

SDMC Minutes

SDMC Meeting: December, 2023		
Date: 04/22/2024	Meeting Time: 3:30 pm	Assistant Principal's Office
Meeting called by	Elizabeth Hancock	
Facilitator	Elizabeth Hancock	
Note taker	Elizabeth Hancock	
Timekeeper		
Attendees	Elizabeth Hancock George Williams Kathleen Ballard	
Agenda Topic 1: Attendance		
Time allotted: 30 mins Time taken: 45 mins	Presenter: Elizabeth Hancock	
Discussion	<ul style="list-style-type: none"> Ms. Hancock provided the attendance for each student. No problems at this time. Any absences have been excused. Ms. Hancock will continue to text, then call parents if student is absent. 	
Conclusions		
Action Items	Person Responsible	Deadline
Action item 1: Upload Agenda, Sign-In Sheet, and Meeting Minutes to Plan4Learning and on the website	E. Hancock	04/22/2024
Action Item 2:		
Agenda Topic 2: Discipline		
Time allotted: 20 mins Time taken: 10 mins	Presenter: Elizabeth Hancock	
Discussion	<ul style="list-style-type: none"> The episodes and elopements for student T.W. were discussed and plans on how to handle any further issues. Tabled for a meeting with Eliot ES on what to do in the future. 	
Conclusions	Ms. Hancock will meet with Eliot ES Staff to ensure safety for both campuses.	

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Action Items	Person Responsible	Deadline
Ms. Hancock will meet with Eliot ES Staff to ensure safety for both campuses.	E. Hancock	04/26/2024
Agenda Topic 3: Safety		
Time allotted: 10 mins Time taken: 5 min	Presenter: E. Hancock	
Discussion	<ul style="list-style-type: none">Ms. Hancock discussed door checks and broken classroom windows.	
Conclusions		
Action Items	Person Responsible	Deadline
Action item 1: Weekly door checks	E. Hancock	By Wednesday each week
Action item 2: Classroom window checks	G. Williams	Daily