

**Minutes of a Regular Meeting of the Board of Trustees of the
Central Queens Academy Charter School
September 16, 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 at the offices of DLA Piper located at 1251 Avenue of the Americas, New York, NY beginning at 6:00 PM, pursuant to notice duly given.

Trustees Jon Blattmachr, Année Kim, David Nitkin, Rick Ruvkun, Bruce Saber, Cathy Tse, and Michael Zisser were present in-person. Trustee Sonia Park was present by video conference. Trustee Vipul Tandon was absent. Also present in-person were Suyin So, Executive Director; Glenn Liebeck, School Director; Michelle Dalpiaz, Chief Financial Officer; Therese Paskoff, Director of Operations; 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 Mr. Blattmachr went through the roll call and noted the board had quorum.

I. July 23, 2019 Meeting Minutes

- a. Mr. Blattmachr made a motion to approve the July 23, 2019 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 presented the Finance Committee report. Finances are on track for FY20. The FY 19 audited report will be ready for board review and approval by a vote at the October board meeting.
- b. Mr. Ruvkun and Ms. Dalpiaz suggested CQA review and update Reserve and Investment policies. The board agreed that the Finance Committee should look further into policy updates and present options to the board for review and formal approval.
- c. Mr. Zisser reminded the board that CQA is a member of the Diverse Charter Schools Coalition, of which CQA board of Trustees member Sonia Park is the Executive Director. CQA’s membership carries a \$500 annual due each year. Mr. Zisser reminded the board that because Ms. Park is associated with both organizations, this is a related party transaction. Mr. Blattmachr made a motion to renew CQA’s membership to the Diverse Charter Schools Coalition annually until the board formally moves to cancel its membership. Mr. Nitkin seconded the motion. Ms. Park recused herself from the vote. All other board members present voted in favor and the motion passed.

III. Education Accountability Report

- a. Mr. Liebeck presented the Education Accountability report, including an analysis of scholar achievement on NY State assessment exams. Mr. Liebeck reminded the board that the immediate priority is to work to open CQA's elementary school in 2021.
- b. Ms. Paskoff provided an Operations report, which included an enrollment and human resources update.

IV. Executive Session

- a. Ms. Park made a motion to enter into Executive Session to discuss personnel matters related to an employee's compensation package. Ms. Kim seconded the motion. All board members present voted in favor and the board entered Executive Session.
- b. There were no votes or actions taken within Executive Session.
- c. Ms. Park made a motion to exit Executive Session. Ms. Kim seconded the motion. All board members present voted in favor and the board exited Executive Session.

V. Facility Task Force Report

- a. Mr. Saber gave an update on negotiations related to 70-50 Queens Boulevard. The Task Force also continues to look for additional and alternative facility sites.

VI. Executive Director Report

- a. Ms. So gave an update on strategic planning and expansion plans, including CQA's opportunity to acquire and convert an unused charter from Explore Inc.
- b. Mr. Zisser presented a resolution whereas, CQA was approved for a second charter to expand pursuant to SUNY Charter School Institute's Spring 2019 Request for Proposals, but has not been granted a charter due to the legislative cap on New York City charters; and, in furtherance of CQA's mission to serve more students, the CQA Board of Trustees resolves to operate one of the charters originally granted to Explore Inc. in 2012 and hereby authorizes CQA's staff to work with SUNY to accomplish this action.

Mr. Blattmachr made a motion to adopt the resolution. Mr. Nitkin seconded the motion. All board members present voted in favor and the resolution passed.

VII. Public Comment

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

VIII. Next Meeting and Adjournment

- a. The next meetings will be held immediately following this one at 7:00 PM and then on Monday, October 21, 2019 at 6:00 PM and at 7:00 PM a location to be determined.
- 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.