

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
October 19, 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 October 19, 2020 at 6:00 PM, pursuant to notice duly given.

Trustees Année Kim, Maribel Lara, 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; Melissa Kinsella, Director of Advancement; and Michelle Feirman, Elementary School Principal. Tom Ng, a member of the Educational Accountability Committee and Board of Trustees candidate was also present.

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. September 14, 2020 and October 12, 2020 Meeting Minutes
 - a. Ms. Lara made a motion to approve both the September 14, 2020 and October 12, 2020 board meeting minutes and Ms. Kim seconded the motion. All board members present voted in favor and the motion passed.

- II. Executive Committee
 - a. Mr. Zisser re-introduced Mr. Ng and thanked him for his interest in joining the Board of Trustees.
 - b. Mr. Nitkin made a motion increase the number of fixed Board of Trustees to nine (9). Ms. Park seconded the motion. All board members present voted in favor and the motion passed.
 - c. Mr. Nitkin made a motion to elect Mr. Ng to the Board of Trustees for a term of two years, pending approval by SUNYCSI. Ms. Park seconded the motion. All board members present voted in favor and the motion passed and Mr. Ng was elected to the Board of Trustees.

- III. Educational Accountability Committee
 - a. Mr. Liebeck provided an update on CQA’s school hybrid and distance learning programs.
 - b. Mrs. Paskoff provided an operations and enrollment update and reviewed the updates to CQA’s Safe Schools Against Violence in Education plans.
 - i. Ms. Kim made a motion to approve and adopt CQA’s Safe Schools Against Violence in Education plans. Ms. Park seconded the motion. All board members present voted in favor and the motion passed.

- c. Ms. Feirman presented an update on Elementary School recruitment and planning.

IV. Finance Committee

- a. Mrs. Dalpiaz reviewed the findings of the FY 2020 audit and Ms. Tse provided feedback from the finance committee.
 - i. Ms. Kim made a motion to approve the FY 2020 audit as presented to the Board of Trustees. Ms. Tse seconded the motion. All board members present voted in favor of the motion and the motion passed.

V. Executive Director Report

- a. Mr. Kapadia provided the Executive Director's report and reviewed CQA's Student Data Privacy Policy and Parents' Bill of Rights.
 - i. Ms. Park made a motion to approve and adopt CQA's Student Data Privacy Policy and Parents' Bill of Rights. Mr. Nitkin seconded the motion. All board members present voted in favor of the motion and the motion passed.
- b. Ms. Kinsella provided an update on advancement activities.

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

VIII. Executive Session

- a. Ms. Kim made a motion to enter executive session to discuss employee matters. 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. Ms. Kim 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.

IX. Next Meeting and Adjournment

- a. The next board meeting is scheduled to take place on November 16, 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.