



GENERAL MEMBERSHIP MEETING MINUTES • October 22, 2020

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 (Parents) and (b) eligible Q300 teachers and instructional staff members who are currently employed on a full-time basis (Staff) at Q300 were present. The total number of Parents and Staff (together, Members) present was 75. Quorum was reached.

B. Call to Order

Co-President Lynn Kennedy called the virtual meeting to order at 5:35 pm EDT on the Zoom virtual platform. Such virtual meeting is permitted under “Functioning in the Virtual Environment: Guidance for PA/PTAs and Presidents’ Councils”, issued June 4, 2020 by the NYC Department of Education.

C. Principal’s Report

Principal Sonita Ramkishun gave the Principal’s Report. The following are highlights:

1. Congratulations to second grade teacher Stephanie for the birth of her daughter. Congratulations to teachers Corey, Katie, and Rebecca for their respective engagements.
2. The second grade was awarded a reading grant program for the 2020-2021 school year.
3. Q300 received a Reso A grant for technology.
4. Q300 received funding for a Creative Arts Team (CAT) program for 3rd and 4th grade during the school day.
5. The renovation of the Upper Division’s Science lab is at its final stages. Q300 also received new laptops for that classroom.
6. A COVID testing unit will be coming to our school next week. The date and time have not been released. All in-person students have received a family letter. Only students with consent forms will be eligible to be selected to get tested. Q300 will let parents know on the day of the test if their students have been selected to be tested.
7. Next week, teachers will be conducting student assessments on a new online platform.
8. Q300 families will have an opportunity to opt into blended learning through a DOE survey during the week of October 26-October 30, 2020. The principal thanked all families who had previously filled out an internal informal survey, which allowed her to plan for the upcoming quarter. If you are not changing your learning preference (remote or blended learning), you do not have to fill out the DOE survey.
9. On Election Day, all students will be fully remote. There will asynchronous learning as this is a professional day for staffers.
10. The Principal wishes all the election nominees well. She is looking forward to working in partnership with them.
11. The Principal cannot share the number of students who consented to the COVID-19 testing; however, she noted that the DOE has taken 10-15% of the Q300 student population (538 students) to be tested. COVID-19 testing is being conducted for students in both at Q300 and the co-located schools.

D. Formation of the Nominations Committee.

A motion was made to form a Nominations Committee to administer the PTA and SLT elections for the 2020-2021 school year. Such Committee shall consist of Chairperson Kevin Gallagher and members Herman Chen, Blain Kennedy, and Vikas Shah. The motion was seconded and a majority of the Members present approved the motion.

E. PTA Board & SLT Elections

The Nominations Committee administered the PTA Board and SLT Elections, pursuant to the Virtual Election Guidance for PAs/PTAs and Presidents' Guidance, dated September 18, 2020. The following are highlights:

1. Kevin gave an overview of the expedited elections process. The PTA Board elections will be held first. Parents/guardians and teachers are eligible to vote. To ensure that only eligible persons cast votes, all participants without a code (or verified phone number) will be removed from the meeting, with the exception of Q300 administration observers (who will be unable to vote). This will ensure that all those who vote will be verified voters. Next, the SLT parent member elections will be held. Only parents/guardians are eligible to vote for the SLT parent members. All those who are ineligible will be not be able to vote on the platform.
2. PTA Board Elections.
 - a. Q300 Parent Coordinator Jenny Lando confirmed that the eligibility of all voters for the PTA Board elections have been verified. Kevin confirmed that the "anonymous" box has been checked off in the Zoom platform to prevent tracing votes to specific individuals.
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 - b. **President.** The following nomination was taken from the floor: Maria Hantzopoulos and Lynn Kennedy. No other nominations were made. Without any objections from the Members present, one vote was cast to elect Maria Hantzopoulos and Lynn Kennedy as President.
 - c. **Executive Vice President.** No nominations were received from the floor.
 - d. **Co-Secretaries.** The following nomination was taken from the floor: M. Daniel Bach and David William Wang. No other nominations were made. Without any objections from the Members present, one vote was cast to elect M. Daniel Bach and David William Wang. as Co-Secretaries.
 - e. **Co-Treasurers.** The following nomination was taken from the floor: Yi-Wen Wang and Yan Zhou. No other nominations were made. Without any objections from the Members present, one vote was cast to elect Yi-Wen Wang and Yan Zhou as Co-Treasurers.
 - f. **Co-Vice Presidents of Membership.** The following nomination was taken from the floor: Abby Swenstein and Erica Soto Eng. Without any objections from the Members present, one vote was cast to elect Abby Swenstein and Erica Soto Eng as Co-Vice Presidents of Membership.
 - g. **Vice President of Fundraising.** No nominations were received from the floor.
 - h. **Vice President of Community Affairs.** The following nomination was taken from the floor: Marisa Nagano. No other nominations were made. Without any objections from the Members present, one vote was cast to elect Marisa Nagano as Co-Vice Presidents of Community Affairs.
 - i. **Co-Vice Presidents of Communications.** The following nomination was taken from the floor: Dana Holmes and Susan Stewart. No other nominations were made. Without any objections from the Members

present, one vote was cast to elect Dana Holmes and Susan Stewart as Co-Vice Presidents of Communications.

j. **Vice Presidents of Lower Division.**

(aa) The following nomination was taken from the floor: Barbara Monroe. No other nominations were made. Without any objections from the Members present, one vote was cast to elect Barbara Monroe as Vice President of Lower Division.

(bb) The following nomination was taken from the floor: Yvette Choy. No other nominations were made. Without any objections from the Members present, one vote was cast to elect Yvette Choy as Vice President of Lower Division.

k. **Vice President of Upper Division.** No nominations were received from the floor.

3. **SLT Parent Member Elections.**

a. The Nominations Committee changed the status of teachers on the Zoom platform so that teachers would not be able to vote in the SLT parent members election. There will be 3 separate elections: (i) The first election will be for the first 2-school-year term parent member position; (ii) the second election will be for the second 2-year term parent member position; and (iii) the third election will be a 1-year term parent member position.

b. Q300 Parent Coordinator Jenny Lando confirmed that the eligibility of all voters for the SLT parent elections have been verified. Kevin confirmed that the “anonymous” box has been checked off in the Zoom platform to prevent tracing votes to specific individuals.

c. **2-School-Year Term Parent Member.** The following nominations were taken from the floor: Yvette Choy, Heather Clarke Mackin, Sue Sekar, and Fiona Yung. Each candidate gave brief remarks. The vote was held. The Nominations Committee tabulated the votes and announced that Sue Sekar was elected for the position.

d. **2-School-Year Term Parent Member.** The following nominations were taken from the floor: Yvette Choy, Heather Clarke Mackin, and Fiona Yung. The vote was held. The Nominations Committee tabulated the votes and announced that Fiona Yung was elected for the position.

e. **1-School Year Term Parent Member.** The following nominations were taken from the floor: Yvette Choy, Ian Koh, Heather Clarke Mackin, and Margarita Soto. Ian Koh and Margarita Soto gave brief remarks. The vote was held. The Nominations Committee tabulated the votes and announced that Ian Koh was elected for the position.

F. **Co-Presidents’ Reports**

1. Co-President Lynn Kennedy delivered the Co-Presidents’ Report. The following are highlights:

a. Thanks to David Wang, Kevin Gallagher, Jenny Lando and others for administrating the virtual elections. Thanks very much for the outgoing board members for their hard work and thanks for those who are staying on the board. Welcome to the new board members. Thanks to the administration, teachers, and staffers for educating our children during this challenging times.

b. Lynn expressed condolences to Q300 families who have lost loved ones this past year. A moment of silence was held.

c. Maria Hantzopoulos expressed appreciation for the administration, teachers, and staff for this very tough year. She thanked everyone at the meeting for attending the meeting. She emphasized the importance of participation and that every little thing matter. She will shortly be sending out a volunteer survey to identify ways in which families can volunteer for the school. The PTA’s mission is to help each and every

student, teacher, and administrator and work cohesively together. It's a tough year and she hopes that we approach one another with grace and patience. We hope to build and cultivate community.

- d. The PTA will be holding its annual Thanksgiving pie sale. More info will follow.

G. Co-Treasurers' Reports

- 1. Co-Treasurer Yi-Wen Wang delivered the Co-Treasurers' Report. Attached is a copy of summary of the PTA's finances through September 2020. During this period, the PTA raised over \$1,774, which largely came from the Read-a-thon. Expenses were over \$4,800, which included Chromebooks, supplies like microphones, and upper division enrichment fees, such as math team. =

H. School Leadership Team (SLT) Report

Lynn Kennedy noted that the next SLT virtual meeting will be held on October 26, 2020 at 4:30 pm EST.

I. Adjournment

The meeting was adjourned at approximately 7:30 pm EDT. The next general membership meeting will be held on November 19, 2020 at 5:30 pm EST on a virtual platform.

M. Daniel Bach and David William Wang, Co-Secretaries