



**General Membership Virtual Meeting Minutes
Thursday, September 11, 2025 - 7:00 PM**

Meeting called to order at 7:03pm - Stacey Shick Samuels
Quorum

- **PTA Board Member Introductions** - Board members in attendance: Stacey Shick Samuels, Heather Hernandez, Marc Hanon, Jin Qiu, & Michelle Gandhi
- **Welcome to new members** - Stacey Shick Samuels
 - Quick summary provided for new members of who/what the PTA is/does.
- **Moment of Silence to honor those lost in 9/11/2001**
- **Approval of Minutes from June 12, 2025**
Motion to approve minutes, second.
Minutes approved at 7:14pm

- **Treasurer's Report** - Jin Qiu

- [September 2025 Financial Report](#)

	PTA	Afterschool	Total
Opening	\$ 27,232.96	\$ 83,881.46	\$ 111,114.42
Income:	\$ -	\$ 95,357.60	\$ 95,357.60
Expenses:	\$ (158.86)	\$ (17,347.77)	\$ (17,506.63)
Ending	\$ 27,074.10	\$ 161,891.29	\$ 188,965.39

- [Approved Budget From June 2025 Meeting](#)
- PTA 2024 Tax Return has been e-filed
- We have fundraising to do this year! Please reach out to the PTA if you have any great fundraising ideas or would like to help.

(Reminder to members to sign in using the attendance sheet link)

- **Principal's Report** - Ms. Sferrazza, Principal, IA
 - Welcome message
 - Next week is "Walk your child to class day" for 1st - 5th grade.
 - Our school performed very well in the Spring 2025 NY State Tests:
 - 91% proficient for ELA
 - 96% proficient for Math
 - Academics, safety, and the arts are always a priority. We are appreciative of everything last year's PTA did for the school and everything this year's PTA is already planning.
 - We know we have a positive impact on the community and hope to continue to be a school where people want to be. We had over 900 Pre-K applications last year and over 700 Kindergarten applications.
 - Introduction of Dr. Denise Richmond, Assistant Principal, IA

- **Parent Coordinator Report** - Ms. Irene Bougatsos
 - Self introduction and welcome
 - Please set up your NYC schools account if you haven't.
 - Reach out if you need your child's OSIS number.
 - Reminder of process/order of Pre-K and K at morning drop-off

- **School Staff/Aide Report** - Ms. Elaine Wong
 - Hello and welcome message
 - Ms. Wong and Ms. Joann handle the lunch periods. They will be looking for parent volunteers to come and help with lunch duty. Sign-up link provided in the chat to volunteer for lunch duty.

- **New Business** - Stacey Shick Samuels
 - **Theatre Dedication** - Ms. Sferrazza

The school is planning to dedicate the theatre to Mrs. Leto, the former principal and a founding member of AEA, who retired last school year. The school is asking the PTA for help with costs for a marquee to be placed outside the theatre with her name. The plan is to do this on her favorite day of the year: Halloween.

 - Motion made to approve \$1500 to be used for the dedication marquee for Mrs. Leto.
 - Motion is second.
 - Vote conducted via poll.
 - 93% is in favor, 7% abstained
 - Motion passes.

 - **Shake Shack Donation Day** - Marc Hanon

Tuesday 9/16 is AEA "donation day" at Shake Shack on Austin St. If you mention "Donation Day" or use the code DONATION on the kiosk or mobile app, 25% of order totals will go back to the PTA of AEA

 - **School Picture Day(s)** - Ms. Wong

We are using Stomping Ground again for pictures. This year we are doing two days for picture day: October 21-22. Schedule of classes still TBD. Please stay tuned for an email from the PTA with background color options for members to vote on.

This is a fundraiser for our school as well. Stomping Ground will contribute a payout to the school based on total net sales:

 - 15% of net sales if participation is 50% or higher
 - 10% of net sales if participation is 40%-49.99%
 - AEA will receive no payout if participation is below 40%

 - **Harvest Parade/Bake Sale (Oct. 31)** - Heather Hernandez

This is one of our biggest events of the year. There will be a parade as well as a bake sale. We need lots of volunteers to bake goodies, help work the tables, set up, and clean up. We will have both cash and payment options. Everyone is encouraged to dress up!

 - **AEA Spiritwear/Merchandise Store** - Stacey Shick Samuels

We are working with a new vendor this year and will have more information coming soon on when our spiritwear store will be open. We are hoping to have a store that is open year-round for families to purchase at their leisure. If there are certain items you would love to see in our store this year, please send your suggestions to the PTA.

- **Annual Appeal** - Stacey Shick Samuels
Our simplest, yet, largest fundraiser that we do. We will be sending out details in the coming weeks with information on how families can donate. We hope to have as much participation as possible from our school community.
- **PTA Meeting Format** - Stacey Shick Samuels
The board has been discussing having a few in-person PTA meetings this school year. The board proposes having the October general meeting in-person. There may be a social Meet & Greet the hour before from 6-7. Stay tuned for more details. There was no opposition to this from the membership when asked.
There were questions around whether anything is stated in the bylaws preventing an in-person meeting? Bylaws say the meetings can be virtual or in-person. The only restriction is that you cannot hold elections over a *hybrid* meeting. An election must be done either entirely virtual, or entirely in-person.

- **SLT (School Leadership Team) Update** - Stacey Shick Samuels

A brief description of who this group is and what they do was provided: A group of parents, teachers, & administrators who meet once a month with the official goal of working on the “CEP” or Comprehensive Education Plan. The group sets goals for the school year. Example goals being things such as improving reading levels in Pre-K and K grades from “A to B”. Another goal has been “Career Readiness”, which resulted in having a career day at the school.

This group consists of five parent members voted to two-year terms by the membership, the PTA President/Co-Presidents, and selected teachers, along with school administration. At our last SLT election, it was discovered that there were mistakes made where teachers participated in the voting of the parents, which is not allowed. Teachers can only vote for teacher members, and not parent members for SLT. Therefore, the last election is considered null and void, and we will be conducting a new special election in the very near future to vote in the three available seats. The next SLT meeting is scheduled for October 1, and we hope to have the newly elected board in place for this meeting.

Current parent members of SLT are Catherine Dauphin and Ali Civins, as they are continuing on in their second term.

The first SLT meeting of the year did take place with the current members and the re-election was the topic of discussion.

The SLT typically meets on the first Wednesday of each month at 7:30am at the school in person.

Anyone is welcome to attend an SLT meeting as a listener. Only members are allowed to speak and participate at these meetings.

* Side note to mention our current platforms where we have information:

- PTA website: <https://303pta.org>
- PTA email: 303pta@gmail.com
- FB Page (private group): <https://www.facebook.com/groups/PTAofAEA303>
- IG Page: <https://www.instagram.com/aea303pta/>

- **ASP (After-school Program) Update** - Michelle Gandhi

Michelle provided a brief description of the ASP. This is a fairly new program in its 5th semester. It has grown from starting around 80 students to now around 135 this semester. The program is managed by the PTA and run by parent volunteers. We have one paid on-site coordinator and we are looking to hire one more paid coordinator to be on-site.

The program is available to all students from K-5th. We are currently not able to provide the program to Pre-K students due to separate licensing that would be necessary to do so.

The ASP has no fiscal gains. Every dollar paid to the program by families is directly invested back into the

program (paying vendors, supplies, permits, etc.)

Please do not message Ms. Donna at the school with any questions directly pertaining to the ASP. For any questions regarding ASP, please email 303aftercare@gmail.com. The committee group of parent volunteers that manage this email will do their absolute best to return your message within 24 hours.

The ASP is looking for more volunteers to help with things such as vendor communications, & finance management. There is an ASP committee meeting on Sept. 18th at 8:30pm over Zoom. If you are interested in being a volunteer committee member, please join the call. This is **not** an informational meeting for parents. It is a committee meeting to discuss upcoming logistics in the program.

- **ABC (Antiracism and Belonging Committee) Report** - Simone Dornbach

Simone gave a brief description on how this group was formed and what they do. The group works with the school and has held several events and activities both in school and outside of the school. Please stay tuned to hear more from this group and events they are planning for this year.

All committee members were present and did a brief introduction of themselves: (Rachel, Adia T., Catherine D., Tara K.)

* Quick circle back to Lisa Yee for her to quickly introduce herself to the members as one of the Co-Treasurers of the board.

- **Closing Remarks** - Stacey Shick Samuels

Any questions you did not have answered during the meeting, feel free to email the PTA with your questions.

The next general meeting will be October 9th in person at the school.

Meeting adjourned: 8:11pm