



GENERAL MEMBERSHIP MEETING MINUTES • October 21, 2021

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 53. Quorum was reached.

B. Call to Order

Co-President Lynn Kennedy called the meeting to order at 6:36 pm EST 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. Principal’s Report

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

1. In U.S. News & World Report, Q300 made the top 10 schools in NY State in both the elementary and middle school categories.
2. Upper Division electives cycle has begun. Students will experience a total of 6 teacher-led electives for the year. The PTA and the administration are discussing the possibility of PTA-funded enrichments in the spring.
3. Lower Division enrichments are being phased in. Chess has started this week during technology class and will end in December when the technology teacher returns from parental leave. Art and Music will start on Nov 5. Architecture for 2nd grade is tentatively starting on Nov 5.
4. Math and reading assessments (i-Ready and Acadience) have been completed. Families will receive the report in November.
5. Story Character Day on Oct 29, it is optional for kids to dress up and bring a story book to share.
6. On Election Day (Nov 2), all students will be learning remotely and completing assignments asynchronously. Teachers will be attending in professional development workshops and will not be able to answer student questions during the day. Please reach out to school if you need to borrow a device or need help to sign onto Google Classroom.
7. In response to a parent question, Principal Ramkishun said there’s a possibility that Architecture class will be offered to 3rd grade students in the spring.
8. In response to parent questions about lower and upper division restroom cleanliness, Principal Ramkishun said students are encouraged to inform the teachers/staff if the restroom needs cleaning, staff are checking the restroom and reporting any cleanliness concerns.
9. The current plan is to find a long-term substitute teacher for class 402 as Ms. Maria will assume assistant principal duties. She will keep the community updated.
10. Q300 is requesting a separate COVID-19 testing day for our school
11. Students generally wear masks indoors, except during lunch and snack time.

12. Thus far, there's been no clearance from DOE to hire teaching assistants (TA). Q300 has hired 5 school aides to help with arrivals, bus, and lunch time and that the kindergarten classes have extra support.
13. In response to a parent question regarding accelerated learning for Kindergarten, Principal Ramkishun said teachers will be using the results from assessments to differentiate and accelerate where appropriate.
14. In response to questions regarding mosquito bites, Principal Ramkishun will follow-up.
15. Principal Ramkishun introduced DOE Instructional Lead Alex Maysonet, who has been working with her supporting the Upper Division.
16. In response to a parent question, Principal Ramkishun mentioned October is bullying awareness month and that all teachers and staff members have gotten resource to ensure they are having discussions with students. If there's any topics parents would like to learn more about, please feel free to reach out to the social worker.

D. PTA Board Election

The Nominations Committee, consisting of Kevin Gallagher, Carol Varikos, and Ella Drummond, administered the elections of certain PTA Board positions, pursuant to the Virtual Election Guidance for PAs/PTAs and Presidents' Guidance, dated September 18, 2020. The following are highlights:

1. Kevin gave an overview of the expedited elections process. Parents/guardians and teachers are eligible to vote. To ensure that only eligible persons cast votes, all participants without a code (or verified phone number) will be removed from the meeting, with the exception of Q300 administration observers (who will be unable to vote). This will ensure that all those who vote will be verified voters.
2. Q300 Parent Coordinator Jenny Lando confirmed that the eligibility of all voters for the elections have been verified. Kevin confirmed that the "anonymous" box has been checked off in the Zoom platform to prevent tracing votes to specific individuals.
3. **Co-Treasurers.** The following nomination was taken from the floor: Takila Oku and Xin Li. No other nominations were made. Without any objections from the Members present, one vote was cast to elect Takila Oku and Xin Li as Co-Treasurers.
4. **Co-Secretaries.** The following nomination was taken from the floor: David William Wang and Amy Wong. No other nominations were made. Without any objections from the Members present, one vote was cast to elect David William Wang and Amy Wong as Co-Secretaries.
5. **Co-Vice Presidents of Communications.** The following nomination was taken from the floor: Dana Holmes and Sonia Martins. No other nominations were made. Without any objections from the Members present, one vote was cast to elect Dana Holmes and Sonia Martins as Co-Vice Presidents of Communications.
6. **Vice Presidents of Lower Division.** The following nomination was taken from the floor: Marco Newbury. No other nominations were made. Without any objections from the Members present, one vote was cast to elect Marco Newbury as Vice President of Lower Division.

E. Co-Presidents' Report

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

1. They reached out to Community District 30 Superintendent Dr. Phil Composto about the recent announcement concerning the phasing out of the Gifted and Talented program.
2. The following enrichment programs have been confirmed:
 - a. Kindergarten through 4th grades will have yearlong art and music class taught by Arts Connection.
 - b. 2nd Grade will have an 8-session architecture class taught by the Center for Architecture.

- c. 5th grade will have yearlong music class taught by Arts Connection.
 - d. 6th through 8th grades will have 6 electives throughout the year.
 - e. Kindergarten through 2nd grades will have Chess program once a week through December.
3. The PTA COVID-19 Safety Task Force has organized the following:
- a. The PTA has purchase 1,000 face masks., With the help of Parent Coordinator Jenny Lando, the masks have been distributed to Q300 families and staff. We may order more!
 - b. A self-testing mobile testing site has been set up at Athens Square Park from October 25 - October 29, between 8am- 7pm. Please use the service.
 - c. PTA purchased outdoor seating equipment at the Lower Division campus for lunch and other use.
 - d. Yvette Choy has ordered air-purifiers for the lower division gym and cafeteria and is coordinating with Q300 about placing air purifiers at both campuses.
 - e. Virtual event for families about covid safety and children with Vijaya Soma, M.D., Attending Physician, Pediatric Infectious Diseases and Assistant Professor of Pediatrics, NYU Grossman School of Medicine and Hassenfeld Children's Hospital will be held on Nov. 10.
4. Upcoming PTA fundraisers include Thanksgiving Pie Sales partnering with Betty Bakery and La Guli; and an auction of 2 grandstand tickets for each of the NYC Marathon and the Macy's Thanksgiving Parade.
5. They shared appreciation for the following:
- a. Thank you to Abby Swenstein, Paula Marisi, Tomonori Nagano, and Yvette Choy for organizing the Summer Read-a-Thon, as well as to Susie Stewart and Lisa Christopher for keeping it going! The PTA raised close to \$1,200.00 for the Q300 Blooms program! Thank you to Susie Stewart, Lisa Christopher, and Erica Soto Eng for putting this together. Thank you to Susie and Lisa for organizing the Tea Collection fundraiser. Thank you to all the new class parents! Huge thanks to Suni and Nick for putting all of this together and then putting together the class directories! Shout out to Barbara and Yvette for guiding them. Thanks to Tomonori Nagano for continuing to update the website. Thank you endlessly Yi-wen Wang and Yan Zhou Feignes for being our mighty treasury team last year! Thank you to Kevin Gallagher, Carol Varikos, and Ella Drummond for stepping up to be the nominations team! And to Jenny Lando for helping the election run smoothly today! And David Wang for all of his work in putting together the notices. And Dana Holmes and Tomonori for their descriptions on the website. Thanks to our new printing team Fabiloa Terrazas, Karla Lin, and Alisha Arthur! If there is anyone else that has access to a printer and can help with copies, please let us know. Thank you to Yvette Choy for working so hard to get all of the room measurements for the air purifiers! Thanks to Lynn Kennedy for ordering the masks and the Picnic tables and to Jenny Lando for distributing the masks. Thank you to Erica Soto-Eng, Ellie Rabinovich, Maria Hantzopoulos, and Siobhan Watson for working on the PTA Committees! Thank you to Joanna Holzman for organizing our small auction and to M. Dan Bach for donating the tickets!! Thank you to Amy Wong, David Wang, Maria Hantzopoulos and Sue Sekar solidifying the membership lists over the last few weeks.

F. Co-Treasurers' Report

Co-Treasurers Yi-Wen Wang and Yan Zhou delivered the Co-Treasurers' Report. Attached is a summary of the PTA's finances through September 2021. In September, the PTA raised over \$2,470.00. The PTA expenditures were about -\$3,709.46, which included refunds from the 2020 8th grade Club Getaway trip and the 2020 summer auction event, both of which were cancelled due to the COVID-19 lockdowns.

G. SLT Report

Sue Sekar gave the School Leadership Team (SLT) report. The SLT met on October 28 to review the Comprehensive Education Plan (CEP), which states Q300's objectives to meet the needs of students and the school's educational program. At the meeting, Principal Ramkishun addressed questions and concerns around the diversity committee, students social emotional support and various other matters.

H. Committee Report

1. Co-VP of Fundraising Lisa Christopher and Susie Stewart encouraged families to use the NYC vaccine referral program. When someone register their first covid vaccine through a New York City vaccination site, the person will receive \$100 gift card and the PTA also get \$100. So far, we have 3 referrals, money will be paid to PTA. Thanksgiving Pie sales is still ongoing. There's also shopping kickbacks information on our PTA website under fundraising section. Q300 T-shirt (short and long sleeves) will be on sale.
 2. David Wang and Sue Sekar will be sending out communications for Direct Appeal. Direct Appeal is the quickest way PTA can get funding for enrichment programs, teachers' wish list, school supplies etc. David mentioned they may revisit the suggested donation amount due to uncertainty of various programs that PTA generally paid for. Direct Appeal qualifies for tax deduction and corporate matching for many employers.
 3. VP of Membership Erica Soto Eng thanked families for filling out the PTA contact survey. Committee assignments are in the works. There will be a Thanksgiving appreciation lunch for the teachers.
 4. Maria encouraged families to share stories and pictures for the upcoming newsletter.
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I. Approval of the Minutes

The minutes of the General Meeting held on September 30, 2021 were presented. A motion was made to approve such minutes. The motion was seconded. A majority of Members present approved the minutes.

J. New Business

1. Resolution 1. A resolution to allocate \$200 per grade to reimburse grade level get togethers and activities administered through class parents. Requirements for qualifying activity and reimbursement process will be communicated later. A motion was made to approve the resolution. The motion was seconded. A majority of Members present approved the resolution.
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K. Adjournment

The meeting was adjourned at approximately 8:20 pm ET. The next general membership meeting will be held on November 18 at 6:30 pm ET on a virtual platform.

/S/

David William Wang, Amy Wong, Co-Secretaries