



GENERAL MEMBERSHIP MEETING MINUTES • DECEMBER 15, 2016

A. In Attendance

It was noted that (a) parents and other “persons in a parental relation” as defined by the regulations of the New York City Chancellor and designated persons having a relationship to a child or children currently attending Q300 (the “**Parents**”) and (b) eligible Q300 teachers and instructional staff members who are currently employed on a full-time basis (the “**Staff**”) at Q300 were present. The total number of Parents and Staff present was 16.

B. Call to Order

Co-PTA President Maria Hantzopoulos called the meeting of the General Membership of the Q300 Parent-Teacher Association (the “**PTA**”) to order at 6:40 pm in the auditorium at the upper division campus at 31-51 21st Street, Long Island City, NY 11106

C. President’s Report

Maria gave the President’s report. The following are highlights:

1. Please consider donating to the Direct Appeal, as part of your end-of-year giving. Your donations are tax deductible.
2. The PTA and Public School 17 jointly organized a free Movie Night in the lower division campus on December 9, 2016 at 5:30 pm. Over 300 attended. Over \$960 was raised from pizza, beverage, and snacks sales. Proceeds will be split between the two schools. Thanks to parents Dan Bach, Meghan Cerrito, Lynn Kennedy, Sue Sekar, Margarita Soto, Amanda Speilman, David Wang, and Sarah Willett Chang for helping out at the event.
3. The PTA is organizing a coat and sock drive in November and December. The PTA is encouraging the Q300 community to contribute what they can and help New Yorkers in need. Special thanks to parents Gina Reis and Sarah Willett Chang for organizing the drive.
4. The middle school is accepting donations of old keyboard, computer mouse, or graphing calculator (Texas Instrument-84 Plus or earlier model).
5. The PTA partnered with La Guli Bakery of Astoria to bring you delicious pies for Thanksgiving. Pies were \$15.75 each and all proceeds support the PTA. We raised a total of \$1,000. Thanks to Blain Kennedy for organizing.
6. On November 23, 2016, the PTA organized a pre-Thanksgiving luncheon for teachers and staff. Special thanks to third grade parent Rami Motyir, owner of Flavors Café, for providing the delicious luncheon. Thanks also to first grade parent Adele Brice for coordinating a special tote of gifts for the teacher and staff. Thanks to parents Noah Fessenden and Paul Stipp for transporting the food.

7. Middle school open house occurred on November 22, 2016 at 5:30 pm. Thanks to parents Karen Babich, Melissa Berger, and Jeanne Kwok for meeting with prospective families at the open house.
8. Thanks to the school for organizing the lower division arts showcase earlier today. The upper division arts showcase will be held tomorrow.
9. Parents are organizing a voluntary holiday group collection to show our appreciation to the entire Q300 team who has dedicated themselves tirelessly to our children's education. This is not an official PTA collection. Once the money is collected, it will be distributed (via gift cards) among all the classroom teachers, specials teachers, administration, school aides, security guards, and main custodians. The suggested donation is \$50, but any amount you are able to contribute will be greatly appreciated.
10. The PTA will be holding its Winterfest International Potluck (“**Winterfest**”) on January 27, 2017, following the PTA meeting. There will be a small silent auction of summer camp vouchers and other items. Please volunteer for the event.
11. Thanks to parent Kevin Gallagher for organizing the auction for New York Jets football tickets.

D. Treasurer’s Report

Co-treasurer Gina Reis circulated the attached Treasurer’s Report, which summarizes the PTA’s finances as of November 30, 2016. The following are highlights:

1. The PTA raised approximately \$28,500 from the Direct Appeal – \$8,200 of such amount was raised on Giving Tuesday. It also raised \$2,000 from the Night at the Gallery event, and \$1,000 from the Thanksgiving Pie Sales. The PTA made approximately \$15,766 payments, including \$13,906 for enrichment programs and expenses related to Movie Night, Costume Party, and Thanksgiving Pies.
2. The PTA has an adjusted cash balance of \$125,003.14.

E. School Leadership Team (“SLT”) Report

Maria gave highlights from the SLT meeting, held on December 5, 2016.

1. Q300 has been allocated \$37,000 in discretionary funding from Council Member Costa Constantinides. The school is developing a list of potential projects that would be funded.
2. Social worker Jill Kaufman and her intern have met with the teaching assistants (TA) to discuss the school’s approach to social-emotional learning and provide a forum in which they can reflect on their work. The hope is that this will become a monthly meeting.
3. The SLT discussed procedures in which it can provide the public and press with access to its meetings. A recent appellate court recently affirmed that the SLT is subject to New York State’s Open Meetings law. With regard to discussions about Q300 personnel or the school’s safety plan, the SLT could hold its meeting in executive session.

F. Fundraising Committee

Co-Vice President of Fundraising Blain Kennedy announced that the Direct Appeal has raised thus far raised about \$84,000. He noted the following upcoming fundraisers: (a) an online auction for New York Jets tickets; (b) an auction for summer camp vouchers will be held during the Winterfest; and (c) a Q300 recipe book, which will be sold, is being compiled. He noted that the fundraising committee is considering changing the current fundraising cycle so that fundraising would begin in June (rather than in September).

G. Community Affairs Committee

Co-VP of Community Affairs Margarita Soto stated that the committee is seeking volunteer neighborhood liaisons to coordinate community events with Q300 families. She noted that the following Q300 items are on the preliminary participatory budgeting list for consideration by the local City Council Members: (a) development of a Q300 library; and (b) improvements to Q300/PS 17's microphone/sound system in the auditorium.

H. Middle School Update

Co-VP of the Upper Division Melissa Berger and Maria noted that the eighth grade was organizing an overnight trip and ceremony. The eighth grade is considering organizing a number of fundraising efforts, including book sale and bake sale.

I. Principal's Report

Principal Bill Biniaris gave the Principal's Report. The following are highlights:

1. Q300 is interested in building a relationship with Johns Hopkins University's Center for Talented Youth, especially for the middle school. The center's mission is to support and encourage academic talent and achievement. It can serve as a resource for our students.
2. Bill expressed appreciation to the PTA for organizing the pre-Thanksgiving luncheon for teachers and staff.
3. Lower Division
 - a. The kindergarten classes will have a writing celebration on Thursday, December 22, 2016.
 - b. The second grade will have an opportunity to share their music at a performance in January. Due to logistical challenges that were compounded by miscommunication, the second grade music performance had been cut short at the lower division arts showcase earlier today.
 - c. Bill discussed the Q300 School Third Grade ELA and Social Studies Curriculum Calendar, which is attached hereto. Bill responded to a number of questions regarding the third grade curriculum, including ways in which attention is given to student writing.
 - d. Q300 plans to have the fourth grade curriculum ready by the end of this school year.
4. Upper Division
 - a. The sixth graders will tour Long Island City high school this month.

- b. Bill responded to a number of questions regarding the sixth grade curriculum, including a request that syllabuses be circulated. Such syllabuses have been provided. A suggestion was made to update the Q300 school website to reflect changes in the curriculum for the middle school.
- c. Q300 is exploring options to provide Spanish language to the sixth grade. The school already provides Spanish language instruction to the 7th and 8th grades.

J. Resolutions

1. **Allocation of Funds to the Winterfest.** The PTA is organizing a Winterfest on January 27. Funds will be used to pay for assorted expenses, including pizza, drinks and paper goods. A motion was made to allocate an additional \$800 for the Winterfest. The motion was seconded. A majority of Members present approved the motion.
2. **Gift Card Fundraiser.** The PTA Board would like to pilot a fundraising program with the Great Lakes Scrip Center. At certain times during the year, Q300 family and staff members would order and pay for gift cards for certain retailers at face value through the PTA. The PTA would submit such orders and payment to the Great Lakes Scrip Center. The Great Lakes Scrip Center would issue the gift cards and give the PTA a rebate based on a percent of the face value of the purchased gift cards. For example, for the purchase of a Gap gift card, the PTA would receive a rebate of 14% of the face value of such card. For more info: <https://www.shopwithscrip.com>. A motion was made to authorize the PTA to participate in the Great Lakes Scrip Center to participate in the gift card fundraiser for up to \$20,000 in gift card purchases. The motion was seconded. A majority of Members present approved the motion.
3. **Art-based Fundraiser.** A motion was made to authorize the PTA to participate in an arts-based fundraiser in which there would be an opportunity to purchase certain items, such as cups and calendars, with designs created by Q300 students. The motion was seconded. A majority of Members present approved the motion.

L. New Business

Bill suggested that parents may want to attend the upcoming Community District 30 Education Council's meeting, where there will be a presentation of proposed amendments to the School Construction Authority Five Year Capital Plan. The meeting will be held at 6:30 pm on January 9, 2017 at I.S. 145 in Jackson Heights.

M. Next Meeting and Adjournment

The December General Meeting will be held on Friday, January 27, 2017 at 5:30 pm in the **Lower Division campus**.

The meeting was adjourned at 8:00 pm.

/S/

David William Wang, Secretary