



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. Quorum was reached.

B. Call to Order

The virtual meeting was called to order at approximately 6:40 pm ET.

Parent Coordinator Jenny Lando shared a thank you to parent volunteers from Social Worker Rachel Weiss. These parent volunteers visited the school to read to classes, speak with students about their careers, and volunteer in other ways.

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

The Elections Committee administered the elections of PTA Board and SLT parent member positions. Some positions were previously filed at the PTA meeting held on May 23, 2024. 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 and Dana Holmes. No other nominations were made.
 - ii. **Executive Vice President.** The following nomination was taken from the floor: Lauren Baker. No other nominations were made.
 - iii. **Vice President of Community Affairs.** No nominations were made.
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- c. Without any objections from the members present, a majority of members then present voted to elect (i) Mauricio López Campero and Dana Holmes as Co-Presidents; and (ii) Lauren Baker as Executive Vice President.

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.
- b. Q300 Parent Coordinator Jenny Lando 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. Salua Baida was nominated from the floor for one of the SLT Parent Member positions. No other nominations were made.
- d. Without any objections from the members present, a majority of parent members then present voted to elect Salua Baida for a two-year SLT Parent Member position.

D. Treasurer’s Report

Co-Treasurer Sophia Peng delivered the Treasurer’s Report. The Budget Committee has been working hard on putting together a budget for the upcoming academic year. By the end of the summer, the Direct Appeal will have met its goal of raising \$230,000. The Direct Appeal goal will be the same for next year. The following fundraising events are planned for next year: Fall Costume Party, District 30 Trunk or Treat, meet-and-greets at UNO Pizzeria & Grill, Winterfest and accompanying online summer camp auction, book fairs, Stepping Into Summer and accompanying online auction, and movie nights and accompanying raffles. The following shopping fundraisers are planned for next year: school supplies, Thanksgiving pies, and gift cards. The target for total fundraising inflows for next academic year is \$25,000. For outflows, the bulk of the spend will be for academic enrichments. The Budget Committee proposes a return to prior years’ practice of hiring two Teaching Assistants (TAs) per grade for Kindergarten, First and Second Grade, and one TA per grade for Third and Fourth Grade, for a total of eight TAs. This past academic year, the PTA had budgeted for a total of nine TAs, but the school was unable to hire and retain the full complement. TA hiring and retention has been an issue since the pandemic. To address the retention issue, the Budget Committee proposes offering TAs two paid sick days and paid federal holidays that fall during the academic years. There are three TAs from the 2023-2024 academic year who may return. If they return, the plan is to offer them \$22/hour instead of the usual \$20/hour paid to TAs. Responses from the 2023-2024 Enrichment Survey, which was sent to students, parents and teachers, informed the Budget Committee’s recommendations for the number of TAs that should be hired for each grade band. Results of the 2023-2024 Enrichment Survey are available in the Q300 Google group. For the Lower Division, the Budget Committee recommends spending slightly less for the 2024-2025 academic year on vendor-led enrichments, and more on speaker events. Teacher wish lists and graduation remains the same. The Budget Committee recommends putting some seed money into supporting sports teams and sports activities. For the Upper Division, the Budget Committee recommends spending approximately the same amount as last academic year on enrichments and electives. This includes support for the Math and Debate teams, the monthly themed speakers, and seed money for sports teams and sports activities. This past year, the PTA helped with the maintenance costs of the Upper Division hydroponics lab. This year, the PTA intends to look into funding opportunities to support the hydroponics lab. Funds are also allocated to the Upper and Lower Divisions for professional development and supplies, including printers and new recess equipment. In total, just under \$500,000 is allocated for academic support in the 2024-2025 academic year. In 2023-2024, the PTA spent approximately \$350,000 in academic support, approximately \$200,000 less than budgeted, due to issues hiring and retaining TAs. Last year, 20% of the budget was spent on Upper Division enrichment, 29% on Lower Division enrichment, and 47% on TAs. This year, 20% of the budget is recommended to be spent on Upper Division enrichment. As compared to prior years, this 20% represents an increase in investment in the Upper Division. In addition, there are four grades in the Upper Division

(5-8) and five grades in the Lower Division (K-4). For the 2024-2025 academic year, the overall spend on enrichment support for the Upper Division per grade will be \$24,000 versus \$22,000 per grade for the Lower Division. On the membership side, the financial aid fund, which is used to help families requiring financial assistance to pay for school field trips and school supplies, is being increased from \$1,000 to \$2,000. On the operations side, numbers are approximately the same as in the current academic year. There is money budgeted for a new communications platform as well as QuickBooks for accounting purposes. The current projected cash balance for the end of the year is \$375,000. The recommended budget would reduce this amount by \$245,000, giving a projected balance at the end of June 2025 of \$130,000. This may have implications on what can be planned for the following academic year. The PTA has been fortunate to be able to start each academic year with a surplus, which allows the PTA to hit the ground running every fall and reduces the need to fundraise over the summer months. The 2024-2025 spend will be monitored by the Treasurer and information about the spend will be provided monthly in the Treasurer's Report, which will allow the PTA to know if fundraising needs to be increased.

A motion was made to approve the proposed 2024-2025 budget. The motion was seconded. The members then present approved the motion.

E. Principal's Report

Principal Sonita Ramkishun thanked the PTA and families for supporting the Fourth Grade moving up and Eighth Grade stepping up ceremonies. Upper Division technology teacher Scott Waldman will be retiring at the end of this academic year. Principal Sonita has posted the position and will be interviewing to fill the position. In response to questions from PTA members as to whether the school could use student teachers and whether parents could volunteer in the school, Principal Sonita said that it was up to teachers as to whether they were willing to take on a student teacher as it entailed teacher responsibilities. With respect to parent volunteers in the classroom, Principal Sonita said she would be open to discussing the issue. The Upper Division Spanish language teacher position is still open and posted on the Open Market Hiring System and New Teacher Finder, which is only within the NYC Department of Education (DOE). Once the job descriptions are finalized, Principal Sonita will share them with parents for dissemination through their networks. If you know a good candidate for the position, please email Principal Sonita at principal@q300.org. Principal Sonita will be sending several emails this summer, so please monitor your email. 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. The administration is considering launching the DOE messaging app to see if this helps the situation in terms of receiving email messages.

F. Committee Reports

1. Lower Division Co-Representative Erica Soto Eng provided an update on behalf of Membership. Saturday, June 22 will be the Welcome Breakfast for incoming kindergarten families. It will take place from 8:00 a.m. to 11:00 a.m. in the Lower Division cafeteria. If you are available to volunteer, please contact membership@q300pta.org. President Mauricio López Campero provided an update on school supplies. 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 are responsible for purchasing school supplies. The Q300 administration selected the items on the supply list. The PTA then identified a supplier who can provide the supplies to parents who choose to place an order through the supplier. The last day to order supplies through the PTA supplier is July 31. There is no obligation to purchase school supplies from the PTA supplier. However, for every 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.
2. Fundraising Co-Vice President Lisa Christopher thanked all the parent volunteers who helped with the recent Book Fair and the 10th Anniversary Carnival and auction. On July 21 at 6:00 p.m., there will be an end of year celebration at UNO Pizzeria & Grill's Long Island City location (37-11 35th Avenue). 20% of your bill will

go to the PTA. The Q300 10th Anniversary merchandise store is now online. You can purchase 10th Anniversary t-shirts, water bottles, bags and holographic stickers. Email fundraising@q300pta.org with any questions. Executive Vice President Yvette Choy announced that at 5:00 p.m. on July 21, prior to the UNO event, there will be a free martial arts workshop for Q300 families at Champions Martial Arts in Astoria (23-68 Steinway Street).

G. Approval of the Minutes

A motion was made to approve the May 23, 2024 general membership minutes. The motion was seconded. The members then present approved the motion.

H. Other Business

Thank you to the PTA Board for its work this school year.

I. Adjournment

The meeting was adjourned at approximately 8:10 pm ET. A meeting will be scheduled for September at a date to be determined.

Kate Swearengen & David William Wang, Co-Secretaries