	-	
CFO / Director of Finance	-	42,900	-	42,900	-	42,900	-	42,900	-	42,900	-	-	
Operation / Business Manager	-	44,200	-	44,200	-	44,200	-	44,200	-	44,200	-	-	
Administrative Staff	-	229,632	-	229,632	-	229,632	-	229,632	-	229,632	-	-	
TOTAL ADMINISTRATIVE STAFF	-	750,891	-	750,891	-	750,891	-	750,891	-	750,891	-	-	
INSTRUCTIONAL PERSONNEL COSTS													
Teachers - Regular	-	856,370	-	856,370	-	856,370	-	856,370	-	856,368	-	-	
Teachers - SPED	-	151,819	-	151,819	-	151,819	-	151,819	-	151,819	-	-	
Substitute Teachers	-	187,325	-	187,325	-	187,325	-	187,325	-	187,325	-	-	
Teaching Assistants	-	-	-	-	-	-	-	-	-	-	-	-	
Specialty Teachers	-	412,916	-	412,916	-	412,916	-	412,916	-	412,916	-	-	
Aides	-	32,125	-	32,125	-	32,125	-	32,125	-	32,125	-	-	
Therapists & Counselors	-	100,668	-	100,668	-	100,668	-	100,668	-	100,668	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL INSTRUCTIONAL	-	1,741,223	-	1,741,223	-	1,741,223	-	1,741,223	-	1,741,221	-	-	
NON-INSTRUCTIONAL PERSONNEL COSTS													
Nurse	-	-	-	-	-	-	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	-	-	-	-	-	-	
Custodian	-	17,160	-	17,160	-	17,160	-	17,160	-	17,160	-	-	
Security	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL NON-INSTRUCTIONAL	-	17,160	-	17,160	-	17,160	-	17,160	-	17,160	-	-	
SUBTOTAL PERSONNEL SERVICE COSTS	-	2,509,273	-	2,509,273	-	2,509,273	-	2,509,273	-	2,509,271	-	-	
PAYROLL TAXES AND BENEFITS													
Payroll Taxes	-	213,288	-	213,288	-	213,288	-	213,288	-	213,288	-	-	
Fringe / Employee Benefits	-	269,535	-	269,535	-	269,535	-	269,535	-	269,535	-	-	
Retirement / Pension	-	75,278	-	75,278	-	75,278	-	75,278	-	75,278	-	-	
TOTAL PAYROLL TAXES AND BENEFITS	-	558,102	-	558,102	-	558,102	-	558,102	-	558,102	-	-	
TOTAL PERSONNEL SERVICE COSTS	-	3,067,375	-	3,067,375	-	3,067,375	-	3,067,375	-	3,067,373	-	-	
CONTRACTED SERVICES													
Accounting / Audit	-	10,641	-	10,641	-	10,641	-	10,641	-	10,641	-	-	
Legal	-	8,750	-	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	-	34,125	-	-	
Payroll Services	-	45,959	-	45,959	-	45,959	-	45,959	-	45,959	-	-	
Special Ed Services	-	-	-	-	-	-	-	-	-	-	-	-	
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	-	20,651	-	20,651	-	20,651	-	20,651	-	20,651	-	-	
TOTAL CONTRACTED SERVICES	-	120,126	-	120,126	-	120,126	-	120,126	-	120,126	-	-	

CENTRAL QUEENS ACADEMY CHARTER SCHOOL

Budget / Operating Plan

2023-24

Total Revenue	-	4,844,748	-	-	4,844,748	-	-	4,844,748	-	-	4,844,748	-
Total Expenses	-	4,719,339	-	-	4,719,339	-	-	4,719,339	-	-	4,719,336	-
Net Income	-	125,409	-	-	125,409	-	-	125,409	-	-	125,412	-
Actual Student Enrollment	-	805	-	-	805	-	-	805	-	-	805	-

*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		30,266	-		30,266	-		30,266	-		30,266	-
Special Ed Supplies & Materials		1,813	-		1,813	-		1,813	-		1,813	-
Textbooks / Workbooks		22,459	-		22,459	-		22,459	-		22,459	-
Supplies & Materials other		28,669	-		28,669	-		28,669	-		28,669	-
Equipment / Furniture		5,054	-		5,054	-		5,054	-		5,054	-
Telephone		4,599	-		4,599	-		4,599	-		4,599	-
Technology		27,728	-		27,728	-		27,728	-		27,728	-
Student Testing & Assessment		13,078	-		13,078	-		13,078	-		13,078	-
Field Trips		11,319	-		11,319	-		11,319	-		11,319	-
Transportation (student)		4,500	-		4,500	-		4,500	-		4,500	-
Student Services - other		42,338	-		42,338	-		42,338	-		42,338	-
Office Expense		18,649	-		18,649	-		18,649	-		18,649	-
Staff Development		11,071	-		11,071	-		11,071	-		11,071	-
Staff Recruitment		14,921	-		14,921	-		14,921	-		14,921	-
Student Recruitment / Marketing		12,669	-		12,669	-		12,669	-		12,669	-
School Meals / Lunch		-	-		-	-		-	-		-	-
Travel (Staff)		2,500	-		2,500	-		2,500	-		2,500	-
Fundraising		10,837	-		10,837	-		10,837	-		10,837	-
Other		15,193	-		15,193	-		15,193	-		15,193	-
TOTAL SCHOOL OPERATIONS		-	279,811	-		-	279,811	-		-	279,811	-
FACILITY OPERATION & MAINTENANCE												
Insurance		20,628	-		20,628	-		20,628	-		20,628	-
Janitorial		102,229	-		102,229	-		102,229	-		102,229	-
Building and Land Rent / Lease / Facility Finance Interest		902,569	-		902,569	-		902,569	-		902,569	-
Repairs & Maintenance		12,536	-		12,536	-		12,536	-		12,536	-
Equipment / Furniture		16,000	-		16,000	-		16,000	-		16,000	-
Security		19,254	-		19,254	-		19,254	-		19,254	-
Utilities		84,558	-		84,558	-		84,558	-		84,558	-
TOTAL FACILITY OPERATION & MAINTENANCE		-	1,157,772	-		-	1,157,772	-		-	1,157,772	-
DEPRECIATION & AMORTIZATION		79,006	-		79,006	-		79,006	-		79,006	-
COVID-19 / CONTINGENCY		15,250	-		15,250	-		15,250	-		15,249	-
DEFERRED RENT		-	-		-	-		-	-		-	-
TOTAL EXPENSES		-	4,719,339	-		-	4,719,339	-		-	4,719,336	-
NET INCOME		-	125,409	-		-	125,409	-		-	125,412	-

CENTRAL QUEENS ACADEMY CHARTER SCHOOL

Budget / Operating Plan

2023-24

Total Revenue	-	-	-	19,378,992	(19,378,992)	-	-	19,378,992	(19,378,992)	-	-
Total Expenses	-	-	-	18,877,352	18,877,352	-	-	18,877,352	18,877,352	-	-
Net Income	-	-	-	501,640	(501,640)	-	-	501,640	(501,640)	-	-
Actual Student Enrollment	-	-	-	-	-	-	-	-	-	-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	TOTALS AND VARIANCE ANALYSIS										
	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget - TY	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY Quarters)	Actual CY vs. Actual PY

		Quarter 0										
		No. of Positions										
EXPENSES												
ADMINISTRATIVE STAFF PERSONNEL COSTS												
Executive Management	-	-	-	-	202,800	202,800	-	-	202,800	202,800	-	-
Instructional Management	-	-	-	-	1,125,015	1,125,015	-	-	1,125,015	1,125,015	-	-
Deans, Directors & Coordinators	-	-	-	-	408,820	408,820	-	-	408,820	408,820	-	-
CFO / Director of Finance	-	-	-	-	171,600	171,600	-	-	171,600	171,600	-	-
Operation / Business Manager	-	-	-	-	176,800	176,800	-	-	176,800	176,800	-	-
Administrative Staff	-	-	-	-	918,527	918,527	-	-	918,527	918,527	-	-
TOTAL ADMINISTRATIVE STAFF	-	-	-	-	3,003,562	3,003,562	-	-	3,003,562	3,003,562	-	-
INSTRUCTIONAL PERSONNEL COSTS												
Teachers - Regular	-	-	-	-	3,425,479	3,425,479	-	-	3,425,479	3,425,479	-	-
Teachers - SPED	-	-	-	-	607,277	607,277	-	-	607,277	607,277	-	-
Substitute Teachers	-	-	-	-	749,300	749,300	-	-	749,300	749,300	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-	-	-
Specialty Teachers	-	-	-	-	1,651,662	1,651,662	-	-	1,651,662	1,651,662	-	-
Aides	-	-	-	-	128,500	128,500	-	-	128,500	128,500	-	-
Therapists & Counselors	-	-	-	-	402,671	402,671	-	-	402,671	402,671	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	-	-	-	-	6,964,889	6,964,889	-	-	6,964,889	6,964,889	-	-
NON-INSTRUCTIONAL PERSONNEL COSTS												
Nurse	-	-	-	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-	-	-	-
Custodian	-	-	-	-	68,640	68,640	-	-	68,640	68,640	-	-
Security	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	68,640	68,640	-	-	68,640	68,640	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	-	-	-	-	10,037,091	10,037,091	-	-	10,037,091	10,037,091	-	-
PAYROLL TAXES AND BENEFITS												
Payroll Taxes	-	-	-	-	853,153	853,153	-	-	853,153	853,153	-	-
Fringe / Employee Benefits	-	-	-	-	1,078,140	1,078,140	-	-	1,078,140	1,078,140	-	-
Retirement / Pension	-	-	-	-	301,113	301,113	-	-	301,113	301,113	-	-
TOTAL PAYROLL TAXES AND BENEFITS	-	-	-	-	2,232,406	2,232,406	-	-	2,232,406	2,232,406	-	-
TOTAL PERSONNEL SERVICE COSTS	-	-	-	-	12,269,497	12,269,497	-	-	12,269,497	12,269,497	-	-
CONTRACTED SERVICES												
Accounting / Audit	-	-	-	-	42,562	42,562	-	-	42,562	42,562	-	-
Legal	-	-	-	-	35,000	35,000	-	-	35,000	35,000	-	-
Management Company Fee	-	-	-	-	-	-	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	136,500	136,500	-	-	136,500	136,500	-	-
Payroll Services	-	-	-	-	183,836	183,836	-	-	183,836	183,836	-	-
Special Ed Services	-	-	-	-	-	-	-	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	-	-	-	82,605	82,605	-	-	82,605	82,605	-	-
TOTAL CONTRACTED SERVICES	-	-	-	-	480,503	480,503	-	-	480,503	480,503	-	-

CENTRAL QUEENS ACADEMY CHARTER SCHOOL											
Budget / Operating Plan											
2023-24											
Total Revenue	-	-	-	19,378,992	(19,378,992)	-	-	19,378,992	(19,378,992)	-	-
Total Expenses	-	-	-	18,877,352	18,877,352	-	-	18,877,352	18,877,352	-	-
Net Income	-	-	-	501,640	(501,640)	-	-	501,640	(501,640)	-	-
Actual Student Enrollment	-	-	-	-	-	-	-	-	-	-	-
TOTALS AND VARIANCE ANALYSIS											
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Current Budget		Actual vs.	Actual vs.		Original Budget		Actual vs.		Actual vs.	
	Actual	(Current Quarter)	Current Budget	Current Budget - TY	Current Budget TY	(Current Quarter)	Original Budget	Original Budget - TY	Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY Quarters)	Actual CY vs. Actual PY
SCHOOL OPERATIONS											
Board Expenses	-	-	-	8,603	8,603	-	-	8,603	8,603	-	-
Classroom / Teaching Supplies & Materials	-	-	-	121,062	121,062	-	-	121,062	121,062	-	-
Special Ed Supplies & Materials	-	-	-	7,250	7,250	-	-	7,250	7,250	-	-
Textbooks / Workbooks	-	-	-	89,836	89,836	-	-	89,836	89,836	-	-
Supplies & Materials other	-	-	-	114,676	114,676	-	-	114,676	114,676	-	-
Equipment / Furniture	-	-	-	20,215	20,215	-	-	20,215	20,215	-	-
Telephone	-	-	-	18,397	18,397	-	-	18,397	18,397	-	-
Technology	-	-	-	110,910	110,910	-	-	110,910	110,910	-	-
Student Testing & Assessment	-	-	-	52,310	52,310	-	-	52,310	52,310	-	-
Field Trips	-	-	-	45,274	45,274	-	-	45,274	45,274	-	-
Transportation (student)	-	-	-	18,000	18,000	-	-	18,000	18,000	-	-
Student Services - other	-	-	-	169,350	169,350	-	-	169,350	169,350	-	-
Office Expense	-	-	-	74,596	74,596	-	-	74,596	74,596	-	-
Staff Development	-	-	-	44,283	44,283	-	-	44,283	44,283	-	-
Staff Recruitment	-	-	-	59,685	59,685	-	-	59,685	59,685	-	-
Student Recruitment / Marketing	-	-	-	50,676	50,676	-	-	50,676	50,676	-	-
School Meals / Lunch	-	-	-	-	-	-	-	-	-	-	-
Travel (Staff)	-	-	-	10,000	10,000	-	-	10,000	10,000	-	-
Fundraising	-	-	-	43,349	43,349	-	-	43,349	43,349	-	-
Other	-	-	-	60,770	60,770	-	-	60,770	60,770	-	-
TOTAL SCHOOL OPERATIONS	-	-	-	1,119,242	1,119,242	-	-	1,119,242	1,119,242	-	-
FACILITY OPERATION & MAINTENANCE											
Insurance	-	-	-	82,511	82,511	-	-	82,511	82,511	-	-
Janitorial	-	-	-	408,914	408,914	-	-	408,914	408,914	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	3,610,274	3,610,274	-	-	3,610,274	3,610,274	-	-
Repairs & Maintenance	-	-	-	50,143	50,143	-	-	50,143	50,143	-	-
Equipment / Furniture	-	-	-	64,000	64,000	-	-	64,000	64,000	-	-
Security	-	-	-	77,014	77,014	-	-	77,014	77,014	-	-
Utilities	-	-	-	338,233	338,233	-	-	338,233	338,233	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	-	-	-	4,631,089	4,631,089	-	-	4,631,089	4,631,089	-	-
DEPRECIATION & AMORTIZATION											
COVID-19 / CONTINGENCY	-	-	-	316,022	316,022	-	-	316,022	316,022	-	-
DEFERRED RENT	-	-	-	60,999	60,999	-	-	60,999	60,999	-	-
TOTAL EXPENSES	-	-	-	18,877,352	18,877,352	-	-	18,877,352	18,877,352	-	-
NET INCOME	-	-	-	501,640	(501,640)	-	-	501,640	(501,640)	-	-

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

Trustee Name:

SUVADIP BOSE

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 of Trustees / finance 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.

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

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.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

Signature

6/12/23
Date

Acceptable signature formats include:

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

last revised 04/2022

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
April 3, 2023 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 3, 2023 at 6:00 PM by video conference in accordance with the Open Meetings Law and the New York City state of emergency order and pursuant to notice duly given.

Trustees Suvadip Bose, Michael Lee, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, and Joyce Wu were present by video conference. Trustees Megha Jain, Année Kim and Tom Ng were absent. Additionally, Ashish Kapadia, Executive Director; Michelle Dalpiaz, Chief Financial Officer; Glenn Liebeck, School Director; and Melissa Kinsella, Director of Advancement were present by video conference. Members of the public and candidates for service on CQA’s Board of Trustees, Michelle Hallam and Michael Tang were also 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 and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order and Melissa Kinsella went through the roll call and noted the board had quorum.

- I. March 6, 2023 Meeting Minutes
 - a. Joyce Wu presented the March 6, 2023 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 welcomed Michelle Hallam and Michael Tang to the meeting and thanked them for their interest in joining the Board of Trustees.
- III. Fundraising Task Force Report
 - a. Michael Lee provided a summary of outcomes from CQA’s March fundraising event.
- IV. Educational Accountability Report
 - a. Glenn Liebeck provided an education accountability report, including state assessment testing preparations, staffing and hiring for current and next school years, academic intervention services, internal diagnostic results, and high school placement results for CQA’s graduating 8th graders.
- V. Executive Director Report
 - a. Ashish Kapadia provided an update on enrollment, facilities, human resources, fundraising, external relations, compliance activities, and CQA’s lottery for the 23-24 school year.
 - b. Ashish also provided an update on the finance department’s budgeting process for FY24.
 - c. Financial reports as of February 2023 were shared with the board.
- VI. Public Comment

- a. Guests Michelle Hallam and Michael Tang shared their connections to CQA's community and their interests in supporting the school.
- VII. Next Meeting and Adjournment
- a. The next board meeting is scheduled to take place on Monday, May 1, 2023. If the Mayor extends New York City's state of emergency order, this meeting will be held virtually by Zoom. An in-person meeting location will be available at CQA at 88-14 Justice Avenue, Elmhurst.
 - b. There being no further business to come before the board, Sabir Semerkant 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
August 30, 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 August 30, 2022 at 6:00 PM by via Zoom Video Conference, pursuant to notice duly given.

Trustees Suv Bose, Megha Jain, Maribel Lara, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Cathy Tse, and Joyce Wu were present by video conference. Trustees Annee Kim, Michael Lee and Sabir Semerkant were absent. Additionally, Ashish Kapadia, Executive Director; Glenn Liebeck, School Director; 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 went through the roll call and noted the board had quorum.

I. July 11, 2022 Meeting Minutes

- a. Megha Jain presented the July 11, 2022 meeting minutes to the board. Maribel Lara made a motion to approve the minutes and Sonia Park 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.
- b. Bruce Saber made a motion to increase the fixed number of board members from 11 to 12. Cathy Tse seconded the motion. All board members present voted in favor and the motion passed.
- c. Joyce Wu reminded members of the annual responsibilities of the board, including engagement, meeting attendance, committee work, and fundraising activities.
- d. Officer Elections:
 - i. Megha Jain made a motion to re-elect Joyce Wu to serve as Chair for a term of one year. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
 - ii. Megha Jain made a motion to re-elect Sonia Park and Cathy Tse to serve as Co-Vice Chairs for a term of one year. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
 - iii. Maribel Lara made a motion to re-elect Rick Ruvkun to serve as Treasurer for a term of one year. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.



- iv. Bruce Saber made a motion to re-elect Megha Jain to serve as Secretary for a term of one year. 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 the start of the new school year.

IV. Executive Director Report

- a. Ashish Kapadia provided an update on operations and human resources, fundraising, external relations, and finance and compliance activities.

V. Executive Session

- a. Sonia Park made a motion to enter into executive session to discuss a potential litigation matter. Megha Jain seconded the motion. All board members present voted in favor and the motion passed.
- b. Bruce Saber made a motion to exit executive session. Maribel Lara 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.
- b. Sonia Park made a motion to approve the sublease between CQA and Friends of CQA for the property located at 88-08 Justice Avenue (also known as 88-14 Justice Avenue). Megha Jain seconded the motion. Bruce Saber abstained from the vote. All other board members present voted in favor and the motion passed.
- c. Sonia Park made a motion to approve the settlement agreement between CQA and the owners of the property located at 75-01 31st Avenue. Rick Ruvkun seconded the motion. All board members present voted in favor and the motion passed.

VII. Public Comment

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

VIII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, September 12, 2022.
- b. There being no further business to come before the board, Bruce Saber made a motion to adjourn, Tom Ng seconded the motion. All board members voted in favor and the meeting was adjourned.

Minutes: August 30, 2022 at 6:00 PM

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
December 12, 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 December 12, 2022 at 6:00 PM by video conference in accordance with the Open Meetings Law and the NYC state of emergency order and pursuant to notice duly given.

Trustees Suvadip Bose, 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 Megha Jain and Année Kim, and were absent. Additionally, Ashish Kapadia, Executive Director; Michelle Dalpiaz, Chief Financial Officer; Therese Paskoff, Director of Operations; Glenn Liebeck, School Director; 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 and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order and Melissa Kinsella, went through the roll call on behalf of the Secretary and noted the board had quorum.

- I. November 14, 2022 Meeting Minutes
 - a. Joyce Wu presented the November 14, 2022 meeting minutes to the board. Bruce Saber made a motion to approve the minutes and Suvadip Bose 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. Joyce Wu reminded the board that member, Sabir Semerkant’s current term is to expire this month. Joyce thanked Sabir for his service thus far and acknowledged that he is prepared to serve another term.
 - i. Maribel Lara made a motion to re-elect Sabir Semerkant to the Board of Trustees for another term of two years. Tom Ng seconded the motion. All board members present voted in favor and the motion passed.
 - c. Joyce Wu acknowledged the pending retirement of Operations Director, Therese Paskoff at the end of the month, and thanked her for her years of dedication and service to the school and community.

- III. Educational Accountability Report
 - a. Glenn Liebeck provided an education and operations report, including updates on assessments, staffing, academic intervention services, and enrichment opportunities for scholars.

- IV. Executive Director Report
 - a. Ashish Kapadia provided an update on facilities, human resources, fundraising, external relations, finance, compliance activities, and scholar and family recruitment activities.

- V. Public Comment
 - a. No members of the public chose to make comment.

VI. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, January 9, 2023. If the Mayor extends the state of emergency order, this meeting will be held virtually by Zoom. Otherwise, it will be held in-person at CQA.
- 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.

Central Queens Academy Charter School

Audited Financial Statements

In Accordance with *Government Auditing Standards*

June 30, 2023

Central Queens Academy Charter School

Audited Financial Statements

June 30, 2023

CONTENTS

	Page
Independent Auditor's Report	1-2
Financial Statements	
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
Notes to Financial Statements	7-16
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	17-18
Schedule of Findings and Questioned Costs	19



Independent Auditor's Report

Board of Directors
Central Queens Academy Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Central Queens Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2023, and the related statement 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 the School as of June 30, 2023, and the changes in its 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 Auditor's 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 issued or available to be issued.

Auditor's 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 auditor's 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 there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the 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

The financial statements of the School as of and for the year ended June 30, 2022, were audited by other auditors whose report dated October 17, 2022, expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects with the audited financial statement from which it was derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 16, 2023, 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.


New York, NY
October 16, 2023

Central Queens Academy Charter School

Statement of Financial Position

At June 30, 2023
(With comparative totals at June 30, 2022)

	June 30,	
	2023	2022
ASSETS		
Cash and cash equivalents	\$ 15,129,029	\$ 10,773,047
Government grants receivable - per pupil funding	5,898	-
Government grants receivable - rental assistance	-	18,632
Government grants receivable - other	786,650	420,175
Pledges receivable, net	206,388	404,857
Prepaid expenses	359,871	167,801
Security deposit	1,517,492	1,716,520
Fixed assets, net	899,159	825,039
Right of use assets	85,837,790	-
Restricted cash	81,000	79,515
	\$ 104,823,277	\$ 14,405,586
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ 1,750,454	\$ 1,573,744
Due to related entity	-	33,162
Government grant advances - per pupil funding	-	3,334
Government grant advances - other	-	64,544
Conditional contributions	111,650	-
Capital lease payable	-	43,506
Lease liabilities	88,717,185	-
Total liabilities	90,579,289	1,718,290
NET ASSETS		
Without donor restrictions	13,832,988	12,312,163
With donor restrictions	411,000	375,133
Total net assets	14,243,988	12,687,296
TOTAL LIABILITIES AND NET ASSETS	\$ 104,823,277	\$ 14,405,586

Central Queens Academy Charter School

Statement of Activities

For the year ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	Without Donor Restrictions	With Donor Restrictions	Total 6/30/2023	Total 6/30/2022
PUBLIC SUPPORT AND REVENUE				
Public school district revenue:				
Resident student enrollment	\$ 12,367,394	\$ -	\$ 12,367,394	\$ 8,251,876
Students with disabilities	865,519	-	865,519	617,316
Total public school district revenue	13,232,913	-	13,232,913	8,869,192
Government grants:				
New York City rental assistance	2,575,871	-	2,575,871	1,275,828
Other government grants	1,992,283	-	1,992,283	694,323
Total government grants	4,568,154	-	4,568,154	1,970,151
Contributions	329,782	199,000	528,782	1,272,673
Special events	106,821	-	106,821	-
Donated services	38,872	-	38,872	70,141
Interest income	421,542	-	421,542	20,445
Other income	22,407	-	22,407	42,964
	919,424	199,000	1,118,424	1,406,223
NET ASSETS RELEASED FROM RESTRICTIONS				
Release from restriction	163,133	(163,133)	-	-
Total public support and revenue	18,883,624	35,867	18,919,491	12,245,566
EXPENSES				
Program services				
Regular education	13,009,544	-	13,009,544	7,194,828
Special education	1,895,511	-	1,895,511	1,190,974
Total program services	14,905,055	-	14,905,055	8,385,802
Supporting services				
Management and general	1,799,614	-	1,799,614	1,259,529
Fundraising	658,130	-	658,130	394,416
Total supporting services	2,457,744	-	2,457,744	1,653,945
Total expenses	17,362,799	-	17,362,799	10,039,747
Change in net assets	1,520,825	35,867	1,556,692	2,205,819
NET ASSETS, <i>beginning of year</i>	12,312,163	375,133	12,687,296	10,481,477
NET ASSETS, <i>end of year</i>	\$ 13,832,988	\$ 411,000	\$ 14,243,988	\$ 12,687,296

Central Queens Academy Charter School

Statement of Functional Expenses

For the year ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	Program Services			Supporting Services			Total Expenses 6/30/2023	Total Expenses 6/30/2022
	Regular Education	Special Education	Total Program Services	Management and General	Fundraising	Total Supporting Services		
Salaries:								
Instructional personnel	\$ 4,385,850	\$ 594,141	\$ 4,979,991	\$ -	\$ -	\$ -	\$ 4,979,991	\$ 3,332,336
Non-instructional personnel	832,314	314,981	1,147,295	1,067,049	438,643	1,505,692	2,652,987	2,338,364
Additional compensation	67,749	9,632	77,381	6,638	-	6,638	84,019	230,182
Payroll taxes and employee benefits	1,180,843	159,401	1,340,244	109,859	31,431	141,290	1,481,534	1,060,775
Total personnel costs	<u>6,466,756</u>	<u>1,078,155</u>	<u>7,544,911</u>	<u>1,183,546</u>	<u>470,074</u>	<u>1,653,620</u>	<u>9,198,531</u>	<u>6,961,657</u>
Professional fees	190,938	25,339	216,277	48,149	4,996	53,145	269,422	155,656
In-kind professional fees	-	-	-	38,872	-	38,872	38,872	70,141
Occupancy	4,918,695	699,294	5,617,989	443,083	137,889	580,972	6,198,961	2,075,309
Repairs and maintenance	22,755	3,235	25,990	2,230	638	2,868	28,858	8,874
Insurance	58,077	8,257	66,334	5,691	1,628	7,319	73,653	67,262
Utilities	167,874	23,867	191,741	16,449	4,706	21,155	212,896	55,764
Curriculum and classroom expenses	651,915	-	651,915	-	-	-	651,915	60,099
Classroom supplies and materials	160,880	6,134	167,014	-	-	-	167,014	168,118
Equipment	25,455	6,518	31,973	4,492	1,285	5,777	37,750	29,869
Professional development	40,012	1,181	41,193	814	233	1,047	42,240	26,528
Student and staff recruitment	49,986	7,107	57,093	4,898	29,499	34,397	91,490	82,709
Information technology	62,917	8,945	71,862	6,165	1,764	7,929	79,791	88,541
Office expenses	13,591	1,932	15,523	1,332	381	1,713	17,236	18,932
Communications	9,622	1,368	10,990	943	270	1,213	12,203	12,726
Miscellaneous	3,511	499	4,010	6,098	57	6,155	10,165	53,676
Depreciation	166,560	23,680	190,240	36,852	4,710	41,562	231,802	103,886
Total other than personnel costs	<u>6,542,788</u>	<u>817,356</u>	<u>7,360,144</u>	<u>616,068</u>	<u>188,056</u>	<u>804,124</u>	<u>8,164,268</u>	<u>3,078,090</u>
Total expenses	<u>\$ 13,009,544</u>	<u>\$ 1,895,511</u>	<u>\$ 14,905,055</u>	<u>\$ 1,799,614</u>	<u>\$ 658,130</u>	<u>\$ 2,457,744</u>	<u>\$ 17,362,799</u>	<u>\$ 10,039,747</u>

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

Central Queens Academy Charter School

Statement of Cash Flows

For the year ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	June 30,	
	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 1,556,692	\$ 2,205,819
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	231,802	103,886
Changes in assets and liabilities		
Government grants receivable - per pupil funding	(5,898)	-
Government grants receivable - rental assistance	18,632	(18,632)
Government grants receivable - other	(366,475)	(150,332)
Pledges receivable	198,469	(297,198)
Prepaid expenses	(192,070)	48,012
Security deposit	199,028	(7,960)
Accounts payable and accrued expenses	176,710	560,047
Due to related entity	(33,162)	33,162
Government grant advances - per pupil funding	(3,334)	(2,640)
Government grant advances - rental assistance	-	(34,212)
Government grant advances - other	(64,544)	64,544
Deferred revenue	111,650	-
Lease liability	2,879,395	-
Deferred rent	-	(39,026)
Cash flows provided by operating activities	4,706,895	2,465,470
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of fixed assets	(349,428)	(399,680)
Cash flows used for investing activities	(349,428)	(399,680)
CASH FLOWS FROM FINANCING ACTIVITIES		
Principal payments on capital lease payable	-	(16,990)
Cash flows used for financing activities	-	(16,990)
Net increase in cash, cash equivalents and restricted cash	4,357,467	2,065,790
Cash, cash equivalents and restricted cash, beginning of year	10,852,562	8,786,772
Cash, cash equivalents and restricted cash, end of year	\$ 15,210,029	\$ 10,852,562
Cash, cash equivalents and restricted cash		
Cash and cash equivalents	\$ 15,129,029	\$ 10,773,047
Restricted cash	81,000	79,515
Total cash, cash equivalents and restricted cash	\$ 15,210,029	\$ 10,852,562
SUPPLEMENTAL CASH FLOW INFORMATION:		
Equipment purchased under capital lease	\$ -	\$ 63,000
Taxes paid	\$ -	\$ -

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

Central Queens Academy Charter School

Notes to Financial Statements

June 30, 2023

Note 1 - 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 the following programs:

Regular Education – instruction provided to all students

Special Education – instruction that is specially designed to meet the unique needs of students with disabilities

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 - Summary of 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. Recently Adopted Accounting Standard

Effective July 1, 2022, the School adopted the Financial Accounting Standards Board's ("FASB") Accounting Standards Update ("ASU") No. 2016-02, *Leases*, which requires lessees to recognize leases on the statement of financial position and disclose key information about leasing arrangements. The School elected not to restate the comparative period (year ended June 30, 2022). It also elected not to reassess at adoption (i) expired or existing contracts to determine whether they contain a lease, (ii) the lease classification of any existing leases, or (iii) initial direct costs for existing leases. The School also elected the practical expedient to not separate lease and non-lease components for all leases. As a result of implementing FASB ASU No. 2016-02, the School recognized right-of-use ("ROU") assets of \$88,772,489 and lease liabilities of \$88,772,489 on the statement of financial position as of July 1, 2022. The adoption did not result in a significant effect on amounts reported in the statement of activities for the year ended June 30, 2023.

Central Queens Academy Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies – Continued

c. Basis of Presentation

The School reports information regarding their financial position and activities according to the following classes of net assets:

- Net Assets Without Donor Restrictions - represents all activity without donor-imposed restrictions.
- Net Assets With Donor Restrictions - represents those resources, the uses of which have been restricted by donors to specific purposes or the passage of time and/or must remain intact, in perpetuity. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor.

d. Revenue Recognition

The School follows the requirements of the FASB's Accounting Standards Codification ("ASC") 958-605 for recording contributions, which are recognized at the time a contribution 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 \$0 and \$137,970 at June 30, 2023 and 2022, 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 knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2023 or 2022.

Central Queens Academy Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies – Continued

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 the New York City Department of Education (“NYCDOE”) are treated as restricted cash.

f. Concentration of Credit Risk

Financial instruments, which potentially subject the School to a 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 the Federal Deposit Insurance Corporation (“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. Leases

The School determines if an arrangement is or contains a lease at inception. Leases are included in ROU assets and lease liabilities in the statement of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term, and ROU assets also include prepaid or accrued rent. Operating lease expense is recognized on a straight-line basis over the lease term. The School does not report ROU assets and lease liabilities for its short-term leases (leases with a term of 12 months or less). Instead, the lease payments of those leases are reported as lease expense on a straight-line basis over the lease term. Lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option.

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 \$38,872 and \$70,141 for the years ended June 30, 2023 and 2022, 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.

Central Queens Academy Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies – Continued

i. Donated Services - Continued

The School pays for most other services requiring specific expertise. Board members and other individuals volunteer their time, 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
- Payroll taxes and employee benefits
- 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 6 and 9 for a description of various transactions with this related entity.

Central Queens Academy Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies – Continued

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, 2022, from which the summarized information was derived.

o. Accounting for Uncertainty of Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2020 and later are subject to examination by applicable taxing authorities.

Note 3 - Government Grants Receivable/Advances - Per Pupil

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

	<u>6/30/23</u>	<u>6/30/22</u>
Beginning grants (advance) receivable	\$ (3,334)	\$ (5,974)
Recognition (collection) of prior year balance	3,334	5,974
Funding based on allowable FRE's	13,232,913	8,869,192
Advances received	<u>(13,227,015)</u>	<u>(8,872,526)</u>
Ending grant advances - per pupil	<u>\$ 5,898</u>	<u>\$ (3,334)</u>

Central Queens Academy Charter School

Notes to Financial Statements

June 30, 2023

Note 4 - Pledges Receivable

Pledges receivable are due in the following periods:

	<u>6/30/23</u>	<u>6/30/22</u>
For the years ending June 30,		
2023	\$ -	\$ 192,857
2024	63,388	75,000
2025	75,000	75,000
2026	75,000	75,000
	<u>213,388</u>	<u>417,857</u>
Less: discount to fair value (3.14%)	<u>(7,000)</u>	<u>(13,000)</u>
Total	<u>\$ 206,388</u>	<u>\$ 404,857</u>

Note 5 - Fixed Assets

Fixed assets can be summarized as follows:

	<u>6/30/23</u>	<u>6/30/22</u>
Leasehold improvements - (life of lease)	\$ 1,372,329	\$ 1,430,798
Construction in progress	22,506	-
Furniture and equipment (3-5 years)	1,183,011	879,788
Total	<u>2,577,845</u>	<u>2,310,586</u>
Less accumulated depreciation	<u>(1,678,688)</u>	<u>(1,485,549)</u>
Total fixed assets, net	<u>\$ 899,157</u>	<u>\$ 825,037</u>

Note 6 - Right-of-Use Assets and Lease Liabilities

The School evaluated current contracts to determine which met the criteria of a lease. The ROU assets represent the School's right to use underlying assets for the lease term, and the lease liabilities represent the School's obligation to make lease payments arising from these leases.

The School occupies space in Queens, New York under a lease agreement with FCQACS (see Note 2) that expires on June 30, 2053. The lease does not include any extension options. The spaces covered by the lease, which includes class, administrative and gymnasium space, were initially separate leases with the landlord. The leases were then all assigned to FCQACS effective January 1, 2022 and the School entered into a sub-lease agreement with FCQACS commencing on July 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 \$143,033,554.

Additionally, the School has three leases for copier machines, all of which expire on September 30, 2024 and do not include an extension option.

Central Queens Academy Charter School

Notes to Financial Statements

June 30, 2023

Note 6 - Right-of-Use Assets and Lease Liabilities - Continued

The ROU assets and lease liabilities, all of which arise from financing leases, were calculated based on the present value of future lease payments over the lease terms. The School has made an accounting policy election to use a risk-free rate in lieu of its incremental borrowing rate to discount future lease payments. The weighted-average discount rate applied to calculate lease liabilities and the weighted average lease term as of June 30, 2023 was 3.13% and 30 years.

Total lease costs for the year ended June 30, 2023 are as follows:

Operating lease cost	\$	-
Financing lease cost:		
Interest expense	\$	2,959,083
Amortization of right-of-use assets	\$	2,772,160

The following table summarizes supplemental cash flow information for the year ended June 30, 2023:

Cash paid for amounts included in the measurement of lease liabilities:

Operating cash flows for operating leases	\$	-
Operating cash flows for finance leases	\$	2,227,999
Financing cash flows from finance leases	\$	622,582

The aggregate future minimum lease payments under these operating leases as of June 30, 2023 are as follows:

For the years ending June 30,		
2024	\$	3,321,062
2025		3,605,832
2026		3,600,735
2027		3,810,778
2028		3,960,809
Thereafter		<u>124,734,338</u>
Total lease payments		143,033,554
Less: present value discount		(54,316,369)
Total lease obligations	\$	<u><u>88,717,185</u></u>

Note 7 - Restricted Cash

An escrow account has been established to meet the requirement of the 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.

Central Queens Academy Charter School

Notes to Financial Statements

June 30, 2023

Note 8 - Net Assets with Donor Restrictions

Net assets with donor restrictions are summarized as follows:

	June 30, 2023			
	Beginning Balance 7/1/22	Contributions	Released from Restrictions	Ending Balance 6/30/23
	Programs:			
Technology/smartboards	\$ 20,000	\$ 15,000	\$ (20,000)	\$ 15,000
Chromebooks & after school programming	51,819	84,000	(51,819)	84,000
Elementary school social worker	16,314	-	(16,314)	-
Total program restrictions	88,133	99,000	(88,133)	99,000
Time restrictions	287,000	100,000	(75,000)	312,000
Total	\$ 375,133	\$ 199,000	\$ (163,133)	\$ 411,000

	June 30, 2022			
	Beginning Balance 7/1/21	Contributions	Released from Restrictions	Beginning Balance 6/30/22
	Programs			
Technology/smartboards	\$ 3,871	\$ 20,000	\$ (3,871)	\$ 20,000
Chromebooks & after school programming	-	117,800	(65,981)	51,819
Elementary school operations	325,000	-	(325,000)	-
Elementary school social worker	-	50,000	(33,686)	16,314
Total program restrictions	328,871	187,800	(428,538)	88,133
Time restrictions	50,000	287,000	(50,000)	287,000
Total	\$ 378,871	\$ 474,800	\$ (478,538)	\$ 375,133

Note 9 - Government Grants – New York City 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 % of the per pupil amount or actual lease costs.

As discussed in Note 6, the School has a lease agreement with a related entity, FQCACS. During the years ended June 30, 2022 and 2021, the School made rental payments totaling \$2,850,582 and \$980,163 to FCQACS.

Central Queens Academy Charter School

Notes to Financial Statements

June 30, 2023

Note 10 - Significant Concentrations

The School is dependent upon grants from the NYCDOE to carry out its operations. Approximately 84% and 83% of the School's total public support and revenue was from the NYCDOE for the years ended June 30, 2023 and 2022, respectively. Reductions in funding from the NYCDOE could significantly impact the School's results of operations.

Note 11 - Commitments and Contingences

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.

Note 12 - 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 \$118,242 and \$107,298 to the plan during the years ended June 30, 2023 and 2022, respectively.

Note 13 - Liquidity and Availability

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, The School operates its programs within a board approved budget and relies on grants, contributions, and earned income to fund its operations and program activities. The School's financial assets have been reduced by amounts not available for general use because of donor imposed restrictions and contractual obligations. The School's primary sources of support are tuition and fees and donor support. Some of the support received is required to be used in accordance with the purpose restrictions imposed by the donors.

Central Queens Academy Charter School

Notes to Financial Statements

June 30, 2023

Note 13 - Liquidity and Availability - Continued

The following reflects the School's financial assets at June 30, 2023 that are available to meet cash needs for general expenditures within one year:

Financial assets

Cash and cash equivalents	\$ 15,129,029
Government grants receivable - per pupil funding	5,898
Government grants receivable - other	786,650
Pledges receivable - due within one year	<u>63,388</u>
Total financial assets, end of year	<u>15,984,965</u>

Donor-imposed restrictions or internal designations

Contributions restricted - purpose restrictions	<u>(99,000)</u>
---	-----------------

Financial assets available to meet cash needs for general expenditures within one year

\$ 15,885,965

Note 14 - Subsequent Events

Subsequent events have been evaluated through October 16, 2023, 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.



**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 Auditor's 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, 2023, 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 16, 2023.

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 or significant deficiencies 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 of 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.



New York, NY
October 16, 2023

Central Queens Academy Charter School

Schedule of Findings and Questioned Costs

June 30, 2023

Current Year:

None

Prior Year:

None

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
February 6, 2023 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 6, 2023 at 6:00 PM by video conference in accordance with the Open Meetings Law and the New York City state of emergency order and pursuant to notice duly given.

Trustees Megha Jain, Année Kim, Michael Lee, Tom Ng, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, and Joyce Wu were present by video conference. Trustees Suvadip Bose, Maribel Lara and Cathy Tse were absent. Additionally, Ashish Kapadia, Executive Director; Michelle Dalpiaz, Chief Financial Officer; Glenn Liebeck, School Director; 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 and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order and Megha Jain, went through the roll call and noted the board had quorum.

- I. January 9, 2023 Meeting Minutes
 - a. Megha Jain presented the January 9, 2023 meeting minutes to the board. Bruce Saber made a motion to approve the minutes and Sonia Park 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 updates on the Executive Director’s mid-year review process.
 - b. Joyce Wu reminded the board that member, Megha Jain’s current board term is to expire in March. Joyce noted that Megha is prepared to be re-elected to another term.
 - i. Bruce Saber made a motion to re-elect Megha Jain to the Board of Trustees for another term of two years following the completion of her current term. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.

- III. Educational Accountability Report
 - a. Glenn Liebeck provided an education accountability report, including results of mid-year assessments, staffing and hiring, staff DEI training, and academic intervention services.

- IV. Fundraising Task Force Report
 - a. Michael Lee provided an update on the fundraising event scheduled for March 16th in Manhattan. Michael reminded the board of the opportunities to support the event, including sponsoring, purchasing tickets, and identifying guests to invite and support. Invitations were provided to the board.

- V. Executive Director Report
 - a. Ashish Kapadia provided an update on facilities, human resources, fundraising, external relations, compliance activities, and scholar and family recruitment activities.

- b. Ashish Kapadia provided a finance update including the close of Q2. Financial reports were shared with the board.
 - c. Ashish Kapadia provided an overview of expected revenue and expenses for the planned March 16th fundraising event.
 - i. Bruce Saber called for a motion to approve a \$30,000 expense budget for the March 16th event, an expense not previously included in the board approved FY 2023 operating budget. Megha Jain seconded the motion. All board members voted in favor and the motion passed.
- VI. Public Comment
- a. No members of the public chose to make comment.
- VII. Next Meeting and Adjournment
- a. The next board meeting is scheduled to take place on Monday, March 6, 2023. If the Mayor extends New York City's state of emergency order, this meeting will be held virtually by Zoom. Otherwise, it will be held in-person at CQA at 88-14 Justice Avenue, Elmhurst.
 - 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
January 9, 2023 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 9, 2023 at 6:00 PM by video conference in accordance with the Open Meetings Law and the New York City state of emergency order and pursuant to notice duly given.

Trustees Suvadip Bose, 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. Additionally, Ashish Kapadia, Executive Director; 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 and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order and Melissa Kinsella, went through the roll call on behalf of the Secretary and noted the board had quorum.

- I. December 12, 2022 Meeting Minutes
 - a. Megha Jain presented the December 12, 2022 meeting minutes to the board. Maribel Lara made a motion to approve the minutes and Tom Ng 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 the school’s room naming opportunities.
 - b. Megha Jain reminded the board that member, Joyce Wu’s current board term is to expire this month. Megha Jain noted that Joyce is prepared to be re-elected to another term.
 - i. Rick Ruvkun made a motion to re-elect Joyce Wu to the Board of Trustees for another term of two years. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
 - c. Joyce Wu reminded the board that member, Mike Lee’s current board term is to expire this month. Joyce Wu noted that Mike is prepared to be re-elected to another term.
 - i. Sabir Semerkant made a motion to re-elect Mike Lee to the Board of Trustees for another term of two years. Megha Jain seconded the motion. All board members present voted in favor and the motion passed.

- III. Educational Accountability Report
 - a. Ashish Kapadia provided an education and operations report, including updates on assessments, staffing, academic intervention services, and enrichment opportunities for scholars.

- IV. Fundraising Task Force Report
 - a. Mike Lee provided an update on plans for a small fundraising dinner on March 16, 2023.

- V. Executive Director Report

- a. Ashish Kapadia provided an update on facilities, human resources, fundraising, external relations, finance, compliance activities, and scholar and family recruitment activities.

VI. Public Comment

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

VII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, February 6, 2023. If the Mayor extends New York City's state of emergency order, this meeting will be held virtually by Zoom. Otherwise, it will be held in-person at CQA.
- b. There being no further business to come before the board, Sabir Semerkant 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
July 11, 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 July 11, 2022 at 6:00 PM by via Zoom Video Conference, pursuant to notice duly given.

Trustees Année Kim, Maribel Lara, Michael Lee, Tom Ng, Rick Ruvkun, Sabir Semerkant, and Joyce Wu were present by video conference. Trustee Megha Jain, Sonia Park, Bruce Saber, and Cathy Tse were absent. Additionally, Ashish Kapadia, Executive Director; Glenn Liebeck, School Director; 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 went through the roll call and noted the board had quorum.

I. June 13, 2022 Meeting Minutes

- a. Joyce Wu presented the June 13, 2022 meeting minutes to the board. Maribel Lara 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.
- b. Joyce Wu shared that Suvadip Bose had reviewed responsibilities and met with members of the board and was prepared to be nominated and elected to the Board of Trustees.
 - i. Rick Ruvkun made a motion to elect Suvadip Bose to the Board of Trustees for a term of two years, pending review and approval by SUNY CSI. Mike Lee 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 assessment results, Regents results, summer school, talent recruitment, and the transition into one school for SY 2022-2023.

IV. 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.

- b. Ashish Kapadia provided an overview of the outsourced food vendor competitive bid process and proposed vendor contract from Butter Beans.
 - i. Mike Lee made a motion to accept and approve the food vendor contract submitted by Butter Beans to provide CQA with both elementary and middle school meals for school year 2022-2023. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.

- V. Facility Task Force Report
 - a. Ashish Kapadia provided an update on all of the school's leaseholds.

- VI. Public Comment
 - a. No members of the public chose to make comment.

- VII. Executive Session
 - a. Année Kim made a motion to enter into executive session to discuss a potential litigation matter. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
 - b. Rick Ruvkun made a motion to exit executive session. Année Kim seconded the motion. All board members present voted in favor and the motion passed.

- VIII. Next Meeting and Adjournment
 - a. The next board meeting is scheduled to take place on Tuesday, August 30, 2022.
 - b. There being no further business to come before the board, Sabir Semerkant 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
June 12, 2023 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 12, 2023 at 6:00 PM by video conference in accordance with the Open Meetings Law and the New York City state of emergency order and pursuant to notice duly given.

Trustees Suvadip Bose, Michael Lee, Tom Ng, Sonia Park, Bruce Sabir. Sabir Semerkant, Cathy Tse, and Joyce Wu were present in-person at 88-14 Justice Avenue, Elmhurst. Trustee Rick Ruvkun was present by video conference. Trustees Megha Jain and Année Kim were absent. Additionally, Ashish Kapadia, Executive Director; Glenn Liebeck, School Director; and Melissa Kinsella, Director of Advancement were present in-person and Michelle Dalpiaz, Chief Financial Officer was present by video conference. Members of the public and candidates for service on CQA’s Board of Trustees, Michelle Hallam and Michael Tang were present in-person and by video conference respectively.

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 and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order and Melissa Kinsella went through the roll call and noted the board had quorum.

- I. May 2023 Meeting Minutes
 - a. Joyce Wu presented the May 1, 2023 meeting minutes to the board. Cathy Tse made a motion to approve the minutes and Sonia Park seconded the motion. All board members present voted in favor and the motion passed.

- II. Executive Committee Report
 - a. Joyce Wu reminded Trustees of the board and committee leadership opportunities for the 2023-2024 school year. She encouraged all to extend them to their networks.
 - b. Joyce Wu updated the board on their collective fundraising efforts for the year and reminded members to make a personal gift before the fiscal year ends on June 30th.
 - c. Joyce Wu welcomed back Michelle Hallam and Michael Tang.
 - i. Sabir Semerkant made a motion to nominate and elect Michelle Hallam to the Board of Trustees for a term of two years, pending SUNY-CSI approval. Suvadip Bose seconded the motion. All board members present voted in favor and the motion passed.
 - ii. Cathy Tse made a motion to nominate and elect Michael Tang to the Board of Trustees for a term of two years, pending SUNY-CSI approval. Suvadip Bose seconded the motion. All board members present voted in favor and the motion passed.
 - d. Suvadip Bose made a motion to adjust the fixed or set number of board members from 12 to 13. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
 - e. Bruce Sabir made a motion to approve and adopt the proposed calendar of Board of Trustees meetings for FY24. Tom Ng seconded the motion. All board members present voted in favor and the motion passed.

- f. Board members were provided with annual financial disclosure forms for their review and signature.
- III. Finance Committee Report
- a. Rick Ruvkun and Michelle Dalpiaz presented the proposed FY24 operating budget, which was reviewed and approved by the Finance Committee.
 - i. Sabir Semerkant made a motion to approve and adopt the proposed FY24 operating budget. 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 education accountability report, including assessment updates, end of year events at the school, high school placements, and staffing and hiring for next school year.
- V. Executive Director Report
- a. Ashish Kapadia provided an update on expansion planning, facilities, human resources, fundraising, external relations, compliance activities, and enrollment for the current year and the next fiscal year.
 - b. Financial reports as of April 2023 were shared with the board.
 - c. Ashish Kapadia provided the board with proposed updates to the Personnel Handbook that were reviewed and approved by the Personnel/Human Resources Task Force.
 - i. Suvadip Bose made a motion to approve and adopt the proposed changes to the Personnel Handbook. Sabir Semerkant seconded the motion. All board members present voted in favor and the motion passed.
 - d. Ashish Kapadia presented the board with the Safe Schools Against Violence in Education plans.
 - i. Suvadip Bose made a motion to approve and adopt the Safe Schools Against Violence in Education plans. Mike Lee seconded the motion. All board members present voted in favor and the motion passed.
- VI. Public Comment
- a. No guests chose to make public comment.
- VII. Next Meeting and Adjournment
- a. The next board meeting is scheduled to take place on Monday, July 10, 2023. The meeting will take place virtually if the NYC Mayor extends the state of emergency order. An in-person location will be available at CQA at 88-14 Justice Avenue, Elmhurst.
 - 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 a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
March 6, 2023 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 6, 2023 at 6:00 PM by video conference in accordance with the Open Meetings Law and the New York City state of emergency order and pursuant to notice duly given.

Trustees Suvadip Bose, Michael Lee, Tom Ng, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, and Joyce Wu were present by video conference. Trustees Megha Jain, Année Kim and Sonia Park were absent. Additionally, Ashish Kapadia, Executive Director; Michelle Dalpiaz, Chief Financial Officer; Glenn Liebeck, School Director; 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 and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order went through the roll call and noted the board had quorum.

- I. February 6, 2023 Meeting Minutes
 - a. Joyce Wu presented the February 6, 2023 meeting minutes to the board. Sabir Semerkant made a motion to approve the minutes and Suvadip Bose seconded the motion. All board members present voted in favor and the motion passed.

- II. Executive Committee Report
 - a. Joyce Wu shared that Maribel Lara has resigned from the board effective immediately due to professional time constraints. Joyce thanked Maribel for her contributions to the board and to the school.
 - b. Joyce Wu shared that the administrative team is working on a dashboard of important data and metrics to share with the board. The dashboard will be dynamic and updated as needed.

- III. Educational Accountability Report
 - a. Glenn Liebeck provided an education accountability report, including state assessment testing preparations, staffing and hiring for current and next school years, and academic intervention services.

- IV. Fundraising Task Force Report
 - a. Michael Lee provided an update on the fundraising event scheduled for March 16th in Manhattan.

- V. Executive Director Report
 - a. Ashish Kapadia provided an update on enrollment, facilities, human resources, fundraising, external relations, compliance activities, charter advocacy efforts, and scholar and family recruitment activities.
 - b. Financial reports as of January 31, 2023 were shared with the board.

- VI. Public Comment

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

VII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, April 3, 2023. If the Mayor extends New York City's state of emergency order, this meeting will be held virtually by Zoom. Otherwise, it will be held in-person at CQA at 88-14 Justice Avenue, Elmhurst.
- b. There being no further business to come before the board, Rick Ruvkun made a motion to adjourn, Mike Lee 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
May 1, 2023 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 1, 2023 at 6:00 PM by video conference in accordance with the Open Meetings Law and the New York City state of emergency order and pursuant to notice duly given.

Trustees Suvadip Bose, Michael Lee, Tom Ng, Sonia Park, Sabir Semerkant, Cathy Tse, and Joyce Wu were present by video conference. Trustees Megha Jain, Année Kim, Rick Ruvkun, and Bruce Saber were absent. Additionally, Ashish Kapadia, Executive Director; Michelle Dalpiaz, Chief Financial Officer; Glenn Liebeck, School Director; and Melissa Kinsella, Director of Advancement were present by video conference. Members of the public and candidates for service on CQA’s Board of Trustees, Michelle Hallam and Michael Tang were also 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 and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order and Melissa Kinsella went through the roll call and noted the board had quorum.

- I. April 2023 Meeting Minutes
 - a. Joyce Wu presented the April 3, 2023 meeting minutes to the board. Suvadip Bose made a motion to approve the minutes and Sonia Park seconded the motion. All board members present voted in favor and the motion passed.

- II. Executive Committee Report
 - a. Joyce Wu welcomed back Michelle Hallam and Michael Tang to the meeting.
 - b. Joyce Wu reminded the board of some of the agenda items that the board will address at the upcoming June annual meeting.

- III. Finance Committee Report
 - a. Cathy Tse and Michelle Dalpiaz discussed the Finance Committee’s recommendation to transfer CQA’s assets to another banking institution.
 - i. Cathy Tse called for a motion to establish a banking relationship with JP Morgan, begin the process to transfer CQA’s assets from TD Bank to JP Morgan and to authorize Ashish Kapadia, Michelle Dalpiaz, Rick Ruvkun, Cathy Tse as bank signers for the JPMorgan accounts. Sabir seconded the motion. All board members present voted in favor and the motion passed.

- IV. Educational Accountability Report
 - a. Glenn Liebeck provided an education accountability report, including state assessment testing preparations, spring events at the school, and staffing and hiring for current and next school years.

- V. Executive Director Report
 - a. Ashish Kapadia provided an update on expansion planning, facilities, human resources, fundraising, external relations, compliance activities, and enrollment for the current year and the next fiscal year.

- b. Ashish also provided an update on the finance department's budgeting process for FY24.
- c. Financial reports as of March 2023 were shared with the board.

VI. Public Comment

- a. No guests chose to make public comment.

VII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, June 12, 2023. The meeting will take place in-person at CQA at 88-14 Justice Avenue, Elmhurst.
- b. There being no further business to come before the board, Sabir Semerkant 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
November 14, 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 November 14, 2022 at 6:00 PM by video conference in accordance with the NYC state of emergency order and pursuant to notice duly given.

Trustees Suvadip Bose, Megha Jain, Maribel Lara, Tom Ng, Rick Ruvkun, Sabir Semerkant, and Joyce Wu were present by video conference. Trustees Année Kim, Michael Lee, Sonia Park, Bruce Saber, and Cathy Tse were absent. Additionally, Ashish Kapadia, Executive Director; 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 and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order and Secretary, Megha Jain, went through the roll call and noted the board had quorum.

- I. October 17, 2022 Meeting Minutes
 - a. Megha Jain presented the October 17, 2022 meeting minutes to the board. Sabir Semerkant 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 provided a brief Executive Committee report.
- III. Personnel Committee Report
 - a. Ashish Kapadia reviewed the proposed changes to the CQA Personnel Handbook, which were previously reviewed and approved by the Personnel Committee.
 - i. Maribel Lara made a motion to approve and accept the proposed changes to the Personnel Handbook. 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 education and operations report, including updates on assessments, staffing, academic intervention services, enrichment opportunities for scholars, and family engagement activities.
- V. Executive Director Report
 - a. Ashish Kapadia provided an update on facilities, human resources, fundraising, external relations, finance, compliance activities, and status of charter expansion.
- VI. Public Comment
 - a. No members of the public chose to make comment.
- VII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on Monday, December 12, 2022, which will be held virtually by Zoom video conference.
- b. There being no further business to come before the board, Sabir Semerkant made a motion to adjourn, Suvadip Bose 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
September 12, 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 September 12, 2022 at 6:00 PM by via Zoom Video Conference, pursuant to notice duly given.

Trustees Suvadip Bose, Megha Jain, Michael Lee, Tom Ng, Rick Ruvkun, Sabir Semerkant, Cathy Tse, and Joyce Wu were present by video conference. Trustees Année Kim, Maribel Lara, Sonia Park, and Bruce Saber were absent. Additionally, Ashish Kapadia, Executive Director; 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 and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order and Megha Jain went through the roll call and noted the board had quorum.

- I. August 30, 2022 Meeting Minutes
 - a. Megha Jain presented the August 30, 2022 meeting minutes to the board. Suvadip Bose 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.
- III. Executive Director Report
 - a. Ashish Kapadia provided an update on instruction, enrollment, facilities, operations, human resources, fundraising, external relations, and finance and compliance activities.
 - b. Ashish Kapadia provided a review of the school’s ribbon cutting and 10th anniversary gathering, which happened earlier in the month.
- IV. Public Comment
 - a. No members of the public chose to make comment.
- V. Next Meeting and Adjournment
 - a. The next board meeting is scheduled to take place on Monday, October 17, 2022.
 - b. There being no further business to come before the board, Suvadip Bose 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
October 17, 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 October 17, 2022 at 6:00 PM at 88-14 Justice Avenue, Elmhurst, pursuant to notice duly given.

Trustees Suvadip Bose, 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 Megha Jain and Année Kim were absent. Additionally, Ashish Kapadia, Executive Director; Therese Paskoff, Director of Operations; Michelle Dalpiaz, Chief Financial Officer; and Melissa Kinsella, Director of Advancement were present by video conference. Mike Schall from CQA’s audit firm, Schall & Ashenfarb, was also 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 and the Open Meetings Law. Chair, Joyce Wu, called the meeting to order and Melissa Kinsella went through the roll call on behalf of the Secretary and noted the board had quorum.

- I. September 12, 2022 Meeting Minutes
 - a. Joyce Wu presented the September 12, 2022 meeting minutes to the board. Suvadip Bose 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 Tom Ng’s membership term was to expire in October and thanked him for agreeing to be re-elected to a second term.
 - i. Sonia Park made a motion to re-elect Tom Ng 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.
 - b. Joyce Wu provided a brief Executive Committee report. She reminded the board that they should continue to identify potential committee or board members through their network.

- III. Finance Committee Report
 - a. Rick Ruvkun and Michelle Dalpiaz introduced Mike Schall from CQA’s audit firm, Schall & Ashenfarb who reviewed the school’s FY 2022 audited statement. Mr. Schall confirmed there were no findings and the audit was clean.
 - i. Bruce Saber made a motion to approve the school’s FY 2022 audited statement. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.

- IV. Fundraising Task Force Report
 - a. Mike Lee provided an update on fundraising plans for the year, including an event in the spring 2023, and the ongoing Jazz Music appeal.
 - b. Mike Lee asked that the board begin to consider who they will invite to the event.

- V. Educational Accountability Report
 - a. Glenn Liebeck provided an education and operations report, including updates on enrollment, staffing, academic intervention services, enrichment opportunities for scholars, staff development and DEI training.

- VI. Executive Director Report
 - a. Ashish Kapadia provided an update on facilities, human resources, fundraising, external relations, finance, and compliance activities.
 - b. Ashish Kapadia provided an update on the family council meetings and engagement efforts with families.

- VII. Public Comment
 - a. No members of the public chose to make comment.

- VIII. Next Meeting and Adjournment
 - a. The next board meeting is scheduled to take place on Monday, November 14, 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.



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, NY 11201-5431
BUREAU OF LEGAL AFFAIRS
ADMINISTRATIVE ENFORCEMENT UNIT

CURE LETTER

Date: 12/09/2022

You are hereby notified that your Certificate of Correction for FDNY
Summons No. **014040735N** issued on **11/7/2022** against the premises situated
at **88-08 Justice Avenue Queens NY 11373** has been approved on the
records of this Department. No fines or penalties will be imposed and you are
excused from appearing at the scheduled hearing at the OATH hearing center.

BY ORDER OF BUREAU OF LEGAL AFFAIRS


BY: Christine Camacho

**VOID IF ALTERED
OR DUPLICATED**

[FDNY Dashboard](#)

[Return to NYC Business](#)

My Account

Logged in as: Madelyn Guzman My Folders (2) ▼  Cart (0) Reports (1) ▼ [Account Management](#) [Logout](#)
[Announcements](#)

[Home](#)

[Search Applications](#) [Create an Application](#)

Record 2022-CCR-002147:

[Add to cart](#)
[Add to collection](#)

FDNY Summons Certificate of Correction Request

Record Status: Cure Letter Issued- No Hearing

[Record Info ▼](#)

[Payments ▼](#)

To Upload Documents : Please click on "Record Info" and select "Supporting Documents".

[Address](#)

88-08 JUSTICE AVENUE, QUEENS, NY, 11373

[Record Details](#)

▼ [More Details](#)

[Related Contacts](#)

• •
FDNY Summons Information

FDNY Summons Record ID:

014040735N

I have corrected all said violations as ordered by the Commissioner.:

Yes

Respondent/Representative

* First Name:

Madelyn

* Last Name:

Guzman

* Title/Roles:

Other

Specify Other:

Director of ES Operations and Facilities Officer

Application Information Table

LIST OF VIOLATION CODES

Corrected:

Yes

Violation Category:

VC12

Remedy:

Restore fire protection and/or communication system to good working order and maintain same at all times, in accordance with FC901.6.

Corrected:

Yes

Violation Category:

VC19

Remedy:

Provide and/or maintain at the premises an Affidavit of Flame-Retardant Treatment attesting by a Certificate of Fitness holder that curtains, draperies, hangings and/or other decorative materials have been treated by an approved type of flame-retardant chemical, in accordance with FC805.1 and 3 RCNY 805-01.

Corrected:

Yes

Violation Category:

VC25

Remedy:

Correct hazardous conditions listed in the comments and maintain the same at all times, in accordance with FC605.1.

Services

[Begin Application/Request](#)

[Pay Now](#)

[Print Building Profile By BIN](#)

[View/Download LOA/Permit](#)

[Violation Search](#)

Contact Us

[By Email](#)

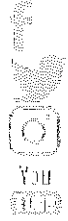
[By Phone](#)

Get Help

[User Guide](#)

[FAQs](#)

Stay Connected



**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, 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.

none

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.

none

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.

none

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.

none

-

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

-

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.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

[REDACTED]

Telephone:

[REDACTED]

[REDACTED]

Home Address:

Same as Above

DocuSigned by:
[REDACTED]
04F90E67F05B4C8...

7/24/2023

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:

The 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.).

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.

N/A

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.

N/A

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.

N/A

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.

N/A

-

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

-

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.

Business Telephone:

([REDACTED]) _____

Business Address:

[REDACTED] _____

E-mail Address:

[REDACTED] _____

Home Telephone:

[REDACTED] _____

Home Address:

[REDACTED] _____

DocuSigned by:
[REDACTED]
736AE7FE166A46C...

7/26/2023

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 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
None			

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
None				

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.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Signature

Date

Acceptable signature formats include:

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

3/1/23

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, fundraising 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 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

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.

Business Telephone:

[Redacted]

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

Signature

[Redacted Signature]

Date

6/12/23

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:

Thomas Ng

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 of Education Accountability 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 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

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.

Business Telephone:

Business Address:

_____ *1000 ...*

E-mail Address:

Home Telephone:

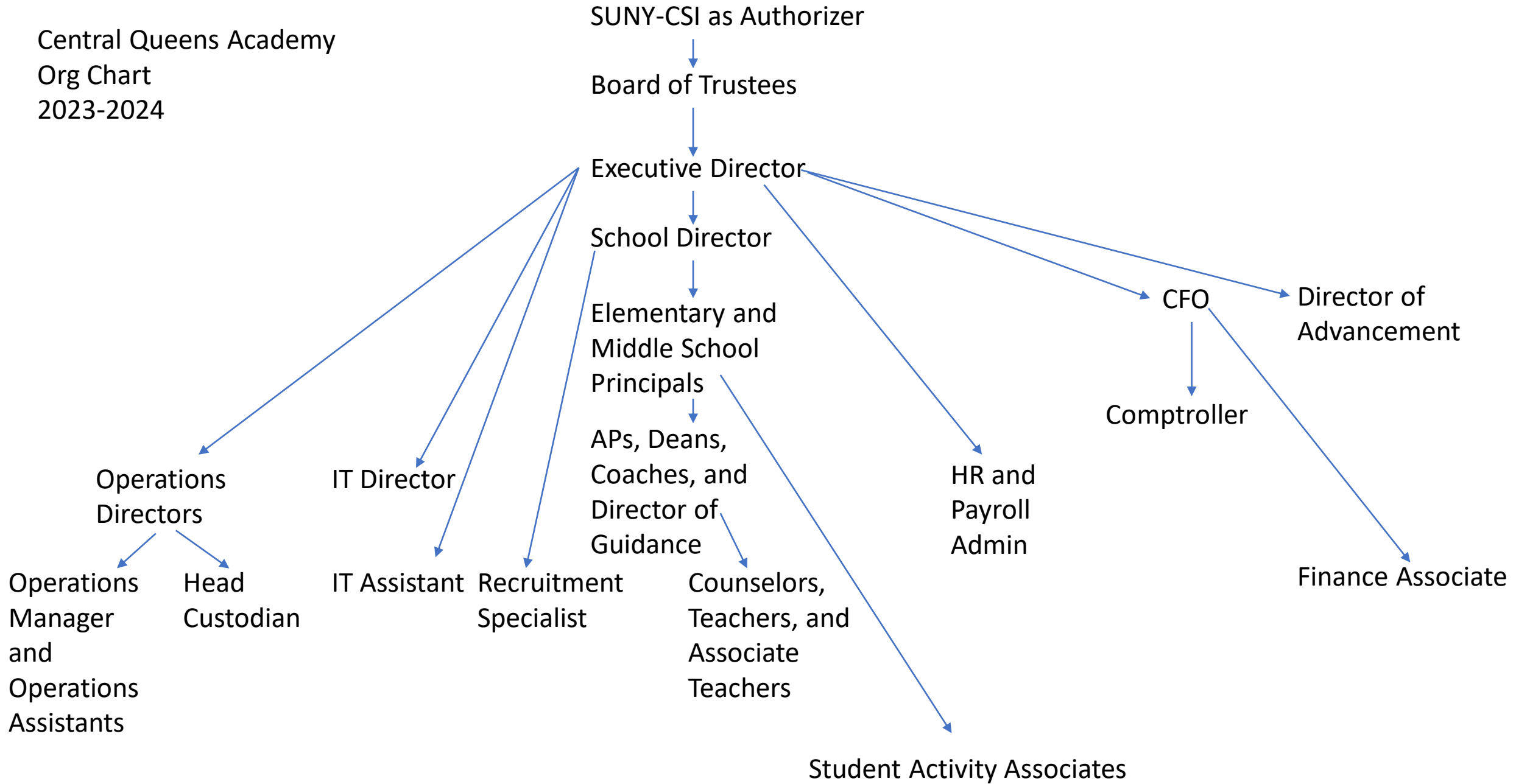
Home Address:

_____ *1000 ...*

_____ *[Signature]* _____ *6/12/2023*
Signature **Date**

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

Central Queens Academy
Org Chart
2023-2024



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

Trustee Name:

FREDERICK JON RUVKUN (RICK 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.).
BOARD OF TRUSTEES, 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.

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

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.

Business Telephone:

N/A

Business Address:

N/A

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

JUNE 13, 2023

Signature

Date

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:

Sonia 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.

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

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

Trustee Name:

Bruce Sabar

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, facility committee
member, HR 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 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

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.

Business Telephone:

[Redacted]

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted Signature]

6/12/23

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:

SABIR SEMERKANT

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.).

- 1. BOARD
- 2. MARKETING COMMITTEE - 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 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

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.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED] @gmail.com

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

Signature

6/12/2023

Date

Acceptable signature formats include:

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

last revised 04/2022



Certificate of Occupancy

CO Number:4596930-0000011

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.*

A.	Borough: QUEENS Address: 88-08 JUSTICE AVENUE Building Identification Number(BIN): 4596930	Block Number: 1842 Lot Number(s): 7503 Additional Lot Number(s): Application Type: NB - NEW BUILDING	Full Building Certificate Type: Temporary Date Issued: 06/05/2023
	This building is subject to this Building Code: 2014		
This Certificate of Occupancy is associated with job# 421171993-01			
B.	Construction Classification: I-B: 2 HOUR PROTECTED - NON-COMBUST Building Occupancy Group classification: R-2 - RESIDENTIAL: APARTMENT HOUSES Multiple Dwelling Law Classification: HAEA		
	No.of stories: 18	Height in feet: 191	No.of dwelling units: 184
C.	Fire Protection Equipment: Fire Alarm System, Sprinkler System, Standpipe System		
D.	Parking Spaces and Loading Berths: Open Parking Spaces: 0 Enclosed Parking Spaces: 252 Total Loading Berths: Not available		
	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		
E.	Borough Comments:		

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	09/03/2023
Description of Use: Parking Garage ATTENDANT PARKING FOR 252 CARS, ACCESSORY PARKING OFFICE						Exceptions:		
Cellar	S-2	N/A	OG	2B 3B 4C		421171993	Temporary	09/03/2023
Description of Use: Storage of non combustibile Materials ELECTRICAL METER, GAS METER, WATER METER ROOM & STORAGE ROOMS						Exceptions:		
Open Space	R-2	N/A	100	2B		421171993	Temporary	09/03/2023
Description of Use: Apartment House EMERGENCY GENERATOR						Exceptions:		
Floor 1	A-3	312	100	3A		421171993	Temporary	09/03/2023
Description of Use: Cafeteria - school up to grade 12 EDU SCHOOL CAFETERIA						Exceptions:		
Floor 1	E	110	100	3A		421171993	Temporary	09/03/2023
Description of Use: Schools SCHOOL AND RESTROOMS						Exceptions:		
Floor 1	R-2	N/A	100	2B 3B 4C		421171993	Temporary	09/03/2023
Description of Use: Apartment House						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	B	51	100	4A		421171993	Temporary	09/03/2023
Description of Use:	Clinicoutpatient, including group medical centers, and neighborhood family care centers HOSPITAL RELATED FACILITY					Exceptions:		
Floor 1	B	55	100	4A		421171993	Temporary	09/03/2023
Description of Use:	Clinicoutpatient, including group medical centers, and neighborhood family care centers TREATMENT HEALTH CARE FACILITY, RESTROOMS & MECHANICAL ROOMS					Exceptions:		
Floor 1	E	76	100	3A		421171993	Temporary	09/03/2023
Description of Use:	Schools SCHOOL AND RESTROOM					Exceptions:		
Floor 1	S-2	N/A	100	2B 3B 4C		421171993	Temporary	09/03/2023
Description of Use:	Storage of non combustible Materials BICYCLE PARKING ROOM (2,395 SF & 106 BICYCLE SPACES), MECHANICAL ROOM AND TRASH COMPACTOR ROOM					Exceptions:		
Floor 2	B	214	100	4A		421171993	Temporary	09/03/2023
Description of Use:	Clinicoutpatient, including group medical centers, and neighborhood family care centers TREATMENT HEALTH CARE FACILITY OFFICES, RESTROOMS & MECHANICAL ROOMS					Exceptions:		
Floor 2	R-2	74	100	2B		421171993	Temporary	09/03/2023
Description of Use:	Apartment House OPEN RESIDENTIAL TERRACE					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	79	100	4A		421171993	Temporary	09/03/2023
Description of Use:	Clinicoutpatient, including group medical centers, and neighborhood family care centers HOSPITAL RELATED FACILITY					Exceptions:		
Floor 3	E	595	100	3A		421171993	Temporary	09/03/2023
Description of Use:	Schools SCHOOL, RESTROOMS AND MECHANICAL ROOMS					Exceptions:		
Floor 4	E	624	100	3A		421171993	Temporary	09/03/2023
Description of Use:	Schools SCHOOL, RESTROOMS AND MECHANICAL ROOMS					Exceptions:		
Floor 5	R-2	9	100	2B		421171993	Temporary	09/03/2023
Description of Use:	Apartment House RESIDENTIAL GYM					Exceptions:		
Floor 5	R-2	74	100	2B		421171993	Temporary	09/03/2023
Description of Use:	Apartment House OPEN RESIDENTIAL TERRACE					Exceptions:		
Floor 5	R-2	N/A	100	2A	13	421171993	Temporary	09/03/2023
Description of Use:	Apartment House 13 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM					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 6	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use: Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM						Exceptions:		
Floor 7	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use: Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM						Exceptions:		
Floor 8	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use: Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM						Exceptions:		
Floor 9	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use: Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM						Exceptions:		
Floor 10	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use: Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM						Exceptions:		
Floor 11	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use: Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM						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 12	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use:	Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM					Exceptions:		
Floor 13	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use:	Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM					Exceptions:		
Floor 14	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use:	Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM					Exceptions:		
Floor 15	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use:	Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM					Exceptions:		
Floor 16	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use:	Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM					Exceptions:		
Floor 17	R-2	N/A	40	2A	14	421171993	Temporary	09/03/2023
Description of Use:	Apartment House 14 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM					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	09/03/2023
Description of Use: Apartment House 3 CLASS "A" MULTIPLE DWELLING UNITS AND TRASH ROOM						Exceptions:		
Roof	R-2	N/A	100	2B		421171993	Temporary	09/03/2023
Description of Use: Apartment House MECHANICAL ROOM, ELEVATOR MACHINE ROOM, STAIR AND ELEVATOR BULKHEADS						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



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

Trustee Name:

Catherine Tse

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.).

Vice-Chair ; member of Finance 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 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

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.

Business Telephone:



Business Address:



E-mail Address:



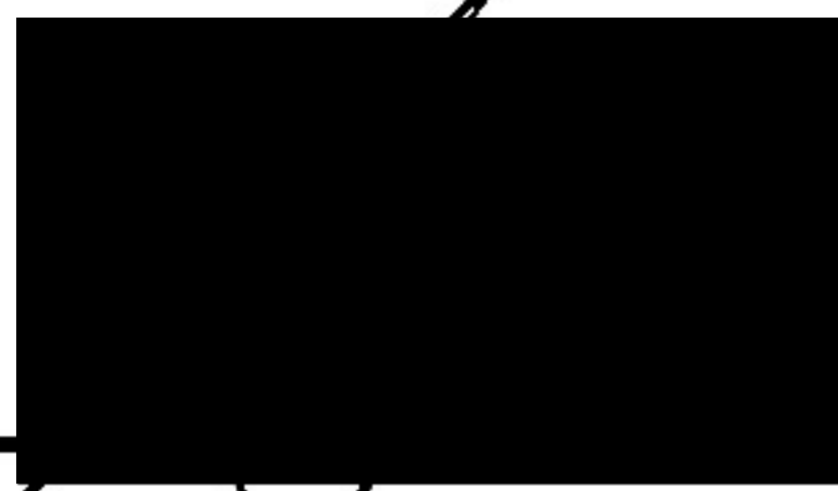
Home Telephone:



Home Address:



Signature



Date

6/12/2023

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:

Joyce Wu

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.).

Chair of 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.

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

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.

Business Telephone:

[Redacted]

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted]

6/12/23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022