

**Minutes of a Regular Meeting of the Board of Trustees of the
Central Queens Academy Charter School
November 12, 2019 at 6:00 PM**

A regular meeting of the Board of Trustees (the “Board”) of the Central Queens Academy Charter School (“CQA” or the “School”) was held at the offices of DLA Piper located at 1251 Avenue of the Americas, New York, NY at 6:00 PM, pursuant to notice duly given.

Trustees Année Kim, David Nitkin, Sonia Park, Rick Ruvkun, Bruce Saber, Cathy Tse, and Michael Zisser were present. Trustees Jon Blattmachr and Vipul Tandon were absent. Also present from the school were Suyin So, Executive Director; Therese Paskoff, Director of Operations and Melissa Kinsella, Director of Advancement. Board member candidate Ken Fong was also present. Jason Zubatkin and Laura Cruz from Zubatkin Owners Representation and Stephen Powers from Transwestern were present by invitation of the school to make a presentation regarding CQA’s facility search and project. Nelson Louis, a member of the public, was also present.

Ms. Kinsella recorded the minutes on behalf of the Secretary, Mr. Blattmachr. 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.

Interim Chairman, Michael Zisser, called the meeting to order and went through the roll call and noted the board had quorum.

I. October 2019 Meeting Minutes

- a. Ms. Park made a motion to approve the October 21, 2019 board meeting minutes and Ms. Kim seconded the motion. All board members present voted in favor and the motion passed.

II. Finance Committee Report

- a. Mr. Ruvkun presented financial reports as of September 2019 with the board.

III. Executive Committee

- a. Mr. Zisser noted that Ms. Tse’s term as a member of the Board of Trustees was to expire in January 2020. Ms. Tse agreed to be reelected for a new two-year term.
 - i. Mr. Ruvkun made a motion to reelect Ms. Tse to the Board of Trustees for a term of two years to begin immediately following the completion of her current term. Ms. Kim seconded the motion. All board members present voted in favor and the motion passed.
- b. Mr. Zisser introduced Mr. Fong and thanked him for his commitment to the school and for his interest in being elected to the Board of Trustees.
 - i. Mr. Saber nominated Ken Fong to the Board of Trustees for a term of two years. Ms. Kim seconded the motion. All board members present voted in favor and Mr. Fong was elected to the Board of Trustees pending approval from SUNY Charter School Institute.

- c. Mr. Zisser gave an update on the status of the Chair of the Board position. As there is no member prepared to be elected to the role, Mr. Zisser will remain Acting Chair of the Board through the end of the school and fiscal year. There were no objections from the members of the board who were present.

IV. Education Accountability Report

- a. Ms. Park and Mr. Nitkin reported that the search for the elementary school principal is in its final stages.
- b. Ms. Park and Mr. Nitkin also reported that the school's instructional leadership team is actively working on and implementing a plan to increase proficiency in ELL scholars.

V. Facility Task Force Report

- a. Ms. So presented an overview of the school's mission and goals including plans for programmatic growth.
- b. Mr. Zubatkin of Zubatkin Owner Representation was invited to present an update on the facility search and negotiations.
- c. The board requested that financial information and program growth details pertaining to available facility options be provided for discussion at the December board meeting.

VI. Public Comment

- a. Mr. Fong and Mr. Louis asked several questions about the facility options for the school and their ability to meet CQA's programmatic goals and overall mission.

VII. Next Meeting and Adjournment

- a. The next meetings will be held on Monday, December 9th at 6:00 PM and Monday, December 9th at 7:00 PM at Mr. Saber's office at DLA Piper located at 1251 Avenue of the Americas, New York, NY.
- b. There being no further business to come before the board, Mr. Zisser made a motion to adjourn, Ms. Kim seconded the motion. All board members voted in favor and the meeting was adjourned.