

School Leadership Team Meeting
Meeting Minutes
Virtual Platform - Zoom
Monday, November 1, 2021
5:00 pm – 7.00 pm

Members in Attendance:

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

Observer, in attendance:

- Alejandra Roma (Teacher)

1. Call to Order

A general reminder was noted that the SLT can go into Executive Session if confidential discussions are required in the future.

Following up on a question raised at the last meeting, Sonita confirmed with her contact at the DOE that we have the correct balance of SLT members between staff and parents/guardians (when including her as a staff member) and so the composition of the SLT can remain as it is.

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

Jean nominated Sue to share her “Story of Me” in the next meeting.

2. Review and approval of October 18, 2021 SLT meeting minutes

The draft minutes from the October 18, 2021 SLT meeting had been shared in advance. 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. Presentation from Arts Connection – Ed Miller (in attendance for this section)

The goals of the Arts Connection residency at Q300 are to provide music, visual arts and theater programming that supports literacy, communication, creativity, collaboration and critical thinking in a socially just learning environment for all participants.

- Music – K, 1st & 2nd – hand instruments to learn about rhythm, vocal music and percussion.
- Visual Arts – K, 1st & 2nd – drawing with pencils, pens, markers, colored pencils, paper, scissors, glue, tape.
- Music – 3rd & 4th – drumming and ukulele.
- Theater – 3rd - Storytelling – story creation using visual arts aspects, music and basic acting techniques.
- Theater – 4th – Shadow Puppetry – students will learn how to make backgrounds and shadow puppets, practice improvisation, learn character development and create a group shadow puppet show.
- Music – 5th – Guitar – musicality, parts of the instrument, and learning to play the guitar.

Ed was thanked for his presentation and invited to attend an upcoming PTA meeting to present to the broader school community.

4. Special Education Recovery Program

The DOE has asked all schools to create a program, before or after school, to help support special education students to meet their learning goals. This program will be in addition to support those students are receiving during the day as part of their IEP. Participation in The Special Education Recovery Program is not mandatory, so parents who are contacted about the program may choose to opt their child out.

5. SEL Screener – Rachel Weiss (in attendance for this section)

This year the DOE has implemented the DESSA screener for Social Emotional Learning (SEL). Edwin, Khary and Rachel will be the SEL team looking at the results and creating action plans for our students in need.

The screener is intended to be strengths-based assessment and the goal is to use social-emotional information about our students to work out what we want to see more of, and where we have needs/gaps. To maintain objectivity, a sample of students may be assessed by more than one teacher.

Staff are participating in an asynchronous professional development session tomorrow on how to do the assessment, how the school will use the data to move forward and also how to use any resources that may become available to us to help fill SEL needs.

Q: How is the assessment performed?

A: It is a digital assessment (on an app) done by the teachers.

Q: Where can parents find more information about the SEL screener?

A: Website - <https://info.apertureed.com/strongresilientnyc>

Q: Can parents receive information on the assessment for their child?

A: This might be possible, but we are still getting more information. We assume there may be a parent report, but this needs to be confirmed.

Q: What happens with the data?

A: The data will be stored by the school and accessible only by the school. Sonita will have access to the whole school results, and teachers will have access to the findings for their students.

Q: Will you use the data to identify needs across the school, or identify needs for specific students/individuals?

A: The school envisages that it will be a combination of both. This would be similar to our current process where we assess needs using a tiered process - Tier 1 is whole school, Tier 2 is where we need specific attention for individual students and Tier 3 is where we refer students for specific interventions.

One parent shared with the SLT Committee that they had opted their children out of the SEL assessment. They did not feel that the questions were strength-based and questioned whether the teachers can answer the questions this early in this year. The parent noted that Q300 had performed an SEL assessment in the past where students self-assessed and teachers assessed - a

subcommittee of the SLT worked on this, and researched a variety of valid metrics out there, and created a survey (which was then vetted by all) that was more specific to our school and its needs around school culture. The SLT Committee at the time found that it provided very useful information that then helped plan the CEP for the next year. The question was posed whether something like this is possible to consider again as an SLT?

6. **Q300 Enrollment (2019-2020)**

Addressing a query raised in the last SLT meeting, Sonita noted that information about Kindergarten enrollment (specifically diversity information) is not available yet. However, the following website contains publicly available information on the 2019/2020 composition of the school:

<https://data.nysed.gov/enrollment.php?year=2020&instid=800000083459>

7. **2021 State Test Scores**

State test scores are available on this website:

<https://data.nysed.gov/assessment38.php?subject=ELA&year=2021&instid=800000083459>

For both ELA and Math, a high percentage of our students in each grade scored a Level 3 or Level 4 proficiency.

The SLT can keep this data in mind when we review and critically assess our CEP goals and action plans.

8. **Q&A Session on iReady**

Jean shared her screen to show a sample iReady testing report, that is going to be released to parents. Teachers participated in a professional development session on how to read and interpret the iReady reports.

These reports have been sent home with students today with some information, parents/guardians can reach out to their child's teachers to discuss.

9. **Conversations about G&T announcement**

On October 27, 2021, Dr. Composto led a webinar with the Q300 community to open up the conversation regarding the announcement that the existing G&T program will be ending, and replaced with Brilliant NYC. Q&A was collated in advance, and Dr. Composto responded to questions where he could. Dr.

Composto reassured parents that Q300 will continue as a school. On November 22, 2021 there will be a broader District 30 family engagement session to discuss and share ideas.

Parents have reached out to the PTA Board and the school with varied views across the community. The SLT discussed how we can be proactive in gathering views and information, so we can be ready to start engaging in the process in a way that aligns with the mission, core values and vision of the school, regardless of the admissions criteria news. It was noted that there is still a lot up in the air. Parents/guardians are encouraged to attend the November 22nd meeting. Following that, the December/January timeframe may be a good time to start mobilizing as a community.

10. Checklist for CEP action Plans

- **Among the action plans, what is already occurring?**
- **What is not possible to achieve this year?**
- **Adding specific timelines – when can these action plans occur?**

The SLT held small group discussions (in breakout rooms) to discuss the above questions under the following areas of focus:

- Math: Leanne, Fiona
- Science: Edwin, Dragos, Maria
- ELA: Jean, Alisha, Alejandra
- SEL: Laura, Sue

The SLT will share out findings from the above discussion at the next SLT meeting. An overall/initial observation was shared that many things are in process and most goals and action plans seem attainable for this year.

11. Reports

a. Principal Report - Appendix 1

In addition to the Principals' report (attached to these minutes in Appendix 1), further information given was:

- Parent-Teacher Conferences: Some parents had reached out that they were not able to get parent-teacher conference appointments using the

online booking system. Parents can reach out to their child's teachers to set up a time to meet during Tuesday parent engagement periods or another mutually agreeable time.

- COVID notifications: The school is providing all notifications as per DOE requirements. If parents think they may have missed a message, please reach out to Jenny Lando. If your child or child's classroom is impacted by a COVID case at the school, you will get a phonecall from Sonita or Jenny.

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.

A question was asked around how student absences are recorded if they opt to attend daytime Open Houses for High Schools and Sonita clarified that it is either an excused absence or if a half day, they are marked present but dismissed early.

12. Parking Lot: Questions and Comments

None

13. Next steps

- Next meeting - Share-out on CEP goals and action plans that were discussed in today's meeting (timelines, what is already occurring and what, if anything, may not be possible to achieve this year).
- Next meeting – hoping to have a Student Report from a Middle School student.
- Future meeting (post-November 22nd) – discuss and reflect on the November 22nd meeting on G&T/Brilliant NYC and what this means for Q300, including any ideas pitched.

14. Adjournment

The meeting was adjourned at 7.02pm.

APPENDIX 1 – Principals Report (Sonita Ramkishun) – November 1, 2021 SLT**Staffing Update**

Until further notice, Alex Maysonet will continue to support Q300. He will be the main supervisor for the Upper Division and Anna Milonakis will be the supervisor for the Lower Division. I will support both buildings throughout each week.

Election Day:

November 2nd will be a fully remote day for all staff. Students will be completing activities asynchronously. Please make sure you try to log on to your child's Google Classroom using their nycstudents.net user ID and password. Teacher will not be readily available to answer questions because they will be in PD.

Parent-Teacher Conferences:

On **Wednesday, November 3, 2021** we will have **Evening Parent Teacher Conferences from 4:30pm to 7:00pm.**

On **Thursday, November 4, 2021** we will have **Afternoon Parent Teacher Conferences from 1:00pm to 3:00pm.**

- **Lower Division students will be dismissed at 11:15am.**
- **Upper Division students will be dismissed at 11:30am.**

COVID notifications

When there is a positive case at Q300, we will communicate information to our community about COVID cases in the designated school building. We will always:

- directly notify you if your child or your child's class is affected by a positive case
- notify either Lower Division or Upper Division families about potential exposures
- notify a class about a positive case
- directly notify any students/staff who are found to be a close contact

The DOE will also email a required notification letter. This may be sent to all of our families. Please look to see which school/ or school address they mention at the beginning of the letter.

When in doubt or unsure if you missed a message, please contact our parent coordinator Jenny Lando at JennyLando@q300.org. She will always have a copy of any emails sent to families.

2021 NY State test scores

Please visit your NYCSA (www.schoolsaccount.nyc) and look under 'assessments' to see your child's state test scores from the 2020-2021 school year.

High School Admissions - Family Workshops

The Office of Student Enrollment is excited to announce that their first family events will be held across the next two weeks. The information sessions for families have been split into two parts.

Part 1, November Virtual Information Sessions: Getting Started with MySchools and Registering for the SHSAT. At each event, we'll walk families through how to create their MySchools accounts, use MySchools to explore high school options, and register for the Specialized High Schools Admissions Test (SHSAT). After the presentation, we will respond to questions about these topics.

Part 1 sessions are being held virtually on:

- **Wednesday, November 3**, 3pm to 4pm | Event held in English. Interpretation provided in: Haitian Creole, Korean, Russian
- **Thursday, November 4**, 6pm to 7pm | Event held in English. Interpretation provided in: Spanish, Mandarin, French
- **Tuesday, November 9**, 6pm to 7pm | Event held in English. Interpretation provided in: Arabic, Bangla, Urdu

Part 2, Winter Virtual Information Sessions: Applying to High School. At each of these events, we'll cover when and how to apply, how offers are made, how to build a balanced application, and how to participate in the audition process for arts programs, including LaGuardia High School. *Dates, times, and language access information for these sessions will be announced later this year.*

More information, including the zoom links, can be found online at: schools.nyc.gov/high

APPENDIX 2 – UFT report (Laura Parris) – November 1, 2021 SLT

- Election Day (tomorrow, Tuesday, 11/02) is a remote asynchronous day for students. Students will stay home and check their Google Classroom pages for asynchronous assignments. Live Zoom sessions will not happen as teachers will be in professional development all day.
 - Teachers need to take attendance. Students should be sure to check each of their Google Classroom pages for how each teacher is taking attendance.
- Parent-Teacher Conferences will be conducted virtually this school year.
 - Evening conferences: Wednesday, 11/03 (4:30pm-7:00pm)
 - Afternoon conferences: Thursday, 11/04 (1:00pm-3:00pm)
 - Thursday, 11/04 is a half-day for all students K-8
 - Lower Division Dismissal is at 11:15am
 - Upper Division Dismissal is at 11:30am
 - Teachers' appointment slots filled up almost immediately. Parents/guardians who were unable to book a time slot are encouraged to email the teachers with whom they would like to meet. Teachers are able to meet with parents/guardians during an upcoming Tuesday Parent Engagement Time (or at another mutually agreed upon time).
- Now that the weather is starting to get colder, this is just a reminder that classroom windows will remain open for ventilation purposes. Students should dress in layers and come to school with jackets.

APPENDIX 3 – PTA report (Maria Hantzopoulos) – November 1, 2021 SLT**1. New PTA and Class Parent Positions**

Congratulations to our new SLT, PTA Board Members, and Class Parents for the 2021-22 school year!

- **PTA Elections.** The final results are in! Thank you to the Nominations Committee for organizing and holding the elections, including Kevin Gallagher, Ella Drummond and Carol Varikos. Special thanks to David Wang and Parent Coordinator, Jenny Lando for coordinating many of the details.
 - Co-Secretaries: David Wang and Amy Wong
 - Co-Treasurers: Xin Li and Takila Oku
 - Co- VP of Communications: Dana Holmes and Sonia Martins
 - Second Lower Division Representative: Marco Newbury
 - Second Upper Division Representative: Vacant

Our Community Affairs VP, Rachana Shah, is still interested in a Co-VP! As well, as noted above, our second Upper Division representative is still open! Please reach out if either of these interest you.

We would love to acknowledge our amazing outgoing Treasurers who stayed on longer to ensure we continued to have a functioning PTA, Yi Wen Wang and Yan Zhou. We are so grateful for your service, dedication and hard work! Here is a full list of the current board: <https://q300pta.org/pta/about-us/>

- **Class Parents.** This year, at least 2 class parents will work with teachers and families for their child's entire grade, rather than just their child's homeroom class. Positions are still available for most grades. If you are interested, please contact the Upper Division Representatives at UDrep@q300pta.org or the Lower Division Representatives at LDrep@q300pta.org. Thank you!
 - Kindergarten: (K1): Christina Lee and Ying Song and (K2): Shatavia White and Ella Drummond
 - 1st Grade: (101): Kate Swearengen and (102): Grace Chen and Douglas Eisert
 - 2nd Grade: (201): Helena Liljeblad and (202): Christine Serdjenian Yearwood
 - 3rd Grade: (301/302): Jaqueline Debien and Lauren Baker

- 4th Grade: (401): Patrick Nau and Nicole Mandel (402): Barbara Monroe and Vivian Sicherman
- 5th Grade: (501/502) Esmee Einerson
- 6th Grade: (601) Nicole Mandel and (602) Saswat Pattanayak
- 7th Grade: (701) Leslie Peith and (702) Sae Makino-Siller
- 8th Grade: (801) Ryoko Mathes (802) Suzannah Hill and (803) Hayoung Kim

Thank you to all outgoing class parents. We are so grateful for all of your help and for your service.

2. Q300 PTA Events and Fundraising: This year will still be different due to the pandemic, and while we cannot have our usual in-person Fall Costume Party, we have a few other things up our sleeve!

- **Pie Sales.** Once again, the Q300 PTA is partnering with La Guli Bakery of Astoria and Betty Bakery of Brooklyn to bring you delicious pies for Thanksgiving. Pies vary in price and variety. You can order online (with a small surcharge) or send the completed form along with a check in a sealed envelope labeled with Your Name and Q300 PTA Pies via your child's communication folder by Friday, November 12th. Profit proceeds benefit the PTA! Info here: <https://q300pta.org/2021/10/14/thanksgiving-pie-sales-2021/>
- **Q300 Strong T-shirts.** Did you eye those awesome Q300Strong T-shirts designed by 6th grader Annika Wooley and wonder, "How do I get one of those?" Or maybe you missed the boat last Spring? Have no fear! The shirts are back and this time with a *long-sleeve option for youth sizes!* These limited-edition shirts are only available from **Oct 25 - Nov 7**. Get them for gym class or as gifts for the whole family before they're gone! Info here: <https://q300pta.org/2021/10/19/q300-strong-t-shirt-fundraiser-round-2-10-18-2021-11-7-2021/>
- **Gift Card Sales** Nov 5th - 19th. Just in time for the holidays, our annual Gift Card Fundraiser is back! We will be selling gift cards to popular merchants like GAP, Land's End, etc. The PTA gets a return on each gift card sold. It's a great opportunity to stock up on your favorites for holiday gifts, or to save for last-minute gifts throughout the year. Look for the order form coming home in your child's backpacks next week.
- **Teacher Holiday Collection.** Every year, our Q300 parents organize an annual holiday gift collection for our Q300 teachers and staff. This is not an official PTA initiative, but our parents organize it. Participation is optional, but we have found in the past that participation from our community is generally high because:
 - It is an easy and convenient way to say 'thank you' to all our school staff at holiday time without each of us having to go out and individually buy gift cards, candles etc. for all staff members.

- All staff, including those who work behind the scenes, receive a gift. This includes teachers, office staff, school aides, security and custodians - at both the Upper and Lower Division campuses.
- The funds collected are divided fairly into gift cards for the staff, so it is a useful and practical gift.

The suggested contribution is \$50 per family, but any amount, smaller or larger, is appreciated. **Stay tuned for details later this month!** Many thanks to Misa Tasaki, Alyssa Duvall, and Julia Moss for taking the reins this year. Shout out to Agnes Luo, Li Lin, Sue Sekar, and Maria Hantzopoulos who have organized in previous years and passed the torch!

- **Thanksgiving Luncheon for Staff: We are planning and in the works**
- **Vaccine Referral Program.** The Q300 PTA is an approved non-profit group that can receive \$100 for every individual who receives their first vaccine dose at a **City-run vaccination site or an in-home vaccination** and chooses Q300 PTA as their referral organization! Q300PTA will be able to earn up to \$20,000 (200 referrals). Schedule online at: nyc.gov/vax4nyc or just walk in to a NYC run site. Protecting yourself and supporting your community is safe, free and easy. To find out more information about vaccinations, see this link <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq> and <https://covid19vaccine.health.ny.gov/frequently-asked-questions-0>. So far, we have earned **\$300** since our PTA was approved as one of the referring organizations! Thanks for spreading the word!
- **Direct Appeal.** We will shortly be launching our Direct Appeal campaign, which 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. We are mindful of the toll that the pandemic has taken on our community. We are grateful for all forms of support our families are able to offer, whether through Direct Appeal donations, volunteering or in other ways. For those who are able to help support the school through the Direct Appeal during this especially challenging time, please stay tuned for more information. We are finalizing enrichment programs and other items with the administration, as the pandemic has resulted in many changes. If you have questions, please reach out to directappeal@Q300pta.org or also look at last year's info at: <https://q300pta.org/fundraising/da/>
- **Q300 Shopping Sites:** If you like to shop and want to earn money for the PTA, check out our shopping kickbacks! See: <https://q300pta.org/fundraising/fundraising-intro/>
- **COVID Safety Task Force:**
 - **Vaccine information Panel. November 10 at 6:30 pm via Zoom.** The PTA Safety Task Force has been busy planning a session regarding safety and vaccinations for 5-11 year olds with a pediatric infectious disease doctor, Dr. Viju Soma. Stay tuned for registration.

- **Masks:** The PTA, with the help of Jenny Lando, has distributed 1000 masks to families and staff. We may order more!
- **Off-site COVID Testing:** Mobile COVID testing vans will be stationed at Athens Square Park offering self-testing during the week of October 25 - October 29. The mobile testing sites are sponsored by Senator Michael Gianaris, and Assemblyman Zhoran Mamdani. If we have a good turn out, the mobile testing van may be sponsored longer.
- **Outdoor Equipment:** The PTA purchased outdoor seating equipment for Lower Division for lunch and other uses.
- **Air Purifiers:** Yvette Choy has been working diligently on ordering HEPA13 air-purifiers for large indoor spaces right now.

Q300 PTA Parent Questions

- Meeting with Dr. Composto happened last Wednesday on G and T announcement. We have asked Dr. C to extend the form a few more days and are soliciting feedback through this Wednesday the 3rd. Should teachers also contribute?
- 8th Grade Open Houses for HS. Workload and Attendance for Open Houses during school day