

**Minutes of a Meeting of the Board of Trustees of the
Central Queens Academy Charter School
September 14, 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 September 14, 2020 at 6:00 PM, pursuant to notice duly given.

Trustees Maribel Lara, David Nitkin, Sonia Park, Bruce Saber, and Michael Zisser were present by video conference. Trustees Année Kim and Cathy Tse were present by phone. 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; and Melissa Kinsella, Director of Advancement. Charlie Kaplan from Gluck+, a CQA contractor and Tom Ng, a member of the Educational Accountability Committee was also present. Present by telephone was Suyin So, Executive Director.

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. July 13, 2020 and August 5, 2020 Meeting Minutes
 - a. Ms. Park made a motion to approve both the July 13, 2020 and August 5, 2020 board meeting minutes and Ms. Lara seconded the motion. All board members present voted in favor and the motion passed.
- II. Executive Committee
 - a. Mr. Zisser encouraged the board to participate in the recruitment of new board members and asked members to provide feedback on candidate profiles and qualifications. Recruitment materials and resources were provided to the board.
 - b. Mr. Nitkin provided an update on the Executive Director transition process and Mr. Kapadia was reintroduced to the board as the school’s Interim Executive Director.
- III. Educational Accountability Committee
 - a. Mr. Liebeck provided an update on CQA’s school re-opening and distance learning progress and enrollment to date. Mr. Liebeck also provided an updated on elementary school planning and recruitment process.
- IV. Finance Committee
 - a. Mr. Saber made a motion to approve the immediate hire of an unbudgeted full-time, in-house custodian and to approve the use of CQA’s reserve funds if the additional FY 2021 cost cannot be

covered by fundraising revenue. Ms. Lara seconded the motion. All board members present voted in favor of the motion and the motion passed.

- b. Mr. Saber made a motion to remove Suyin So as a signer and add Ashish Kapadia as a signer to CQA's TD Bank account cards. Ms. Kim seconded the motion. All board members present voted in favor of the motion and the motion passed.
- c. Mr. Saber made a motion to adopt the resolution authorizing Ashish Kapadia to act as a representative from CQA and to open a new corporate credit card with TD Bank and to make Ashish Kapadia the signer on the account. Ms. Kim seconded the motion. All board members present voted in favor of the motion and the motion passed.

V. Executive Director Report

- a. Ms. So gave an update on leadership transition planning and recent updates to CQA donors and stakeholders.
- b. Ms. Kinsella provided an update on advancement priorities and planning.

VI. Facility Task Force

- a. Mr. Saber and Ms. So provided an update on the status of the facility project at 70-50 Queens Boulevard as well as another potentially long-term facility opportunity at Justice Boulevard in Elmhurst.
- b. Ms. So also provided an update on temporary space options for CQA's new elementary school.

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 October 19, 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.