

**Minutes of a Special Meeting of the Board of Trustees of the
Central Queens Academy Charter School
December 21, 2020 at 6:30 PM**

A special 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 21, 2020 at 6:30 PM, pursuant to notice duly given.

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

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. Facility Task Force

- a. Ashish Kapadia provided an update on lease negotiations and a summary of lease terms for a prospective long-term facility located at 88-08 Justice Avenue, Queens.
- b. Sonia Park made a motion to approve the terms of the lease and enter into a lease agreement for the facility located at 88-08 Justice Avenue, Queens and the adjoining gymnasium based on the summary of the lease terms presented. She also moved to authorize Ashish Kapadia to be the signatory on the lease. Année Kim seconded the motion. All voting board members present voted in favor and the motion passed.
- c. Ashish Kapadia reported that he and the Facility Task Force will continue to negotiate the scope of work with the developers and will keep the board up to date on the process and outcome.

II. Public Comment

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

III. 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.