

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
April 6, 2020 at 6:00 PM**

A meeting of the Board of Trustees (the “Board”) of the Central Queens Academy Charter School (“CQA” or the “School”) was held via Zoom Video Conference on April 6, 2020 at 6:00 PM, pursuant to notice duly given.

Trustees Ken Fong, Maribel Lara, David Nitkin, Année Kim, Sonia Park, Rick Ruvkun, Bruce Saber, Vipul Tandon, Cathy Tse and Michael Zisser were present by Video Conference. Also present by Video Conference from the school was Suyin So, Executive Director; Glenn Liebeck, Director of School; Michelle Dalpiaz, CFO; Therese Paskoff, Director of Operations; and Melissa Kinsella, Director of Advancement.

Ms. Kinsella recorded the minutes on behalf of the Chairman, Mr. Zisser. All participants were able to speak and be heard and seen and were determined to be present at the meeting pursuant to the School’s bylaws.

Chairman, Michael Zisser, called the meeting to order and went through the roll call and noted the board had quorum.

- I. February 3, 2020 Meeting Minutes
 - a. Mr. Fong made a motion to approve the February 3, 2020 board meeting minutes and Ms. Kim seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee
 - a. Mr. Zisser offered appreciation on behalf of the board to the teachers and staff for their response to the COVID-19 pandemic and their efforts to implement distance learning.
- III. Finance Committee Report
 - a. Mrs. Dalpiaz provided an overview of what impact the State’s budget reductions may have on CQA’s FY 2021 budget.
 - b. The board discussed CQA’s opportunity to apply for the Small Business Association’s Paycheck Protection Program. Mr. Fong motioned to adopt the resolution presented to and reviewed by the board regarding CQA’s participation in the Small Business Association’s Paycheck Protection Program. Mr. Tandon seconded the motion. All board members present voted in favor and the motion passed.
 - c. Mr. Fong called for a motion to authorize a single signatory on any board-approved debt agreements related to the Small Business Association’s Paycheck Protection Program with approved signatories being either the Board Chairperson, The Board Treasurer, or the

Executive Director. Ms. Park seconded the motion. All board members present voted in favor of the motion and the motion passed.

IV. Educational Accountability Committee Report

- a. Mr. Liebeck presented the Educational Accountability Committee report and reviewed how scholars, teachers and families are adapting to distance learning and how they are managing through the pandemic.

V. Executive Director Update

- a. Ms. So provided an update on the status of the second charter, which would allow CQA to replicate middle school.
- b. Ms. Kinsella reported that the school had applied for several emergency grants to cover computer technology related to distance learning.

VI. Facility Task Force

- a. Ms. So and Mr. Saber provided an update on the status on the facility project at 70-50 Queens Boulevard and other real estate matters.

VII. Executive Session

- a. Mr. Saber made a motion to enter Executive Session to discuss an individual personnel compensation matter. Ms. Kim seconded the motion. All board members present voted in favor and the motion passed.
- b. There were no votes or actions taken while the board was in Executive Session.
- c. Mr. Saber made a motion to exit Executive Session. Ms. Kim seconded the motion. All board members present voted in favor and the motion passed.

VIII. Public Comment

- a. Mr. Zisser noted that there were no members of the public present to make comment.

IX. Next Meeting and Adjournment

- a. The board will hold a previously unscheduled meeting in May at a date to be determined. The board's annual meeting will take place on Monday, June 22, 2020.
- b. There being no further business to come before the board, Ms. Kim made a motion to adjourn, Mr. Saber seconded the motion. All board members voted in favor and the meeting was adjourned.