

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
May 11, 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 May 11, 2020 at 6:00 PM, pursuant to notice duly given.

Trustees Ken Fong, Maribel Lara, David Nitkin, Année Kim, Sonia Park, Bruce Saber, Vipul Tandon, Cathy Tse and Michael Zisser were present by video conference. Trustee Rick Ruvkun was absent. Also present by video conference from the school was Suyin So, Executive Director; Glenn Liebeck, Director of School; Michelle Dalpiaz, CFO; and Therese Paskoff, Director of Operations. Also present by video conference were members of the public and CQA vendors, Jason Zubatkin and Charlie Kaplan. Aaron Ong, a Co-Chair of the Board’s Facility Task Force was also present by video conference.

Ms. So 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. April 6, 2020 Meeting Minutes
 - a. Ms. Kim made a motion to approve the April 6, 2020 board meeting minutes and Ms. Park seconded the motion. All board members present voted in favor and the motion passed.
- II. Finance Committee Report
 - a. Mrs. Dalpiaz provided financial reports as of March 31, 2020 as well as an update on the FY 2021 budgeting process.
 - b. The board reviewed the Small Business Association’s eligibility certification guidelines for CQA’s Paycheck Protection Program loan (distributed document: SBA FAQ 31) and confirmed CQA’s eligibility assessment.
- III. Educational Accountability Committee Report
 - a. Mr. Liebeck presented the Educational Accountability Committee report, which included an update on distance learning and elementary school expansion planning.
 - b. Mrs. Paskoff provided an operations update including enrollment for the FY 2021 school year.
- IV. Executive Director Update

- a. Ms. So provided an update on the status of the second charter application processes, which would allow CQA to replicate middle school.
 - b. Ms. So provided an update on fundraising efforts and donations received.
- V. Facility Task Force
- a. Ms. So and Mr. Saber provided an update on the status on the facility project at 70-50 Queens Boulevard and other real estate opportunities and matters, including temporary space options for the elementary school.
- VI. Public Comment
- a. Members of the public were offered the opportunity to speak. No members of the public chose to make a comment.
- VII. Next Meeting and Adjournment
- a. The next board meeting to take place will be the annual meeting, which will be held on Monday, June 22, 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.