### MEETING MINUTES

**Date:** August 23

**Quorum:** □ Yes □ No

**Members Present:**

**Agenda Items:**

1. Call Meeting to Order
2. Introductions and Review of SGT By-Laws
   a. Purpose and Responsibilities of a School Governance Team
   b. Review Membership requirements to hold SGT Meetings
   c. Review Officers/Duties
      - Principal (Co-Chair)
      - Co-Chair (Non-Principals)
      - Secretary
   d. SGT Review Term of Office requirement
   e. Review of the Elections for SGT Members and Vacant Positions
   f. SGT Meeting requirements
   g. SGT Voting Requirements
   h. Minutes recorded by the Secretary
   i. SGT Website requirements
   j. SGT Training 9/08/22 4:00-6:00 pm
   k. SGB Training 9/22/22 4:00-6:00 pm
3. i. 2022-2023 Goals established by Mrs. Richardson and SGT
   Members from the 2021-2022 school year
   a. Updated Parent Handbook
   b. Expanded Community Partnerships
   c. Increased Staff Engagement
   d. Increased Parent Support [https://www.rezilientkidz.com/](https://www.rezilientkidz.com/)
   e. Increased Parent Engagement in school day
   f. volunteer opportunities
   g. partnership opportunities
Actions:
1. Dr. Brown-Miller is reviewing the Parent/Student Handbook and making revisions. The Handbook will be ready to for SGT Members to review for the September 2022 SGT Meeting.
2. Expand Community Partners
   a. Assurance Insurance Company - donated over 100 school supply bags to Dunleith 8/05/22
   b. Eastside Baptist Church Women's Ministry - donated school supply bags for all Kindergarten students 8/04/22
   c. Wright Street Baptist Church Women's Ministry - donated $150.00 to help reduce students' meal charges 8/16/22
   d. Dunleith Awards Committee will create ways to celebrate Dunleith’s Partners and use Social Media to gain more school partners
3. Increase Staff Engagement
   a. All Staff members are participating in two committees this school year and each committee will complete a monthly committee agenda meeting template
   b. All Teachers will use the Professional Learning Community (PLC) Template to increase Teacher Engagement during PLC Meetings
4. Increased Parent Support
   a. Dunleith is hosting a 9 session Parent University Program focused on the 40 Developmental Assets of Raising Highly Effective Kids
   b. Dunleith's PTA has used incentives to increase PTA Enrollment and the use of Social Media to share PTA Events
   c. Dunleith’s Parent Liaison is contacting parents to volunteer at different school events
5. Motion to add the following items to the SGT Goals for the 2022-2023 school year:
   1. Improve Tier 1 Instruction for Dunleith’s Dual Language Classes and other classes through the implementation of the Mastery Connect Assessment System
   2. Improve Tier 1 Instruction with the purchase of flexible seating in various classrooms
   3. Improve student discipline and school climate by offering PBIS (Positive Behavioral Support and Interventions) specific grade-level incentives and recognitions each quarter of the school year.

Comments:

Recommendation to BOE:

<table>
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<th>Date: September</th>
<th>Quorum: ☒ Yes ☐ No</th>
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Agenda Items:

Actions:
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Recommendation to BOE:

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Agenda Items: ( )

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Agenda Items:

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Agenda Items:

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Recommendation to BOE:

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Members Present:

Agenda Items:

Actions:

Comments:

Recommendation to BOE:

Date: February

Quorum: ☐ Yes  ☐ No

Members Present:

Agenda Items:

Actions:

Comments:

Recommendation to BOE:

Date: March

Quorum: ☐ Yes  ☐ No

Members Present:

Agenda Items: .

Actions:

Comments: .

Recommendation to BOE:

Date: April

Quorum: ☐ Yes  ☐ No

Members Present:

Agenda Items:

Actions:

Comments:

Recommendation to BOE:
### May Meeting

**Date:** May

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**Members Present:**

- **Agenda Items:**
- **Actions:**
- **Comments:**
- **Recommendation to BOE:** End-of-Year Narrative Summary

### June Meeting

**Date:** June

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**Members Present:**

- **Agenda Items:**
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- **Actions:**
- **Comments:**
- **Recommendation to BOE:**