

**Minutes of the Annual Meeting of the Board of Trustees of the
Central Queens Academy Charter School
June 15, 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 June 15, 2020 at 6:00 PM, pursuant to notice duly given.

Trustees Maribel Lara, David Nitkin, Année Kim, Sonia Park, Rick Ruvkun, Bruce Saber, Cathy Tse and Michael Zisser were present by video conference. Also present by video conference from the school was Glenn Liebeck, Director of School; Michelle Dalpiaz, CFO; Therese Paskoff, Director of Operations; and Melissa Kinsella, Director of Advancement. Also present was Tom Ng a member of the Board’s Educational Accountability Committee.

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. May 11, 2020 Meeting Minutes
 - a. Ms. Park made a motion to approve the May 11, 2020 board meeting minutes and Ms. Kim seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee Report
 - a. Mr. Zisser announced that Trustees Vipul Tandon and Ken Fong both resigned from the board prior to the meeting.
 - b. Ms. Park made a motion to re-elect Année Kim, Rick Ruvkun and Bruce Saber to the Board of Trustees each for a term of two years. Ms. Lara seconded the motion. All board members present voted in favor and the motion passed.
 - c. Mr. Nitkin made a motion to re-elect Rick Ruvkun as Treasurer for a term of one year or until a new Treasurer can be identified and elected. Ms. Park seconded the motion. All board members present voted in favor and the motion passed.
 - d. Ms. Park made a motion to accept the roster of Board Committees and Task Forces for the 2020-2021 school year. Mr. Nitkin seconded the motion. All board members present voted in favor and the motion passed.
 - e. Ms. Park made a motion to make the set number of board members eight. Mr. Nitkin seconded the motion. All board members present voted in favor and the motion passed.
 - f. The board reviewed and agreed to the calendar of meetings for the 2020-2021 school year.

- g. The board reconfirmed their vote from January 2020 that Cathy Tse will be a signatory on CQA's TD Bank account.
 - h. The board received the annual conflict of interest/financial disclosure and code of ethics forms.
- III. Facility Task Force
- a. Mr. Saber provided an update on the status on the facility project at 70-50 Queens Boulevard.
- IV. Finance Committee Report
- a. Mrs. Dalpiaz presented the FY 2021 consolidated (lower school and middle school) budgets for board approval. Mr. Ruvkun made a motion to approve the FY 2021 consolidated budget. Ms. Kim seconded the motion. All board members present voted in favor and the motion passed.
- V. Educational Accountability Committee Report
- a. Mr. Liebeck presented the Educational Accountability Committee report, which included an update on distance learning, elementary school expansion planning, and re-opening plans for the 2020-2021 school year.
 - b. The board was invited to attend the virtual graduation ceremony scheduled for June 22nd.
 - c. Mrs. Paskoff provided an operations update including enrollment for the 2020-2021 school year.
- VI. Advancement Update
- a. Ms. Kinsella provided an update on fundraising efforts and outcomes to date for FY 2020.
- VII. Public Comment
- a. Members of the public were offered the opportunity to speak. No members of the public chose to make a comment.
- VIII. Next Meeting and Adjournment
- a. The next board meeting to take place on July 13, 2020.
 - b. There being no further business to come before the board, Ms. Kim made a motion to adjourn, Ms. Park seconded the motion. All board members voted in favor and the meeting was adjourned.