



GENERAL MEMBERSHIP MEETING MINUTES • April 24, 2025

A. In Attendance

33 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.

B. Call to Order

The virtual meeting was called to order at about 6:40 p.m. ET. Co-President Dana Holmes greeted the attendees.

C. Principal's Report

Principal Sonita Ramkishun reported that state testing for English Language Arts (ELA) has concluded, except for students in Grades 7 and 8, who will be taking Session II this week. The ELA state test is administered to students in Grades 3-8. This year, all testing was computer-based. An email will be sent to families about test make-up dates. Thank you to technology teachers Mr. Phil and Ms. Ali for their assistance in ensuring that computers were up and running. Dates for the Math state test will be shared in Friday's Principal's Message.

Last night, Principal Sonita noted that the NYC Public Schools has been monitoring the air quality due to the wildfires in New Jersey as the safety and well-being of students and staff is essential. Students were able to have outdoor recess today. The school will continue to monitor the situation and ensure it follows protocols.

Please ensure you write your child's name on all clothing items and other belongings so the school can return them to their owners. If you are missing your belongings, please check the school's lost and found.

Tomorrow is Spirit Day. Student Council chose the theme, Wacky Hair Day.

Green Team has organized a Climate Wellness Day, which will take place on May 3 from 11:00 a.m. to 2:00 p.m. at the Upper Division. Information about the event was emailed to families earlier in the week, including a link to RSVP and volunteer. More information will be shared in Friday's Principal's Message.

Ms. Stephanie (First Grade) has returned from leave. Ms. Angela (First Grade's long-term substitute) will be at Q300 for the rest of the school year as a substitute to support different areas throughout the Lower Division.

It appears that at least 85% of Q300 parents have completed the NYC School Survey. Nine classes achieved a participation rate of greater than 85%. Principal Sonita expects to receive the final percentage next week and will share it with families. Achieving a high rate of parent survey participation was a goal of the Chancellor this year.

Community Education Council (CEC) elections will open tomorrow. CECs are comprised of volunteer parents and community leaders dedicated to supporting local district schools to improve student achievement. There are 32 CECs in New York City, one for each Community School District. Each CEC represents current Pre-K through 8th-grade students in NYC Public Schools within its district. Q300 is in CEC District 30, so parents of Q300 students will be able to vote in the CEC election for District 30. Some families may be able to vote in additional CEC elections, for example if they have more than one child, have a child who is an English language learner, or have a student with an individualized education plan (IEP). There are three Q300 parents running in the CEC District 30 election. More details about how to vote will be shared in Friday's Principal's Message.

Please complete the PTA Enrichment Survey, which was emailed to families by Ms. Jenny and which Ms. Jenny will reshare. Teachers can also take the survey, and so can students in Grades 4-8. Your feedback is important and gives Ms. Sonita valuable insight into families' preferences and priorities as regards enrichment topics, vendors and teaching assistants (TAs).

Ms. Sonita reported that teachers will share info about field day and class-specific field trips and celebrations and that the PTA will hold its Spring Carnival on June 14.

In response to a parent question about plans to improve Spanish language instruction in the Upper and Lower Division, Ms. Sonita reported that she is gathering data in Grades K-2 and has been updating Eighth Grade families about simulation testing for the Checkpoint A (formerly Second Language Proficiency) exam. Ms. Sonita is still trying to hire a middle school Spanish language teacher. Conversations about Spanish language instruction also taking place in the School Leadership Team (SLT) level. If you would like the middle school Spanish language teacher job posting to share, please email Ms. Sonita at sonita@q300pta.org.

In response to a parent question about a new ELA curriculum being mandated for middle schools by the New York City Department of Education (DOE), Ms. Sonita reported that per the Superintendent, no changes need to be made to Q300's middle school ELA curriculum for 2025-2026. The administration will continue to look for ways to keep its effective teacher-created middle school ELA program.

In response to a parent question about upcoming state "bell-to-bell" cellphone restrictions in K-12 schools, Principal Sonita responded that Q300 already has a cellphone policy. The policy requires students to turn off their cellphones and digital watches and keep them in their backpacks during the school day. Students are not permitted to use their cellphones in an emergency. If there is an emergency, parents will be notified by the school. If the student feels the need to personally contact their family in an emergency, they may come to the main office and use the phones there.

In response to a parent question about whether DOE policy has changed with respect to a visit to the school by U.S. Immigration and Customs Enforcement (ICE) agents, Principal Sonita responded that the policy has not changed. In the event an ICE agent shows up at the school, the agent will be asked to provide certain information, and the administration will call the DOE's legal department for guidance. In the meantime, the ICE agent will not be permitted to enter the school.

In response to a parent question about the new class size law and its effect on Q300 admissions, Principal Sonita clarified that Q300 is being treated as an exception. For 2025-2026, the class size cap will continue to be 25 for Kindergarten and 32 for Grades 1-8.

D. President's Report

Co-President Dana Holmes asked families to complete the PTA Enrichment Survey, which was emailed to families by Ms. Jenny. Data from the survey is used to decide how the PTA budget should be used.

The Spring Carnival will be taking place on June 14. It will be even bigger and better than last year's. This year, the Carnival will be open to Q300's co-located schools, PS 17 and IS 126.

PTA elections will be taking place on May 22. If you're interested in contributing to or learning more about being a PTA officer, please speak to anyone on the Board, or email president@q300pta.org.

E. Treasurer's Report

Co-Treasurer Sophia Peng delivered the Treasurer's Report. In March, the Direct Appeal collected an additional \$15,000, bringing total Direct Appeal fundraising to date to approximately \$170,000. In March, there was an additional \$9,700 in non-Direct Appeal cash inflows, including Winter Fest merchandise sales, a used sneaker

collection with PS 17, the New York Martial Arts Academy fundraiser, the Barclays fundraiser, the spirit wear fundraiser, and the New York City Football Club fundraiser that was approved at the previous PTA meeting. There was a net income of \$4,000 from fundraisers in March.

Total cash inflows for the month of March were just under \$20,000. Total cash outflows were approximately \$14,500.

As of the end of March, the PTA had almost \$268,000 in the bank.

Looking at 2024-2025 income versus budgeted expenditures, income from fundraising is \$200,000, below our goal of \$260,000. Expenditures are \$307,000, below the budgeted \$476,000.

As explained in previous PTA meetings, the PTA built up significant cash reserves during the Covid-19 pandemic since funds that had been were raised were not fully used due to school closures and restrictions on who could enter school buildings. Since then, the PTA has endeavored to spend down some of its reserves to pay for much needed resources and services.

Even if the PTA raises the targeted \$230,000 in our current Direct Appeal fundraising, our 2024-2025 spend will exceed the amount of money that we are raising. We will be unable to budget for the same level of academic enrichments for 2025-2026. In the budgeting process, we will need to focus on where to set targets for fundraising and where to focus our support. If you are interested in joining the Budget Committee to assist with the budget planning process, please contact treasurer@q300pta.org.

If you are interested in joining the Audit Committee to help the PTA with its end-of-year tax filings, please contact treasurer@q300pta.org. Special thanks to Sue Sekar and her husband, Ramesh (as well as other parent volunteers) for their efforts over many years in preparing and filing the PTA tax forms.

If you would like more details from the Treasurer's Report, please contact treasurer@q300pta.org.

F. Resolutions

A motion was made to permit the reallocation of any unspent Eighth Grade special field trip money to the Graduation Fund budget line. The motion was seconded. The members then present approved the motion.

A motion was made to increase the projected revenue and costs associated with the Spring Event fundraiser budget line, due to the Fundraising and Membership Committees' decision to hold another Spring Carnival this year, rather than a Stepping Into Summer event. Projected revenue from the Spring Carnival is \$10,400 (an increase of \$4,400 from the previous projection). Projected expenditures from the Spring Carnival are \$8,400 (an increase of \$3,400 from the previous projection). Projected net profits are \$2,000 (an increase of \$1,000 from the previous projection). The motion was seconded. The members then present approved the motion.

G. School Leadership Team (SLT) Report

SLT parent member Heather Clarke reported that at the April 7 meeting, the SLT reviewed the results from iReady, a diagnostic assessment for math and reading that students take three times per year. The SLT noted that the Q300 community can now listen to SLT meetings in real time via a virtual platform. The SLT discussed the NYC School Survey. The SLT discussed the possibility of formulating a Q300-specific survey for parents, teachers and students. The SLT also discussed diversity resources for teachers. The following field trips are planned or have already occurred: Lewis Latimer House, Museum of Chinese in America, Anne Frank The Exhibition (Center for Jewish History).

Q300 submitted several ballot proposals for participatory budgeting, a process whereby residents of some City Council districts vote on how to spend \$1 million in capital funding. The Q300 proposals included a computer lab for the Lower Division, a library for the Lower Division, and air conditioning for the Upper Division. The SLT is awaiting the participatory budgeting results.

The next SLT meeting will be on April 28. The meeting is in-person at the Lower Division. Parents are encouraged to attend in-person or virtually through the hybrid link, which Ms. Jenny will provide in advance of the meeting. Additional meetings are scheduled for May 12 and June 2.

The SLT is working to ensure that up-to-date minutes are posted on Q300's website at <https://ps300q.org/slt.html>.

H. Committee Reports

1. Fundraising Co-Vice President Nicole Friedman thanked families for contributing to the used sneaker fundraiser with PS 17. Over 25 bags of sneakers were donated. An additional sneaker collection will take place on May 3 at the Climate Wellness Day event at the Upper Division. If you would like to volunteer to help with the Spring Auction, please email fundraising@q300pta.org. There is a Spring Auction WhatsApp group with information about how you can help. The Spring Auction is scheduled to launch on June 1. More information about how to help with the Spring Auction will be provided on Google Groups. The Spring Auction relies on donated items from businesses. If you have a personal relationship with a business, such as a restaurant or gym, please consider reaching out to see if they will donate a gift certificate or other opportunity. The PTA has a standard form that can be used for solicitations.
2. Direct Appeal Co-Chair David Wang thanked those who have donated to the Direct Appeal, which funds TAs, enrichments, electives teacher wish lists, and much more. To date, the Direct Appeal has raised approximately \$180,000 of donations and pledges, 78% of the way to our goal of \$230,000. Please give whatever amount you can. This will allow us to hit the ground running when school starts in September. Your support is important and the money you donate enriches your child's education; please consider asking your child about their experiences with electives, enrichments and TAs to get a sense of the important work the PTA funds.
3. Membership Co-Vice President Afrosa Amin reported that the Committee has received the school supply list from the administration for the 2025-2026 academic year. Membership is looking for volunteers to help place school supply orders and to spread the word to class parents about the option to order supplies through the PTA. In the past, orders that have been placed through the PTA resulted in the vendor donating a portion of the sales to the PTA. Teacher Appreciation Week will take place May 5-9. Donations are currently being collected via Venmo and Zelle and will go toward providing lunch and snacks for the teachers and staff on May 5. If you are interested in volunteering, please email membership@q300pta.org.
4. Kate Swearingen, on behalf of the Enrichment Committee, encouraged parents to complete the PTA Enrichment Survey. The original survey deadline has been extended to May 2 as the participation rate to date has been tepid. Your feedback is important and is used to determine areas of priority when working with Principal Sonita to plan enrichments. Ms. Jenny will be sending out a reminder tomorrow with a survey link.
5. Tomonori Nagano reported on behalf of the Nominations Committee that the Committee is looking for another member to help oversee PTA elections. If you are interested, please email nominations@q300pta.org. Elections for the 2025-2026 PTA Board will take place at the next general membership meeting on May 22. Nominations may be made in advance of the meeting by emailing nominations@q300pta.org by May 16; self-nominations are accepted and welcome. Nominations may also be made from the floor at the May 22 meeting. Information about the responsibilities of each position and how to apply is available at <https://q300pta.org/2025/04/06/seeking-pta-board-members-for-2025-2026/>. In addition, at the May 22 meeting elections will be held for two open parent SLT positions, each for a two-year term. The SLT is responsible for developing the school's Comprehensive Education Plan (CEP), among other things, and makes decisions on a variety of issues affecting the school. The SLT is comprised of the Principal, four teachers and five parents, one of whom is the PTA President. The SLT meets once a month, in-person; meetings may last up to three hours. Nominations for the parent SLT positions may be made by emailing nominations@q300pta.org by May 16; self-nominations are accepted and welcome. Nominations may also be made from the floor at the May 22 meeting.

I. Approval of PTA Minutes

A motion was made to approve the March 27, 2025 general membership minutes. The motion was seconded. The members then present approved the motion. The minutes are posted at <https://q300pta.org/>.

J. Adjournment

The meeting was adjourned at approximately 7:45 p.m. ET. The next meeting will take place on May 22, 2025, in a virtual format.

Kate Swearengen & David William Wang, Co-Secretaries