

Q300

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K-8 Citywide Gifted and Talented School

Principal, I.A. | Sonita Ramkishun
Assistant Principal | Anna Milonakis

School Leadership Team Meeting (Virtual Platform: Google Meet)

**June 8, 2020
Meeting Minutes**

Members in Attendance:

Sonita Ramkishun (IA Principal), LaShawonna Harris, *Chair* (Parent), Lynn Kennedy (PTA Co-President), Ali Lisberger (UFT), Chidi Amasiani (Teacher), Maria Panagiotakis (Teacher), Kiera Sullivan (Teacher), Sara Clough (Parent), Laura Marks (Parent), Raj Jimenez-Jailall (Parent)

Observer: Anna Milonakis (Assistant Principal)

I. Call to Order

The meeting was called to order at 3:33 p.m.

II. Review and Approval of Minutes from May 4, 2020

Motion: *Lynn* motioned to approve minutes from May. Laura seconded the motion.

III. Committee Summaries

Principal's Summary

Kindergarten Registration

The week of June 15th, the Kindergarten offers will go out so then we can begin the registration process at the end of that week. Registration will be occurring remotely for our incoming families. Our pupil accountant is preparing a video/tutorial to help explain to the families a step-by-step process of how to register, including a welcome letter with links. Once the children are registered, Sonita Ramkishun (IA Principal) and Anna Milonakis (Assistant Principal) will host one on one five minute meetings with the families to welcome them to Q300 and if they have any further questions.

Budget

There is no preliminary budget as of yet and there is no timeline from the DOE.

PTA Summary

Committee members provided brief summaries of their reports to the team. Full reports are located below.

UFT Summary

Committee members provided brief summaries of their reports to the team. Full reports are located below.

IV. New Business

CEP Goals

After speaking with the ILT (Instructional Leadership Team), we agree that we should continue our Instructional Focus of increasing student engagement using inquiry based practices and project-based learning. We would like to continue to take the 2019-2020 goal and continue it for the following year 2020-2021. It would also allow us to work on our data points, since the state-exams were cancelled this year. We did not fully accomplish this for this year, so we would like to push that for the following year to work on those points for next year.

[CEP Goals 2019-2020 Revised & Updated 1-9-20](#)

V. Old Business

Diversity Proposal

Q300 needs to submit a Diversity Proposal as of June 2020. Daniel Hildreth (Office of Student enrollment contact), advised Sonita to submit in June instead of September to allow his office some time to look over it before officially submitting for the Fall. The G & T test enrollment starts in November and he said there are no guidelines as of now for that changing.

Motion: *Sonita* motioned to approve the Diversity Proposal with changes as noted in the shared document for June 2020. Raj seconded the motion.

SLT members share on the Diversity Proposal

Members were all in agreeance with the proposal and the feedback that was left on it, but a few members brought up these concerns or comments:

- From feedback already given by SLT members on the document, agrees and approves the proposal.

Motion: *All SLT* members are in agreement with the Diversity Proposal for submission as a draft to submit to families for their feedback with a target date of submitting in June 2020.

Feedback from Parents for the Diversity Proposal

What parts should be shared with the parent body/community and what type feedback are we looking for?

Committees- Who would want to be apart of those committees and who would want to help out to accomplish some of those goals on the proposal.

Sharing the criteria with families that was submitted to the DOE of what our Diversity goal is and would be sharing the proposal as is with very targeted questions around feedback.

Transparency is key but we don't want the deadline to be missed.

Can we share the admissions criteria and three objectives so that there is context and this is how we're going about it to achieve it?

Motion: *Laura* motioned to approve a letter to be sent out to families from the SLT that includes the proposal and objectives describing that we are going to create a diversity committee through the SLT and that we are asking families if they agree on a broader approach to looking at racism in Q300. *Raj* seconded the motion.

The letter with questions will be drafted and finalized by June 12, and sent out via email on June 15. Families will have about a week to respond and reply via google surveys.

Diversity/Equity Committee will be the name of the Q300 committee.

VI. Committee Reports

Principal Report

Staffing Update

- One Lower Division Staff member will be going on Maternity leave in October 2020
- Our ENL Provider has returned from his leave. He will be with us for the rest of the school year.
- Our ATR will be with us for the rest of the school year
- All teachers have listed on their preference sheets that they will be returning for the 2020-2021 school year

Marking Period and Grading

- 4th marking period ends on June 8th, 2020. Students will receive a grade for the 4th marking period based on our original grading policy. Lower Division students will get a 1, 2, 3, or 4 and Upper Division students will get a grade 55 to 100.

Rubric Level	Description	Assessments graded on a percentage basis correlation
4	Exceeds Grade Standards	93% and above
3	Meets Grade Standards	80%-92%
2	Below Grade Standards	65%-79%
1	Well Below Grade Standards	64% and below

- Final Marking Grades will be the culminating average of marking period 1, 2, 3, and 4. As per Chancellor's guidelines students in grades K-5 will receive a MT (meets standards) or N (needs improvement). Students in grades 6-8 will receive a MT (meets standards) or N (needs improvement) or NX (course in progress).

- All 4th marking grades and final course marks will be on the child's last report which should be released on June 26 on mystudent for parents to view.

Social Emotional Check-ins

This week we started safe space check-ins to provide a space for students to share their feelings and questions about the current events. Below you will find a quote from the Chancellor:

“We must answer the call to be antiracist, and work every day to undo these systems. We will continue in our resolve to advance equity now. We will honor the dignity and humanity of every student, family, and educator every day...We must act in a conscious and culturally responsive way that recognizes that bias of all kinds has left some students and schools with greater need than their peers—and farther away from the level of opportunity they deserve.”

At Q300, we have and will continue to empower our teachers to have these conversations with our students using the provided DOE resources. We will continue to host safe space check-in meetings led by staff, our social worker, and our guidance counselor. We will continue to share updated resources with families in order for these conversations to continue at home. Looking forward, as we create our SEL plan for next year, we are looking at different ways to create a plan of action that allows us to be culturally responsive as a school.

****Please see attached for two public notice documents that principals were asked to share with their SLT.****

[June 2020 PEP Agenda](#)

[Public Notice FY 2021 Estimated Budget](#)

UFT Report

Census

Our numbers are still low for the Census. Due to COVID-19 the 2020 Census self-response phase (the time in which people can complete the census online, by phone or by mail) is extended to October 31, 2020. We only have one chance every ten years to get an accurate count that will determine how many congressional representatives each state gets, and the allocation of hundreds of billions of federal, state and local dollars. Please encourage everyone you know to fill it out! Teachers and parents can [use this resource](#) to engage students in new skills and show the importance of responding to the 2020 Census.

Heroes Act

We need the U.S. Senate to pass the HEROES Act, which contains \$1 trillion for state and local services including health care and public education. This vital support will help protect classrooms from debilitating budget cuts and layoffs. Please [sign this petition to tell the U.S. Senate to support the HEROES Act](#). The bill provides \$100 billion nationwide for public schools so they can prepare to reopen safely, test for the virus, follow the guidance of medical experts and provide the academic, social and emotional support children will need to recover from this pandemic. New York's two U.S. senators support the legislation, but we need a majority of senators nationwide to get behind this essential legislation. Not yet part of the Our Schools Need

a Lifeline campaign? Text LIFELINE to [30644](tel:30644) to join.

Dial-A-Teacher

Dial-A-Teacher is back with free homework help: Dial-A-Teacher, the UFT's free homework help hotline, is once again open Monday through Thursday, from 4 to 7 p.m. For the moment, the hotline can only offer help in English for English language arts and math homework to students in kindergarten through 5th grade. We soon hope to include more subjects, grades and languages. To get live help from a classroom teacher, parents and students must fill out the [Dial-A-Teacher intake form](#) on the program's website during the hours the hotline is open. Then, a UFT-represented educator will provide assistance.

School Based Options (SBO's)

An SBO is a modification of the UFT/DOE contract that lasts for one year. Each year in May, the chapter leader and principal meet to discuss SBO's for the following year. Typically, Chapter Leaders create the SBO ballot and share it with the Principal after getting their District Representative's approval. Chapter Leaders can also collaboratively develop the ballot with their Principals which is what Sonita and I have done. The next step is to hold a formal ratification vote. It can only be adopted if 55 percent of the voting UFT members vote to support it. Examples of SBO's that we typically pass are: Parent-teacher conferences/calendar changes, departmentalization for 3rd grade, school time reconfiguration (changing PD and parent engagement time) and administrative duties (creating breakfast duty positions contingent upon funding). Last year, departmentalization did not pass and some parents were displeased with that. There was also concern about conducting K-8 PTC's on the same day so we have taken that into consideration. I can briefly speak more about this at our meeting on Monday.

PTA Report

Enrichment Surveys

Have gone out to the community at large, including to each grade level, students (5-8), parents and teachers. The deadline for these is June 16. The surveys help to inform of enrichment preferences, personnel (TAs), school equipment needs, teacher professional development, and other services that deepen the education of Q300 students, and which helps to then inform the budget planning process for the PTA.

COVID-19 Economic Impact Resources

NYC has developed a website on accessing relief services including employment & finances, food, housing, health insurance, school & childcare, services for immigrant communities, mental health, and services for people with disabilities, etc.

<https://access.nyc.gov/coronavirus-covid-19-updates>

PTA General Meeting

The next and last PTA General Meeting of the year is June 25, 5pm. Platform TBA and will be mailed out prior.

VII: Next Steps

- Create questions for the Diversity Proposal from the community.
- Re-share the CEP Goals and take a look at them so that we can look at those for the next meeting on June 22.

- SEL (Social Emotional Learning) component for next year will be a big push and how we can develop as a forefront for next year as a community.

Adjustments for the proposal will be ready by Friday so that the letter can go out on Monday with a week long window to submit feedback that we will then review on June 22 so that we can make any adjustments if we need to so that Sonita can submit by June 29th, 2020.

Diversity Proposal Survey deadline by June 12th.

Next meeting will be June 22nd for 90 minutes from 3:30 - 5pm.

Meeting adjourned at 4:37 p.m.