



ALCOTT MEETING AGENDA

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|------------------------------|-----------------------|------------------|-------------------|
| Meeting/Project Name: | SDMC | | |
| Date of Meeting: | September 23, 2021 | Time: | 3:30pm-4:30pm |
| Meeting Facilitator: | K.Williams | Location: | Alcott Elementary |

1. Meeting Objective

DLA upcoming assessments, Awards Celebrations, Monthly PD and Fall Festival

2. Attendees

| Name | Department/Division | E-mail | Phone |
|-----------------|---------------------|---------------------------------|--------------|
| Kim Williams | Principal | kwillia6@houstonisd.org | 713 732-3540 |
| Curtis Lee | Teacher | Clee11@houstonisd.org | 713 732-3540 |
| Maribel Salgado | Parent | Mslgad4@houstonisd.org | 713 732-3540 |
| Keondra Lewis | SPED TA | Keondra.Lewis@houstonisd.org | 713 732-3540 |
| Felicia Jones | Smart Scholars | smartscholarsdirector@gmail.com | 832-367-9688 |



3. Meeting Agenda

| Topic | Owner | Time |
|-------------------------|-------------|--------|
| <i>Monthly PD</i> | K. Williams | 10min |
| Awards and Celebrations | K. Lewis | 10mins |
| Fall Festival | K. Lewis | 30mins |
| DLA Assessments | K. Williams | 10mins |

4. Preparation (documents/handouts to bring, reading material, etc.)

| Description | Prepared by |
|-------------------------------|-------------|
| <i>Fall Festival Schedule</i> | K. Lewis |
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