New York City Public Schools
Kamar Samuels, Chancellor

The William C. Hughley School PS/IS 116 Queens
A Community of Learners
107-25 Wren Place
Jamaica, NY, 11433
Telephone: 718-526-4884 Fax: 718-658-5663

DR. TARA MALAGOLI, Principal
ISANNAH WINLEY, Assistant Principal
CLAUDETTE HANSON, Assistant Principal
AKSA MOUGHAL, Assistant Principal
NICOLE DRAGHI, Assistant Principal

SLT Meeting Minutes 10/27/2026

Section 1 – Meeting Information

School	29Q116
Meeting date	Tuesday, October 27, 2026
Start / end time	4:00pm-6:20pm
Location (school/DOE premises)	29Q116
Format	X☐ In person ☐ Hybrid *(consistent with OML videoconferencing rules & SLT bylaws)*
Public notice posted (OML)	Date: 10/22/26 Location(s)/method: Posted on Class Dojo
Chairperson presiding	Marizol Rizo
Secretary / minutes taker	Ms. Duarte

Section 2 – Attendance and Quorum

Member name	Role / constituency	Status
Dr. Malagoli	Principal	X☐ Present ☐ Absent ☐ Designee
Ms. Gonzalez	PTA President	X☐ Present ☐ Absent ☐ Designee
Ms. Cromer	UFT Chapter Leader	X☐ Present ☐ Absent ☐ Designee
Ms. Rizo	SLT Chairperson (UFT)	X☐ Present ☐ Absent ☐ Designee
Ms. Harris	UFT	X☐ Present ☐ Absent ☐ Designee
Ms. Duarte	UFT	X☐ Present ☐ Absent ☐ Designee
Ms. Naddi	Parent	X☐ Present ☐ Absent ☐ Designee
Ms. Grant (Guest)	MS Afterschool Supervisor (CBO)	X☐ Present ☐ Absent ☐ Designee

Quorum present (per bylaws, in accordance with OML)	X☐ Yes ☐ No Number present:
All mandatory members (or designees) present	☐ Yes X☐ No – note follow-up in Section 5
Observers present (meetings are open under OML)	X☐ Yes (number: _1_) ☐ No

Section 3 – Agenda Items, Discussion, and Decisions

Agenda item	Summary of discussion	Decision & method
Approval of prior meeting's minutes (standing)	First meeting of 2026-2027 SY, did not review last June's meeting notes. Will add them to the next meeting.	☐ Approved ☐ Approved as amended ☐ Majority vote (administrative) x☐ Pending
SLT Monthly Calendar item(s) for this month	SLT Alignment to CR A-655 - Reviewed CR A-655 to confirm that the SLT is fully formed and balanced.	☐ Consensus ☐ Majority vote x☐ Discussion only – no action
Team Member Updates	Introduction of new SLT Members: ○ New UFT Members - Harris, Duarte ○ New Parent Member - Ms. Naddi ○ 4 SLT PTA Parent vacancies ○ 1 Title I vacancy - Election 10/30/26	☐ Consensus ☐ Majority vote x☐ Discussion only – no action
Roles & Responsibilities of Members: -SLT Overview -D29 Webinar	Reviewed SLT Structures, Responsibilities and Protocols. Also discussed the importance and the work that will be extended from the engagement of our CEP. Viewed D29 SLT Support Training Webinar. Discussed and assessed on all of the following items: ● Reviewed Chancellor's Regs A-655 ○ 1st update in 16 years ○ New regulation changes ● Mandatory Members ○ Balance Size & who else joins ○ MS student partnership ○ Team Completion ● What every SLT Member needs to know ○ Open Meeting Law Application (OML) ■ Advance public notice ○ When & Where meetings take place ■ Meeting once a month ○ Consensus vs. Majority Rule ■ Developing CEP ■ Budgeting ■ Seeking help ○ Escalation Path w/ DLT	☐ Consensus ☐ Majority vote x☐ Discussion only – no action

Agenda item	Summary of discussion	Decision & method

	• Budget Transparency Tools - completed:
	  ○ Activity A Worksheet
	  ○ Activity B Scenarios
	• By-laws & Renumeration
	  ○ Bylaws must be reviewed at least biennially per CR-A-655. Under review annotation bylaws will be discussed and amended in our next SLT meeting.	

CEP Updates	• Comprehensive Education Plan (Dr. Malagoli) ○ Reviewed components included in our CEP such as Academics (ELA/Math % aligned to data), Socioemotional, Absenteeism, highlighting chronically present 🐬, outreach-needs of our community: Mrs. Moughal & Ms. Draghi will present in our next meeting.	☐ Consensus ☐ Majority vote x☐ Discussion only – no action

Reports	• Principal's Report (Dr. Malagoli)
	  ○ Assistant Principal Level II Interview Announcement:
	  ■ Congratulations Ms. Draghi!
	  ■ AP Draghi demonstrated a stronger understanding of administrative functions, instructional leadership, and the academic and cultural missions of P.S./I.S. 116Q when compared to fellow candidate K. Delacruz.
	  ■ Her responses reflected a comprehensive knowledge of school operations, leadership expectations, and the priorities necessary to support our school community.
	  ○ Budget - Consultation Committee:
	  ■ Allocation of Per Session Funds for Afterschool Programs (academic intervention and enrichment programs) -
	  ● ENL Academy
	  ● AIS & AIM
	  ● Regents Preparation
	  ■ Timeframe -
	  ● ENL, AIS & AIM: November to April
	  ● Regents: April to June
	  ■ Grades: 2–8 only
	  ● Twice per week
		☐ Consensus
		☐ Majority vote
		x☐ Discussion only – no action

Agenda item	Summary of discussion	Decision & method
	● 2-hours per session ○ Election Day synchronous guidance: ■ Attendance provided by completing assignments ○ Parent-Teacher Conferences: ■ Thursday, Nov 5th (dismissal 11:30am): ● 12:30-2:30pm ● 4:00-7:00pm ● PTA (Ms. Gonzales) ○ Elections in PTA Meeting to follow ● Title 1 - N/A - will review next meeting ● UFT (Ms. Cromer) ○ Election Grievances	
Adjourn Meeting	Meeting Adjourn: 6:09pm Ms. Rizo	Motions by: Ms. Harris, Ms. Duarte

Section 4 – Action Items

Action	Owner	Due date
Hold PTA Election for SLT Parent Members	Ms. Gonzalez	10/30/26✅ New PTA Parent Members: ● Luz Jaquez ● Emmanuel Perez ● Roveli Munoz ● William Aquino Title I: ● Fatima Nadi Update results were verified and confirmed by: ● Ms. Gonzalez (PTA President) ● Ms. Shannon (Recording Secretary) ● Ms. Rizo (SLT Chairperson)
Update SLT By-laws	Ms. Rizo & Ms. Cromer	Next SLT Meeting November
Email Minutes to School Staff	Ms. Duarte	11/10/26

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

N/A

Section 6 – Documents Distributed & Next Meeting

Documents distributed (attach copies)	Webinar Assessment Activities and A-655 Provisions
Next meeting date / time / location	November 24, 2026 4:15pm
Adjournment time	6:15pm

Section 7 – Reporting & Filing Checklist

X☐ Minutes prepared and reviewed by the Chairperson	Date: 11/2/26
X☐ Minutes made available to the school community, e.g., posted on the bulletin board and school website (within two weeks of the meeting)	Date: 11/10/26
X☐ Copy provided to the PA/PTA (and the Title I PAC in Title I schools) for discussion at an upcoming meeting	Date: 11/3/26
X☐ Minutes, notice, agenda, attendance, and materials uploaded to the iPlan Portal (by end of the following month's meeting)	Date: 11/2/26
X☐ Original documents filed at the school (retain 7 years)	Date: 10/27/26

Minutes prepared by (Secretary) – signature / date	Ms. Cromer & Ms. Duarte
Approved at the meeting of (date) – see Section 3 of those minutes	Pending next SLT Meeting November