IS 429 School Leadership Team (SLT) Meeting Minutes

Date: September 14, 2026

1. SLT Membership and Composition

The team reviewed the current SLT membership structure and discussed maintaining an equal balance between parent and staff representatives.

Decisions / Consensus

- The SLT will consist of **12 voting members**.
- The team will maintain an equal constituency balance:
    - **6 parent representatives**
    - **6 staff representatives**
- The staff representation will include the appropriate UFT and DC 37 representation.
- The team discussed including the CBO (Woodside on the Move) in SLT meetings.
    - **Consensus:** The CBO will be invited to participate and contribute to discussions but will remain a **non-voting member**.
- The team discussed the possibility of student representation on the SLT. Current regulations do not clearly reflect whether student membership is required for middle schools.
    - **Action:** Clarify the current regulation regarding student SLT membership before making a final decision.

2. Parent Elections and Vacancies

The team discussed the upcoming parent elections and the number of available positions.

Planned Parent Openings

The upcoming communication to parents will advertise:

- PTA President position/membership as applicable
- **Two SLT parent member openings**
- **One Title I representative position**, which will also serve on the SLT

The team confirmed that IS 429 is a **Title I school for the current school year** and discussed electing a Title I representative early in the school year.

Action Items

- Update the parent communication to clearly identify the available positions.
- Post/share the information with parents through available school communication channels, including ClassDojo where appropriate.

- Confirm whether the current Title I representative will continue or whether a new representative must be elected.

3. Mandatory SLT Members

The team reviewed the bylaws provision identifying the three mandatory SLT members:

- School Principal
- PTA/PPA President
- UFT Chapter Leader

Mandatory members may designate another member of their constituent group to serve in their stead, consistent with the applicable regulations.

No changes were proposed.

4. SLT Leadership Positions

The team reviewed the leadership positions outlined in the bylaws.

Current/Planned Roles

- **Chairperson:** Mr. Javid will continue as chairperson.
- **Acting Chairperson:** A member volunteered to chair the next meeting because Mr. Javid will be unavailable.
- **Timekeeper:** Existing role will continue.
- **Secretary:** A volunteer was identified to serve as secretary/note-taker.

The team discussed the secretary's responsibilities, including:

- Maintaining SLT minutes
- Supporting meeting notices
- Maintaining meeting records
- Providing minutes to the PTA

The school/Parent Coordinator may continue to assist with administrative functions.

Other Leadership Roles

The team discussed the financial liaison and facilitator roles.

Consensus: No additional separate leadership positions are needed at this time. Functions such as facilitation and financial liaison responsibilities may remain consolidated within existing roles.

Subcommittees may be created as needed for specific projects.

5. Term Lengths and Term Limits

The team had an extensive discussion regarding the current **18-month term** for SLT members.

Concerns included:

- Confusion regarding when terms begin and end
- Difficulty managing mid-year transitions
- Parent turnover as students progress through middle school
- The need to maintain institutional knowledge and continuity

Discussion

Members considered:

- 12-month/one-school-year terms
- 18-month terms
- Two-school-year terms
- Different term lengths for parent and staff representatives

Preliminary Consensus

The discussion favored:

- **Parent members: one-school-year terms**
- **Staff members: potentially longer terms to preserve continuity**

However, the team agreed that the term-limit provisions should be revisited with a fuller membership.

Status: Tabled for further discussion.

6. Meeting Schedule

The team reviewed the meeting schedule requirements.

Consensus

- SLT meetings will occur **at least monthly during the school year**.
- Meetings will generally be held on the **first Monday of each month**.
- The current meeting time of approximately **4:30 PM–6:00 PM** will remain.
- If a meeting falls on a Monday when school is not in session, the meeting will be moved to the following Monday.
- Additional meetings may be scheduled by the chairperson or requested by team members as needed.

The team discussed whether meetings should be longer, but expressed concern that extending meetings could discourage participation, particularly among staff and parents.

7. Meeting Notices and Calendar

The team reviewed the requirement that the annual SLT meeting calendar be made available to the school community.

The calendar should be posted/shared in appropriate locations, including:

- General Office
- Front/security desk
- Parent Coordinator's office
- PTA room
- UFT room
- School website

Action Item

The school/Parent Coordinator will ensure that the SLT meeting calendar is posted in the required locations and shared with the UFT.

8. Meeting Attendance

The team reviewed the attendance provision stating that members are expected to attend all meetings and must notify the chairperson in advance if they cannot attend.

The current provision regarding removal after more than two unexcused absences was discussed.

Consensus: The team agreed to retain the existing attendance expectation.

9. Quorum

The team identified concerns regarding the current quorum provision, particularly in light of the current number of parent members.

Status: The quorum issue will be revisited once additional parent members have been elected.

10. Order of Business

The team reviewed the standard order of business.

Proposed Addition

The team agreed to add an **Open Forum for Parents** to the agenda so parents have a clearly identified opportunity to raise questions or concerns.

The team also discussed distributing minutes in advance or displaying them for review rather than reading the minutes word-for-word, in order to preserve meeting time.

11. Removal of Members and Vacancies

The team reviewed the existing removal and vacancy procedures.

Members may be removed for circumstances including:

- Repeated unexcused absences
- Failure to perform assigned responsibilities
- Disruptive or undermining conduct

The team also reviewed the requirement for vacancies to be advertised and filled by the appropriate constituent group.

No substantive changes were made.

12. Decision-Making and Conflict Resolution

The team reviewed the existing provisions requiring **consensus-based decision-making**.

The bylaws also provide for assistance from:

- District Leadership Team
- Appropriate Superintendent
- Office of Family Engagement and Advocacy, where applicable

If agreement cannot ultimately be reached regarding the Comprehensive Education Plan (CEP), the existing bylaws provide for the principal to make the final decision after the required assistance/escalation process.

No substantive changes were made.

13. Bylaws Review

The team reviewed substantial portions of the SLT bylaws but determined that additional discussion is necessary before final approval.

Items to Revisit

- Parent/staff composition and quorum
- Term lengths and term limits
- Student representation
- CBO participation
- Hybrid/in-person meeting requirements
- Any necessary wording/technical corrections

Decision: Final approval of the bylaws was **tabled until the next SLT meeting**.

14. Agenda for October 6 Meeting

The following topics were identified for the next meeting:

1. Continue/finalize SLT bylaws review.
2. Review **2025–26 i-Ready results**.
3. Review **2025–26 F.A.I.R. data**, as applicable.
4. Review **2025–26 New York State assessment results**:
    1. ELA
    2. Math
    3. Science
5. Review current **CEP goals and priorities**.
6. Discuss possible assignment of SLT members to monitor individual CEP priorities.
7. Receive an update regarding **SHSAT classes/programming** involving the CBO/Woodside on the Move.
8. Clarify student representation requirements for the SLT.
9. Clarify whether SLT meetings may be conducted in a hybrid format.
10. Address any remaining membership/quorum questions.

15. CEP Priorities

The team identified the following current areas of focus:

- **Literacy / NYC Reads**
- **Math / NYC Solves**
- **High-quality, inclusive, and accessible learning for students with disabilities**

The team discussed assigning individual SLT members to monitor specific priorities once the full membership is established.

The team also discussed creating a shared location where relevant school data can be made available to SLT members while protecting student privacy.

16. Parent Communication and SLT Orientation

The team discussed confusion among parents regarding the purpose and structure of SLT meetings.

Members noted that SLT meetings are different from PTA meetings and that parents generally do not participate as voting members unless they are elected SLT representatives.

Proposed Action

- Include clearer information about SLT membership, elections, meeting participation, and parent opportunities in future communications.
- Consider having an SLT representative attend a PTA meeting to explain:
    - What the SLT does
    - How SLT membership works
    - How parents can become members
    - How parents can participate in the appropriate portions of meetings

17. Parent Question: Grading Policy

A parent asked about the school's grading policy and whether the final grade would appear separately from the third marking period.

The school explained that:

- There are three marking periods.
- A separate final grade is expected.
- The final grade should reflect the appropriate calculation rather than simply duplicate the third marking-period grade.
- The school reviewed and adjusted aspects of its grading policy for the current school year.
- The school is also establishing an **Academic Center** to help students complete missed classwork under staff supervision.

The grading policy will also be communicated to parents during upcoming parent-teacher conferences and through PTA communications.

18. Upcoming Dates

- **September 23:** Parent-teacher conference
- **September 28 at 3:30 PM:** PTA meeting/election-related meeting and parent outreach regarding open positions.
- **September 29 at 9:00 AM:** Safety meeting. - Parents are welcome to join via Zoom
- **October 6:** Next SLT meeting.