



A. In Attendance

It was noted that (a) parents and other “persons in a parental relation” as defined by NYC Chancellor regulations as 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 44. Quorum was reached.

B. Call to Order

Executive Vice President Yvette Choy called the virtual meeting to order at approximately 6:35 pm ET. Yvette encouraged PTA members to run for a position on the PTA Board for the 2024-2025 school year. If you have questions about running for the Board, please reach out to one of the current PTA officers, whose contact information is available at <https://q300pta.org/pta/about-us/>.

C. Board and School Leadership Team (SLT) Parent Elections

A motion was made to appoint Kevin Gallagher, Tomonori Nagano and Ellie Rabinovich to the Elections Committee. The motion was seconded. The members then present approved the motion.

The Elections Committee administered the elections of PTA Board and SLT parent member positions. The following are highlights:

1) Board Elections.

- a. Election Committee Chair Kevin Gallagher 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. All those who are ineligible will not be able to vote on the platform.
 - b. Q300 Parent Coordinator Jenny Lando confirmed the eligibility of all voters for the PTA Board elections has been verified. The “anonymous” box was selected in the Zoom platform to prevent tracing votes to specific individuals.
 - i. **President.** The following nomination was taken from the floor: Mauricio López Campero. No other nominations were made.
 - ii. **Secretary.** The following nomination was taken from the floor: Kate Swearngen and David William Wang running as a team. No other nominations were made.
 - iii. **Treasurer.** The following nomination was taken from the floor: Sophia Peng and Amy Wong running as a team. No other nominations were made.
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- iv. **Vice President of Membership.** The following nomination was taken from the floor: Afrosa Amin. No other nominations were made.
 - v. **Vice President of Communications.** The following nomination was taken from the floor: Betty Ruan and Emanuella Drummond running as a team. No other nominations were made.
 - vi. **Vice President of Fundraising.** The following nomination was taken from the floor: Lucy Han. No other nominations were made.
 - vii. **Vice President of Lower Division.** The following nomination was taken from the floor: Erica Soto Eng. No other nominations were made.
 - viii. **Vice President of Upper Division.** The following nomination was taken from the floor: Nick Skolnick. No other nominations were made.
- c. Without any objections from the members present, a majority of members then present voted to elect (i) Mauricio López Campero as President; (ii) Kate Swearengen and David William Wang as Co-Secretaries; (iii) Sophia Peng and Amy Wong as Co-Treasurers; (iv) Afrosa Amin as Vice President of Membership; (v) Betty Ruan and Emanuella Drummond as Co-Vice Presidents of Communications; (vi) Lucy Han as Vice President of Fundraising; (vii) Erica Soto Eng as Vice President of Lower Division; and (viii) Nick Skolnick as Vice President of Upper Division.

2) SLT Parent Member Elections.

- a. The Nominations Committee changed the status of teachers on the Zoom platform so that teachers would not be able to vote in the SLT parent members election. Nominations will be taken from the floor. All nominees will run for the first open SLT parent member position. ~~The winner of that election will be elected to the seat. The remaining nominees will run for the second open SLT parent member position. The winner of that election will assume the second seat.~~
- b. Q300 Parent Coordinator Jenny Landor confirmed that the eligibility of all voters for the SLT parent elections have been verified. The “anonymous” box was selected in the Zoom platform to prevent tracing votes to specific individuals.
- c. No nominations were made from the floor.

D. Treasurer’s Report

Co-Treasurer Sophia Peng delivered the Treasurer’s Report. The Direct Appeal has met its goal of raising \$230,000. Almost \$14,000 was raised through the Winterfest auction. The Stomping Grounds school photo fundraiser raised almost \$1,300. Cash inflows for the month of April were approximately \$4,600. Cash outflows for the month of April were approximately \$15,000. If you would like details from the April Treasurer’s Report, please email treasurer@q300pta.org.

E. School Leadership Team (SLT) Report

SLT teacher member Maria Panagiotakis reported on the SLT's meeting on May 14. One of the SLT's main goals is to establish Q300's Comprehensive Education Plan (CEP) where the main goals for the school are agreed upon and outlined. Development of the CEP was the focus of the last meeting.

F. Committee Reports

1. Fundraising Co-Vice President Lisa Christopher thanked all the parent volunteers, in particular Janet Perez, who helped with the Scholastic Book Fair. Thank you also to Jenny Lando. The online book fair extends until June 2. Please expect more information at a later date about whether funds in your student's e-wallet can be used online. The 10th Anniversary Carnival will be held on Sunday, June 1 from 1:00-5:00 p.m. at the Upper Division schoolyard. There will be inflatables, a dunk tank, food trucks, a magic show, STEM robotics, an earthquake demonstration, raffles, a silent auction and much more. There will also be limited edition Q300 10th Anniversary items for sale. Thank you to Yvette Choy for their work coordinating the t-shirts. If you are interested in volunteering to go in the dunk tank, please email fundraising@q300pta.org. If you have any of the following items you are willing to lend for the Carnival, please email fundraising@q300pta.org: folding tables, folding chairs, large coolers, ice, and large shade tents. Finally, please bring your nut-free Carnival themed desserts to the Carnival, where they will be judged. Q300 alumni and elected officials have been invited to attend the Carnival.
2. Membership Co-Vice President Afrosa Amin advised that the list of school supplies has been finalized. ~~The PTA works with the~~ Q300 administration ~~to select~~selected the items on the supply list. The PTA then works to identify a supplier who can provide the supplies to parents who choose to place an order through the supplier. In recent years, the school has been able to cover the cost of school supplies using pandemic funds. For the 2024-2025 academic year, those funds are no longer available, so parents ~~will be~~are responsible for purchasing school supplies. There is no obligation to purchase school supplies from the PTA supplier ~~identified by the PTA.~~ However, for every ~~order of supplies~~ purchased order, the PTA receives \$5. If you order from the supplier, the supplies will be delivered directly to your student's classroom. If you require financial aid for school supplies, please email parent coordinator Jenny Lando at jenny@q300.org.
3. Lower Division Co-Representative Erica Soto Eng thanked those who donated to the fund for teacher and staff appreciation week. Using these funds, the PTA treated teachers and staff to lunch, which was catered by Panera. Teacher and staff were also treated to Q300 10th Anniversary t shirts in the size and color combination of their choice. They also each received a flower purchased from the 7th and 8th grade flower fundraisers. Finally, the PTA delivered snacks to the staff lounges. The snacks will be replenished until the funds are exhausted.
4. Community Affairs Co-Vice President Salua Baida reported that many ~~elected~~selected officials and community leaders have been invited to the Q300 10th Anniversary Carnival.

G. Resolutions

A motion was made to pass a resolution to add \$268.48 to the schoolwide monthly themed enrichment budget line. The purpose of this resolution is to reimburse a Career Day speaker, Dr. Yaisa Andrews-Zwilling, for travel expenses incurred when Dr. Andrews-Zwilling presented to the Lower Division in April 2024. The motion was seconded. The members then present approved the motion.

A motion was made to pass a resolution to reallocate \$2,000 from the school supply budget line to fund a portable sound system consisting of microphones, microphone inputs, speakers, speaker stands and batteries. These items will provide a sound system for the Lower Division auditorium that Q300 can use. The system will be used for Lower Division Arts Showcases, among other things. The motion was seconded. The members then present approved the motion.

A motion was made to pass a resolution to add the Scholastic Book Fair and UNO Pizzeria & Grill fundraiser to the PTA budget. The motion was seconded. The members then present approved the motion.

H. Approval of the Minutes

A motion was made to approve the April 18, 2024 general membership minutes. The motion was seconded. The members then present approved the motion.

I. Other Business

In response to a question about parents who are not receiving email communications from the Q300 administration, Parent Coordinator Jenny Lando asked that parents who are not receiving emails to let her know, to add principal@q300.org to their email contacts, and to check their spam folders regularly and make sure to designate any messages from the Q300 administration as “not spam.” If parents have alternate email addresses, they may consider providing those email addresses to the school.

Executive Vice President Yvette Choy reminded parents and teachers to complete the enrichments survey, if they have not already done so. The enrichments survey provides valuable input to the PTA Board and administration in selecting enrichments and vendors.

The Lower Division Arts Showcase is scheduled for June 3. There is no date for the Back-to-School Picnic yet.

At teachers’ request, the PTA has purchased megaphones for teachers to use during Field Day.

J. Adjournment

The meeting was adjourned at approximately 8:15 pm ET. The next general membership meeting will be held on June 20, 2024 at 6:30 pm ET on a virtual platform.

Kate Swarengen & David William Wang, Co-Secretaries