



ALCOTT MEETING MINUTES

Meeting/Project Name:	SDMC
Date of Meeting:	9/23/2021
Minutes Prepared By:	M. SALGADO



Name

KIM J WILLIAMS	PRINCIPAL	kwillia6@houstonisd.org	713 732-3540
CURTIS LEE	TEACHER	cleee@houstonisd.org	713 732-3540
MARIBEL SALGADO	PARENT	msalgado@houstonisd.org	713 732-3540
FELICIA JONES	SMART SCHOLARS	smartscholarsdirector@gmail.com	832-367-9688
KEONDRA LEWIS	SPED TEACHER	klewis@houstonisd.org	713 732-3540



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3. Agenda and Notes, Decisions, Issues

Topic	Owner	Time
Monthly PD/DLA Assessments	Kim Williams	3:30pm-3:45pm
Fall Festival	KIM WILLIAMS KEONDRA LEWIS	3:45PM-4:15PM
Awards/Celebrations	KIM WILLIAMS Keondra Lewis	4:15PM-4:30PM

4. Action Items

Action	Owner	Due Date
Send updated information for monthly PD	Kim Williams	9/25/2021
Gather items for celebrations and gifts	Keondra Lewis	10/5/2021
Fall festival- get with donors for donations	Kim Williams	10/5/2021
Send information to parents first week October	Felicia Jones	
Create schedule	Keondra Lewis	

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	10/5/2021	Time:	9am	Location:	Alcott Elem
Objective:	Follow- up for fall festival				