



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

Meeting called to order at 7:05pm - Stacey Shick Samuels
Quorum

Welcome - Mention of PTA officers in attendance and request to sign in on the sign-in sheet.

● **Approval of Minutes from our IN PERSON November 13th General Meeting**

- Everyone is given a moment to review the minutes draft if they have not yet.
- There is a Motion to approve the minutes
- There is a Second
- Show of virtual thumbs up to approve. Motion passes (no oppositions, no abstentions). November minutes are approved.

● **Treasurer’s Report** - Stacey Shick Samuels

- [2025 Financial Report](#)

	PTA	Afterschool	Total
Opening	\$ 22,409.95	\$ 195,933.79	\$ 218,343.74
Income:	\$ 10,730.00	\$ 49,519.19	\$ 60,249.19
Expenses:	\$ (749.26)	\$ (29,782.48)	\$ (30,531.74)
Ending	\$ 32,390.69	\$ 215,670.50	\$ 248,061.19

Highlights to call out from the comprehensive financial report:

- We received \$700 from Parents Night Out.
- We have received \$10K so far for Annual Appeal.
- We had to reup our website hosting fee.
- There were minimal expenses for picture day refreshments.
- The PTA paid the deposit for the upcoming Mets game we are hosting in May.

● **Principal Report** - (Ms. Wong on behalf of the Administration)

- **Ms. Sferrazza and Dr. Richmond** say happy holidays to the AEA community and they are sorry they are not able to attend tonight.
- **Parent Coordinator update:** The admin is hopeful to be able to announce a new Parent Coordinator by the new year. Stay tuned for an official announcement.
- **Kindergarten applications** are currently open. You must apply by January 23 through your **MySchools** account. Offer release date is March 31.
- **Pre-K applications** opens on January 14th and closes on February 27th. Offers to be released in May.
- **6th Grade applications** close **tomorrow!** Any 5th grade families who have not finished their applications, please do so today. Offers will be released on April 15th.
- **The Family Income Inquiry Form** - thanks to all families who have filled out their forms! They are very important and necessary for the funding the school receives. We have had tremendous participation since the first round of “chasing” families. Anyone who still needs to fill out the form, you will be getting a reminder from Ms. Wong.

- **After-School:** If your child attends an after-school program and you are changing any of their schedule due to the upcoming holiday, you must send notes to all of the following: the after-school program, your child's teacher, and CC Ms. Donna.

(Connection lost by Ms. Wong)

- **Old Business**

- **School Picture Sales:** <https://iloveschoolpictures.com/PS303>
 - Photos from retake day will be available on Jan. 12
 - **The next order deadline is January 26.** In order for the PTA to receive funds for this fundraiser, orders **must** be placed by this deadline. We still need about 33 more families to place orders in order to meet our fundraising threshold.

(Ms Wong is back!) - continuation of the Principal Report

- **Illness in school** - sickness is going around the school. Reminder that if your child is ill, please notify teacher/school if child is not coming to school due to illness
- **NEW: No early pickups after 2pm.** The school is short-staffed right now and all hands on deck are needed to ensure a safe dismissal. Therefore the front office closes at 2pm so that staff can help with school dismissal.
- **Emails:** When emailing teachers/staff, please allow them 24 hours to respond. Teachers are with the class most of the day and not able to check emails. They also may need to have someone else help address an issue, which could take extra time. Please know they are working to address questions as quickly as possible. If the matter is urgent, call the office and speak to Ms. Donna.
- Recap of **Stomping Ground** announcement discussed above.
- Families who drive - **please do not double park your cars in front of school entrances.** Please find a proper spot to park your car.
- **Extra Clothing:** for those of you with younger children - if you have an extra set of clothing that is left at school, please be sure the clothing is season/weather appropriate. This is a good time to swap out extra clothes if you need to now that the weather is cold.

Question in chat: if the weather is cold like today, do the students go out for recess? Yes, they go out unless the school yard is wet, or the temperature is below a certain number (forgotten in the moment). Please be sure your child has everything they need to be outside and play. Also, because of layers the students are wearing, there are many clothing items in the **lost and found** outside the front office. Please check the lost and found regularly to see if anything belongs to you.

- **Old Business continued...**

- **Annual Appeal** - the Annual Appeal is still ongoing. At this point we have received about \$10k but are still about 45% of our goal for the year. Please consider giving to our annual appeal! Reminder that there is a tax benefit and company match option.
- We had our **Chipotle fundraising night.** We made \$321.91. Thanks to all who participated!
- We also just completed our **Charleston Wrap** fundraiser, organized by Teresa. We made juuuust under \$1900. \$1,899.10. Feel free to provide your feedback on this fundraiser and if you think we should repeat something like this.

(Question in the chat about fundraising: doing in-person fundraising vs. events like Shake Shack)

We tried in the fall to have a variety of types of fundraisers as people like to contribute in different ways. Having fundraisers like restaurant nights are one good option because they don't require us to spend money to conduct, and anyone in the community/neighborhood can contribute and participate. VP Marc Hanon has done a lot of research on the community-based fundraisers with many of the businesses in the neighborhood. We are always open to suggestions and try to create a balance of different types of activities. We are also forming

a fundraiser committee so that parents who have ideas and want to be involved can be, and it also gives the board a little more bandwidth. We would love for parents to help with outreach, contact business/companies, and help organize other fundraising events.

- **Spiritwear** - is scheduled to arrive tomorrow! It may take the PTA a few days to distribute everything. We hope to have everything distributed no later than early next week.

- **New Business**

- **Future Meeting Format** - short discussion on how to proceed with general meetings for this year. Virtual vs. In-person. It was wonderful for those of us that were able to attend the in-person meeting in November, but we understand that whether in-person or virtual we're not going to be able to accommodate everyone's schedule.

- There is an informal proposal to have two more in-person meetings this year: February, and then May - which would allow us to do the election in person. An in-person election is logistically much easier as we won't be a need for validation codes for participants, which takes a lot of backend work and time. An election meeting must be either solely in-person, or virtual. It can not be hybrid.

(floor is open for discussion)

- there is a point made that more people would potentially be able to attend a virtual election meeting rather than in-person. If it's in person, one parent may have to stay home with the child, whereas if virtual, all parents could attend.
- Another point is made about having an in-person election meeting tends to go smoother as every person doesn't have to be verified before they enter. As we have experienced, there is a higher likelihood that grievances can be raised from a virtual election if people are unhappy with the way the election is being held. Having an in-person election gives us a chance to meet the new nominees in person.
- Hybrid options are difficult because the school/PTA isn't currently equipped to run a hybrid meeting. It would be a disservice to those attending virtually if we happened to have tech issues.
- A suggestion is made that if we are asking for only two more in-person meetings, the hope is that the dates are set far enough in advance to allow families to plan ahead for those two nights so that they can make every effort to attend the meetings.
- At the last in-person meeting, attendance was approx. 40-50 people, which is comparable to the attendance we get virtually. Maybe slightly less, but we were very happily surprised with the turnout.
- In-person meetings have a hard cutoff of 8pm due to school permit rules. In-person meetings can potentially be bumped up to start earlier.

(a quick informal poll is conducted to gauge the majority)

The poll shows that by approximately 3 to 1, a mix of meetings is preferred. It is a very close call though for those who want all virtual vs. those who want a mix of in-person/virtual.

- **Formation of committees:** We are looking for people to help and form the following committees: fundraising and traffic safety.
 - Please enter in the sign-up sheet if you are interested in being a part of either committee.
 - **Traffic Safety** - we unfortunately had a parent who was hit by a car recently while walking their child to our school. They are fine, but the parking and traffic issues are not fine. We have been approved for a crossing guard in the past but it never came to fruition. We are hoping for a few people to lead this committee and take lead on what can be done to improve the safety around our school.
- **Hot Cocoa Day:** is coming December 19th! It will also be PJ day at the school. We will be doing hot cocoa day in the gymnasium this year. Hot cocoa will be served and the students will be watching a holiday film. There will be a dairy-free option but please let your teachers know if your child cannot

- have the cocoa, or if you need to supply your child with a replacement from home.
 - **Cool Culture Passes:** for those families that signed up in the first round, the passes were distributed yesterday.
 - **Ice Skating Save the Date:** AEA Night at World Ice Arena will be February 28th. Please mark your calendars and stay tuned for more details.
 - **Mets Game:** Friday May 29th - Save the Date! This year we have a new section of seats. Tickets will be in the 100 level outfield section. We hope these seats are more enjoyable than the nosebleed seats from previous years.
 - **Islanders Game:** We will revisit this closer to the date (April). There was a lot of interest but people were not willing to commit upfront. We will revisit closer to see if people are still interested, and if tickets are still available to us.
- **SLT Report - Adia Tucker**
 - **Traffic safety** was a big topic of discussion, already discussed tonight.
 - **Turbobo** - a therapeutic weighted emotional support stuffed dog that is becoming available to all grades and classes. Turbobo was piloted in a couple of the younger grades and the school will continue to roll this out as part of their Social Emotional Learning curriculum.
 - Admin has asked us to remind everyone the importance of **attendance** and children attending school. There seem to be many extended absences this year and it does have an impact on their grades and development. There is a cutoff where a student is considered chronically absent. Please refer to the Operoo email that went out which includes the school attendance policy.
 - SLT will start tweaking and refining goals in preparation for next year. SLT will do a deep dive into the goals set for this year starting in January.
 - **Afterschool Program Update - Valeria Vavassori-Chen**
 - **Upcoming deadlines:** Currently enrolled families need to secure their spots by December 15th. Then notices will be sent out to families shortly after letting them know of new open spots.
 - We have a **newsletter!** Thanks to Fernanda for creating it. It has been very well received and it gives families a glimpse of what their child is doing in their ASP club.
 - **ABC Report**
 - The ABC had the first meeting for the book club on Nov. 19th. The book is Minor Feelings.
 - Dec. 2nd was a virtual screening of a documentary called 'Preschool to Prison.' If anyone would like to watch this it is available on Amazon for a nominal fee.
 - The second ABC book club meeting will be on January 14th. Anyone is welcome to attend even if they missed the first meeting. Invites are only sent to those who express interest to prevent email overload. If you would like an invite, please email the ABC.
 - Jan. 25th there will be a family event at the newly reopened Studio Museum in Harlem. A google form will be sent for that event. Please let the ABC know if you are interested. You will have to reserve your spot on the museum's website as well as fill out the google form.
 - On Feb. 12th the Pre-K students will have a performance from Shadowbox Theatre.
 - The ABC is still looking into other programming for the school year for grades K-5.
 - **Closing remarks** - The next meeting will be held virtually on January 8th in the new year! Happy Holidays and Happy New Year. See you in 2026!

Meeting adjourned at 8:04pm