



Together We Soar

**PS/IS 102Q Parent Association
Meeting Minutes**

Date: 12/17/2025

Time: 10:18am

Location: Zoom

Prepared By: Anna Joa

ATTENDEES

School: Mrs. Weinstein, Principal, Mrs. Donlon, Assistant Principal and Ms. Rendon, Parents Coordinator

PA Executive Board: Ferdie Lee, President; Neelavathy Murugesan, Vice President.

Jhonny Cumabig, Treasury (not present); Anna Joa, Recording Secretary

Interpreters: N/A

Guest Speaker: N/A

Number of Parents: 40

Call to Order: Meeting was called to order at 10:15am

Review and Approve Minutes: the last month of November 2025 minutes were reviewed and approved

Review and Approve Financial Report: the last month November 2025 financial report were reviewed and approved

Town Hall Report: Ms. Donlon , Assistant Principal

- Our Assistant Principal, Mrs. Sheeran, for grade 3-5 is moving on to become the principal of the new school.
 - Update School Administration Directory
 - Mr. Bianculli, Assistant Principal for K-4th grade
Email : RBianculli@schools.nyc.gov
 - Ms. Donlon, Assistant Principal for 5th grade -8th grade
Email: JDonlon@schools.nyc.gov
- Safety and Student Support Directory
 - School Safety Agent: Agent Johnson
 - School Deans
 - Ms. Delvecchio for grade 1-4
 - Ms. Ferrari for grade 5-8
 - School Guidance Counselors
 - Ms. Dominguez for grade K-2
 - Ms. Babakitis for grade 3-5
 - Ms. Tirado for grade 6-8
- Highlight in our school building is we do our social-emotional support for everyone. We are a respect for all schools, which means that we're committed to making sure every student, every staff member, every visitor who steps foot into our school building feel safe, they're included, their value and we celebrate all the different aspects of where we come from and our cultures, our talents, our identities.
- We really create this positive and welcoming environment for everyone; we really express the fact that it's all about kindness. We treat each other with care, with understanding and we are here for support. There is zero tolerance for rolling within our building. We take it very seriously if there is an incident or somebody feels uncomfortable, please address us and to our guidance counselors, our deans any of the administration, a teacher. Please note, we are here to support.
- Throughout the year, the school does emergency drill: evacuation drill, fire drill and lockdown drill.
 - Lockdown drill: something going on within the building, the school will do lockdown drill meaning close the doors, turn off the lights, get them to a corner and then we have our shelter (shelter-in, if there is something going on outside the building, will go in the building throughout our day as normal but nobody will be allowed in or out of the building)
- The DOE required the schools to do 12 drills a year: 4 lockdown drills, 8 evacuation drills. The school got 8 of them done before December break, the school completely done 2 lockdown drills and 6 evacuation drills already. Remaining 4 drills: 2 fire drills and 2 lockdown drills will start again in March once the weather gets better comfortable taking the kids outside



Together We Soar

PS/IS 102Q Parent Association Meeting Minutes

Date: 12/17/2025

Time: 10:18am

Location: Zoom

Prepared By: Anna Joa

- Safer Access Door: we appreciate students and families for adapting to the new system and really understand that its just about keeping everybody safe and it ensures that our doors are locked throughout the day except arrival and dismissal periods.
 - Review the procedure: doors are locked throughout the day. Visitors need to ring the intercom to speak to our Agent Johnson or whoever is at our main desk can talk to you through the intercom, he'll/she'll ask you why you're there, your reason before we buzz your entry in our school building. Please provide valid ID to our agent Johnson.
 - Arrivals can be very busy, but we do ask that you please use the crosswalks when crossing the street, especially when there are little kids around. Please avoid parking the bus zone so that our buses can get in and out safely. Double parking can create an unsafe situation, we've asked everyone to follow the parking rules
 - If there is situation child's dismissal for the day, please notify to your child teacher and make sure your child's blue card have the person listed before we can release the child.

Principal Report:

- School Calendar
 - 12/24/2025 to 1/2/2026, No school
- **Reminder:** School door open from 8am -8:10am to get students in and settled in the homeroom. When children arrive between 8:15am-8:20am, they miss homeroom announcements and submit any homework assignments to their teacher

President's Report:

- Thank you for parents who purchased Miss Chocolate, we reached to our goal \$5000 fundraising (we get 4% from goal fundraising)
- Thank you, parents, for supporting our Sip and Soar event. Due to cold weather, it will resume in the spring. It's great to see and meet all of the parents during our Sip and Soar event.
- Recap our annual Friendsgiving potluck, the turnout was nice, meeting new parents and enjoy wonderful dishes of their culture. Thank you to our District 30, Assemblyman Mr. Raga, or his donation 14 turkeys to raffle to our Parents.
- Thank you, parents and family supporting following fundraising event: Fall Festival and Holiday Tree Light. It was great success and thank our PA Secretary Anna Joa's parents for donation nice prizes for raffle.
- Upcoming we will end our beautiful warm holiday year 2025 , PA annual white elephant potluck on 12/19/2025. If any parents want to participate white elephant is \$10 gift value. If any parent can't bring a dish, its still okay. The purpose for this annual potluck event is to have our parents come out to have fun and get to know each other. Father figures can join as well, not just moms. We had a dad join our Friendsgiving potluck; he had a lot of fun as well. It is good to see more dads want to involve their child's school activities and PA events.
- Retake picture day is on 1/9/2026, please submit in only picture package for retake. Parents can keep their child's class photos. Unless you have full refund, please submit everything in the package include class photo.

New Business

- 8th Grade graduation and retake Prek-7 on 1/9/2026

Old Business

- Picture Day with Class Act on 11/14/2025 for PreK-Grade 7
- Annual PA Friendsgiving 11/21/2025
- Holiday Tree Light 12/2/2025
- Winter Concert 12/10/2025



Together We Soar

Open Q&A Session: N/A

Adjournment: Meeting was adjourned at 11:10am

Next PA meeting will be on Wednesday ,1/14/2026

**PS/IS 102Q Parent Association
Meeting Minutes**

Date: 12/17/2025

Time: 10:18am

Location: Zoom

Prepared By: Anna Joa