



ALCOTT MEETING MINUTES

Meeting/Project Name:	SDMC		
Date of Meeting:	6/2/2022		
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@g mail.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
EOY Checkout	Kim Williams	3:30pm-3:45pm
EOY Celebrations	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
EOY Check Out- Teacher will have to clear out rooms for cleaning, submit all materials from the school year. Final check out with principal.	Kim Williams	
Gather items for celebrations and gifts- Look at school funding and what items can be purchased or donated.	Keondra Lewis	
Awards Ceremony- Completion of links and all agendas posted. Check-in with teachers for technology and changes.	Kim Williams Keondra Lewis Mr. HILL	
Campus Safety- Check all campus doors and alert staff about updates and being aware of surroundings.	Kim Williams Coach Lee	

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)		Time:		Location:	Alcott Elem
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Objective:			