

**Minutes of a Regular Meeting of the Board of Trustees of the
Central Queens Academy Charter School
September 16, 2019 at 7:00 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 7:00 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. Trustees Sonia Park and 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. Advancement Update

- a. Ms. Kinsella provided a draft advancement calendar and description of advancement-related strategies and responsibilities.
- b. The board decided not to host a gala in 2020 and to instead engage donor and prospects through a series of smaller cultivation and open house events. Board and staff will identify hosts for the events and will work together to invite and effectively engage attendees.

II. Public Comment

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

III. Next Meeting and Adjournment

- a. The next meetings will be held 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.