

**Minutes of a Regular Meeting of the Board of Trustees of the  
Central Queens Academy Charter School  
December 9, 2019 at 6:00 PM**

A regular meeting of the Board of Trustees (the “Board”) of the Central Queens Academy Charter School (“CQA” or the “School”) was held at the offices of DLA Piper located at 1251 Avenue of the Americas, New York, NY on December 9, 2019 at 6:00 PM, pursuant to notice duly given.

Trustees Bruce Saber, Cathy Tse, Vipul Tandon, and Michael Zisser were present in person. Trustees Année Kim and Sonia Park were present by videoconference. Appointed Trustee (pending SUNY approval) Ken Fong was also present in person. Trustees David Nitkin and Rick Ruvkun, were absent. Also present from the school were Suyin So, Executive Director; Glenn Liebeck, Director of School; Michelle Dalpiaz, CFO; Therese Paskoff, Director of Operations and Melissa Kinsella, Director of Advancement. Board member candidate Maribel Lara was also present. Jason Zubatkin and Laura Cruz from Zubatkin Owners Representation and Stephen Powers from Transwestern were present by invitation of the school to make a presentation regarding CQA’s facility search and project.

Ms. Kinsella recorded the minutes on behalf of the Interim Chair, 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.

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

I. November 2019 Meeting Minutes

- a. Mr. Saber made a motion to approve the November 12, 2019 board meeting minutes and Ms. Tse seconded the motion. All board members present voted in favor and the motion passed.

II. Finance Committee Report

- a. Ms. Dalpiaz presented financial reports as of October 2019. She reminded the board that the Finance Committee is looking into alternative ways to manage the school’s reserve.

III. Education Accountability Report

- a. Mr. Liebeck reported that the school hired an Elementary School Principal who has started part-time and will begin to develop the school program and roll-out.

IV. Executive Committee

- a. Mr. Zisser and Ms. So introduced Mr. Lara and thanked her for her commitment to the school and for her interest in being elected to the Board of Trustees.
  - i. Ms. Park nominated Maribel Lara to the Board of Trustees for a term of two years. Mr. Tandon seconded the motion. All board members present voted in favor and Ms. Lara was elected to the Board of Trustees pending approval from SUNY Charter School Institute.

- b. Ms. So presented an Executive Director's report, including an update on the school's efforts to secure a second charter.
- c. Ms. Kinsella provided an update on advancement activities.

V. Facility Task Force Report

- a. Mr. Saber presented an update on the school's facility search and negotiations, including the project at 70-50 Queens Boulevard.
- b. The board requested additional financial information on current and prospective facility projects.

VI. Public Comment

- a. Mr. Zisser noted that no members of the public requested to make comment.

VII. Next Meeting and Adjournment

- a. The next meetings will be held immediately following this one at 7:00 PM and also on Monday, February 3, 2020 at 6:00 PM at a location to be determined. The board may host a special meeting in the interim and will post the date and location accordingly.
- b. There being no further business to come before the board, Mr. Zisser made a motion to adjourn, Ms. Tse seconded the motion. All board members voted in favor and the meeting was adjourned.