



GENERAL MEMBERSHIP MEETING MINUTES • SEPT. 24, 2020

A. In Attendance

It was noted that (a) parents and other “persons in a parental relation” as defined by NYC Chancellor regulations 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 (Members) present was 92. Quorum was reached.

B. Call to Order

Co-President Lynn Kennedy called the meeting to order at 6:05 pm ET 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 (DOE).

C. Co-Presidents’ Report

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

1. Welcome to all, especially incoming families, to the first PTA meeting of the school year. Congratulations to Principal Sonita Ramkishun for her appointment as permanent principal. The PTA looks forward to working together with Principal Ramkishun. Thank you to all outgoing board and SLT Members.
2. The mission of the Q300 PTA is to enrich and improve the educational, emotional, and social lives of Q300’s students by providing the following: (a) supporting activities that foster the core values of Q300: Inclusion, Inquiry and Responsibility; (b) providing support and resources to Q300 for the benefit and educational growth of its students; (c) developing parent and staff leadership, fostering and encouraging participation at all levels of the Association, and providing opportunities to participate in school governance and decision making; (d) promoting a cooperative working relationship among the Q300 parents, families, staff, and administration; and (e) providing a forum where parents and staff members discuss innovations and implementations of curricular and extra-curricular activities that afford each student an opportunity to acquire the core values of Q300.
3. The PTA has a number of official communications channels, including quarterly newsletters, and monthly bulletins and emails. There are a number of informal channels, including the google group.
4. The 2019-2020 board members introduced themselves and gave a brief description of their work.
5. Please consider running for a leadership position on the PTA Board and parent position on the School Leadership Team (SLT). We encourage new parents/guardians to join the PTA board and SLT. All PTA Board positions and three SLT parent positions (1 position with a one-year term and 2 positions with a two-year term) are open. Due to the school building closure this past spring, the PTA and SLT elections were delayed, and the term of certain PTA board members were extended into the fall. The PTA is awaiting DOE guidance on election procedures and will hold elections based on such guidance. If you are interested in running for any position, please contact the Nominations Committee at nominations@q300pta.org

6. Thanks to all of our teachers, admin and support staff for their commitment to the students and their effort to provide for our children. Thank you to outgoing Q300 secretary Joanne Daddio and Kindergarten teacher Julia Park. We wish them well. We welcome back Christine Katzartsis and Khary Chang, Guidance Counselors in the Upper Division, as well as Kasia Jankowski, 2nd grade teacher.
7. Thanks to parent Tomonori Nagano and the communications team of the PTA Board, Diana Wang and Ian Koh for their work on creating the new website. Thanks to parents Catherine Leopando and Ellie Rabinovich for organizing the school supply orders and delivery. Thanks to parents Maria Hantzopoulos, Maura McDermott, and Margarita Soto for their work over the summer with the administration to thoughtfully plan for remote and blended enrichment learning options for the lower and upper divisions.
8. Thanks to the following outgoing Board Members Mimi Ivanova and Stephanie Peled and to our outgoing SLT parent members LaShawna Harris, Rajendra Jimenez-Jailall, and Laura Marks for their service to the community.
9. Thanks to parents Maria Hantzopoulos and Ellie Rabinovich for organizing community building conversations. Thanks to parents Ian Koh and Maria Hantzopoulos for updating all of the Membership Lists and communication channels over the summer. Thanks to Amy Ho, Fiona Yung, and Alvin Yoo for coordinating and producing the PTA newsletter. Thanks to parent Lorna Thorpe for doing bank reconciliations for the previous school year!

D. Co-Treasurers' Report

Co-Treasurers Yi-Wen Wang and Yan Zho delivered the Co-Treasurers' Report. Attached is a summary of the PTA's finances through August 2021. During this period, the PTA raised over \$3,7933.51. The PTA expenditures were about \$64.46 for Pay Pal online donation fees.

E. Co-Principal's Report

Principal Sonita Ramkishun gave the principal's report. The following are highlights:

1. Thanks very much to the teachers and staff in preparing for this unprecedented school year. Current Q300 teachers will be teaching all Q300 students. There has been a new teacher added to second grade. Thanks to the custodians who have been disinfecting classrooms and other areas to ensure the health and safety of all those at the school
2. Tomorrow, parents will receive an email with their child's schedule for the first quarter.
 - a. In-person students are scheduled to attend in-person classes based on what Group (A or B) they have been assigned. Group A will attend school on certain days; Group B will attend on the remaining days.
 - b. For kindergarten, first, third, fourth, and fifth grades, and class 201, blended students will receive separate in-person schedule for the days they are at the school and remote learning schedules. For those grades, the remote-only students will receive their remote learning schedule. These students will have separate in-person and remote learning teachers.
 - c. During subject matter lessons in 3rd, 4th and 5th grades, Q300 has merged the in-person students to one class within an assigned Group. This will allow the ELA/social studies teacher to provide ELA/social studies lessons to the in-person students while the math/science teacher provides math/science lessons to remote learning students. Later in the day, the teachers will switch students, so that the ELA/social studies teacher provides lessons to remote learning students while the math/science teacher provides lessons to the in-person students.

- d. In class 202, both blended and remote-only students will receive one schedule as their teacher Ms. Kasia will be giving synchronous lessons for both blended and remote-only students.
 - e. For 6th-8th grades, all students will receive one schedule, as teachers will be giving synchronous lessons for both blended and remote learning students.
3. Q300 will try to provide as much synchronous lessons as possible. There may be some asynchronous lessons, which may involve teachers recording a video lesson, providing an interactive PowerPoint slides, small group projects, or other activities. Q300 teachers will strive to provide the schedule for the upcoming week to help families prepare for the lessons. Teachers will also provide office hours for parents and students.
 4. If parents would like to transfer their children from blended to remote learning, parents should let Q300 know and fill out the DOE request form.
 5. For in-person learning, lower division students will not be on individual laptops. Kindergarten through second grades will have workbooks. These workbooks will be in the classroom and distributed to remote only students. 3rd and 4th grades will not have workbooks; they will have digital resources.
 6. For the upper division, there are sufficient number of laptops to allow in-person students to have an individual laptop. This will allow in-person students to complete assignments and assessments and submit them online and to meet virtually with remote learning students to complete projects.
 7. Upper division students should have the same number of subjects and classes that they had prior to the pandemic. They, however, will not have electives, as they are difficult to coordinate virtually.
 8. Q300 has requested plexiglass sneeze guards/partitions for the classroom. The guards would be shared with in-person students in groups A and B. (and cleaned each day).
 9. Teachers will provide in-person students with a list of supplies. The supplies will not be shared between students.
 10. Principal Ramkishun noted that at this point, it will be difficult to schedule enrichment programs and electives, given the shortening of the school day and the pandemic health and safety measures. Parent Maria Hantzopoulos noted that for the lower division, Serious Fun will have a fee-based virtual arts program. Global Kids have will be holding free afterschool virtual program for 6-8th grades. Chess Kids will also hold virtual programming.
 11. Principal Ramkishun noted that social worker Rachel Weiss has reached out to lower division families to see how they are doing; guidance counselors Christine Katartzis and Khary Chang have done the same with upper division families. They all will organize check-ins and social emotional learning events and check-ins.
 12. Q300 is determining whether to have mask breaks and is working with the co-located schools (P.S. 17 and I.S. 126) to determine whether outside recess is possible.
 13. Q300's school budget has not changed thus far, with the exception of an addition of an upper division guidance counselor.
 14. Given the pandemic-related physical distancing requirements, the teaching assistants for the lower grades have not been hired.
 15. If upper division students have a doctor's appointment, their parents should inform the school and provide a doctor's note. The school will mark the absence as excused.

16. Principal Ramkishun briefly outlined the notification protocol in the event that a member of the Q300 community or of the co-located school (P.S. 17 or I.S. 126) community has tested positive for COVID-19. She also discussed the circumstances in which the building would be closed due to a COVID-19 exposure. Assistant Principal Anna Milonakis discussed the protocol in which the school nurse determines that a student in the school building has symptoms associated with COVID-19.
17. Students will have opportunities to connect with other students during the day. Principal Ramkishun has asked parents.
18. The school is determining online resources for students to conduct research for school assignments.
19. During in-person learning, students in first through eighth grades will have instructional lunches. They will need to sit in their seats. Kindergarteners will be engaged in activities during lunch.

F. School Leadership Team (SLT) Report

Co-President Lynn Kennedy noted that an unofficial SLT meeting is scheduled for October 1 at 4 pm ET. In July, the SLT met informally. The minutes for that meeting and any other meetings are located on the school and PTA websites.

G. New Business.

1. A resolution was presented to amend the 2020-2021 Q300 PTA budget to add the purchase of Chromebooks in the amount of \$6,914.00. After discussion, a motion to pass the resolution was made and seconded. A majority of Members then present voted to approve the resolution.
 2. The Members discussed the school's request for the purchase transparent sneeze guard/desk partitions that blended students would use at their desks during in-classroom instructional lunch period. Students would not be wearing masks during this period and the desk partitions may help prevent the spread of COVID-19. Parent Maria Hantzopoulos noted that the PTA had sent an email to the community asking whether or not anyone has contacts to get free or discounted desk partitions. Several members raised concerns about the efficacy of the desk partitions, given that COVID-19 is an airborne virus that could move around the desk partition. A Member expressed concern that the partition would be another surface that would need to be cleaned. A Member noted that the partitions may not be necessary, since the students would be sitting 6 feet apart, as required by physical distancing protocols. A concern was raised about whether or not the co-located schools were seeking desk partitions and whether or not it would be equitable for Q300 to obtain the partitions while the co-located school did not have them. A Member suggested that Q300 or the PTA could work with the co-located schools for a joint campaign to fund the partitions for the entire building. It was noted that teachers have not requested desk partitions for themselves. A Member stated that if Q300 is requesting the purchase, the PTA should make the purchase. Other issues were raised. A motion was made to table the school's request for the purchase of desk partitions. A brief discussion resulted. Members noted that once the issues raised above were addressed, the PTA could quickly hold an emergency resolution to consider the request. The motion was seconded. A majority of Members then present voted to approve the resolution.
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H. Adjournment

The meeting was adjourned at approximately 8:00 pm ET. The next general membership meeting will be held on October 22, 2020 at 5:30 pm ET on a virtual platform.

/S/

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