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 21, 2026
Start / end time	Start: 2:30pm End:
Location (school/DOE premises)	P.S. 116K LMA 515 Knickerbocker Ave
Format	• **X 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. Junell Ward

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)	• We discussed the STL Training • STL open meeting laws • Must meet once a month on Wednesdays. • Mins must me shared • Oct. 31st SLT roster must be submitted. • Minutes approved	☐ Approved ☐ Approved as amended ☐ Majority vote (administrative)
SLT Monthly Calendar item(s) for this month	• Asked Questions when you unsure • Speak up when asking questions • Open minded • Being present • Positive intent	☐ Consensus ☐ Majority vote ☐ Discussion only – no action
SLT ByLaws	• Section 1: Decided to keep the original SLT Mission statement.	☐ Consensus ☐ Majority vote ☐ Discussion only – no action

Agenda item	Summary of discussion	Decision & method
	• Section 2: No middle school students • Adding PAC chair to the SLT team • Section 3: four elected parents, four elected UFT staff members, one DC37 member, one observer member. • Section 4: Decided to keep section four of the STL Bylaws. • Section 5: Chairperson approved for two years served. • Decided to keep one year as secretary, has to decide on who will take notes at every meeting and who will upload the meeting minutes. • Section 8: Keeping a length term for four years. • Section 9: Decided to keep the three set meetings. Days will be on the third Wednesday of each month.Meetings start at 2:30pm unless it falls on Holiday or DOE closure. • Decided to keep the two weeks in advance for non members who want to speak at an STL meeting. • Order of business: Everyone has a space to bring reports. • Would like to form a special education committee. • Decide to use Consensus language in the SLT Bylaws. • Translated version of the STL Bylaws.	
	• Samantha chose Junell as her designated person in case she isn't able to make an SLT meeting.	☐ Consensus ☐ Majority vote ☐ Discussion only – no action
Expedited Elections	• Member is resigning	☐ Consensus ☐ Majority vote

Agenda item	Summary of discussion	Decision & method
	• Samantha already reached out to president council Ashley Boroughs to come in for an expedited election for Nov 4th. • Flyer will be worked on today so parents can know about the vacant seat. • SLT Election flyer will be sent out tomorrow.	☐ Discussion only – no action
Next Meeting:	• Title 1: CPR, Yoga/zumba/bookclub • Expedited voter results	☐ 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.

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	4:35 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: