

**School Leadership Team Meeting**  
**Meeting Minutes**  
**Virtual Platform - Zoom**  
**Thursday, February 10, 2022**  
**4:00 pm – 6.00 pm**

**Members in Attendance:**

- Sonita Ramkishun (Principal)
- Jean Kim (Teacher + SLT Committee Chairperson)
- Leanne Bolson (Teacher + SLT Committee Timekeeper)
- Ali Lisberger (Teacher + UFT Rep)
- Laura Parris (Teacher)
- Maria Hantzopoulos (Parent + PTA Co-President)
- Sue Sekar (Parent + SLT Committee Secretary)
- Fiona Yung (Parent)
- Dragos Bozdog (Parent)
- Alisha Arthur (Parent)

**1. Call to Order**

The meeting was opened at 4.06pm.

Ali shared her “Story of Me”, going through her background, family, personal history and professional background. We will rotate the “Story of Me” sharing exercise across the SLT Committee members over the course of this year’s meetings.

Ali nominated Laura to share her “Story of Me” in the next meeting.

**2. Review and approval of January 6, 2022 SLT meeting minutes**

The draft minutes from the January 6, 2021 SLT meeting had been shared in advance. One edit was made to include the effective date of the COVID protocols. A motion was made to approve the minutes. The motion was seconded. All were in favor; none abstained.

The approved minutes will be published on the school and PTA websites.

### 3. Updates on High School Application process – Christine Katartzis

#### What has remained the same this year?

- Borough and zone priorities
- Continuing school priorities
- No district priorities
- Attendance not being a factor
- Families can expect SHSAT offers in April and La Guardia results in May.

#### What is different this year?

- Remote audition submissions can be done through the myschools account (although some schools will have an in-person option)
- State exams are not being factored in this year
- There is a new option for twins/multiples to submit an identical application for both/all siblings of the same age, so they obtain offers to the same schools. For screened or audition programs, if only one child qualifies, they may receive separate offers.
- The screening process is based on student grades in the subjects of English, Math, Science, Social Studies. They will take the highest grade for each subject from the final 7<sup>th</sup> grade report card or 8<sup>th</sup> grade. Grades will be converted into points and this metric will be used for 90% of screened high school programs. Grades 1-64 are in 100 scale range, 65-74 are in 200 points range, 75-84 are 300 range and 85-100 are 400 range.

See High School enrolment page on DOE website for more information.

Sonita and the SLT wished Christine a Happy Guidance Counselor week, after which Christine departed the meeting.

### 4. 2022 Biennial Review Survey

The SLT allowed 10 minutes for members to complete the survey about the SLT.

### 5. Analyzing the gathered data on CEP areas of focus

The SLT held small group discussions (in breakout rooms) to discuss data and feedback for the following areas of focus:

- Math – **Teacher Feedback for Math Workshops:** Leanne, Fiona

- Science – **Verbally collated feedback from Ali:** Ali, Dragos, Maria
- ELA – **Google form responses:** Jean, Alisha
- SEL – **Links to Lessons:** Laura, Sue

The SLT came back together to discuss the data, feedback and action plans:

<b>Math: Leanne, Fiona</b>	
Action Plan:  Recorded videos for parents	<p>Many parents are interested in learning how they can help their child at home precision and accuracy skills in math.</p> <p>Recorded videos may be preferred rather than parent workshops to combat scheduling pressures and time constraints on teachers and parents/guardians.</p>

<b>Science: Ali, Dragos, Maria H.</b>	
Action Plan:  K-8 science initiative (based on a common theme)	<ul style="list-style-type: none"> <li>• Continue to support teachers and encourage hand-on experiments.</li> <li>• Common theme initiative may need to be pushed to next year due to time constraints.</li> <li>• Science Fair idea may also need to be pushed to next year.</li> </ul>

<b>ELA: Jean, Alisha</b>	
Action Plan:  Parent Workshops led by Grad. Students (likely after Spring Break)	<p><u>GRADES K-2</u></p> <ul style="list-style-type: none"> <li>• How to find and read appropriate books</li> <li>• How to help parents with comprehension for students, at home (ask questions about what you're reading)</li> </ul> <p><u>GRADE 3-5</u></p> <ul style="list-style-type: none"> <li>• How to find and read appropriate books</li> <li>• How to plan a writing piece</li> <li>• How to structure an essay, what is a short response and long/extended response (state testing focus)</li> <li>• How to read and use rubrics</li> </ul> <p><u>GRADE 6-7</u></p> <ul style="list-style-type: none"> <li>• Book talk with your child, text to world connections, formulate your own opinions through the reading</li> <li>• Writing strategies and writing prompts – how to encourage your child to write</li> </ul>

<b>SEL: Laura, Sue</b>	
<p>Action Plan:</p> <p>Include discussion of SEL lessons in vertical/horizontal planning days</p> <p>Reach out to teachers to ascertain progress on implementing the SEL lessons</p>	<ul style="list-style-type: none"> <li>• We reviewed the SEL lesson plan put together by Christine, Khary and Rachel. We observed the progression of skills as children get older, with a focus on self-management skills in lower grades, moving up to optimistic thinking for upper grades</li> <li>• During vertical and horizontal planning days we could have teachers discuss these SEL lesson plans and whether they have any learnings or observations to share across with other teachers</li> <li>• Have Christine, Khary and Rachel get an update from the teachers whether they have been able to execute these plans, and whether there have been any observations from the sessions that we need to action for students (individuals or groups)</li> </ul>

## 6. Updates on Respect For All week – Rachel Weiss

During Respect For All week, we will be doing a lot of work around friendship, solving problems, communicating. We will also be talking a lot about kindness – it's a year of getting back to basics. It will build on work we are doing all year, in talking about diversity and acceptance.

We have students who identify as non-binary and students who choose to use preferred pronouns. We want to support students to share this information and help them feel safe to be who they are. We work closely with the Office of Student Support Services.

Sonita and the SLT wished Rachel a Happy Guidance Counselor week, after which Rachel departed the meeting.

## 7. Turn-Key on Feb. 8<sup>th</sup> District 30 SLT Planning Webinar

Jean shared the slides relating to SLT that were shared in the webinar:

- Reiterated the composition of the SLT (equal number of staff, which includes the Principal, and parents, and no less than 10 members),
- Decision making protocols – should be consensus-based
- SLT should focus on short-term and long-term CEP goals and discuss CEP goals each meeting

**8. SLT Student Report – notes from Julia Leopando, student SLT rep.**

Jean shared some notes from Julia as she was unable to attend the meeting:

Students have continuing concerns about the cleanliness of the bathrooms and also have given feedback that the time to eat during lunch time is too short and should be balanced more with recess time.

Sonita noted that staff are conducting daily bathroom checks to ensure the bathrooms are clean and encourages students to report issues to the main office so they can be addressed as soon as they see them.

Sonita also noted that lunch and recess are 20 minutes each and encouraged students to focus on eating during the time allotted for lunch.

**9. Reso-A Grant Application**

Sonita asked for input for what we should request in the Reso-A grant process and received the following ideas from the SLT:

- Bathroom upgrades for Lower Division campus
- Locker upgrades for Upper Division campus
- Hydroponic labs
- Air conditioning in Upper Division auditorium
- Auditorium seat upgrades in Lower Division
- Prometheus boards upgrades in Lower Division (to replace some that are not working)

**10. Reports****a. Principal's Report - Appendix 1**

The Principal's Report is attached as Appendix 1 to these minutes.

In addition to the written report, the following was discussed regarding the Cell Phone Policy:

Students are not allowed to use their cell phones during the day. The first time it happens, students will get a warning, the 2<sup>nd</sup> time the phone will be taken away and the 3<sup>rd</sup> time parents/guardians get a phone call from the school.

The school is also working on a dress code policy.

**b. UFT Report - Appendix 2**

The UFT Report is attached as Appendix 2 to these minutes.

**c. PTA Report - Appendix 3**

The PTA Report is attached as Appendix 3 to these minutes.

**11. Parking Lot: Questions and Comments**

None

**12. Next steps**

None

**13. Adjournment**

The meeting was adjourned at 6.04pm.

**APPENDIX 1 – Principals Report (Sonita Ramkishun) – February 10, 2022 SLT****Increased in-school COVID Testing:**

**Beginning on February 7**, schools will test the **larger** of either:

- 10 percent of the school’s student enrollment in grades 1 through 12, up to a cap of 250 students.
- 20 percent of the school’s unvaccinated student population.

How can you provide consent for testing?

- You can fill out the form in your [NYC Schools Account \(NYCSA\)](#)
- You can also download the [form online](#), fill it out and return it to your child's school.

**Attendance Update:**

As you will read in the [Messages for Families](#), the attendance policy has been updated. Only students who are required to quarantine due to COVID reasons will be marked as “Present Remote”. Students who are absent for reasons other than a positive COVID-19 test result or school/building closure must be marked “A” for Absent and may no longer be marked present for remote instruction.

**Vegan Fridays:**

The new lunch menu was available beginning today.

- Vegan options are already offered in all schools on a daily basis, and milk is available as an option with every meal.
- Further, additional options are always available, including peanut butter and jelly sandwiches and hummus and pretzels, and students will continue to have non-vegan options available to them on Fridays.

As a reminder you can always view the school food menus here: <https://www.schools.nyc.gov/school-life/food/menus>

**Home Test Kits for Return from Midwinter Recess:**

Students will be receiving 2 at-home COVID test kits on Friday February 18<sup>th</sup>. We are highly requesting that families administer a test to their child on the evening of Saturday, February 26<sup>th</sup> and again on the evening of Sunday, February 27<sup>th</sup> before they return to school on Monday, February 28<sup>th</sup>. We will send a reminder home closer to the time.

**Parent teacher Conferences:**

March 2<sup>nd</sup> (Evening Conferences)

March 3<sup>rd</sup> (Afternoon Conferences and Half day of school for students)

\*Conference times, Dismissal times, and Lunch times will be shared tomorrow in a letter to families.\*

**APPENDIX 2 – UFT report (Ali Lisberger) – February 10, 2022 SLT**

- 1. Teacher Burnout:** This is a national issue but is also true for Q300. Many people are stressed, overwhelmed and at this point, unwilling to participate in a lot of committees and extra curricular things -- even if it is per session. Our schools' initiatives are greatly appreciated but for many, they need to focus on their mental health and well being.
- 2. Teacher Absences:** There are many reasons why a teacher may be out. We have days that accumulate over the course of our career and may take time when we're sick, for personal business, caring for a sick family member, bereavement days, COVID days, and now vacation days. The reason is private and not public information.
- 3. A UFT-sponsored Helpline for Students and their Families:** The UFT's Positive Learning Collaborative has forged a partnership with Vibrant Emotional Health to create a phone and chat helpline that offers free, confidential mental health support to students and their families. Please help us spread the word about this important service to students and families who could benefit from this service. The helpline is open Monday through Friday, 8:30 a.m. to midnight, and on Saturday from 9 a.m. to 2 p.m. Call 212.709.3222 Text "PLC" to 43961



**APPENDIX 3 – PTA report (Maria Hantzopoulos) – February 10, 2022 SLT**

**COVID-19 Safety Task Force:** After buying the purifiers and the staff masks, we are doing the following. Huge thanks to Yvette Choy for researching, purchasing and organizing delivery of air purifiers. Thanks to volunteers Mohamed Ghobashi, Nicholas Kwong, Maria Mazing, Paul Sikar, Sae Makino-Siller, Eli Stahl and Kurt Swenstein for helping to unload, transport and haul them all up the stairs. Appreciations to David Wang for purchasing the additional purifiers needed to complete the January order in the interim. Also, thanks to Maria Hantzopoulos, Yvette Choy, and Lynn Kennedy for purchasing and delivering KF94 masks for teachers and staff and now students.

- **Masks.** We have purchased more N95 masks for students. Hoping to distribute at least 2 per child, and have an opt-out form for families that do not need it.
- **COVID Testing Sites.** Testing sites city-wide are updated daily. Please check the Google Group or Facebook page for recent flyers and information. In the meantime, NYC Health and Hospitals and Test and Trace Corps have put together this interactive tool for folks to find testing sites near them. <https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>. Additionally, a new Centers Urgent Care Covid-19 Testing Center has opened on the corner across from the Lower Division building. 27-15 30th Ave. Sunday-Thursday 11am-7pm and Friday 9am-5pm.
- **In-School COVID Testing Consent Process.** We continue to promote this with our parent body. The DOE has provided a video to all schools on how the free in-school COVID PCR testing actually happens for children. See the video [here](#) or visit our website for [more information on how to participate](#).

**Q300 PTA Happenings, Events, and Updates**

- **Resources for Families and Teachers.** Some parents compiled these and shared them with class parents and teachers.
  - **Black History Month Events and Resources.** Did you know that Louis Armstrong lived right here in Queens? And that Lewis Latimer did as well, and that you can visit both their homes and learn about their lives? We have compiled a list of field trips, virtual sites, and happenings that are taking place during Black History Month for families and teachers. These include in-person and virtual events at places like Smithsonian National Museum of African American History and Culture, Sugar Hill Museum for Storytelling, and more!
    - Please link to here to see this ongoing list and if you have more to suggest, let us know: [Black History Month Events and Resources](#)
  - **Lunar New Year Events and Resources.** Did you know that Lunar New Year is celebrated by over 1.5 billion people? While traditions, celebrations, and dates may vary, it is celebrated in many countries across the globe like China, Korea,

Singapore, Vietnam, Brunei, Thailand, Tibet, the Philippines and more. While some events have already occurred in January, we have put together a list of in-person and virtual happenings, celebrations, and activities that can be done at home, in school, or in some cases, viewed after the fact.

Please click here to see this ongoing list and if you have more to suggest, let us know: [Lunar New Year Events and Resources](#)

- **Kindness Challenge.** In honor of Random Acts of Kindness Day on February 17th, the Q300 PTA would like to invite the Q300 community to once again participate in a Kindness Challenge. The Kindness Challenge will run from February 13th – 27th. Everyone has the ability to be kind. Now more than ever, the world can use a little more kindness! For more information on how you can participate, please visit the [2022 Kindness Challenge page](#)
- **Chat and Chill.** Since it is hard to meet in person this year, we are introducing Chat and Chill Mondays! Once a month, we will host casual and virtual meet-ups for folks to get to know others in the school community and share a (virtual) coffee while talking about life and parenting. For all Q300 parents, guardians and caregivers. Second Mondays of each month at 10am, starting on Feb 14. [Zoom link](#)
- **PTA-Funded Enrichment Programs.** We have ended our first cycle of enrichments including visual arts and music with Arts Connection, Architecture, Chess and elective cycles for the Upper Division. Thank you to Arts Connection for their virtual artists showcase and highlighting our students' wonderful and creative work.
- **Grade Level Community Events.** Want to get your Grade together in this time of caution and social distancing? At the PTA General Meeting in October, a resolution was passed to approve \$200 per grade for spending toward a grade activity or event that supports relationship building and in lieu of our normal in-person events which are still on hold during the pandemic. If you are interested, please reach out to your Class Parents for details and guidelines.
- **Green Team.** Starting in February, the Parents of the Green Team are sharing “Green Team Green Tip of the Week,” in the school-wide Google Group! We are also starting to plan activities for Earth Day in April. To join discussions with GT parents, please contact [rachanas@Q300pta.org](mailto:rachanas@Q300pta.org)

## Q300 PTA Fundraisers

- **Popcorn Fundraiser. Jan 31- Feb 3.** Our gourmet fundraiser raised approximately \$1200.
- **Square 1 Art Fundraiser.** Thank you for all of the artwork submitted in January! Big shout out to Lisa Christopher, Jenny Lando, and Susan Stewart for coordinating, and teachers for collecting all of the students' creations. We have over 250 pieces of art that have now been sent in!

- **Pizza Kit Fundraiser. Feb 14- March 18.** On these cold winter nights, isn't it fun to make pizza AND have all the ingredients delivered to your doorstep? Purchase a Little Caesar's pizza or cookie making kit and have a party! The kit will be shipped to your home address and the PTA will make \$6 per kit sold. Stay tuned for links and more information.
- **Auction.** The PTA Auction Committee is pleased to announce our plans for our 8th Annual Auction! While we aren't able to plan right now for an in-person event, we're going ahead with our online auction to support our PTA. It will go live at the end of March, filled - we expect! - with amazing prizes. How do we get such wonderful prizes every year? You! We hope that every Q300 family will try to solicit a donation or donate themselves. **HOW CAN YOU HELP?**
  - **Reach out to businesses and organizations that might want to donate, or donate yourself!** Feel free to copy and adapt this sample [email](#) or formal solicitation [letter](#). Think camps, local shops, kid activities, service providers! It's easier that it can seem to ask - folks are often more than happy to donate when they are approached! Submit all donations via this [form](#) by March 11th. Want to see who has donated in the past? Feel free to browse our 2019 [auction](#) (both "online items" and "event items").
  - **Donate a parent/community prize** (we can limit bids to Q300 families on these at your request) - maybe you have a special skill that you can share with someone else in our community, virtually or not? Can you speak another language and offer an hour or two of conversation? Are you an amateur cake decorator and can offer a lesson? Can you offer a homemade meal or to teach how to cook your specialty? Can you give a neighborhood tour? We've had parents donate everything from photography sessions to homemade meals to walking tours to a singing telegram!

Questions? Or want to join the committee? Reach out to [auction@q300pta.org](mailto:auction@q300pta.org).

- **Fun Run.** Interested in helping out with this year's virtual Fun Run and making it a success? Volunteers can help out with the organization of this wellness event that brings the whole community together. For more information and to volunteer, please reach out to [LDrep@Q300pta.org](mailto:LDrep@Q300pta.org)
- **Direct Appeal.** Thanks to those who were able to give in 2021. Many thanks to David Wang and Sue Sekar for all of their efforts in coordinating the Direct Appeal Campaign. Shout out to Sue for all of the detailed acknowledgement letters, Amanda Spielman for the gorgeous flyers, and to Takila Oku and Xin Li for their related treasury work! Please stay tuned for more information about our March Madness 2022 Campaign. To give, please visit [Direct Appeal](#).