SLT Meeting Minutes

For School Leadership Teams – Chancellor's Regulation A-655 (June 18, 2026)

- **Every meeting –** attendance and minutes must be recorded at every meeting.
- **Within two weeks –** minutes must be made available to the school community.
- **By the end of the following month's meeting –** notices, agendas, attendance sheets, distributed materials, and minutes uploaded to the iPlan Portal, with a copy to the PA/PTA.
- **Open Meetings Law –** SLT meetings are subject to the NYS Open Meetings Law: public notice, open attendance, videoconferencing rules, and quorum. Meetings occur at least monthly on school/DOE premises, at times convenient to parents, never during instructional hours.
- **Decision methods –** best efforts at consensus on all matters; consensus is required for the CEP and all budget-related matters; administrative matters (minutes, scheduling, bylaws, officer elections) may be decided by majority vote.

Section 1 – Meeting Information

School	P.S. 116K LMA
Meeting date	October 14, 2026
Start / end time	Start: 2:23 pm End: 4:01pm
Location (school/DOE premises)	P.S. 116K LMA 515 Knickerbocker Ave
Format	• ☐ **In person** • ☐ Hybrid *(consistent with OML videoconferencing rules & SLT bylaws)*
Public notice posted (OML)	Date: Location(s)/method:
Chairperson presiding	Ms. R. Andrew
Secretary / minutes taker	Ms. Rodriguez

Section 2 – Attendance and Quorum

List every SLT member or designees. Attach an observer sign-in sheet if used.

Member name	Role / constituency	Status
Ms. Lissette Ross-Felipe	Principal	☐ **Present**
Ms. R. Andrew	Assistant Principal	☐ **Present**
Ms. D. O'Connell	UFT Chapter Leader	☐ **Present**

Member name	Role / constituency	Status
Ms. D. Suarez	Teacher	☐ **Present**
Ms. A. Rodriguez	Teacher	☐ **Present**
Ms. N. Malpica	DC37	☐ **Present**
Ms. S. Morales Ortiz	PTA President	☐ **Present**
Ms. N. Fonseca	PTA	☐ **Present**
Ms. D. Maldonaldo	Parent	☐ **Absent**
Ms. A. Rodriguez	Parent	☐ **Present**
Ms. J. Ward	Parent	☐ Present
Ms. V. Machel	Parent	☐ **Present**
Ms. B. Lopez	Guest	☐ **Present**

Quorum present (per bylaws, in accordance with OML)	☐ Yes Number present: 13
All mandatory members (or designees) present	☐ **Yes** ☐ No – note follow-up in Section 5
Observers present (meetings are open under OML)	☐ Yes (number: ____) ☐ **No**

Section 3 – Agenda Items, Discussion, and Decisions

Standing items appear first; add rows as needed. Check ONE decision method per action taken.

Agenda item	Summary of discussion	Decision & method
Approval of prior meeting's minutes (standing)		☐ Approved ☐ Approved as amended ☐ Majority vote (administrative)
SLT Monthly Calendar item(s) for this month		☐ Consensus ☐ Majority vote ☐ Discussion only – no action
		☐ Consensus ☐ Majority vote ☐ Discussion only – no action
		☐ Consensus ☐ Majority vote ☐ Discussion only – no action
		☐ Consensus ☐ Majority vote ☐ Discussion only – no action
		☐ Consensus ☐ Majority vote ☐ Discussion only – no action

Reminder: Chairperson and Secretary elections, bylaws adoption/amendment, scheduling, and minutes approval are administrative matters that can be decided by majority vote. Best efforts should be made to reach consensus on all matters.

Section 4 – Action Items

Action	Owner	Due date
Upload documents to iplan	Ms. Andrew	By the next meeting date.
Work on bylaws update at the next meeting		

Section 5 – Assistance, Disputes, or Follow-Ups (if any)

Record any request for DLT assistance (DLT responds within 10 days), Galaxy "Public/SLT View" report requests (principal provides within 5 school days), budget-alignment responses, or membership/composition follow-ups.

Section 6 – Documents Distributed & Next Meeting

Documents distributed (attach copies)	Checklist, Scenario cards, agenda
Next meeting date / time / location	October 21, 2026
Adjournment time	4:01 pm

Section 7 – Reporting & Filing Checklist

☐ Minutes prepared and reviewed by the Chairperson	Date: 10/2/2026
☐ Minutes made available to the school community, e.g., posted on the bulletin board and school website (within two weeks of the meeting)	Date:
☐ Copy provided to the PA/PTA (and the Title I PAC in Title I schools) for discussion at an upcoming meeting	Date:
☐ Minutes, notice, agenda, attendance, and materials uploaded to the iPlan Portal (by end of the following month's meeting)	Date:

☐ Original documents filed at the school (retain 7 years)	Date:

Minutes prepared by (Secretary) – signature / date	
Approved at the meeting of (date) – see Section 3 of those minutes	

Notes:

Call to order

-watch revised chancellor's regulation video A-655
New - 4 mandatory members (Principal , PC / PTA president/ UFT chapter leader / Title 1 PAC Chair)
-Equal numbers of parents and staff
-School must consult with dc37 staff to serve on the team
-Established CBO partner may be invited to a seat

SLT meetings are fully subject to NYS open meetings law
Meetings notice had to be consistent with open meetings law
Advance public notice of every meeting, and open to the public, observers may attend

Meeting frequency
Must meet at least once a month during the school year, time must be convenient for parents and never during instructional hours

We will meet Wednesday at 2:20 pm for SLT (1x a month)
We could possibly meet twice a month

Minutes must be shared with school community
Minutes must be uploaded to iPlan portal by the next meeting
SLT secretary is responsible for meeting notes
PTA must get a copy

SLT and DLT lay out required actions month by month

Consensus- a generally accepted decision
The group can reach a decision and move forward
Q: where is consensus required? CEP development and budget

Budget allocation and summary reports are posted online.

Election grievances
A parent can file in writing with the superintendent within 5 calendar days of election meeting or result

Everything that is not an election issue
SLT discusses the complaint and votes for a resolution

Key deadlines

Today - complete training

Oct 31- SLT roster submitted to district and entered in SPLCI

Nov 30th - updated SLT bylaws submitted to district and uploaded to iPLan portal

Dec 23rd- DLT bylaws uploaded in plan

Bylaws amendments

- **Inclusion of CBO partner**
- **Length of term (2 years)**
- **Term limits (needed to be amended)**
- **Decision making methods**
- **Filling vacancies**
- **Role of observers during meetings**
- **Who can speak at meetings**
- **Establishment of agendas**
- **Allowed absences and consequences**
- **Non mandatory parent terms as staggered**
- **A secretary**

Next meeting : 10/21 Wednesday

Title 1:
Has to be aligned to our CEP goals
How will we spend this money to help our families and be meaningful and align with our CEP goals?

We agreed to
Book club
Yoga
Potentially CPR

Meeting ended 4:01 pm