



## Meeting Minutes:

07/25/2023

Safety Improvements from the previous year:

- Safety Meeting with Staff Signing Sheet documents reside with Mrs. Garza.
- Making sure all T Building doors are locked at all times.
- Do not prop up doors to the outside.

Fire Drill and Bomb Threats:

- Fire Drills are on the calendar and invite through outlook.
- Discuss Fire drill just done

Handling of Suspicious-Looking Items:

- We need to inform staff.

Requisitions:

- Requisitions that need to be done by Mr. Pablo
- Outstanding requisitions

Attendees:

Edgar Contreras

Maria Garza

Marla Rivas

Pablo Muniz

# FONDREN ELEMENTARY

MEETING SIGN-IN SHEET			
<b>Project:</b>	Safety meeting	<b>Meeting Date:</b>	07/26/2023 07/26/2023
<b>Facilitator:</b>	Edgar Contreras	<b>Place/Room:</b>	Contreras office

Name (print)	Signature	Position	
MARIA GARZA		Secretary	
Marla Rivas		SIR	
Edgar Contreras		Principal	
Alyssa Stevenson		Assistant Principal	