

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
February 3, 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 at the offices of DLA Piper located at 1251 Avenue of the Americas, New York, NY on February 3, 2020 at 6:00 PM, pursuant to notice duly given.

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

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. January 2020 Meeting Minutes

- a. Mr. Saber made a motion to approve the January 9, 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. Saber made a motion to re-elect Mr. Zisser to the Board of Trustees for a term of two years. Ms. Kim seconded the motion. All board members present voted in favor and the motion passed.
- b. Mr. Saber made a motion to elect Mr. Zisser to Chairman of the Board of Trustees for a term of one year. Ms. Kim seconded the motion. All board members present voted in favor and the motion passed.

III. Finance Committee Report

- a. Mrs. Dalpiaz provided the Finance Committee Report, including revenue and expenses as of December 2019. She also provided a timeline for FY 2021 budget planning.

IV. Educational Accountability Committee Report

- a. Mr. Liebeck provided the Educational Accountability Committee report, which included a timeline of planning for the opening of the elementary school. He also provided results of a recent teacher survey.

- b. Mrs. Paskoff provided an operations update, including status of enrollment, the status of the school's two buildings, and a recent PEO transition.

V. Executive Director Update

- a. Ms. So provided an update on the school's pursuit of a second charter to replicate middle school.
- b. Ms. Kinsella provided an advancement update, including results of an annual appeal, efforts to update and meet with donors, and the school's open house and cultivation events.

VI. Facility Task Force

- a. Ms. So and Mr. Saber provided an update on progress on the facility project at 70-50 Queens Boulevard.

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 next meetings will be held on Monday, April 6, 2020 at 6:00 PM at a location to be determined.
- b. There being no further business to come before the board, Mr. Zisser made a motion to adjourn, Mr. Saber seconded the motion. All board members voted in favor and the meeting was adjourned.