

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
November 16, 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 November 16, 2020 at 6:00 PM, pursuant to notice duly given.

Trustees Année Kim, Maribel Lara, Tom Ng, David Nitkin, Sonia Park, Bruce Saber, Cathy Tse, and Michael Zisser were present by video conference. Trustee Rick Ruvkun was absent. 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. A member of the public, Sabir Semerkant was also present by video conference.

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, Ms. Kinsella went through the roll call and noted the board had quorum.

- I. October 19, 2020 Meeting Minutes
 - a. Ms. Kim made a motion to approve the October 19, 2020 board meeting minutes and Ms. Park seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee
 - a. Ms. Lara introduced guest Sabir Semerkant who spoke about his background and potential interest in supporting the school.
 - b. Ms. Kim made a motion to increase the number of fixed board members from eight to nine. Ms. Park seconded the motion. All board members present voted in favor of the motion and the motion passed.
 - c. Mr. Zisser reminded the board of the goal to recruit and onboard additional board members before the end of the fiscal year.
- III. Educational Accountability Committee
 - a. Mr. Liebeck provided an update on CQA’s school hybrid and distance learning programs and the school’s efforts to especially address the needs of vulnerable students.
 - b. Mr. Liebeck also provided an update on middle school and elementary school recruitment for the 2021-2022 school year.
- IV. Finance Committee

- a. Mrs. Dalpiaz distributed financial reports as of September 30, 2020.

V. Executive Director Report

- a. Mr. Kapadia provided the Executive Director's report, including updates on the potential impact of COVID-19 testing requirements on the school's operations and budget.

- i. Ms. Kim made a motion to authorize Mr. Kapadia to contract with a third party to administer COVID-19 testing as mandated by state and local authorities and to expend unbudgeted funds accordingly. Mr. Saber seconded the motion, all members present voted in favor of the motion and the motion passed.

- b. Mr. Kapadia distributed and reviewed a proposal from Gluck+.

- i. Mr. Saber made a motion to approve the contract submitted by Gluck+ for architectural design services related to a potential facility project at 88-08 Justice Boulevard, Elmhurst, and to hire Gluck+ to provide such services according to the terms laid out in the contract. He also moved to approve this expense, which is not included in the approved FY 2021 operating budget. Further, based on CQA's long standing professional relationship with Gluck+, their familiarity with the needs of the school, as well as the company's exceptional industry experience and ability to provide CQA with expedited service, he moved to forgo the process of obtaining competitive bids for this project from other vendors as outlined in CQA'S FPP.

Ms. Lara seconded the motion. All members who were present voted in favor of the motion and the motion passed.

VI. Facility Task Force

- a. Mr. Saber and Mr. Kapadia provided an update on short and long-term facility opportunities including a potential facility located on Justice Boulevard in Elmhurst.

VII. Public Comment

- a. Mr. Semerkant offered thoughts on recreational activities and competitive contests and programs for CQA scholars.

VIII. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on December 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.