

School: Dunleith Elementary School	Year 2023-2024
Members (members in attendance)	Affiliation:
Rachel Brown-Miller	Principal
Michelle Butler	Teacher Representative
Sharon Kleckley	Teacher Representative
Katina Douglas	Teacher Representative
Crystal Gonzalez	Parent Representative
Christine Joseph	Parent Representative
Ms. Jimerson-Johnson	Community Representative

Date: 5-20-24	Quorum Yes No
Members Present (see above highlighted)	

#### Agenda for the Meeting 5-20-24

*It is imperative that teachers look at the master calendar next year to insure that they are aware of anything that is going on in the school.*

*Teachers need to make sure that their grades are entered. They will need to complete so that report cards can be stuffed.*



School Supply list  
2023-2024 3-5.docx



School Supply list  
2023-2024 K-2.docx

#### a. School Supply Lists – Make Revisions and resubmit it to Admin.



School Supply list  
2023-2024 DLI-AU-MI

*Teachers will look at the supply list from last year as a grade level and let admin know what changes they would like to make.*

#### b. Review the Master Schedule and Master Calendar – Please bring your charged computer

*The master schedule was discussed with times and how long we will teach each subject.*

*The master calendar will be sent out. If teachers have questions, they are to refer them to admin*

*Grade level chairs will disseminate info to their team next year.*

#### c. Summer Reading and Math Challenge – Ms. Wright & Ms. Bain

#### d. Summer Reading Challenge from the school district – Ms. Queen

e. Wit & Wisdom Training – 5/24/24 – Ms. Bain will provide clarity regarding who will participate. Please see



FW Action Forward  
WW Training Info to S

the attached document regarding the agenda and locations of the trainings for the day.

f. **Action Item:** List of Summer Resources for Students – Let's share and send the list to Admin. by 5/22/24 by 12:00 pm.



End of the year  
procedure for compu

h. Please read, review, and complete the technology End of the Year Checklist

i. **UPDATED VERSION:** Please read, review, and complete the Dunleith End of the Year Teacher



Dunleith End of the  
Year Teacher Checklis

Checklist

*During the staff meeting, we discussed what topics SGT review. We also discussed how we will need to new members next year as some of our members have served for 2 years.*

*We discussed conferences for next year that teachers may want to go to.*

*Our counselors discussed some of the things that they address during the year: attendance, grades, data about academics and tardies/absences, counselors held lunch bunch and girl talks, taught whole group lessons, they also are available to meet with students during the day who may need to meet.*