



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 40. Quorum was reached.

B. Call to Order

The virtual meeting was called to order at approximately 6:30 pm ET.

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

A motion was made to nominate Heather Clarke, Kevin Gallagher, Tomonori Nagano, Ellie Rabinovich and Kate Swearingen to the Elections/Nominations Committee for the 2024-2025 academic year. The motion was seconded. A majority of members then present voted to approve the motion. The Elections/Nominations Committee administered the elections of PTA Board and SLT parent member positions. Some positions were previously filed at the PTA meetings held on May 23, 2024 and June 20, 2024. The following are highlights:

1. Board Elections.

a. Election Committee Member Tomonori Nagano 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, except for 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) **Vice President of Membership.** The following nomination was taken from the floor: Afrosa Amin and Jennifer Holohan, running as a team. No other nominations were made.

(ii) **Vice President of Fundraising.** The following nomination was taken from the floor: Lucy Han and Nicole Friedman, running as a team. No other nominations were made.

(iii) **Vice President of Community Affairs.** The following nomination was taken from the floor: Dev Purkayastha. No other nominations were made.

(iv) **Co-Vice President of Lower Division.** The following nomination was taken from the floor: Piotr Drys. No other nominations were made.

(v) **Co-Vice President of Upper Division.** The following nomination was taken from the floor: Yvette Choy. No other nominations were made.

c. Without any objections from the members present, a majority of members then present voted to elect (i) Afrosa Amin and Jennifer Holohan as Co-Vice-Presidents of Membership; (ii) Lucy Han and Nicole Friedman as Co-Vice-Presidents of Fundraising; (iii) Dev Purkayastha as Vice-President of Community

Affairs; (iv) Piotr Drys as Co-Vice-President of Lower Division; (v) Yvette Choy as Co-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.
- 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. Dev Purkayastha and Jeanne Blanco were 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 Dev Purkayastha for a two-year SLT Parent Member position.

D. Treasurer’s Report

Co-Treasurer Sophia Peng delivered the Treasurer’s Report. For the month of September, the PTA received income from the Direct Appeal and corporate matches, ticket sales for the Costume Party, merchandise sales from the 10th Anniversary Carnival, and the raffle at the Back-to-School Picnic. The PTA has made payment on invoices from enrichments vendors. The PTA incurred filing fees for its annual return. Total inflows for September were just under \$3,700. Total outflows for September were just under \$60,000. The account balance is just under \$290,000.

If you are interested in receiving a copy of the Treasurer’s Report or any information from the PTA’s books, please contact treasurer@q300pta.org. The PTA Board is committed to full transparency of the PTA’s books and has numerous safeguards in place to ensure that PTA monies are spent appropriately. If you are interested in serving on the Audit Committee and helping to conduct an audit of the PTA’s books, please contact treasurer@q300pta.org.

E. Principal’s Report

Principal Sonita Ramkishun reported that most students have completed their i-Ready assessments (for Grades K-8) and Acadience assessments (for Grades K-2). Parent reports from those assessments will be going home soon. Tomorrow is Lower Division Picture Day. Thank you in advance to the parent volunteers and Parent Coordinator Jenny Lando for their assistance with Picture Day. SHSAT testing will take place on October 30. All Eighth-Grade students will take the test at Q300 during the school day. If a student is sick on exam day, please email the teacher to coordinate a make-up test. Make-up tests will not be administered at Q300. October 31 is Story Book Character Day at the Upper and Lower Divisions where students may dress as their favorite story book character. Please, no masks or anything that looks like a weapon. Students are encouraged to bring to school a copy of the book that corresponds to their costume. Q300 has a cellphone and digital watch policy. Cellphones and smart watches must be turned off and placed in the student’s backpack during the school day. Please note that the school is not in session on the following dates: (a) November 1 is Diwali (Happy Diwali to those who celebrate); (b) November 5 is Election Day; (c) November 7 is Parent-Teacher Conference (the Q300 UFT chapter agreed to this); and (c) November 11 is Veterans Day. If parents are not able to meet with their child’s teacher on November 7, they may email the teacher to schedule a date and time that works. As a reminder, teachers have 55 minutes per week as parent engagement time where they can meet virtually with parents and discuss student progress.

Four Teaching Assistants (TAs) have started working at Q300. They are currently assigned to K01, K02, 102 and Third Grade. TAs are placed according to need. At the moment, Second Grade has significant paraprofessional support. Principal Sonita will continue to interview TA candidates.

The Community Education Council (CEC) District 30 Trunk or Treat event will take place on October 25 from 5-7 p.m. at the Astoria Park parking lot. The Q300 Costume Party will take place on October 26 from 2-4 p.m. at the Upper Division. Vice Principal Anna Milonakis will be the supervisor in charge at the Costume Party.

F. School Leadership Team (SLT) Report

The SLT will meet next week. At its meeting, the SLT will run through its “One School” presentation for the One School Committee’s meeting with elected officials, which is anticipated to happen in November. The One School Committee’s goal is to secure a single site for the Lower and Upper Division. The SLT will also review the results from the 2024 state tests. Any member of the Q300 community may attend SLT meetings, which presently occur only in-person. Minutes from past SLT meetings are available on the Q300 website at <https://ps300q.org/slt.html>.

G. Committee Reports

1. Fundraising Co-Vice Presidents Lucy Han and Nicole Friedman announced that the Thanksgiving Pie fundraiser has begun. A percentage of the proceeds from pies purchased through the fundraiser goes to the PTA. The PTA has entered into a partnership with the Barclays Center through which the Q300 community can purchase tickets through a special site at a discounted rate and the PTA will receive a percentage of the proceeds from those tickets. The PTA is also pursuing a similar partnership with UBS Arena. The NY Martial Arts Academy is offering a four-week trial for members of the Q300 community and will be making a \$600 donation to the PTA. The Scholastic Book Fair will likely be held the first week of December. Information about ongoing PTA fundraisers is available at: <https://q300pta.org/fundraising-announcements/>. David Wang reported on the Direct Appeal. The Direct Appeal is the primary source of PTA funds. The Direct Appeal goal for the 2024-2025 academic year is \$230,000. The kickoff letter will be backpacked home shortly. Thanks to the generosity of the Q300 community over the years, the Direct Appeal has been able to fund enrichments, TAs and teacher wish lists. The Direct Appeal also funds the Kindergarten Stepping Up ceremony, the Fourth Grade Moving Up ceremony, and Eighth Grade graduation. This year, the suggested donation amount is \$1,500 for each Lower Division student and \$1,000 for each Upper Division student. These amounts are in line with other citywide gifted and talented programs. Any amount is greatly appreciated; please donate an amount that makes sense for you and your family. Please ask your employer if they offer matching funds. The PTA will be providing an email that parents can send to family and friends encouraging them to contribute. Last year, the participation rate for the Direct Appeal and other fundraisers was approximately 69%.
 2. Co-Vice-President of Membership Afrosa Amin reported on ticket sales for the Costume Party. There are only 35 tickets left; you can purchase a ticket through the PTA website. If you have items you would like to donate to the Costume Party raffle, please bring them to the Costume Party or save them for Winterfest. If you are not receiving emails from the PTA, please email membership@q300pta.org. If you have not filled out the PTA volunteer survey recently, please do so. It is available on the Google group and will be sent out by the class parents on the grade band chats. The PTA could use help in numerous areas, including web design, database, translation, accounting, auditing and printing.
 3. Lower Division Co-Representative Erica Soto Eng reported that Q300 teachers and staff will be treated to a pre-Thanksgiving lunch courtesy of parent Rami Motiyr. The lunch will be held on Friday, November 22. If you are interested in volunteering to transport the lunches to the school, prepare the food, or set up the room, please email ldrep@q300pta.org. There will also be an informal, non-PTA collection to purchase pies through the Thanksgiving Pie fundraiser for Q300 teachers and staff. An email will go out soon encouraging parents to donate.
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H. Approval of the Minutes

A motion was made to approve the September 20, 2024 general membership minutes. The motion was seconded. The members then present voted to approve the motion.

I. Other Business

A motion was made to approve a resolution to add \$155.25 to the teacher wish list line item in the 2024-2025 PTA budget. This comes from a request for reimbursement for teacher wish list items being submitted until after the PTA had closed its books for the 2023-2024 academic year. The motion was seconded. The members then present voted to approve the motion.

The PTA is considering moving to the Microsoft Teams platform for future PTA meetings.

J. Adjournment

The meeting was adjourned at approximately 8:13 pm ET. The next meeting will take place on November 21, 2024. It will be a virtual meeting.

Kate Swearngen & David William Wang, Co-Secretaries