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	9/29/26
Start / end time	Start: 2:20 End: 4:22
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. Andrew
Secretary / minutes taker	Ms. Suarez

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	☐ **Absent**

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

Quorum present (per bylaws, in accordance with OML)	☐ No Number present: 7
All mandatory members (or designees) present	☐ Yes ☐ No – note follow-up in Section 5
Observers present (meetings are open under OML)	☐ 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)	Not Applicable	☐ 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

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)	Attached
Next meeting date / time / location	10/14/2026
Adjournment time	4:22 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: 10/2/2026
☐ 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: 10/

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

Minutes prepared by (Secretary) – signature / date	Ms. Suarez 9/29/2026
Approved at the meeting of (date) – see Section 3 of those minutes	

Notes:
SLT Training:

-Viewed video The Revised Chancellors Regulation A-655

- ➔ **Four Mandatory Members**
- ➔ **Students only for MS & HS (Elementary may have students from student government who meet with SLT 2x a year)**
- ➔ **Paused video after:**
- **<u>Point 1</u> to ask ourselves: "Is Your Team Complete?" (Yes) Team completed the Team organization document.**
- **<u>Point 2</u> to discuss Scenario cards 1: The Contested Vote & Scenario 2 The Meeting Notice. Team engaged in the scenario card discussions.**
- **<u>Point 3</u> to complete teams 60-Day Action Plan:**
  - **bylaws amendments, filing owners and dates, one practice for the year**
  - **Keeping the team composition is staying the same**
  - **Format meeting needs to be amended**
  - **Amendment needed for CBO person (Mr. Jesus)**
  - **Observers: need to be amended**
  - **Meeting 10x a year: in bylaws**