

**Minutes of the Annual Meeting of the Board of Trustees of the
Central Queens Academy Charter School
July 13, 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 via Zoom Video Conference on July 13, 2020 at 6:00 PM, pursuant to notice duly given.

Trustees Maribel Lara, David Nitkin, Sonia Park, Rick Ruvkun, Bruce Saber, and Michael Zisser were present by video conference. Trustees Année Kim and Cathy Tse were present by phone. Also present by video conference from the school was Suyin So, Executive Director; Glenn Liebeck, Director of School; Michelle Dalpiaz, CFO; Therese Paskoff, Director of Operations; and Melissa Kinsella, Director of Advancement.

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. June Meeting Minutes
 - a. Ms. Lara made a motion to approve the June 15, 2020 and June 23, 2020 board meeting minutes and Ms. Park seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
 - a. Mr. Zisser reported that the board will review board recruitment and onboarding procedures for the coming year at an upcoming meeting.
- III. Facility Task Force Report
 - a. Mr. Saber and Ms. So provided an update on the status on the facility project at 70-50 Queens Boulevard as well as temporary space options for CQA’s new elementary school.
- IV. Senior Leadership Team Update
 - a. The SLT provided pertinent written updates to the board, including school reopening plans.
- V. Executive Session
 - a. Mr. Saber made a motion to enter into executive session to discuss a staff member’s employment status. Ms. Park seconded the motion, all board members present voted in favor and the meeting entered executive session.
 - b. No motions were made and no votes were taken during executive session.

- c. Mr. Saber made a motion to exit executive session. Ms. Park seconded the motion, all board members present voted in favor and the meeting exited executive session.

VI. Public Comment

- a. No members of the public were present to make a comment.

VII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on September 14, 2020.
- b. There being no further business to come before the board, Ms. Park made a motion to adjourn, Mr. Saber seconded the motion. All board members voted in favor and the meeting was adjourned.