



GENERAL MEMBERSHIP MEETING MINUTES • November 17, 2022

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 49 (all remote attendees). Quorum was reached.

B. Call to Order

Co-President Yvette Choy called the virtual meeting to order at approximately 6:30 pm ET. They announced that there are currently 19 members on the PTA Board. Co-President Salua Baida reviewed the agenda for the meeting.

C. Principal’s Report

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

1. Q300 has offered positions to five prospective teaching assistants (TAs). So far, three have cleared the processing phase. The Administration does not know the start dates of the TAs who are still in the processing phase. The Administration is in the process of determining which TA fits best with each class. Once schedules are solidified, the Administration will email parents of the class to let them know the name of their assigned TA. The Administration is prioritizing grades K-2 in allocating TAs and is continuing to interview candidates and has space to interview three or four more. If anyone knows of a potential candidate, they should email Sonita at principal@q300.org. Please continue to send resumes her way.
2. On November 17, the eighth graders took the Specialized High School Admission Test (SHSAT). A parent expressed thanks to the Administration for permitting a fee-based 23-session afterschool SHSAT preparation program to hold many of its sessions at the upper division campus. Over 30 students participated and financial aid was provided.
3. Picture retake day will be on November 28 for the Lower Division and December 5 for the Upper Division. The 8th graders will take their cap and gown photos on December 5. Please email Jenny Lando at jenny@q300.org with any questions.
4. The Lower Division Arts Connection showcase will take place on December 9 during the school day. The kindergarten through 4th grades will showcase their dance, art and musical talents. One parent per child will be permitted to attend due to limited capacity. Exceptions will be made upon request if a parent needs to bring the child’s sibling. 4th grade families will hold a bake sale during the showcase to fund the stepping up ceremony and related activities. Please bring some cash to help out with that fundraiser. A recording of the performance will be made and sent to parents via email so everyone has an opportunity to review the showcase.
5. The afterschool upper division Math Team is back. Thanks to the PTA for helping to fund the competition fees. This year, because of spacing and teacher availability, only students who qualified via a qualifying exam were able to join the team. Teachers James Woo and Jessica Huang have communicated that to those families. There is a waitlist in case anyone drops out.

6. On November 16, Q300 held its first spelling bee for 4th through 8th graders. Two 4th graders and one 5th grader placed in the top three to go on to the district level. The younger classes participated in spelling bees in their classrooms. The kids had a lot of fun participating.
7. The 6th graders will be going on their Alley Pond field trip next week. They were not able to go last year because of COVID. Thank you to the PTA for helping to fund the trip so they can have this special experience.
8. Shout out to Community Affairs Co-Vice Presidents (VP) Janet Perez and Christine Serdjeian Yearwood for recent partnerships with co-located Public School 17 (PS 17), including the Coat and Sock Drive and the upcoming 5K Turkey Trot on November 18. Teacher ToniAnne Campuzano will be running with families in the gym and lunchroom for the 5K run. If you are interested in participating, please sign up.
9. Thanks to parents Salua Baida, Yvette Choy, Tea Bishop, Lynn Kennedy and Maria Hantzopoulos for helping write a Vital Library grant with the goal of helping fund a co-located library space with PS 17.
10. Thanks to parents Lynn Kennedy and Rachana Shah for applying for a Green Team grant, which we have received in years past. We are hoping to have many new green activities.
11. Best wishes to everyone for a restful and peaceful Thanksgiving holiday (November 24-25). It is wonderful to be a part of such a community.
12. Vice Principal Anna Milonakis reported that the Wellness Committee met earlier in the week and sent out an email about Green Team. The Green Team includes Emily McNally, who is serving as the Lower Division teacher representative and Esteban Villafuerte, who is serving as the Upper Division teacher representative. We are hoping to have Wellness Committee and Green Team events in the spring. If you are interested in being a volunteer on either of these committees, please email Jenny Lando at jennylando@q300.org or Anna Milonakis at annam@q300.org, or membership@q300pta.org. The school committee teams meet during the day, generally once a month.
13. The Diversity Committee had an organizing meeting earlier this week. It is full to capacity with ten parents. If you are interested in joining the waitlist for the Diversity Committee, please email diversity@q300.org.
14. The Administration has not received Q300 kindergarten admission process info for school year 2023-24.
15. Socialize with Sonita started in October. The next one is scheduled for November 23.
16. Student Council updates are shared during SLT meetings. The Student Report is part of the SLT meeting minutes. A suggestion was made that a student journalist could provide a Student Council update to the PTA; Principal Ramkishun said she would look into it.
17. The Administration has made a request to the Office of Pupil Transportation (OPT) of the start of the OPT bus tracking app for families. The app is not yet open to District 30.

D. Presidents' Report

Co-Presidents Salua Baida and Yvette Choy gave the Co-Presidents Report. The following are highlights:

1. The PTA Board has put together all the responses from the parent/guardian volunteer survey. Co-VP of Membership Amy Wong built databases based on the survey. If you filled out the survey, you will be contacted about what you signed up for. If you did not fill out the survey, you can still sign up for activities. Yvette emphasized that everything the PTA does is volunteer-dependent. For example, 70 volunteers helped make the recent Costume Party a success!
2. Q300 registered its Spelling Bee with Scripps National Spelling Bee. The winning Q300 student will go on to compete in districts. This is the beginning of a new elective for Q300 student and it seems like it is off to a good start.
3. Thanks to Yvette Choy, Tea Bishop, Lynn Kennedy and Maria Hantzopoulos for their work on the Vital Library grant to try to obtain approximately \$50,000 for the co-located library. The grant application was

submitted on November 14. If you have grant writing or library science skills, or just want to help, please email membership@q300pta.org.

E. Treasurer's Report

Co-Treasurer Sofia Peng delivered the Treasurer's Report. For the month of October, the PTA's inflows came from the Direct Appeal and several fundraising events. The net intake for October was \$7,500. The outflow came from enrichments and expenses associated with fundraising and the Costume Party. As of the end of October, we were at \$5,000 of the Direct Appeal \$240,000 goal for the year. Co-President Salua Baida thanked Co-Treasurers Sofia Peng and Chu Zheng and outgoing Treasurer Xin Li for their work to keep the finances in order.

F. School Leadership Team (SLT) Report

SLT parent member Fiona Yung gave an overview of the SLT November 16 meeting. The following are highlights:

1. The SLT reviewed the minutes of the prior meeting.
 2. The SLT is reading a book called Students at the Center about student-centered learning and teaching. The SLT discussed the second chapter of the book, about how teachers can co-create curricula, rubrics and projects with students. The teachers on the SLT discussed how they are implementing some of these strategies.
 3. The SLT reviewed the Comprehensive Educational Plan (CEP) goals to ensure their accuracy.
 4. The SLT reviewed the results of the Q300 School Survey (three different surveys sent to families, teachers and staff) and began identifying a "grow" (area where the school has room to improve) and a "glow" (area where the school is doing really well) for each of the different surveyed populations. The SLT intends to develop next steps for some of the "grow" areas. The survey is available at: https://tools.nycenet.edu/guide/2021/#dbn=30Q300&report_type=EMS
 5. 8th grader Luka, the SLT's Student Council representative, delivered a report on upcoming Student Council-organized some upcoming events. Tomorrow is Culture Day where students are encouraged to wear something that represents their culture.
 6. The most recent budget for Q300 does not include Fair Student Funding for the 99 students who are newly enrolled in the school for this school year. Sonita is waiting for those funds to come through. Fiona will follow up with Principal Ramkishun about the number of students and the updated budget.
 7. The Special Ed Committee is not currently active. In the past, the Special Ed Committee helped recruit students for the Integrated Co-Teaching (ICT) class in middle school. Fiona will put this issue on the agenda for the upcoming SLT meeting.
 8. SLT parent member Maria Hantzopoulos spoke briefly about the One School Committee, which seeks to find one building for Q300, which is currently located at two buildings several blocks apart. Like most schools, Q300 lost students during Covid, but has regained some of the student population through new enrollments.
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G. Committee Reports

1. Co-Membership Vice President Amy Ho reported that the committee is working on organizing the volunteers. A WinterFest is being planned. If you are interested in helping out with that, please email winterfestival@q300pta.org.

2. Co-Fundraising Committee Vice President Lisa Christopher reported that over 200 pies were sold in the Thanksgiving pie sale. The pies will be sorted and distributed next Tuesday. She thanked all volunteers; if you want to volunteer, you can email q300pies@q300pta.org. For those picking up in neighborhoods, you will receive an email by Monday with the details about pick-up options. The gift card fundraiser is ongoing and will be extended until Tuesday. The PTA will get a percentage back for your holiday gift card purchases. The PTA gets more back for the retailers with \$\$\$ next to their names on the forms. The PTA also has on its website under “Fundraising Overview” a list of shopping sites like Amazon Smile, Book Culture, Children’s Bookstore, Mabel’s Labels and Shutterfly. Direct Appeal Co-Chair David Wang announced that the Direct Appeal has started. The PTA raises approximately 85 percent of its funds through the Direct Appeal. You are encouraged to give what you can. The suggested amount is \$1,500 for Lower Division students and \$750 for Upper Division students, but you should give what you can and what makes sense for your family budget. Additional communications will be going out in advance of Giving Tuesday. The year-end push will come at the end of December. The money goes to fund TAs, enrichment programs, Chromebooks and other things. Please email fundraising@q300pta.org if you have any fundraising questions.
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H. Resolutions

1. A resolution was presented to fund 80 Chromebooks for the Upper Division. The last time Chromebooks were purchased for the Upper Division was two years ago. Many are in need of upgrading. The resolution would amend the 2022-2023 PTA Budget to reallocate \$10,000 from the school supply/remote learning/professional development line to the Chromebook line, and to allocate an additional \$24,000 to the Chromebook line for a total of \$34,000.

The resolution was: “The PTA hereby amends the 2022-2023 PTA Budget as follows: (a) reallocate \$10,000 from the school supplies, remote learning and/or professional development budget line to the Chromebook budget line (5-8th Grade), and (b) allocate an additional \$24,000 to the Chromebook budget line.” A motion was made to approve the Chromebook resolution. The motion was seconded. The Members then present approved the motion.

2. A resolution was presented to authorize the PTA to make recurring electronic payments to the Department of Education to fund the TA positions. In the past, the PTA has written a check and sent it to District 30. However, District 30 is now asking that the payments be made electronically, which will be much quicker.

The resolution was: “The PTA hereby authorizes recurring electronic payments to the NYC Department of Education concerning teaching assistants. A motion was made to approve the electronic payment resolution. The motion was seconded. The Members then present approved the motion.”

I. Approval of the Minutes

A motion was made to approve the September 29, 2022 general membership minutes, with one amendment noted by David Wang. The motion was seconded. The Members then present approved the motion.

J. New Business

In response to questions asked in the chat, Co-President Salua Baida explained that the holiday staff gift collection is not organized or run by the PTA. Thanks to volunteers Yvette Choy, Janet Perez, Sue Stewart and the P.S.17 PTA for their help during the District 30 Trunk or Treat event. There will be bins and both campuses to collect for the sock and coat drives. Both campuses are food scrap drop off sites and pick-ups are made every Friday. The Wellness Committee, which is working on an ice-skating event and a spring wellness event, and the Green Team, which is focused on environmental and sustainability issues, are seeking volunteers. If you are interested in joining either of these committees, please email membership@q300pta.org.

Salua reminded members that the PTA will be sending out flyers advising parents and teachers how to connect with the PTA. Culture Day will be November 18. If you purchase your Lower Division school photos by January

4, the PTA will receive a donation. As a reminder, if you will be photographing anyone at a PTA event, please ask their permission first. Teachers are asking parents to label all items brought to school. For the littlest, practice turning their coats inside out so they can have a smooth transition to go home. Thanks to parents Maria Hantzopoulos, Lynn Kennedy and others for the new content they have provided for the PTA website. The UFT has a free service called Dial-A-Teacher, 212-777-3380, where kids can get free homework help Monday through Thursday from 4:00-7:00 p.m. while school is in session.

Co-President Yvette Choy thanked David Wang, Christina Lee, Patrick Nau, Tomonori Nagano, Ziggy Kermish and others for their work researching the Chromebooks. Thank you to the Pie Committee: Maria Hantzopoulos, Sae Makino-Siller, Erica Soto Eng, Christina Lee, Lynn Kennedy, Lisa Christopher, Sofia Peng and others for coordinating the 200 pies that were sold. Thank you to Amy Wong for putting together the databases. Thank you to Christina Lee and Amy Wong for their work on the flyers with the parent engagement codes. Thank you to Ellie Rabinovich, Mauricio Lopez, Sofia Peng, Tomonori Nagano and Maria Hantzopoulos for providing chat support. Thank you to David Wang and Kevin Gallagher for their Microsoft support, and Patrick Nau for timekeeping.

K. Adjournment

The meeting was adjourned at approximately 8:50 pm ET. The next general membership meeting will be held on December 15, 2022 at 6:30 pm ET on a virtual platform.

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David William Wang & Kate Swearngen, Co-Secretaries