



GENERAL MEMBERSHIP MEETING MINUTES • October 23, 2025

A. In Attendance

Forty-nine (49) 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, who is stepping down as President after this meeting, greeted the attendees and thanked everyone who led, volunteered for, sponsored and attended the Q300 PTA Carnival. Meetings are scheduled with elected representatives about Q300’s “One School” initiative to house both divisions at a single site. If you are interested in helping prepare presentations for these meetings, and in particular if you are a graphic designer, please contact Dana at president@q300.org.

C. Principal’s Report

Parent Coordinator Jenny Lando delivered the Principal’s Report on behalf of Principal Sonita Ramkishun.

October 31 is Storybook Character Day. Students may come to school dressed as their favorite book, television or movie character. No masks, weapons, or large accessories.

Parent-teacher conference sign-up links were emailed out today. Parent-teacher conferences will take place on November 6, which is a half-day of school. If you could not get a slot on the day, please email your child’s teacher and they will schedule you for a meeting during their weekly parent engagement time.

Middle school applications are open. Current Q300 Fifth Graders must apply to attend another middle school or remain at Q300. Fifth Graders who wish to remain at Q300 only need to select Q300. Please direct any questions about this process to Guidance Counselor Khary Chang.

Thank you to those who are serving on the PTA Board.

D. Board Elections

At a previous meeting, the PTA voted to appoint Tomonori Nagano, Yvette Choy and Fred Yasin to the Nominations/Elections Committee.

The Elections Committee administered the elections of PTA Board and School Leadership Team (SLT) parent member positions. The following are highlights:

1. Board Elections.

- a. Nominations/Elections Committee member Yvette Choy 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, with the exception of Q300 administration observers (who are 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) **President.** The following nomination was taken from the floor: Paula Marisi. No other nominations were made.
 - (ii) **Vice President of Community Affairs.** The following nomination was taken from the floor: Rachana Shah. No other nominations were made.
 - (iii) **Vice President of Communications.** The following nominations were taken from the floor: Ealeal Ginott and Elizabeth Peterson-Minor, running as a team. No other nominations were made.
 - (iv) **Vice President of Lower Division.** The following nomination was taken from the floor: Ping Yeung. No other nominations were made.
 - (v) **Vice President of Upper Division.** The following nomination was taken from the floor: Afrosa Amin. No other nominations were made.
 - (vi) **Vice President of Membership.** The following nomination was taken from the floor: Ella Drummond and Jennifer Holohan. No other nominations were made.
- c. Without any objections from the members present, a majority of members then present voted to elect (i) Paula Marisi as President, (ii) Rachana Shah as Vice President of Community Affairs, (iii) Ealeal Ginott and Elizabeth Peterson-Minor as Co-Vice Presidents of Communications, (iv) Ping Yeung as Vice President of Lower Division, (v) Afrosa Amin as Vice President of Upper Division; and (vi) Ella Drummond and Jennifer Holohan as Vice President of Membership.

E. Treasurer’s Report and Resolutions

Co-Treasurer Amy Wong delivered the Treasurer’s Report. In September, the PTA collected approximately \$11,400 from the Fall Carnival, approximately \$5,000 in Spirit Wear sales, and approximately \$500 for the Direct Appeal. In September, the PTA paid out approximately \$4,500 in Fall Carnival expenses. Total net income for the month of September was approximately \$13,000. As of the end of September, the PTA had approximately \$216,000 in the bank. If you would like more details from the Treasurer’s Report, please contact treasurer@q300pta.org.

Amy presented the following revisions to the 2025-2026 PTA budget:

1. Separate the Fall Carnival and Fall Costume Party budget lines for more accurate reporting.
2. Adjust the final end-of-year balance from \$188,283 to \$183,033.

The following resolutions related to the 2025-2026 PTA budget were made:

3. Reduce the income expectation for the Teachers Experience Raffle from \$5,000 to \$250.
4. Increase the teacher’s wishlist budget line to provide an additional \$250 for Ms. Erin to cover Grades 3-4 Art and an additional \$250 for Ms. Ali to cover Kindergarten-Grade 2 Art.

A motion was made and seconded to accept the resolutions. The members in attendance then voted to pass the motion.

F. Committee Reports

Direct Appeal Co-Chair David Wang reported on the Direct Appeal, which just launched. Thank you to former Direct Appeal Co-Chair Sue Sekar for all her work on the Direct Appeal over many, many years. We thank Kate Swearengen for joining the Direct Appeal committee as Co-Chair. The Direct Appeal is the most efficient way to give money to provide enrichment, supports and other resources that help deepen your child’s educational experience at Q300. The Direct Appeal funds approximately 83% of the PTA budget. This year, the Direct Appeal goal is \$200,000. The suggested donation for each Lower Division student is \$1,700, and the suggested donation

for each Upper Division student is \$1,200. The benchmarks considered in determining the suggested donation amount are other Citywide Gifted and Talented Schools, inflation, and increases in the minimum wage which affects our ability to attract and retain Teaching Assistants (TAs). Please give an amount that makes sense to your family budget. We also appreciate those who volunteer their time. This year, one of the ways the PTA will accept donations is via Zeffy, which confers no fees on the PTA. Donations may be made in monthly installments; if your employer provides matching funds for donations, please consider taking advantage of that. Your donations help us hit the ground running in September. Direct Appeal flyers with more details will be backpacked home.

G. School Leadership Team (SLT) Report

David Wang, who stood in for the PTA President at the September SLT meeting, reported that the SLT worked on setting meeting dates and establishing meeting norms for the rest of the year. The SLT is working on its Comprehensive Education Plan (CEP) goals for the 2025-2026 academic year.

H. Approval of PTA Minutes

A motion was made to approve the September 18, 2025 general membership minutes. The motion was seconded. The members then present approved the motion. The minutes are posted at <https://q300pta.org/>.

I. Adjournment

The meeting was adjourned at approximately 7:50 p.m. ET. The next meeting will take place on November 20, 2025 at 6:30pm ET, in a virtual format.

Kate Swearngen & David William Wang, Co-Secretaries