

Memo For School Meeting

To: All Staff Members

From: Dr. Emily White, Principal

Date: May 31, 2024

Subject: Scheduled School Staff Meeting

Dear Staff Members,

I am writing to inform you of our upcoming staff meeting, which is scheduled to take place on June 5, 2024, at 3:00 PM in the main auditorium. This meeting is mandatory for all staff, and your presence is essential.

Agenda:

1. Welcome and Introductions

- Brief introductions, especially welcoming our new mathematics department head, Mr. John Becker.

2. Review of Previous Meeting

- Updates on the integration of digital tools in our classrooms and feedback on their effectiveness.

3. New Initiatives

- Presentation on the new reading intervention program to be launched next semester.

4. Student Performance and Concerns

- Examination of mid-year assessment results and strategies for addressing areas where students are underperforming.

5. Upcoming School Events

- Planning for the end-of-year school gala and responsibilities assignment.

6. Open Floor

- An opportunity for staff to bring up any issues, suggestions, or concerns not previously covered.

7. Conclusion

- Summary of the meeting's key points and confirmation of the next meeting date on July 10, 2024.

Please be prepared to discuss the specified topics and bring any necessary documentation or reports that are relevant to your presentations.

Your participation is crucial to the successful implementation of our plans and the ongoing improvement of our school environment. If you have any topics you would like to add to the agenda, please submit them to me by June 2, 2024, so they can be included.

Thank you for your dedication and cooperation. Looking forward to our collective efforts to further enhance our school's performance.

Best regards,

Dr. Emily White

Principal

Lincoln Elementary School