



## NOTICE OF GENERAL MEMBERSHIP MEETING AND PTA BOARD AND SLT EXPEDITED ELECTIONS, AND CALL FOR CANDIDATES

### I. NOTICE OF GENERAL MEMBERSHIP MEETING AND ELECTIONS.

The PTA will hold its PTA Board and School Leadership Team (“SLT”) elections at the **General Membership Meeting on Thursday, May, 22, 2025 at 6:30 pm ET**. The meeting will be held on the Zoom video conference platform. The PTA will provide registration instructions that will enable Members to create an individualized voting code that will be used to verify the voter eligibility of each Member for the election. The following are translations of this notice:

- Traducción Española:
- 中文翻譯:
- Русский перевод:
- 한국어 번역:
- 日本語訳:
- [বাংলা অনুবাদ:](#)

### II. CALL FOR PTA BOARD AND SLT PARENT MEMBER CANDIDATES.

We are calling on parents/guardians to run for **all positions on the PTA Board** (see below) and **two (2) parent member SLT positions** (more info on page 3).

The only qualification for all offices is that the candidate be a parent/guardian (including birth parents, adoptive parents, step-parents, legally-appointed guardians, foster parents, or “persons in a parental relation”) of a Q300 student. (Please note that a parent/guardian may not serve on the Board or SLT in the school in which they are employed.)

As indicated below, a pair of candidates can run as a team for certain PTA Board positions (e.g., co-presidents, co-treasurers, etc.).

**If you are interested in running for any Board positions or for the SLT parent member positions, please contact the Nominations Committee at [nominations@q300pta.org](mailto:nominations@q300pta.org) by Fri., May 16. Please note that nominations will also be taken from the floor during the meeting.**

### III. PTA BOARD RESPONSIBILITIES.

- A. The term for each Board position is one year. The term limit is two consecutive years unless no other interested candidate is nominated and willing to serve.
- B. Board members are required to attend monthly Board and General Membership meetings during the school year. The Board determines the date and time of each meeting. For the 2024-2025 school year, Board meetings were generally scheduled at 9:00 am on the first or second Friday of the month and the General Membership meetings were generally scheduled in the late afternoon/early evening on the third or fourth Thursday of the month.

- C. Board members should plan to attend a virtual half-day Board retreat in the fall.
- D. Below is a summary of duties for each position. For a complete job description, please review the Second Amended and Restated PTA Bylaws at: <https://q300pta.org/q300-pta-bylaws/>.
- E. Each Board member has one vote, regardless of whether or not the position is shared.

<b>POSITION</b>	<b>DUTIES INCLUDE THE FOLLOWING</b>
President (up to 2 positions)	shall supervise and manage the PTA; encourage meaningful participation among all Members in the PTA and school activities; serve as a member of the SLT; and attend the monthly District 30 Presidents' Council and other meetings.
Executive Vice President (VP) (1 position only)	shall assist the President and assume the President's duties in the President's absence or at the President's request.
Secretary (up to 2 positions)	shall prepare and distribute minutes of each Board and General Membership Meeting; maintain custody of the PTA's records; coordinate virtual or in-person meetings; and ensure that the PTA's corporate filings are up-to-date, and that parliamentary procedures, applicable law, regulations, and rules are followed.
Treasurer (up to 2 positions)	shall be responsible for the PTA's financial affairs; maintain the PTA's bank accounts and an updated record of all income and expenditures; and prepare and present a written financial report at every Board and General Membership Meeting. The Treasurer also shall prepare and distribute the PTA's January and June financial accounting reports; ensure that the PTA's ta- exempt status is maintained and applicable financial and tax reporting law, regulations, rules are followed; and chair the Budget Committee.
VP-Membership (up to 2 positions)	shall oversee the PTA's efforts to provide an orientation for incoming Members; reach out to Members in all grade levels; learn and understand Members' particular interests and areas of expertise; encourage Members to volunteer their time or services; maintain a Membership database; and chair the Membership Committee. Membership's work includes organizing community-building events such as Costume Party, International Potluck, Movie Nights, virtual game nights, and parent-led cooking events; recruiting volunteers for Teacher Appreciation, Q300 Open Houses, and other events; and organizing the incoming families welcome and orientation.
VP-Fundraising (up to 2 positions)	shall oversee the planning, execution, and evaluation of fundraising activities, including fundraising events, solicitations, and grant-writing and shall chair the Fundraising Committee. Fundraising's work includes coordinating the Thanksgiving Pie Sale, the Night at the Gallery Party, Gift Card fundraiser, and Spiritwear. It also coordinates its work with the Direct Appeal and Auction committees.
VP-Communications (up to 2 positions)	shall oversee the PTA's efforts to share information with school families and staff and chair the Communications Committee. Communications' work included publishing newsletters; maintaining and updating the PTA's website; preparing monthly email bulletin and helping disseminate PTA information via various communication channels.

VP-Community Affairs (up to 2 positions)	shall oversee the PTA’s efforts to outreach to the greater Q300 community, including Q300’s co-located schools (PS 17 and IS 126); participate in and report on community-based meetings and forums; and chair the Community Affairs Committee. Community Affairs’ work includes educating the community concerning NYC Council’s Participatory Budgeting process, obtaining government grants, and organizing community service events.
VP, Lower Division (1 position elected in Spring; 1 position elected in the Fall)	shall act as liaison between the PTA and the families and staff of the Lower Division (K-4th grades), including coordinating PTA’s activities and communicating PTA info. They shall coordinate the appointment, election, or selection of other means of a class parent for each class in the Lower Division.
VP, Upper Division (1 position elected in Spring; 1 position elected in the Fall)	shall act as liaison between the PTA and the families and staff of the Upper Division (5th-8th grades), including coordinating PTA’s activities and communicating PTA info. They shall coordinate the appointment, election, or selection of other means of a class parent for each class in the Upper Division.

### III. SLT AND ITS REPOSIBILITIES

- A. **What is the SLT?** The SLT is a vehicle for developing school-based educational policies, and ensuring that resources are aligned to implement those policies. The SLT assists in the evaluation and assessment of Q300’s educational programs and their effects on student achievement. The SLT plays a significant role in creating a structure for school-based decision making, and shaping the path to a collaborative school culture. It develops Q300’s Comprehensive Educational Plan (“CEP”), which articulates objectives to meet the needs of students , and the school’s educational program. For more info: <http://www.ps300q.org/slt.html>. The SLT bylaws are as follows: <https://tinyurl.com/Q300SLTBylaws>.
- B. **Who serves on the SLT?** Q300’s SLT consists of ten members. Three members are mandatory members – the Principal, PTA President (or 1 of the 2 Co-Presidents), and the United Federation of Teachers Chapter Leader. The remainder members comprise of four elected parent members and three elected Q300 staff members. At least one parent member must be a middle school parent and at least one parent member must be an elementary school parent. The PTA President’s status as an elementary or middle school parent is not a consideration for purposes of elementary or middle school representation.
- C. **Who is eligible to run for the vacancy?** The candidate must be a parent/guardian (including birth parents, adoptive parents, step-parents, legally-appointed guardians, foster parents, or “persons in a parental relation”) of a Q300 student. The parent members serve a two-year term, subject to a limit of two consecutive terms. Parents may not serve on the SLT as a parent member in schools in which they are employed.
- D. **When does the SLT meet?** The SLT meets at least once a month during the school year. Meetings will be scheduled at a time convenient for parent members, with consideration for other SLT members’ respective schedules.