



## GENERAL MEMBERSHIP MEETING MINUTES • December 16, 2021

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### A. In Attendance

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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 36. Quorum was reached.

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### B. Call to Order

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Co-President Lynn Kennedy called the meeting to order at 6:35 pm ET on the Zoom virtual platform. Such virtual meeting is permitted under Chancellor’s Regulations A-660, issued November 18, 2021.

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### C. Principal’s Report

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

1. On December 23, Q300 will celebrate a wellness day with students and staff members. Students and staff engaged in different activities for social emotional growth.
2. The Department of Education. (DOE) Elementary School Office of Enrollment has stated that “beginning December 8th, children born in 2017 can apply to kindergarten for the 2022-23 school year.” However, this application process **does NOT apply** to incoming Kindergarten students at Q300. When Principal Ramkishun receive further guidance on that process, she will share it with Q300 families. If an offer is extended from Q300, parents whose pre-kindergarteners registers at another school can withdraw from that school and enroll at Q300.
3. The first marking period for the school year ends today . The report card can be viewed in your child’s NYCSA online account on **December 22, 2021**. The school will also be sending home paper copies. If you do not have access to your child’s NYCSA (MyStudent) account, please reach out to Parent Coordinator Jenny Lando.
4. If you are sending in gift bags for your student’s classmates, please do not send in food or snacks. Other gifts are fine.
5. If your child is fully vaccinated, please consider uploading their information to the NYC DOE Vaccine Portal: <https://vaccine.schools.nyc/>
6. Thanks to the upper division student council for organizing a series of spirit days. Tomorrow is sports team day. Students are encouraged to wear their team’s uniform/logo.
7. Thanks to the PTA for organizing a staff holiday pizza party on December 20.
8. Thanks to each of you for the community’s support for Q300 and its staff. The school would not be Q300 Strong without you. Happy holidays and happy new year.
9. Principal Ramkishun noted that school closure decisions due to a potential COVID-19 outbreak are determined by the size of the student body, the number of confirmed cases in the past 7 days, and the locations

in the school building where the cases are found. For Q300 's student population, it would take a certain percent of the enrolled student body to start a school-wide COVID-19 outbreak investigation. The DOE determines whether to conduct an investigations and school closure decisions.

10. A parent asked the following question: maintaining air quality is one of the most important protections from disease transmission. Even more so in light of the increasing prevalence of the omicron variant, against which vaccines are less effective, and which we now know has a higher concentration in aerosols. Can Q300 increase the frequency of carbon dioxide monitoring and test more rooms more frequently? Monthly is not sufficient to ensure the students, teachers, and staff are protected. We need more frequent testing, and the time of day the test is taken is critical as well. Despite DOE policy to test only after a request, can Q300 institute a policy of routine testing, recording of time of day for the tests, and sharing that data? If the answer is no, what do you need in order to do this? Principal Ramkishun stated that she will request for frequent monitoring. She noted that the custodians who check the carbon dioxide monitoring also has to provide custodian services not only to Q300 but to the co-located schools and may have limited time to conduct such monitoring on a more frequent basis. Noting that DOE policy requires the custodian to conduct a carbon dioxide test each time a request is made, a parent asked Principal Ramkishun to make such a request on a daily basis. Principal Ramkishun reiterated that she would work with the custodians to provide more frequent carbon dioxide monitoring. A parent suggested that carbon dioxide monitors be installed in each classroom, which would obviate the need for a custodian to come into the classroom to take readings.
11. Principal Ramkishun noted that the classrooms are well ventilated, with air purifiers and open windows. Other mitigation efforts, such as masking, are occurring. She noted that the carbon dioxide monitoring thus far has been in the “good” range. She also stated that the COVID-19 cases in the school thus far have been due to close contact with individuals with COVID-19 outside of school.
12. In response to a question about which classrooms have HEPA air purifiers, Principal Ramkishun will confirm that each classroom has at least one HEPA air purifier.
13. In addition to the classroom teacher in each of the kindergarten class, there is a second teacher in each kindergarten class and the second teacher will continue to work in the class through the end of the school year. If there are staffing changes, Principal Ramkishun will inform the kindergarten families.
14. Principal Ramkishun will work toward getting a jump start in determining the DOE teaching assistant hiring process for the 2022-2023 school year.
15. Principal Ramkishun noted that there are no virtual or remote learning unless the entire class is quarantining or isolating.
16. In response to a third-grade parent requesting weekly teacher updates, Principal Ramkishun noted that the teachers have agreed to provide an update every two weeks.
17. Principal Ramkishun noted that restrooms are checked every two hours or so for cleanliness and sufficient supplies.
18. In response to a question, Principal Ramkishun stated that they are implementing protocols to reduce horseplay during recess.

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#### **D. Co-Presidents’ Report**

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

1. In October, the PTA allocated \$200 per grade for grade-specific physical-distanced, community building activities, in lieu of the PTA’s in-person events, which have been put on hold due to the pandemic, Please reach out to your Class Parents for details.
2. Thanks to all parents who have been able to contribute to the Direct Appeal, which encourages families, friends, and colleagues to donate to the PTA. Your donations are tax-deductible and may be matched by

your employer. Thank you for helping to invest in our children's education. If you have any questions or comments, please feel free to contact us at [directappeal@q300pta.org](mailto:directappeal@q300pta.org).

3. If you are receiving your first vaccine dose at a city-run vaccination site or at an in-home vaccination program, please consider choosing *Q300 Parent-Teachers Association* as your referral organization, so that PTA receives a \$100 donation. Schedule online at: [nyc.gov/vax4nyc](http://nyc.gov/vax4nyc) or just walk into a NYC run site and mention the referral (plus additional \$100 gift card for yourself if desired) when registering.
4. The PTA-funded Austin Air HEPA13 air-purifiers for the large indoor spaces (gymnasium, cafeteria, auditorium) have been received and were installed in the Lower Division. The PTA will be purchasing purifiers for the upper division gym. Austin Air has offered a 10% discount to the Q300 communities for its air purifiers.
5. The Q300 PTA and PS 17 will be holding its annual joint Zumbathon in March to raise funds for LifeLine Groceries, which delivers high-density, nutritious groceries to families in need in Western Queens.
6. Thanks to Sue Sekar and Ramesh Balachandran for filing the PTA's tax return.
7. Thanks to Kevin Gallagher, Blain Kennedy, Susan Stewart, and Lisa Christopher for organizing our gift card fundraiser, which raised about \$1,000.
8. Thanks to Nick Skolnick, Marco Newbury, and Suni Caraballo for spearheading and creating a process for the funding of grade-level community building activities funding. Thanks to Ellie Rabinovich, Erica Soto-Eng, Maria Hantzopoulos, and Yvette Choy for their feedback and support on the process.
9. Thanks to Alyssa Duvall, Julia Moss and Misa Tasaki for organizing the holiday gift collection as a thank you to all teachers, paraprofessionals, safety agents, custodial staff, and others. (The collection is not a PTA initiative.)
10. Thanks to all that helped organize the Thanksgiving Pie Sale, which sold 200 pies and raised almost \$1,000. Big shout out to the committee: Maria Hantzopoulos, Sae Makino-Siller, Erica Soto Eng, Lisa Christopher and Susan Stewart for coordinating all of the logistics. Thanks to the volunteer sorters, distributors, drivers, neighborhood hosts and treasury team: Fabiola Terrazas, Ellie Rabinovich, Maria Hantzopoulos, Joanna Holzman, Sae Makino-Siller, Helena Liljebblad, Erica Soto-Eng, Eve Wolff, Yan Zhou, Ella Drummond, Lynn Kennedy, Sue Sekar, Nick Skolnick, Tomonori Nagano, Xin Li, and Yi-Wen Wang. Also, thank you to Jenny Lando for her help that day! And of course, to all our families that supported by purchasing the delicious pies.
11. The teachers felt treated and surprised by this year's Thanksgiving Luncheon on November 25. Many thanks to Rami Motiyr for his very generous donation through his restaurant Flavors, and to Maria Hantzopoulos, Ellie Rabinovich, Erica Soto Eng, and Jenny Lando for coordinating. Thank you to our outstanding group of volunteers, Lynn Kennedy for delivering the lunches to both campuses, and Xin Li, Abby Swenstein, Suni Caraballo, Sae Makino, Alisha Arthur, Nicholas Kwong, and Doug Eisert for getting the lunches up to the teacher's rooms and setting them up at both campuses.
12. Thanks to Yvette Choy and volunteers for sorting and delivering the Q300Strong t-shirts.
13. Thanks to Sofia Silao, Maria Hantzopolous, Ramesh Balachandran, Meghan Cirrito, Amy Wong, Hyunjin Koo, Saswat Pattanayak, and Lynn Kennedy, as well as P.S. 17 parents for their volunteer work at a food distribution to families in need our local community. The distribution was organized by Agatha House. Thanks to Q300 Parent Coordinator Jenny Lando and P.S. 17 Parent Coordinator Dina Pilios for helping to coordinate the distribution. In addition, Q300 families donated coats to Hour Children, a program providing services to formerly incarcerated women and their families.

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#### E. Co-Treasurers' Report

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Co-Treasurer Takila Oku and Xin Li delivered the Co-Treasurers' Report. Attached is a summary of the PTA's finances through November 2021. In November, the PTA raised about \$51,000, including \$37,781 from the Direct Appeal (gross), \$8,885 for the gift card fundraiser (gross), and \$2,879 for the Thanksgiving Pie fundraiser (gross).

The PTA expenditures were \$44,300, which included \$30,000 for enrichment programs and upper division clubs & electives and \$9,500 for school supplies, professional development, and health and safety supplies, such as air purifiers, \$3,500 for Thanksgiving Pies, and \$769 for general liability insurance.

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#### **F. SLT Report**

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Maria Hantzopoulos gave an overview of the December 6 School Leadership Team (SLT) meeting. The following are highlights:

1. The SLT met in small group discussions to review and assess Q300's Comprehensive Education Plan (CEP), including an evaluation of the implementation of the Plan since the beginning of the year and to develop a mid-year action plan, focusing on next steps to achieve the CEP goals in the areas of math, science, English language arts, and socio-emotional learning.
  2. The SLT share their reflections on the Brilliant NYC session held on November 22, 2021, by Community School District 30 Superintendent Dr. Philip Composto.
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#### **G. Committee Report**

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1. Co-VP of Membership Erica Soto Eng and Ellie Rabinovich thanked Rami Motiyr for donating the food for the Thanksgiving appreciation luncheon for the teachers. They are considering organizing a Kindness Challenge.
  2. Co-VP of Communications Sonia Martins noted that they are looking at social media platforms to reach the Q300 community.
  3. Co-VP of Fundraising Susie Stewart thanked those who chose the PTA to receive the referral bonuses from the NYC vaccine referral program and noted that the Fundraising Committee is meeting virtually in January. She also stated that the PTA is organizing the Square 1 Arts fundraiser, which helps raise funds for the school by selling keepsake gifts featuring your child's art. Marco Newbury noted that the PTA is organizing the Fun Run in the Spring.
  4. Co-Vice Presidents, Low Division Marco Newbury shared the process for the \$200 grade level reimbursement fund for grade level activities and suggested activities such as playing kickball or soccer game or going to Jane's Carousel in Brooklyn.
  5. Co-Vice President of Community Affairs Rachana Shah noted that in the holiday spirit, families may want to consider donating to local organizations that assist in those in need. The PTA had sent a list of groups that help children. Rachana also asked for volunteers to help in the school's green team, which see to create a sustainable school-wide community and ways for our children to engage meaningfully in environmental issues and stewardship to combat climate change. She also asked volunteers to serve as delegates to the City Council District 22 Participatory Budgeting education committee, which considers projects for potential funding by the City Council Member.
  6. Direct Appeal Co-chairperson David Wang announced that the community has raised \$88,000 thus far through the Direct Appeal. The Direct Appeal helps fund programs and supplies that deepen and enrich our children's education and health, including Chromebooks, teacher wish lists, air purifiers, and much more. The PTA is mindful of the toll that the pandemic has taken on our community and are grateful for all forms of support our families are able to offer. The Direct Appeal qualifies for tax deduction and corporate matching for many employers. Thanks to Direct Appeal Co-chairperson Sue Sekar for all her efforts in organizing the Direct Appeal.
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#### **H. Approval of the Minutes**

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The minutes of the General Meeting held on November 18, 2021 were presented. A motion was made to approve such minutes. The motion was seconded. A majority of Members present approved the minutes.

**I. Adjournment**

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The meeting was adjourned at approximately 8:30 pm ET. The next general membership meeting will be held on January 20, 2022 at 6:30 pm ET on a virtual platform.

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David William Wang, Amy Wong, Co-Secretaries