New York City Department of Education
Elijah G. Stroud Public School – PS 316
SCHOOL OF EXCELLENCE FOR ALL STUDENTS
Karen Weekes, Principal
Kamaria Burns , Assistant Principal Dr. Kevin Coyne, Assistant Principal

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School Leadership Team Minutes

September 17, 2026
4:00 PM to 6:00 PM
P.S. 316 Library and Zoom

SLT Members in Attendance

Karran Jainarain, Keruby Cedeno, Jessica Witt, Brianna Allison, Valerie Collins, Carl Hum, Melissa Esmundo, Brooke MacKenzie, Zane Van Dusen, Sam Satchell, Karen Weekes, Joseph Rodriguez

Call to Order

- Karran Jainarain called the meeting to order and welcomed the group.
- As the SLT does not currently have a Secretary, Zane Van Dusen volunteered to take minutes for the meeting.

Reading and Approval of June 2026 Minutes

- The June 2026 SLT meeting minutes were reviewed.
- Karran Jainarain will add the attendee list to the June minutes.
- **Motion (Brianna Allison):** to approve the June 2026 minutes; seconded by Jess Witt. The minutes were approved.

Principal's Report

- Principal Weekes welcomed the group and new members to the 2026–27 school year.
- The move to three entrances for drop-off is working well.
- A Welcome Back Orientation will be held on Saturday, focused on curriculum and the Family Handbook (to be released next week), followed by the PTA BBQ.
- Families are reminded to submit Blue Cards and complete all information for each child.
- Curriculum Night will be held September 30, 4:30–7:30 p.m., virtual only. Details to follow.
- The school is working to set up the music program and coordinate it with after-school programming.
- Families are encouraged to stay connected through DOE Messenger, Dojo, and the school website.

- Brooklyn Children's Museum was welcomed as the new CBO in the building, alongside existing providers TEIAMS and Trailblazers, and FOCH (off-site).

PTA Report

- The PTA held its general meeting the prior evening.
- Equitable school supplies is the PTA's priority and is approximately 95% complete. The only open item is folders, expected by Tuesday of next week, followed by a check with each class. Feedback from families and teachers has been positive, and the approach was noted as more practical than individual purchases.
- For Hispanic Heritage Month, the PTA is planning a Colombian folk tales performance and a Panamanian band at the back-to-school event, with free food for all attendees. This is the first year the school has been able to recognize the month for its sizable Hispanic community; in prior years, timing with the start of school made this difficult.
- Frightfest, the PTA's major fundraiser, is being planned for the end of October
- PTA outlined an end-of-day enrichment proposal to the administration: Chess, STEM, and Archery.
- A staff member noted not receiving notification of the PTA meeting; Sam Satchell will look into it.
- It was requested that the list of PTA meeting dates and the Zoom link be posted in the main office. Ms. Jenkins holds the full list of dates, and the Zoom link does not change. The PTA will work with Ms. Jenkins to post it in the office and will explore a QR code to simplify access.

Old Business

2026–27 SLT Meeting Dates

- The team reviewed the proposed meeting dates for the 2026–27 school year.
- PTA meetings are generally held on the first Wednesday of each month, which places some SLT meetings on the day after a PTA meeting (October and April) and may limit attendance.
- The basketball schedule is not yet known and may conflict for some members; this will be revisited once the schedule is available.
- It was proposed to move the June meeting earlier, as the end of the year tends to be busy and the June meeting is important for drafting the CEP.
- **Consensus reached** on all proposed dates other than June, and on moving the June meeting to June 3, 2027.

New Business

Introductions

- Each new and returning member introduced themselves.

Selection of SLT Roles

- Roles of Chair/Co-Chairs, Secretary, and Timekeeper were introduced with reference to the bylaws.
- Nominations: Sam Satchell and Karran Jainarain for Co-Chairs; Zane Van Dusen for Secretary; Ms. Collins for Timekeeper. All nominees accepted.
- **Consensus reached** on all three roles.

Review of SLT Bylaws for PS316

The bylaws are the foundation under which the SLT operates.

- Karran Jainarain will send the bylaws to the full team for review and will update the meeting dates in the bylaws to reflect the newly agreed schedule.
- Subcommittee provisions were reviewed, including the ability to include non-members.
- **Hybrid meetings:** Hybrid access is primarily for the audience. The default for members is in-person attendance, with accommodations available.
    - Members attending remotely are asked to notify the co-chairs 48 hours in advance where possible, to ensure an in-person quorum (half plus one).
    - Accommodation requests are made by letter and kept in the Principal's office.

- Open meetings and minutes: All meetings are open, and minutes are posted to iPlan after review and approval.
- Minutes are to be posted within 5 days of approval; Karran Jainarain will receive the approved minutes for upload. The team will be more diligent about posting recordings and minutes on this timeline, while acknowledging that mid-year iPlan updates can take the system down.
- Parent members have read-only access to iPlan; staff members can make updates. All members confirmed they have access; Principal Weekes will assist anyone who does not.
- Speaking privileges: For roles held by more than one person (e.g., PTA co-presidents), either may attend, but only one serves as the speaking member at each meeting.
- Consensus: Consensus is shown by a show of hands. Where consensus cannot be reached, district assistance and communication with the DLT are handled through the co-chairs.
- **Consensus reached** to keep the bylaws as-is, with the exception of the meeting dates.

Meeting Norms

- Robert's Rules of Order are suggested by the district. In response to a question about how strictly they would be applied, it was clarified that the SLT will use them for order-taking rather than strict procedure, with all members treating one another with respect.
- Brooke MacKenzie requested a reference resource on meeting norms and shared the "7 Ps" as a simple framework.
- The agenda is a working agenda. Members are encouraged to contribute items early, as the agenda is often crowded with district items.
- Transcripts have been difficult due to technology limitations but will continue to be kept in case a record is needed.
- New members will be given access to the SLT Google Drive, which is controlled by the co-chairs. Jess Witt requested that all members be able to add documents (not only edit); Karran Jainarain will follow up.
- Meetings are publicly posted on the school website with the Zoom link, which remains the same for every meeting.

Review of Chancellor's Regulation A-655

- The team reviewed Chancellor's Regulation A-655, the SLT's governing document, which is available online; Karran Jainarain will share it with the team.
- A question was raised about where to find the District Leadership Team's CEP; the district website will be checked.
- It was noted that CBOs may have an SLT member if interested.

CEP–Budget Alignment and 2026 Budget

- Principal Weekes shared the 2025–26 budget worksheet and will share the updated version for 2026–27, which needs to align with the new CEP goals.
- The detailed budget, drawn from Galaxy, shows all resources and funds allocated to each line. Staff costs reflect the DOE average for each role rather than individual salaries. Funding sources are listed (e.g., NEST, Fair Student Funding, IEP, and city funding for OT and Speech).
- This is the initial budget and will grow, particularly in OTPS, as services and materials are purchased. Everything on the sheet is committed and purchased; the school website is not yet listed because 2026-2027 payment has not been made.
- Some staff names on the printed worksheet were not redacted. Printed copies will be shredded after the meeting, and a redacted version will be shared.
- In response to a question on staffing: the school-wide Spanish teacher line will not be filled; part-time counseling hiring is in progress based on student demand, potentially shared with another school; the lower-grade science position has been filled.
- On reading the budget against the CEP: OTPS spending should align to CEP priorities. NYC Reads and iReady align to Priority 1 and to college and career readiness; there is not much yet because few purchases have been made. iReady will be used to monitor the reading goal. The Educational Consultants line will fund the music program.

- Allocations are made by the city and central office depending on funding source. The school can choose among sources where justified (e.g., Fair Student Funding vs. NYC Reads); some funds are restricted (e.g., Title I and ASD NEST).
- Per-student funding in NYC is approximately $20,000 and is public information; this year's figures will be posted soon. Funding for other programs is very limited, with priority given to curriculum materials, website, and school data. Members can refer to last year's budget for all funded items.
- Brooke MacKenzie suggested a "Parking Lot" document for questions that can be addressed after the meeting; the Secretary will maintain it in the room and as a Google Doc after the meeting.
- Melissa Esmundo requested budget data and any other data in spreadsheet form rather than PDF for easier analysis. Principal Weekes was unsure whether this is possible but noted it is fine if a member wishes to convert it.
- **Next step:** CEP–budget alignment review for 2026–27 added to the October agenda.

2026 ELA and Math State Test Results

- End-of-year proficiency levels from last year's state tests are available.
- ELA: goal of 73%; actual 60.5%. Math: goal of 80%; actual 69.2%.
- Overall this was a 16.8% drop in the share of students scoring at Levels 3 or 4 (proficient)
- Proxy metrics appeared aligned with the goals, but results dipped. Dips were seen citywide across all five boroughs, with Math slightly above. The school's district ranking dropped from #2 in both Math and ELA to #4 in Math and #5 in ELA.
- Asked whether the test is getting harder, it was noted that this was the first fully computer-based administration, which may be a challenge given reduced screen time in school. Computer-based testing is not mandated, and a paper-and-pencil option could be considered for this year.
- Positive news: ELL and SWD scores improved.
- Principal Weekes will take a deeper dive into the results. One proposal under consideration is using a different rubric for measuring in-class performance, such as ADDI (Answer, Detail, Detail, Inference), which is widely used in New York State and has been successful.
- **Academic Data Subcommittee:** Zane Van Dusen will organize a subcommittee to review academic data, open to parents and teachers in tested grades (one per grade and per ICT/NEST/G&T program). Dr. Coyne will help recruit teacher volunteers.

Chronic Absenteeism — Presented by AP Dr. Coyne

- Chronic absenteeism (attendance below 90%, or roughly 17 days) dropped by 3% last year.
- New monthly reports via SOLVE identify where each student stands and whether they are at risk, and surface unexpected absences.
- Pre-K and Kindergarten have high absence rates and will be targeted; although not required statewide, these grades struggle the most.
- Last year saw many extended vacations and travel delays due to snowstorms around breaks.
- New this year: grade-level attendance coaches; targeted success plans developed by the administration for students chronically absent last year; and a dedicated school avoidance liaison (existing staff) at all schools.

Staff Retention Data — Presented by AP Dr. Coyne

- Retention can be hard to compare citywide, as measures vary (e.g., some use years of service).
- P.S. 316 retention has risen from 78% to 85% to 100%, which is exceedingly rare.
- Citywide retention was strong during the pandemic but has declined since; the most recent citywide figure (2024) was below 90%.

Priority 3 Trust-Related Goal Proposals — Presented by Zane Van Dusen

- Zane Van Dusen presented updated NYC School Survey data showing a continued decline in the parent–principal trust metric: from 93% two years ago, to 75% last year, to 64% currently (an 11-point drop), compared with a district average of 96%.
- Two options were proposed for a Priority 3 CEP goal:
  - Increase the parent–principal trust metric from 64% back to a baseline target of 76%; or
  - Focus on inclusive leadership, increasing that metric from 76% to 87%.
- Zane Van Dusen and Melissa Esmundo suggested qualitative focus groups to investigate friction points, along with demographic breakdowns across grade levels, to inform the action plan.

- The team discussed whether the action plan should be developed in subcommittees or by the full team during meetings. Views differed, with full-team work during meetings favored by some and subcommittees favored by others given meeting-time constraints.
- The team also noted the need to measure progress between annual survey results; focus groups or parent pulse surveys were suggested as options.
- **Consensus reached** to establish a goal in the 2026-2027 CEP on trust between parents and administrators, with details to be agreed at the October 2026 meeting. Members agreed that preparation ahead of the meeting will help streamline the discussion.
- Zane Van Dusen will share updated goal language replacing “Parent–Principal Trust” with “Trust Between Parents and the Administration” for team review ahead of the October meeting along detailed break-downs on the survey data..

Action Items

Action	Owner / Status
Add the attendee list to the June 2026 minutes.	Karran Jainarain
Look into missed PTA meeting notifications.	Sam Satchell
Post PTA meeting dates and Zoom link in the main office; explore a QR code.	PTA, with Ms. Jenkins
Send the bylaws to the full team for review and update meeting dates to the new schedule.	Karran Jainarain
Follow up on giving all members the ability to add documents to the SLT Google Drive.	Karran Jainarain
Share Chancellor’s Regulation A-655 with the team.	Karran Jainarain
Share the 2026–27 budget worksheet	Principal Weekes
Maintain the Parking Lot document	Zane Van Dusen (Secretary)
Deeper dive into 2026 ELA and Math results.	Principal Weekes
Organize the Academic Data Subcommittee; recruit teacher volunteers from tested grades.	Zane Van Dusen; Dr. Coyne (volunteers)
Share updated Priority 3 goal language (“Trust Between Parents and the Administration”) ahead of the October meeting.	Zane Van Dusen
Prepare ahead of the October meeting to agree trust goal details.	SLT (all members) — October 8
Revisit meeting dates once the basketball schedule is known.	SLT

Consensus Decisions

- On motion by Brianna Allison, seconded by Jess Witt, the June 2026 SLT minutes were approved.
- The 2026–27 SLT meeting dates were approved, with the June meeting moved to June 3, 2027.
- Sam Satchell was selected as Co-Chair, Zane Van Dusen as Secretary, and Ms. Collins as Timekeeper.
- The bylaws will remain as-is, with the exception of the updated meeting dates.
- A goal on trust between parents and school administration will be established under Priority 3 of the CEP, with details to be agreed at the October 8, 2026 meeting.

Next Meeting

The next SLT meeting is scheduled for October 8, 2026.

AI Diligence Statement

These minutes were drafted with AI assistance, using Claude Opus 5.5 (Anthropic), from raw notes recorded during the meeting by the Secretary, supplemented by notes from Melissa Esmundo during the Secretary's presentation. The output was reviewed for accuracy by the note-taker, edited as needed, and will be reviewed by the SLT for approval at the next meeting. All content reflects actual meeting discussions and decisions.