



## GENERAL MEMBERSHIP MEETING MINUTES • September 18, 2025

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### A. In Attendance

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Fifty-six (56) 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 about 6:40 p.m. EST. Co-President Dana Holmes greeted the attendees.

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### C. Q300 PTA Mission Statement

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The PTA continued the tradition of reading its mission statement in some of the languages spoken by the Q300 community. The following parents read the mission statement: Mauricio López Campero (Spanish), Yang Yang (Mandarin), Tomonori Nagano (Japanese), Sasha Malchik (Russian), Kate Swearngen (Arabic), and Dev Purkayastha (Bangla).

“The mission of the Q300 Parent-Teacher Association is to enrich and improve the educational, emotional, and social lives of Q300’s students by providing the following:

Supporting activities that foster the core values of Q300: Inclusion, Inquiry and Responsibility;

Providing support and resources to Q300 for the benefit and educational growth of its students;

Developing parent and staff leadership, fostering and encouraging participation at all levels of the Association, and providing opportunities to participate in school governance and decision making;

Promoting a cooperative working relationship among the Q300 parents, families, staff, and administration;

Providing a forum where parents and staff members discuss innovations and implementations of curricular and extra-curricular activities that afford each student an opportunity to acquire the core values of Q300.”

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### D. President’s Report

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Co-President Dana Holmes announced that she and co-President Rachana Shah will be stepping down from their positions as of October 23, 2025, the date of the next PTA general meeting when elections will be held. Dana has a new job and will need to pass the torch to someone who can give the role the time it deserves. Rachana intends to run for another open position.

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### E. Principal’s Report

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Principal Sonita Ramkishun thanked Dana and Rachana for their service in the role of President.

Thank you to all families who attended Meet the Teacher Night on September 17, 2025 via Zoom or in-person. Teachers will also share their Meet the Teacher Night presentations with parents by email.

Thank you to all organizers and volunteers for the Q300 Carnival, which took place on September 13, 2025 at the Upper Division. The event was a success and was attended by Q300, IS 126 and PS 17 families, as well as teachers and staff, administrators, elected officials and vendors.

Principal Sonita has emailed a list of Upper Division enrichment offerings to parents. Many of the Fall enrichments are teacher-led. The administration is seeking outside vendors to teach several Spring enrichment programs

In the Lower Division, Togetherhood will teach Music for grades K-4. The PTA is not funding Art in the Lower Division this academic year. Instead, Ms. Erin is providing Art instruction for grades 3-4, and Ms. Ali is providing Art instruction for grades K-2. In addition, Architecture will be provided for grade 2.

In response to a parent question, Principal Sonita stated she is working with teachers and staff about setting up volunteer opportunities for parents in the school.

Principal Sonita said that 3<sup>rd</sup>-8<sup>th</sup> graders will participate in their Fall enrichment electives through the end of January and thereafter have the opportunity to participate in new electives in the Spring.

In response to a parent question, Principal Sonita explained that if Immigration and Customs Enforcement (ICE) agents demanded entry to the school building, the Administration will call the New York City Department of Education (DOE) legal department for guidance and instruct the ICE agents to wait outside, pending DOE instruction.

In response to a parent question, Principal Sonita explained that due to space considerations, the entire grade in the lower division could not have lunch/recess during the same period; however, the entire grade is able to attend extra recess periods and gym together.

In response to a parent question, Principal Sonita responded that parents are free to provide feedback concerning the Back to School Night hybrid/in-person structure to School Leadership Team (SLT) parent representatives Heather Clarke, Salua Baida and Marisa Nagano, and Dev Purkayastha, or to Principal Sonita at [principal@q300.org](mailto:principal@q300.org).

Principal Sonita noted that students will have a half day for the dates of the Parent-Teacher conferences on November 6 and March 5.

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## **F. Treasurer's Report and 2025-2026 Budget**

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Co-Treasurer Amy Wong delivered the Treasurer's Report. In July and August 2025, the Direct Appeal collected approximately \$2,000 and other fundraising collected approximately \$1,600 (from Carnival sponsors, bank interest, and last year's shoe drive with PS 17), bringing total income for the months of July and August to approximately \$3,600. In July and August, the PTA paid out approximately \$75,800 for Teaching Assistants (TAs), and approximately \$250 for the Welcome Breakfast, electronic payment fees, and bank fees. Total expenditures for the months of July and August were approximately \$76,000. As of July 1, the PTA had approximately \$276,000 in the bank. As of the end of August, the PTA had approximately \$204,000 in the bank.

Amy gave a high-level overview of the PTA budget for the 2025-2026 academic year. The budget was approved at the PTA June general meeting. The PTA projects approximately \$294,000 in income and approximately \$375,000 in expenses. Approximately \$150,000 of the projected expenses are for hiring five TAs. Approximately \$72,000 is projected to be spent on Lower Division enrichments, \$65,000 on Upper Division enrichments, \$55,000 on fundraising expenses, \$10,700 on operating expenses, \$5,500 on professional development and supplies, and \$16,500 on teacher wishlists. The projected ending cash balance is approximately \$188,000.

If you would like more details from the Treasurer's Report or about the Budget, please email [treasurer@q300pta.org](mailto:treasurer@q300pta.org).

Last year we received approximately \$180,00 from the Direct Appeal. In previous years, we raised \$230,000 from the Direct Appeal. Over the past few years, the PTA has tried to spend down the donations it collected but was unable to fully use during the Covid-19 pandemic due to restrictions on who was permitted to enter the school.

In prior years, the PTA has funded 8 TAs (2 TAs per grade for K-2 and 1 TA per grade for 3-4). However, during the past three years, the school has not been able to hire all 8 TAs to start at the beginning of the year, and TAs have also resigned mid-year. Further, TA compensation packages have increased more than 45% from 2019-2020 as we try to stay competitive. Funding a full year of 8 TAs would cost almost \$365,000, which is not feasible for our budget. At the June 2025 general membership meeting, the PTA voted to budget for 5 TAs. The plan was to

have two TAs for Kindergarten, two for First Grade, and a TA for Second Grade to share. Paraprofessionals paid by Q300 would provide support to Third Grade and Fourth Grade.

So far, one TA has been hired for a Kindergarten class (the other Kindergarten class is relying on a paraprofessional), two TAs for First Grade, and one TA for Second Grade. Three of those TAs are returning TAs. Please contact Principal Sonita at [principal@q300.org](mailto:principal@q300.org) if you have questions about TA or paraprofessional staffing.

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## G. Elections Committee

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Board elections will take place at the general meeting on October 23. Tomonori Nagano has volunteered to serve as Chair of the Nominations/Elections Committee. He needs an additional two, and up to five, volunteers to assist him in administering the nominations/elections. Volunteers cannot be candidates for office or current Board members. A motion was made to appoint Tomonori, Yvette Choy, and Fred Yasin to serve on the Nominations/Elections Committee. The motion was seconded. The members present then approved the motion.

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## H. School Leadership Team (SLT) Report

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Parent SLT member Dev Purkayastha reported that the SLT will meet on September 23. A link will be provided for those who want to observe remotely; parents may also attend in-person. The SLT will establish its agenda and procedures for the year.

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## I. Committee Reports

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1. Co-Vice President of Membership Jen Holohan thanked volunteers who assisted with distributing school supplies to classrooms, and those who attended the Back To School Picnic on August 23. The Fall Costume Party will take place in late October.
2. Carnival Co-Chair Christina Lee thanked volunteers who helped with the Carnival on September 13, including dunk tank participants David Wang and Mauricio López Campero.
3. Upper Division Representative Alyssa Duvall encouraged members to consider running for the Upper Division Representative and Lower Division Representative positions at the October 23 general meeting. The positions act as a conduit to funnel information between the PTA Board and class parents. Please consider volunteering to be a class parent. Class parents are important in building community and assisting the grades with organizing fieldtrips and planning grade-specific activities, such as Kindergarten stepping up, Fourth Grade moving up, and Eighth Grade graduation. Details on vacancies are available on the Google Group, an informal email chat group useful in sending messages to the entire Q300 community. If you responded to the PTA contact survey, your information will be added to the Google Group by David Wang.
4. Fundraising Co-Vice President Lucy Han reported that she and Co-Vice President Nicole Friedman are working to raffle off “teacher experiences” via the Auctria website and announce the winners at the Fall Costume Party. Teacher experiences could include a lunch or art class. If you know of a teacher who is interested in donating their time, please email [fundraising@q300.org](mailto:fundraising@q300.org). Lucy and Nicole are also working to plan the Book Fair, which will take place this Fall.
5. David Wang reported on the Direct Appeal, which is the principal and most cost-efficient way the PTA raises money. David and his Co-Chair, Sue Sekar, are working to finalize this year’s ask, which last year was \$1,500 per student in the Lower Division and \$1,000 per student in the Upper Division. The ask is likely to increase this year due to increased costs. Please consider donating what makes sense for your family’s budget. In the past, the Direct Appeal has received donations ranging from \$5 to \$10,000. Direct Appeal donations are used to fund TAs, enrichments, Chromebooks, teacher wishlists and many other things. If you are interested in volunteering to work on the Direct Appeal (such as by tracking donations, preparing grade-specific donation requests, and preparing acknowledgement letters), please email David at [davidw@q300pta.org](mailto:davidw@q300pta.org).
6. Former Communications Vice President Emanuella Drummond encouraged members to consider running for the co-Vice President Communication position at the October 23 general meeting. Please also consider

volunteering to help with printing and social media (Instagram and Meta) management. The PTA currently distributes a bulletin at the end of each month via email. If you are interested in volunteering, please email [communications@q300pta.org](mailto:communications@q300pta.org).

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#### **J. Resolutions**

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A resolution was made to increase Ms. Erin's teacher wish list budget from \$500 to \$750. Ms. Erin is the art teacher. This year she will be teaching art to Grades 4-8. The motion was seconded. The members then present approved the motion.

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#### **K. Approval of PTA Minutes**

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A motion was made to approve the May 22, 2025 general membership minutes. The motion was seconded. The members then present approved the motion.

A motion was made to approve the June 12, 2025 general membership minutes. The motion was seconded. The members then present approved the motion.

The minutes are posted at <https://q300pta.org/>.

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#### **L. New Business**

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Christina Lee and Yvette Choy announced that the Q300 Spirit Wear sale will be announced shortly. Items such as shirts and hoodies will be available for purchase.

David Wang reported that in June, a group of Q300 parents met with State Senator Kristen Gonzalez to talk about the possibility of getting funding for air conditioners in the Lower and Upper Divisions. The process would be for the PTA to fund the initial costs of the air conditioners and then be reimbursed by New York State. We anticipate receiving an update soon.

Sue Stewart asked about possible collaborations between Q300 and PS17. Dana Holmes reported that nothing is planned yet, but the two PTAs are planning to discuss.

In response to a question about the search for a single campus for Q300, Dana responded that Principal Sonita had put together a proposal and the One School Committee is putting together a presentation to share with elected officials and others. If you are interested in working on the presentation, please email [president@q300pta.org](mailto:president@q300pta.org).

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#### **M. Adjournment**

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The meeting was adjourned at approximately 8:35 p.m. EST. The next meeting will take place on October 23, 2025, in a virtual format.

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Kate Swearengen & David William Wang, Co-Secretaries