

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
December 14, 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 December 14, 2020 at 6:00 PM, pursuant to notice duly given.

Trustees Année Kim, Maribel Lara, Tom Ng, David Nitkin, Sonia Park, Bruce Saber, Cathy Tse, and Michael Zisser were present by video conference. Trustee Rick Ruvkun was absent. Also present by video conference from the school was Ashish Kapadia, Interim Executive Director; Glenn Liebeck, Director of School; Michelle Dalpiaz, CFO; Therese Paskoff, Director of Operations; and Melissa Kinsella, Director of Advancement. Members of the public and Board of Trustee candidates Michael Lee, Sabir Semerkant and Joyce Wu were also present by video conference.

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

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

- I. November 16, 2020 Meeting Minutes
 - a. Sonia Park made a motion to approve the November 16, 2020 board meeting minutes and Année Kim seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee
 - a. Année Kim made a motion to increase the fixed number of board members to ten (10). Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
 - b. Année Kim made a motion to nominate and elect Sabir Semerkant to the Board of Trustees for a term of two years pending approval by SUNY-CSI. Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
 - c. Année Kim welcomed and introduced Joyce Wu and Michael Lee and thanked them for their interest in joining the Board of Trustees.
- III. Educational Accountability Committee
 - a. Glenn Liebeck provided an update on CQA’s learning programs and how scholars are managing academically and emotionally.
 - b. Glenn Liebeck and Therese Paskoff also provided an update on middle school and elementary school recruitment for the 2021-2022 school year.
- IV. Executive Director Report

- a. Ashish Kapadia provided the Executive Director's report including updates on fundraising, community partnerships, board recruitment, and COVID-19 testing requirements.
 - b. Financial reports as of October 31, 2020 were presented to the board.
- V. Facility Task Force
- a. Bruce Saber and Ashish Kapadia provided an update on short and long-term facility opportunities including a potential facility located on Justice Boulevard in Elmhurst.
 - b. The board reviewed the lease terms for the facility located at 75-01 31st Avenue, Queens, which would house CQA's temporary elementary school.
 - c. Bruce Saber made a motion to enter into a lease agreement for the facility located at 75-01 31st Avenue, Queens and to authorize Ashish Kapadia to be the signatory. Année Kim seconded the motion. All board members present voted in favor and the motion passed.
- 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. Sonia Park seconded the motion. All board members voted in favor and the board entered into Executive Session.
 - b. Année Kim made a motion to exit Executive Session, Sonia Park seconded the motion. All board members voted in favor and the board exited Executive Session.
- VIII. Next Meeting and Adjournment
- a. The next board meeting is scheduled to take place on January 11, 2021 by Zoom video conference.
 - b. There being no further business to come before the board, Année Kim made a motion to adjourn, Sonia Park seconded the motion. All board members voted in favor and the meeting was adjourned.