

**Minutes of a Meeting of the Board of Trustees of the  
Central Queens Academy Charter School  
February 8, 2021 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 February 8, 2021 at 6:00 PM, pursuant to notice duly given.

Trustees Année Kim, Maribel Lara, Michael Lee, Tom Ng, David Nitkin, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, Joyce Wu, and Michael Zisser were present by video conference. 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 Arunabha Bhoumik and Megha Jain and 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. January 11, 2021 Meeting Minutes
  - a. Michael Lee made a motion to approve the January 11, 2021 board meeting minutes and Maribel Lara seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee
  - a. Michael Zisser welcomed Joyce Wu and Michael Lee back as official members of the Board of Trustees.
  - b. Michael Zisser welcomed Board of Trustees candidates, Arunabha Bhoumik and Megha Jain to the meeting and thanked them for their interest in supporting CQA.
  - c. It was acknowledged that Michael Zisser’s term as Chairman of the Board would end at the end of February. Bruce Saber made a motion to re-elect Michael Zisser to Chairman of the Board temporarily through June 2021 and until a new Chair could be elected at the annual meeting in June. Joyce Wu seconded the motion. All board members present voted in favor and the motion passed.
- III. Educational Accountability Committee
  - a. Glenn Liebeck provided an update on CQA’s learning programs and how scholars are managing academically and emotionally. Scholars are progressing academically but need social and emotional support. The school has initiated community Fridays for scholars, which has been well attended.

- b. Glenn Liebeck and Therese Paskoff also provided an update on middle school and elementary school recruitment for the 2021-2022 school year. The school is employing new recruitment efforts this year including an advertising campaign, social media ads, and running several virtual open houses.

IV. Executive Director Report

- a. Ashish Kapadia provided the Executive Director's report including updates on fundraising, community partnerships, board recruitment, and compliance.
- b. Financial reports as of January 31, 2021 were presented to the board.
- c. Michael Lee made a motion to authorize Ashish Kapadia as Interim Executive Director to represent CQA as a key employee and to apply for loan forgiveness from the Small Business Administration's Paycheck Protection Program on behalf of CQA. Année Kim seconded the motion. All board members present voted in favor and the motion passed.

V. Facility Task Force

- a. Bruce Saber and Ashish Kapadia provided an update on short and long-term facility projects.

VI. Public Comment

- a. Arunabha Bhounik and Megha Jain introduced themselves to the Board and staff and shared their interests in supporting the school.

VII. Executive Session

- a. Année Kim made a motion to enter into Executive Session to discuss personnel matters. 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 March 8, 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.