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## A. In Attendance

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24 Q300 PTA members consisting of (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 in attendance. Quorum was reached.

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## B. Call to Order

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The virtual meeting was called to order at approximately 6:35 p.m. ET.

Co-Secretary David Wang greeted the attendees and noted the numerous PTA activities that occurred at Q300 over the past month, including the Thanksgiving lunch for teachers and staff, the swap-and-play date, the Scholastic Book Fair, the coat and toy drives, and the Thanksgiving pie sale.

At the November PTA meeting, Principal Sonita Ramkishun reported that Q300 has hired and onboarded a total of 5 teaching assistants (TAs) out of the full budgeted-for complement of 8. David reported that the administration had since hired the remaining 3 TAs, who will be able to start after they complete the New York City Department of Education (DOE) onboarding process.

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## C. Treasurer’s Report

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Co-Treasurer Sophia Peng delivered the Treasurer’s Report. In November, the Direct Appeal collected \$52,000, bringing the year-to-date total to \$61,000.

In November, there was an additional \$12,000 in non-Direct Appeal cash inflows, including \$1,600 from school supplies, \$500 from New York Martial Arts Academy, \$1,400 from Thanksgiving pies and \$700 from gift cards. Total cash inflows were \$64,000.

For cash outflows, the PTA spent \$1,800 on the Redhawk Native American Indigenous Arts Council presentation, as well as additional money on teacher wish lists, the 8<sup>th</sup> Grade yearbooks, and an assessment of the school’s air conditioners. Total expenditures were \$10,000, bringing the monthly inflow to \$54,000. The ending cash balance was \$340,000.

If you would like more details from the Treasurer’s Report, please contact [treasurer@q300pta.org](mailto:treasurer@q300pta.org).

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## D. Committee Reports

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1. Co-Vice-President of Membership Afrosa Amin reported that Winterfest will be taking place at the Upper Division on February 1. Winterfest is an annual Q300 PTA event that has been in place since the school’s inception in 2014. Winterfest is an international potluck where families are invited to bring a food that represents their culture. Winterfest will also feature arts and crafts activities and a summer camp auction. Registration for Winterfest will open in early January. Immediately after Winterfest, there will be a multicultural talent show hosted by Q300. Please submit a recipe from your culture to [membership@q300pta.org](mailto:membership@q300pta.org). It will be included in the digital Q300 cookbook, which will be available this spring.

2. Co-Vice-President of Communications Betty Ruan encouraged PTA members to join the Q300 PTA Facebook page. An Instagram page is also in the works. More details to come.
3. David Wang reported on the Direct Appeal, where over 80% of PTA funds are raised. The Direct Appeal funds enrichments, TAs and other resources that benefit Q300 students. The suggested donation amount is \$1,500 per Lower Division student and \$1,000 per Upper Division student. Many corporate employers offer matching; please check with your employer to see if they do so. Families should give an amount that makes sense for their budget; all donations are meaningful, irrespective of the amount. This year, the PTA's goal is to raise \$230,000 from the Direct Appeal. To date, the PTA has raised approximately \$114,000, less than last year's total at this time which was \$140,000.
4. Vice-President of Community Affairs Dev Purkayastha reported that he attended a District 30 Community Education Council (CEC) meeting and is actively monitoring opportunities for Q300 to move into a single site. If you are interested in serving as a Co-Vice-President with Dev, or in volunteering for any Community Affairs matters, or if you become aware of a potential future Q300 site near good public transportation (it should be in Queens but does not have to be in District 30), please contact Dev at [communityaffairs@q300.org](mailto:communityaffairs@q300.org).
5. Co-Vice-President of Fundraising Nicole Friedman reported that the Scholastic Book Fair was successful. The PTA is looking for volunteers for Winterfest. A call for volunteers was posted on the Google group and will be posted soon on the grade band WhatsApp channels. If you know of summer camps that might be interested in donating a free week or two for the PTA to auction, please email [fundraising@q300pta.org](mailto:fundraising@q300pta.org).
6. Co-Vice-President of Lower Division Erica Soto Eng reported on the Swap-and-Play, which took place at the Lower Division on December 7. The Fourth and Eighth Grades each had a table for fundraising. Students played board games and were invited to take as many new-to-them books as they wanted. Excess books were donated to PS 17's PTA, which hosts its own book give-away. The holiday gift collection for Q300 teachers and staff was a success. Thank you to the parents who donated and to those who volunteered to help with the collection and distribution of the gift cards. Many teachers have already expressed their thanks.

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#### **E. School Leadership Team (SLT) Report**

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Co-PTA President Dana Holmes reported on the SLT, a body of parents, teachers and administrators who work to create Q300's Comprehensive Education Plan (CEP), which specifies the goals and the strategies of the school for the academic year. The SLT also provides guidance for critical decisions of the school.

Currently, the SLT meets in-person at the school. The SLT is exploring whether meetings can be hybrid, so that SLT members can attend virtually. The SLT is also exploring whether arrangements can be made so that parents who are not SLT members can listen in to its meetings remotely.

At its December 9 meeting, the SLT heard from the Upper Division Student Council President, who spoke about the Upper Division Winter Dance and other Student Council initiatives. The SLT also focused on how best to ensure Q300 students are meeting literacy goals, and whether it would be possible for Q300 students to take the Algebra Regents in Seventh Grade. Currently, the Algebra Regents is taken in Eighth Grade. Finally, the SLT discussed capital funding projects concerning desired upgrades to the auditorium, cafeteria, playgrounds and science labs.

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#### **F. Resolutions**

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A motion was made to use the \$1,000 budgeted for sports teams to fund sports uniforms in the spring. The uniforms will be for the Q300/PS 17 soccer team. Q300 and PS 17 also have a basketball team. The basketball team is currently reusing the uniforms returned from last season, but there will not be enough for soccer without printing more. Last year, the PS 17 PTA paid for the team uniforms. The motion was seconded. The members then present approved the motion.

**G. Approval of PTA Minutes**

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A motion was made to approve the November 21, 2024 general membership minutes. The motion was seconded. The members then present approved the motion. Once PTA General Meeting minutes are approved, they are posted on the PTA website at <https://q300pta.org/>.

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**H. New Business**

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The 8<sup>th</sup> annual informal Dim Sum Brunch will be taking place on February 9 at 11:00 ET in Flushing. More information, including registration, is available in the Google group.

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**I. Adjournment**

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The meeting was adjourned at approximately 7:23 p.m. ET. The next meeting will take place on January 30, 2025, in a virtual format.

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Kate Swearengen & David William Wang, Co-Secretaries