



## GENERAL MEMBERSHIP MEETING MINUTES • November 19, 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 22. Quorum was reached.

---

### B. Call to Order

---

Co-President Maria Hantzopoulos and 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 (NYCDOE).

---

### C. Reading and Approval of the Minutes

---

The minutes of the General Meeting held on October 22, 2020 were presented. A motion was made to approve such minutes. The motion was seconded. A majority of Members present approved the minutes.

---

### D. Principal’s Report

---

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

1. Congratulations to Esteban Villafuerte and his wife on the birth of their second child. Esteban is on Parental Leave through January and Julio Zola, who was working with Estaban for the last two weeks, will be covering his classes.
2. The deadline for opting into blended learning was on November 15, 2020. An additional 22 families have opted into blended learning, in which their students will have in-person instruction for certain number of days of the week, while having remote instruction on the remaining days. The school will continue to have two blended learning groups. However, due to the citywide closure of school buildings, all students are learning remotely, and staff are working remotely.
3. Q300 has made a shift from having 4 marking periods to 3 marking periods. After having conversations with the teachers and after working with families to ensure students were connected to their classes, the administration determined it would be helpful for teachers to have more time to get to know each individual student. In addition, this extended time in the first marking period gives students and opportunity to complete any missed assignments and teachers the opportunity to grade assignments. The first marking period will end on December 11, 2020.
4. The NYCDOE has changed its grading policy concerning failing grades for the 2020-2021 school year. For grades K-5, instead of a grade of a 1 or 2 (out of a scale of 4), the grade will appear as an N on the report card. For grades 6-8, instead of a grade 64 or less (out of a scale of 100), the grade NX will appear on the child’s report card.

5. Please note that the DOE health screener questions for blended learning students have been updated to include questions regarding out-of-state travel and COVID 19 testing. <https://healthscreening.schools.nyc/>
  6. NYC DOE's legal department is vetting Q300's diversity proposal. The proposal would prioritize 40% of incoming kindergarten seats to students who get an overall score of 97 or above and who meet any or all of the following criteria: (a) students who qualify for free and reduced lunch and/or currently reside in citywide section 9 housing; citywide NYCHA; or citywide temporary housing.
  7. Please activate your child's New York City Student Account (NYSA)/my student account. Each parent/guardian has their own. Please contact Parent Coordinator Jenny Lando for your access code.
  8. The school is awaiting guidance on the application process for middle school, high school, and gifted and talented programs.
  9. Please follow the school's calendar at <http://ps300q.org/calendar.html>.
- 

#### E. PTA Board Elections

---

The Nominations Committee administered the Elections for certain vacant Board positions, 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. 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.
  2. PTA Board Elections.
    - Q300 Parent Coordinator Jenny Lando confirmed that the eligibility of all voters for the 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.
    - **Vice Presidents of Upper Division.**
      - (aa) The following nomination was taken from the floor: Sunilda Carabello. No other nomination was made. Without any objections from the Members present, one vote was cast to elect Sunilda Carabello as Vice President of Upper Division.
      - (bb) The following nomination was taken from the floor: Margarita Soto. No other nomination was made. Without any objections from the Members present, one vote was cast to elect Margarita Soto as Vice President of Upper Division.
    - **Vice Presidents of Community Affairs.** The following nomination was taken from the floor: Marisa Nagano and Soumaly King. No other nomination was made. Without any objections from the Members present, one vote was cast to elect Marisa Nagano and Soumaly King as Co-Vice Presidents of Community Affairs.
    - **Vice President of Fundraising.** The following nomination was taken from the floor: Paula Marisi. No other nomination was made. Without any objections from the Members present, one vote was cast to elect Paula Marisi as Vice President of Fundraising.
- 

#### F. Co-Presidents' Reports

---

1. Co-President Maria Hantzopoulos and Lynn Kennedy delivered the Co-Presidents' Report. The following are highlights:
  - a. Welcome to the 2020-2021 Board.

- (i) Co-Presidents: Maria Hantzopoulos & Lynn Kennedy
  - (ii) Co-Secretaries: David William Wang & Daniel Bach
  - (iii) Co-Treasurers: Yi Wen Wang & Yan Zhou
  - (iv) Vice President (VP) of Fundraising: Paula Marisi
  - (v) Co-VPs of Communications: Dana Holmes & Susan Stewart
  - (vi) Co-VPs Membership: Erica Soto Eng & Abigail Swenstein
  - (vii) Co-VPs Community Affairs: Marisa Nagano & Soumaly King
  - (viii) Co-VPs of Lower Division: Barbara Monroe & Yvette Choy
  - (ix) Co-VP of Upper Division: Sunilda Carabello & Margarita Soto
- b. Welcome to the new Class Parents:
- (i) Kindergarten: Marco Newbury, Erica Soto Eng, & Gayathri Mulagund
  - (ii) 1st Grade: Susan Cheng & Julia Moss
  - (iii) 2nd Grade: Lauren Baker & Jacqueline Leamer
  - (iv) 3rd Grade: Vivian Sicherman & Barbara Monroe
  - (v) 4th Grade: Esmee Einerson
  - (vi) 5th Grade: Suni Caraballo & Saswat Pattanayak
  - (vii) 6th Grade: vacant
  - (viii) 7th Grade: Sheila Carasquillo
  - (ix) 8th Grade: Lisa Chibis-Tapper and Lydia Tonic
- c. **PTA Enrichment/Funding Update** The Direct Appeal will be launching soon. The Direct Appeal encourages Q300 families to give or raise funds to pay for crucial enrichment programs and services that deepen your child's learning experience at Q300. Thus far, the PTA has purchased 43 Chromebooks, including those that will be loaned for remote learning to Q300 families in need, supplies, teacher wish-lists, financial hardship funds, stepping up and graduation events, as well as professional development for teachers. Due to the pandemic-related challenges, enrichment programs have been delayed until early 2021 and the teaching assistant program has not yet moved forward. For the Lower Division, the PTA hopes to fund a visual arts program through Arts Connection. The school is still working on programming for 2021. The PTA hopes to resume more robust programming including more music, dance, architecture, and film-making.
- d. **Book Fair.** The PTA and Children's Bookstore are holding an online book fair through November 20. The PTA will receive 30% of all sales during this period. They have a great selection of children's books from board books to young adult books.
- e. **Thanksgiving Pie Sales.** The PTA is partnering with La Guli Bakery of Astoria and Betty Bakery of Brooklyn to bring delicious pies for Thanksgiving. This year, the PTA exceeded its expectations and sold over 120 pies. If you ordered a pie, you should have received information for a socially distanced and masked outdoor pick up on Tuesday, November 24th! Thank you for your support.
- f. **Teacher and Staff Thanksgiving Treats.** While the PTA could not hold its annual teacher and staff luncheon this year, the PTA had hoped to send home delicious individually wrapped pies to Q300's amazing teachers, administration, and staff in honor of their hard-work. However, due to the closing of the school building, the PTA will instead use the generous donations to other teacher and staff appreciation initiatives.

- g. **Virtual Costume Party Parade:** While the community could not gather in person this year for our annual Costume Party, the PTA was able to organize a virtual costume party parade. Thanks to parents Tomonori Nagano, Erica Soto, and Ellie Rabinovich for helping to organize and of course thanks to all who were able to participate.
  - h. **Q300 Chess Tournament.** The Chess team had their Fall home tournament with a record attendance of 140 participants, including 50 Q300 students. Notably, Q300 2nd grader Landon tied for first place in the Open section. The Chess team is holding weekly Tuesday 6:30pm meet ups for the rest of the year. Shout out to Chess team parents, Serguey Shchukin, Mark Schroffner, Ian Koh, Carol Varikos. Thanks to new parents who are also helping out.
  - i. **Winter Holiday Collection for Teachers.** Parents Agnes Luo and Li Lin have organized a **voluntary** holiday group collection to show our appreciation to the entire Q300 team who have dedicated themselves tirelessly to our children's education. Once the money is collected, it will be distributed (via gift cards) among all the classroom teachers, cluster teachers, administration, school aides, security guards, and main custodians. Suggested contribution is **\$50 per family**, but any amount, smaller or higher, is appreciated.
- 

## 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 October 2020. During this period, the PTA raised over \$6,070. In addition, the PTA received a refund of \$15,428 from Arts Connection for cancelled arts programming from the Spring 2020 and spent \$7,558 for Chromebooks.
- 

## H. School Leadership Team (SLT) Report

---

SLT parent member Sue Sekar provided the SLT report. The following are highlights:

1. SLT has had two meetings this school year- one in late October (10/26) and one last night (11/18). The approved minutes for the October meeting are up on the Q300 school and PTA websites.
  2. The SLT's primary goal is developing the Comprehensive Education Plan (CEP), which includes the goals and strategies of Q300 for that year and putting in place actions to help students increase their proficiency engagement in the following areas - math, science, literacy and wellness. The SLT is discussing how Q300 will put in place action plans for the CEP, and monitor them, in a fully remote learning environment.
  3. The SLT reviewed the school budget and discussed how it was developed and specific line items.
  4. Q300 lower division social worker Rachel Weiss gave us an update on Q300's plans for physical and social-emotional wellness. Two key focus areas will be supporting outdoor activities and also student-led initiatives.
- 

## I. Committee Reports

---

1. Co-VP Communications Susan Stewart introduced herself and noted that she and her co-VP Dana Holmes have been learning on how to use MailChimp, which is the PTA's official communication channel. They asked for feedback on how the PTA can more effectively communicate to the community and how to engage the community. Thanks to Amy Ho, Alvin Yoo, and Fiona Yung for their work on the PTA newsletter.
2. Co-VP of Membership Erica Soto Eng and Abby Swenstein introduced themselves and thanked those who filled out the volunteer survey, which helps identify volunteers to serve on PTA committees that work on a variety of projects that benefit the school.
3. Co-VP of Lower Division Yvette Choy noted that all lower division class parents have been chosen. They recently held a meeting to discuss how to build community in this remote time.

4. Co-VPs of Upper Division Sunilda Carabello and Margarita Soto introduced themselves and stated about finding ways to bring the two divisions together as well as to re-introduce clubs and electives in the upper division.
  5. Co-President Lynn Kennedy discussed a recent fundraising meeting organized by VP of Fundraising Paula Marisi. Given the physical distancing mandates, the meeting participants proposed events such as virtual game nights and virtual cooking classes.
  6. Co-VPs of Community Affairs Marisa Nagano and Soumaly King introduced themselves and noted that they will continue to monitor community events and forums and potential government funding opportunities, including Resolution A, which are school-specific capital improvement or enhancement projects that are funded by individual grants from New York City Council Members or Borough Presidents. The next District 30 Community Education Council meeting is December 8, 2020. It provides an opportunity for parents/guardians to raise district-wide issues.
- 

## J. New Business

---

### 1. Chromebook Purchases.

- a. A motion was made to approve the following resolution: re-allocate \$15,000 from the Teaching Assistants line item to purchase Chromebooks for Q300 for educational purposes. Q300 may lend Chromebooks to Q300 families in need to allow their Q300 students to participate in remote learning and other educational opportunities. The PTA requests that Q300 develop, in consultation with the PTA, a lending policy that includes the following (a) the logging and tracking of the Chromebooks (via the Chromebook serial number or other methods); and (b) a process for the delivery and return of Chromebooks. The policy may be similar to the DOE lending policy for iPads.
- b. While Wi-Fi-enabled iPads have been ordered for Q300 students who have requested them, the iPads have not arrived. In the meantime, many Q300 students are sharing devices (mobile phones, iPads, laptops, etc.) with other family members. The loaner Chromebooks would enable students to have their own Chromebook for remote learning. On a separate issue, the school has requested internet “hot-spots” from the NYC DOE to help families connect to the internet for remote learning.
- c. The motion was seconded. A majority of Members then present voted to approve the resolution.

### 2. Upper Enrichment Allocation.

- a. A motion was made to approve the following resolution: re-allocate \$3,000 from the Teaching Assistant line item to the Upper Division Enrichment line item. The amounts will be used, in part, to pay for Math Team expenses. The motion was seconded. A majority of Members then present voted to approve the resolution.
- 

## K. Adjournment

---

The meeting was adjourned at approximately 6:30 pm EDT. The next general membership meeting will be held on December 17, 2020 at 5:30 pm EST on a virtual platform.

---

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