

**Minutes of a Regular Meeting of the Board of Trustees of the
Central Queens Academy Charter School
October 21, 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 by videoconference and at an in-person at 88-24 Myrtle Avenue, Glendale, NY beginning at 6:00 PM, pursuant to notice duly given.

Trustees Année Kim, David Nitkin, Sonia Park, Rick Ruvkun, Cathy Tse, and Michael Zisser were present by videoconference. Trustees Jon Blattmachr, Bruce Saber, and Vipul Tandon were absent. Also present by videoconference were Suyin So, Executive Director; Glenn Liebeck, School Director; Michelle Dalpiaz, Chief Financial Officer; and Melissa Kinsella, Director of Advancement.

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. September 2019 Meeting Minutes

- a. Mr. Ruvkun made a motion to approve both the September 16, 2019 6:00 PM and September 16, 2019 7:00 PM 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. Ms. Dalpiaz provided financial reports to the board as of August 2019.
- b. Mike Schall from Schall & Ashenfarb, the accounting firm which conducted CQA’s FY 2019 audit, presented the FY 2019 audited report.
 - i. Ms. Park made a motion to approve the FY 2019 audited report as presented. Mr. Nitkin seconded the motion. All board members present voted in favor and the motion passed.

III. Executive Committee

- a. Mr. Zisser noted that Ms. Park’s term as a member of the Board of Trustees was to expire at the end of October 2019. Ms. Park agreed to be reelected for a new two-year term.
 - i. Mr. Ruvkun made a motion to reelect Ms. Park to the Board of Trustees for a term of two years. Mr. Nitkin seconded the motion. All board members present voted in favor and the motion passed.
- b. Mr. Zisser made a motion to accept the compensation package for the Executive Director as outlined in an email shared with the entire board prior to the board meeting. Mr. Ruvkun seconded the motion. All board members present voted in favor and the motion passed.

IV. Education Accountability Report

- a. Mr. Liebeck presented the Education Accountability report and reviewed the school's 2019-2020 priority goals and an overview of the elementary school principal fellowship.
- b. Rick Ruvkun made a motion to approve CQA's Safe Schools Against Violence in Education Plans for both South and North campuses as presented. Ms. Park seconded the motion. All board members present voted in favor and the motion passed.

V. Executive Director Report

- a. Ms. So gave an update on strategic planning progress and facility negotiations.
- b. Ms. So provided an update on candidates for the Board of Trustees.
- c. Ms. Kinsella provided an update on event planning. Two open house dates have been set (November 20th and January 21st) and two cultivation events are being planned for after the new year.

VI. Public Comment

- a. There were no members of the public present to make comment.

VII. Next Meeting and Adjournment

- a. The next meetings will be held on Tuesday, November 12th at 6:00 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.