MS 428 Global Innovators Academy

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	MS 428 Global Innovators Academy
Meeting date	October 20, 2026
Start / end time	4:00PM - 7:00 PM
Location	4012 Ft. Hamilton Pkwy, Brooklyn, NY 11218
Format	☑ In person ☐ Hybrid *(consistent with OML videoconferencing rules & SLT bylaws)*
Public notice posted (OML)	Date: October 4, 2026 Location(s)/method: GAMA, Main Office, Parent Workroom
Chairperson presiding	Cybi ip
Secretary / minutes taker	Katelyn Kwong

Section 2 – Attendance and Quorum

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

Member name	Role / constituency	Status
Cybi Ip	Principal	☑ Present ☐ Absent ☐ Designee
Erin Ma	UFT Chapter Leader	☑ Present ☐ Absent ☐ Designee
Tyler Suh	UFT Member	☑ Present ☐ Absent ☐ Designee
Katelyn Kwong	UFT Member	☑ Present ☐ Absent ☐ Designee
Jiawen Lin	UFT Member	☑ Present ☐ Absent ☐ Designee
Liu Hua Cao	PA President	☑ Present ☐ Absent ☐ Designee
Janet Marte	Title 1 PAC Chairperson	☑ Present ☐ Absent ☐ Designee
Yue Yun Lin	Parent Rep.	☑ Present ☐ Absent ☐ Designee
Xiu Ying Chen	Parent Rep.	☑ Present ☐ Absent ☐ Designee
Ana Karen Almonte	Parent Rep.	☑ Present ☐ Absent ☐ Designee
Xueru Zhou	DC37 Rep.	☑ Present ☐ Absent ☐ Designee
Mateo Asomoza Vazquez	Student Rep.	☑ Present ☐ Absent ☐ Designee
Sade Vazquez	Student Rep.	☑ Present ☐ Absent ☐ Designee

Quorum present (per bylaws, in accordance with OML)	☑ Yes ☐ No Number present:
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)	• Members should provide any updates to the team that can inform districtwide or targeted support and educational planning. • Reflect or check on September SLT actions and	☑ Approved ☐ Approved as amended ☐ Majority vote (administrative)

Agenda item	Summary of discussion	Decision & method
	activities. Determine the completion status and effectiveness of implementation of each item	
Finalizing the 2026-27 Comprehensive Education Plan (CEP)	- District is doing a final review - Every year we want to make progress with ELA and Math - Last year, our ELLs are making huge progress - home-school alignments helped promote this success	☑ Consensus ☐ Majority vote ☐ Discussion only – no action
Proposed Amendments to the 2026-27 SLT Bylaws	• Amendments align with the revised CR A-655	☑ Consensus ☐ Majority vote ☐ Discussion only – no action
Finalizing the Parent and Family Engagement Policy and School-Parent Compact	Will need to further discuss this with our Title 1 PAC Chairperson Would love to collaborate to help our families on everything	☑ Consensus ☐ Majority vote ☐ Discussion only – no action
SLT Training on Revised Chancellor's Regulation A-655	Team: - Liu Hua Cao: President - Janet Marte: Title 1 PAC Chairperson - Xueru Zhou: DC37 Rep - Student Reps are from student government; can join future SLT meetings - Balanced team with other parents 3 changes:	☑ Consensus ☐ Majority vote ☐ Discussion only – no action

Agenda item	Summary of discussion	Decision & method
	- Members no longer need to be in complete unison for decision makings 60 Day plan: compositions are all aligned with the new chancellor's reg; bylaw's aligned as well. - PDF of the newly signed bylaw will be emailed to all members	
Upload SLT Meeting documentation to the iPlan Portal		☑ 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
N/A		

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)	
Next meeting date / time / location	November 10, 2026 4:00 PM 4012 Ft. Hamilton Pkwy
Adjournment time	7:05 PM

Section 7 – Reporting & Filing Checklist

☑ Minutes prepared and reviewed by the Chairperson	Date: 10/22/2026
☑ Minutes made available to the school community, e.g., posted on the bulletin board and school website (within two weeks of the meeting)	Date: 10/22/2026
☑ Copy provided to the PA/PTA (and the Title I PAC in Title I schools) for discussion at an upcoming meeting	Date: 10/22/2026
☑ Minutes, notice, agenda, attendance, and materials uploaded to the iPlan Portal (by end of the following month's meeting)	Date: 10/22/2026
☑ Original documents filed at the school (retain 7 years)	Date: 10/22/2026

Minutes prepared by (Secretary) – signature / date	Katelyn Kwong, 10/20/26
Approved at the meeting of (date) – see Section 3 of those minutes	