



GENERAL MEMBERSHIP MEETING MINUTES • November 16, 2017

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 18.

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 6:45 pm in the cafeteria at the lower division campus at 28-37 29th Street, Astoria, NY 11102.

C. Approval of Minutes

The minutes of the General Meeting held on October 19, 2017 were presented and amended. A motion was made to approve such minutes. The motion was seconded. A majority of Members present approved the minutes.

D. President’s Report

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

1. Greeted the Members and introduced the PTA Executive Board members that were present.
2. Direct Appeal campaign is in full force. Visit the PTA website to learn more about the Direct Appeal and what the PTA funds.
3. PTA Funding:
 - a. TA’s in now place in all grades
 - b. A class set of Chromebooks have been purchased
 - c. A large laminator and scanner have been purchased
 - d. Teachers have started registration for Professional Development
4. Upcoming Events
 - a. Parent-Teacher Conferences on November 29th. There will be 4th and 8th Grade Bake Sales and a Pizzeria UNO Fundraiser during the conferences.

- b. Gift Card Sales kicking off soon – more to come from the Fundraising Committee
 - c. Film Raiser this weekend: The movie is “Wonder”. Several families are going in groups. Join a group - have fun and support the fundraiser!
 - d. Sock & Coat Drives begin tonight. They run thru 12/14.
 - e. Movie Night Fundraiser on 12/8
5. Appreciations: Thank you to the Costume Party & Picture Day volunteers. Thank you to the Gallery Night organizers. Thank you to the Thanksgiving Pie Sale volunteers.

D. Treasurer’s Report

Co-Treasurer Sue Sekar circulated the attached Treasurer’s Report, which summarizes the PTA’s finances as of October 31, 2017. The following are highlights:

1. The PTA raised approximately \$32K for Direct Appeal in October
2. Other PTA fundraisers brought in an additional \$8K
3. Total PTA expenses were \$12.6K, resulting in net income for the month of over \$27K

Sue noted that as a PTA Member she is organizing the Voluntary Holiday Staff Collection. This is not a part of her Treasurer responsibilities and is not tied to the PTA. The collection is held to help families at this busy time of year with the goal of acknowledging the entire Teaching and support staff for Q300. The suggested donation is \$50 per family. Contributions should be sent in cash in an envelope marked “PTA Holiday Collection” with the students name and grade on the envelope. The last day to contribute is Monday, December 11th.

E. Principal’s Report

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

1. Elementary School Report
 - a. A Chess Tournament took place at the ES on November 12th. The next tournament is on February 11th. Chess is currently part of the afterschool as well as the ES student’s school day.
 - b. Character Day & Inspirational Quote Day were fun, community building events at the school.
 - c. All grades have had celebrations at this time with more to come before the Winter Break.
 - d. 3rd Grade Science Expo
 - e. Erika has organized World Kindness Day. Food drive until November 30.
 - f. Fourth Grade Behavior Issues were discussed. Students have been a part of group and individual conversations. Bill is concerned with the level of disrespect and the teachers are working with the students to reinforce respect. School and DOE rules have been discussed with the student and parent body and further conversations will happen at Parent Teacher Conferences.
2. Middle School Report
 - a. Chess Tournament highlights were shared. Next tournament is on 12/2.
 - b. Students took a trip to Museum of Finance.
 - c. 11/22 Faculty and Student Basketball & Volleyball Game. This will be an all day event.
 - d. National Junior Honor Society has been created.

3. All School Report

- a. Ali Lesberger & ICT Teacher current status. Bill has made an offer to a Special Ed candidate and hoping to have the spot filled by January 2nd.
- b. Bill reviewed the Technology plan for short & long term. Goal is to have Ali return after the December break. Students have 2 technology periods each week. Until Ali returns to the ES, one period of technology per week will be with an outside company. Erika will fill the other slot with mindfulness.
- c. Bill discussed licensing status related to Spanish in the ES. Edwin will only teach ESL based on Teacher Union regulations. This is new development. Possibly bring in an outside provider to teach Spanish.
- d. The PTA enrichment committee will research options for ES Spanish.
- e. Dora leaving her role as of 12/1. She has been working two jobs and will go full time Astoria Holistic Health. We wish her the best and thank her for the work she has done at Q300. Five interviews lined up for early next week. Job posting went out on Monday.
- f. Schools are closed Thanksgiving. Parent Teacher Conferences on 11/29.
- g. Create a communication plan for people leaving the school. Bill will speak to Erika and she will coordinate.
- h. MOSUL (used for baseline assessments as well as end-of-year assessments to drive next year's curriculum) and Skedula questions have been raised. Skedula allows grades to be uploaded automatically to report card system, so less work for the teachers. Takes some time to implement – for example, MS attendance is off because it only gets updates once a week.
- i. There was discussion around having the 4th Graders visit the MS campus to help with the transition.

F. School Leadership Team (“SLT”) Report

The next SLT meeting is scheduled for December 11th in the lower division campus.

G. Committee Updates

Co-Vice President of Fundraising, Blain Kennedy, gave the Fundraising report. The following are highlights:

- a. Gift Card Program is underway. Buy a gift card! Costs us nothing & an easy way to fundraise.
- b. Shopping links will be sent out to the Q300 community.
- c. Direct Appeal update by Direct Appeal Chair David Wang. As of today, we have raised \$82,000. Communication plan is in place and a variety of emails and flyers will go out before the end of the year.

Co-Vice President of Community Affairs Lynn Kennedy spoke about the 12/11 CEC District Planning. Our goal to have one building will be discussed. It is important to have a large showing by the Q300 community at this meeting.

Co-Vice President of Membership Maria Carrasco shared information about the Movie Night Fundraiser on Friday 12/8. The movie is free but food will be available for sale. Proceeds go to the district 30 Hurricane Relief Fundraising Fund.

Vice President Ellie Rabinovich gave a brief In-School Volunteering update. Research continues related to getting background checks for interested lunch/recess and school arrival volunteers.

H. Resolutions

1. **Formation of the PTA Audit Committee.** The PTA is forming an audit committee to review the Finances of the previous 3 years. It is best practice is to have an internal audit. We need a minimum 3 members on the committee. Thank you to Jasmine Rosener, Stephanie Peled & Jennifer Zeynel who have volunteered. A motion was made to create the PTA Audit Committee. The motion was seconded. A majority of Members present approved the motion. Any PTA Member can join the Audit Committee. Interested persons should contact Jasmine Rosener jasminer@q300pta.org or Sue Sekar sues@q300pta.org
2. **Allocation of Funds to Costume Party.** The PTA spent an additional \$400 to the budget. A motion was made to approve the additional funds. The motion was seconded. A majority of Members present approved the motion.
3. **Allocation of Funds to Bake Sale.** A motion was made to approve the Bake Sale budgeted expenses to be increased by \$200. The motion was seconded. A majority of Members present approved the motion.

L. New Business

There will be a teacher luncheon before Thanksgiving – more information to come.

M. Next Meeting and Adjournment

The December General Meeting will be held on pm in the Upper Division campus on Thursday, December 14, 2017.

The meeting was adjourned at 8:30 pm.

/S/

David William Wang & Gina Reis, Co-Secretaries