

**School Leadership Team Meeting**  
**Agenda**  
**Tuesday, January 30th, 2024**  
**5:30PM-7:30PM**

**Attendees:**

- Sonita Ramkishun (principal)
- Heather Clarke (parent)
- Ellen Chu (parent)
- Ali Lisberger (teacher and UFT chapter leader)
- Edwin Mora (teacher)
- Emily McNally (teacher)
- Maria Hantzopolous (parent)
- Mauricio Lopez (parent and PTA President)
- Jarvis McCarthy (Student Council)
- Fiona Yung (parent)

**Meeting began at 5:40 p.m**

**December meeting minutes were reviewed and approved.**

- [December Minutes](#)

**Brief review of SLT norms were conducted.**

**Student Report**

- Jarvis gave the student report, which included:
  - Overview of February Student Council meeting highlights
  - Bake sale (Feb. 13<sup>th</sup> – 14<sup>th</sup>) for NYC Second Chance Rescue to help pets in need
  - Survey of time it takes to eat lunch in Upper Division
    - Students have between 9 – 14 minutes to eat lunch based on when they eat first or last
  - Idea to have a suggestion box in Upper Division where students can submit anonymous suggestions
  - Common complaints that come up – unhygienic bathrooms; suggestion from a student about putting in air fresheners into the bathrooms

**Development of Q300 Culture Surveys**

- The school will send out culture surveys to each of the following groups: families, teachers, and students. The goal is to send The surveys will be sent out ASAP, ideally ahead of the NYC Schools annual surveys, which will be coming February (earlier than usual). Ideally, with a February dissemination of the NYC Schools surveys, the school would have liked to have its own school culture surveys to go out in October to avoid survey confusion.
- The SLT worked as individual groups of teachers, parents, and student (with Sonita) to develop the survey questions - a total of 5 questions. Ideas were entered into a [chart](#) and each of the groups put their finalized questions into a Google Form for each of the targeted survey groups.

### **Revisit and review remaining scheduled SLT dates for February - June**

- The SLT reviewed the upcoming meeting dates; all dates remained as scheduled: Feb. 26, Mar. 26, Apr. 8, May 14, and Jun. 11.

### **Reports**

- Principal's Report
  - Kindergarten admissions closed on 1/19
    - Hosted two open houses, over 300 families in attendance
  - Diversity committee
    - Field trip ideas shared w/ teachers
  - UD video club made a video about diversity and acceptance
  - Khari and Rachel are in planning speakers for Black History Month
  - Sonita signed up Q300 for Read Across the City to read about Black History Month; will see if Q300 is accepted
  - SEL team discussing activities for Black History Month
  - 1<sup>st</sup> – 3<sup>rd</sup> grade application will open on 4/15
  - Art showcase on 1/26
  - Green Team confirmed Randall's Island trip for K-8
  - Students are getting sick, so review the NYC DOE guidelines on coming into school
- PTA Report
  - Book fair took place
  - Movie Night between Q300 and PS 17; good feedback
  - Winterfest International Potluck and Culture Showcase this weekend
- UFT Report
  - Fighting mayor's cuts to school budgets
  - Brought Mind Up to the school, a mindfulness program; Rachel and Ali are sharing this with staff

**The meeting adjourned at 7:35 p.m.**

## Appendix A: Principal's Report

### Diversity Committee Update

- Kindergarten Admissions closed on Friday January 19th
- All D30 parent coordinators received translated flyers to share with their school communities
- Sonita emailed Q300 community to share flyers and support outreach
- Q300 hosted two open houses. Over 300 in attendance
- Jenny has been actively answering prospective parent questions
- Teachers have received a list of diverse field trip ideas.
- UD's diversity club has made a video about diversity and acceptance.
- Khary and Rachel SEL presentations in the classroom focuses on Diversity and Inclusion in January.
- I signed up Q300 to participate in a read across America citywide opportunity where invited elected officials, DOE leadership, deputy chancellors, senior officials, parent leaders, and a few celebrities and well-known New Yorkers to read a book with a Black History theme at schools across the city.
- Next steps, SEL team is exploring ideas and guest speakers for Black history month and Respect for All week.
- The Multicultural showcase on Feb. 3rd will represent a diverse group of students who like to showcase their culture with all of us.

### For Children Interested in Grades 1, 2, 3, or 4 G&T Programs in Fall 2024

Current kindergarten, 1st, 2nd and 3rd grade families who are interested in G&T can submit an application beginning April 15, 2024. The application deadline will be May 3, 2024. Eligibility will be based on report card grades.

<https://www.schools.nyc.gov/enrollment/enroll-grade-by-grade/gifted-talented>

**NYC School Surveys** will begin on February 12th. We want to encourage all of our families, students in 6-8th grade, and staff to take the survey.

**Lower Division and Upper Division Winter Arts Showcase** occurred on Friday, January 26th. Students showcased all that they learned in dance, music, and their electives. It was amazing to see our students perform.

**Green team** has been able to confirm their Randall's Island Field trip for K-8 this Spring. More details to follow as Anna M. is in the planning phase of this.

### **Health and safety**

Please take a moment to review the NYCPublic Schools guidelines on Health and Safety:

<https://www.schools.nyc.gov/school-life/health-and-wellness/staying-healthy>

Please keep in mind:

- Students must be 24 hours fever free before they return to school
- It is flu season - please keep your child home if they feel ill
- If your child tests positive for COVID please fill out this form  
<https://forms.gle/u8QyhjSiDSEPY16T7>

- We have had a few instances this year where some classrooms had cases of lice. We are asking all families to read guidance from NYCPS and check their child to help prevent the spread of lice. <https://www.schools.nyc.gov/school-life/health-and-wellness/staying-healthy/head-lice>

### **Arrivals**

Please make sure your child arrives at school on time. The first moments of the day are important for them to get situated in class and to prepare for a full day of learning. Lower Division classes start at 8:10am and Upper Division classes starts at 8:30am.

### **Social Emotional Learning Monthly Presentations**

Today, January 30th we will welcome our January Guest Speakers at both buildings.

- At the LD, District 22 Council Member Tiffany Cabán will be meeting with students in Grades 1-4 to discuss her work, answer questions and share the read-aloud *Sofia Valdez, Future Prez*. Huge thanks to Salua Baida, PTA co-VP of Community Affairs and the Q300 PTA for arranging this visit.
- Multi-Award Winning Creative Film Editor, parent of Kaiyune (4th Grade) and passionate problem-solver, Yvette Choy, will be speaking to UD students about the Habits of Mind for January: Questioning and Posing Problems and Applying Past Knowledge.

### **100th Day of School**

On February 9th, we celebrate the 100th day of school. Both Lower Division and Upper Division students will engage in 100th day of school activities.

### **No eats alone day**

On February 16th, we will participate in No one eats alone day. On this day, Lower Division students and upper division students will sit with different students across the grades and engage in "getting to know you" activities. K-1 students will participate in pairs.

## Appendix B: UFT Report

1. **Fight the Mayor's Budget Cuts:** We must mobilize to fight these damaging cuts to our schools and expose their harm to our students. On Dec. 21, the UFT, along with individual teachers, [filed suit in Manhattan State Supreme Court](#) to stop these cuts. Please continue to **Take action** by telling your City Council representative to stand up for our kids.
2. **Mind Up:** Our school has access to Mind Up, an evidence-based preventative mental health program through the UFT. Rachel and myself are working to bring this to students. In December, the CDC endorsed MindUp as a notable mindfulness initiative!

## **Appendix C: PTA Report**

### **Winter Fest International Potluck and Cultural Showcase**

The Q300 Winter Fest International Potluck will take place on Saturday, February 3rd at 12:30pm in the Upper Division cafeteria. This is a lovely school-wide event where families bring dishes from cultures all over the world. Each grade organizes a cultural craft/activity table. There will also be some great raffle prizes, a silent auction and the launch of our annual Summer Camp Auction online.

Admission and food at the event will be FREE to Q300 students, their families, teachers and staff, but pre-registration will be required as capacity is limited. The cultural showcase will begin at 2:30pm in the auditorium. Principal Sonita will put out a call for participation. Stay tuned.

### **Q300 10yr Anniversary T-Shirt - Call for Drawings**

The Q300 Design Committee is producing a new Q300 T-shirt to celebrate 10 years of Q300. Students can contribute drawings of icons that represent their favorite things about our school. Drawings must be scanned and emailed to [q300design@q300pta.org](mailto:q300design@q300pta.org) by Tuesday, January 23. Please visit our website for details and submission rules.

### **Direct Appeal**

We have raised nearly \$173,200 in pledges and donations, which is 75% of our Direct Appeal goal.

For those who have not given and are able to do so, please become a Direct Appeal donor and help fund enrichment programs, services, and resources, such as Chromebooks, teacher wish-lists, and much more. For more info, please visit <https://q300pta.org/fundraising/da/>.

### **Movie Night**

Join us and the PS17 community on Friday, January 12 at 5:30pm, Lower Division Auditorium, for a screening of The Super Mario Bros Movie. Popcorn, cotton candy, snacks and beverages will be available for sale (cash only) to benefit the PS17 and Q300 PTAs. Registration for this FREE event is required: <https://bit.ly/3tIMbxV>.

### **Scholastic Book Fair**

We have raised \$3,800 in Scholastic Dollars from the Upper and Lower Division Bookfairs! This went to provide teachers/staff with brand new books for their classroom libraries! Thank you for the roundups that helped other students cover sales tax and other expenses! Thank you for your support!

Special thanks to volunteers who helped move boxes, setup/take down, and run the book fair!

Judy Armira, Sonia Barua, Anar Chanda, Grace Chen, Sunghea Chun, Maria Hantzopoulos, Hyunjin Koo, Joline Lau, Carol Lee, Helena Liljebblad, Liming Lin, Yvette Lin, Joline Lui, Stan Luo, Martha Maravilla, Reese McBreen, Milko Milkov, Peter Nowak, Janet Perez, Reshma Raichura, Rocío Retana, Sharmin Saha, Sophia Salmon, Barbara Sun, Abigail Swenstein, Cindy Wu, Yan Zhou.

And a special thank you to our younger helpers who assisted with setup and takedown!  
Aiden Christopher, Averie Christopher, Madison Christopher, Naru Cortazar, Niraj Lakhani, Adelyn Luo,  
Cole Luo, Myles Luo, Blake Sikar.

### **2023 Holiday Gift Collection for Teachers and Staff**

A huge thank you to our Q300 community who generously contributed to the 2023 Holiday Gift Collection. Together we collected close to \$14,000! The thank you cards and gift cards were distributed to the Q300 teachers and staff at both the Lower & Upper Divisions on Tuesday, Dec 19.

Many thanks to the Holiday Gift Collection team: Alyssa Duvall (4th Gr), Esmee Einerson (7th Gr), Lucy Han (1st Gr), Sophia Peng (1st Gr), and Suzan Skolnick (4th Gr). Without them, it wouldn't have come together. Additional thank you to Kaiyune and Yvette Choy (4th Gr) for designing the thank you cards and Erica Soto Eng (K & 3rd Gr) for printing them.

### **Upcoming Dates:**

- **Friday, January 5, 2024:** Virtual PTA Board Meeting, 9:00am
- **Thursday, January 18, 2024:** Virtual PTA General Membership Meeting, 6:30pm
- **Tuesday, January 30, 2024:** School-Leadership Team (SLT) Meeting, 5:30pm at the Lower Division Campus
- **Saturday, February 3, 2024:** Winter Fest International Potluck and Cultural Showcase, 12:30pm at the Upper Division campus