

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
January 11, 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 January 11, 2021 at 6:00 PM, pursuant to notice duly given.

Trustees Maribel Lara, Tom Ng, David Nitkin, Sonia Park, Rick Ruvkun, Bruce Saber, Sabir Semerkant, Cathy Tse, and Michael Zisser were present by video conference. Trustee Année Kim was absent. Also present by video conference from the school was Ashish Kapadia, Interim Executive Director; Glenn Liebeck, Director of School; Michelle Dalpiaz, CFO; and Melissa Kinsella, Director of Advancement. Members of the public and Board of Trustee candidates Michael Lee 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. December 14, 2020 and December 21, 2020 Board Meeting Minutes
 - a. Sonia Park made a motion to approve the December 14, 2020 and December 21, 2020 board meeting minutes and David Nitkin seconded the motion. All board members present voted in favor and the motion passed.

- II. Executive Committee
 - a. Michael Zisser welcomed back board candidates Joyce Wu and Michael Lee who will be nominated for the Board of Trustees and thanked them for their commitment to the school.
 - b. Bruce Saber made a motion to nominate and elect Michael Lee to the Board of Trustees for a term of two years pending approval by SUNY-CSI. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
 - c. Bruce Saber made a motion to nominate and elect Joyce Wu to the Board of Trustees for a term of two years pending approval by SUNY-CSI. Sonia Park seconded the motion. All board members present voted in favor and the motion passed.
 - d. Maribel Lara made a motion to increase the fixed number of board members from 10 to 12, pending approval of SUNY-CSI’s approval of Joyce and Mike’s appointments to the Board of Trustees. Bruce Saber seconded the motion. All board members present voted in favor and the motion passed.
 - e. David Nitkin, Maribel Lara and Sonia Park gave an update on the search for the permanent Executive Director. They expect the process to be complete in March.

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 also provided an update on middle school and elementary school recruitment for the 2021-2022 school year. The school is undertaking a few new recruitment efforts this year including a print ad campaign as well as a social media ad campaign, led by Maribel Lara.

IV. Executive Director Report

- a. Ashish Kapadia provided the Executive Director's report including updates on fundraising, board recruitment, and COVID-19 testing requirements.
- b. Financial reports as of November 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 projects, including a lease agreement that was executed between CQA and the owners of 88-08 Justice Avenue, as approved by the Board in a previous meeting.
- b. On behalf of the Finance Committee, Rick Ruvkun clarified some of the low probability financial risks associated with the facility project t 88-08 Justice Avenue.

VI. Public Comment

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

VII. Executive Session

- a. Bruce Saber made a motion to enter into Executive Session to discuss employment matters. Sonia Park seconded the motion. All board members voted in favor and the board entered into Executive Session.
- b. Bruce Saber 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 February 8, 2021 by Zoom video conference.
- b. There being no further business to come before the board, Sonia Park made a motion to adjourn, Sonia Park seconded the motion. All board members voted in favor and the meeting was adjourned.