

# STEM School Chattanooga

**PLT Purpose:** To lead the greater parent group in support of the STEM School through planning, overseeing, and implementing PLT initiatives

Monday, March 16<sup>th</sup>, 2015  
Parent Leadership Team Meeting Notes (6pm-7pm)  
[www.stemschoolchattanooga.net](http://www.stemschoolchattanooga.net)

## Agenda

- Attendance:
  - Trish Cox
  - Bill Deckman
  - Christina Dietz
  - Tony Donen
  - Genie Faile
  - Jim Kinkead
  - Karry Koppully
  - Audrea McKnight
  - Gayle Miller
  - Bryan Sweetin
  - Cameille Vlietstra
  - Lori Waite
  
- Committee Business: Committee chairs will be provided the opportunity to provide any updates/needs/etc. regarding committee progress.
  - STEM Day (STEM Jubilee) Committee: **Cameille Vlietstra** ([cameillev@chattanoogaacvb.com](mailto:cameillev@chattanoogaacvb.com))
    - Location and Date – Sunday, April 12<sup>th</sup> in Finley Stadium on the field. The 4 Bridges Art Festival will be taking place the same time in the Pavilion that day.
      - 8am-12pm Setup times
      - 12pm-5pm STEM Jubilee
      - 5pm-7pm Takedown times
    - Cameille shared finalized sponsorship letter and list of potential business sponsors (spreadsheet with business, contact, and contact info). Cameille and Tracie plan to connect with each business in the spreadsheet. For businesses without contact, other PLT members volunteered to make connection if they knew a contact already at the business. For any PLT member that did contact a business, the PLT member should let Cameille and Tracie know. They can reach both by email. For fundraising, Dr. Donen would also check with Community Foundation to see any donations that were posted to the account and share that information with Cameille.
    - Cameille shared the booths being run by the school clubs, students, and teachers. Dr. Donen said he would get the booth needs for these booths from the teachers and get that information to Cameille. Cameille also shared the possible booths list for parents. Lori agreed to facilitate the face painting booth. Bryan agreed to cook for concessions.
    - For parent volunteers for booths, setup, takedown and miscellaneous items, Christina agreed to work on crafting a letter and getting parent volunteers to help throughout the day. Christina will have email crafted this week that will be sent to parents. She will also create a signup venue for parents to volunteer for certain shifts throughout the day. The goal is to include approximately 50 parents in the day.
    - Cameille shared that Amy Betts volunteered to get parent leaders for each non-club booth.
    - Karry agreed to help at the check in booth for the volunteers, in order to help volunteers as they arrive so they know where to go and what to do.

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- Ticket prices were discussed and it was agreed upon that each ticket would be \$0.50 and each booth would determine the number of tickets needed to participate in that booth's activity. School staff will man the stations where patrons can purchase tickets.
- Cameille also shared some other items which included:
  - She was working on 75-125 t-shirts. Dr. Donen said students can wear these shirts to school as long as they are STEM.
  - She was contacting local radio, TV and paper to advertise.
  - There would be a donation-based giveaway. However, auction type items were needed.
  - Insurance for the event was going to be through AIMS insurance and cost \$305.
- Fundraising Committee: **Tracie Clifford** ([tracie.clifford@chattanoogastate.edu](mailto:tracie.clifford@chattanoogastate.edu))
  - Tracie sent a list of five professional organizations that she was soliciting donations from already and six other companies where she was asking for contact people at these companies.
- Volunteer Committee: **Christina Dietz** ([cdietz@epbfi.com](mailto:cdietz@epbfi.com))
  - Christina was going to spend her time focused on getting volunteers for the STEM Jubilee as discussed above.
- Staff Appreciation Committee: **Trish Cox** ([tscox@epbfi.com](mailto:tscox@epbfi.com))
  - Trish has some plans for staff appreciation items coming up in April.
- Parent Orientation Committee: **Audrea McKnight** ([audreamcknight@gmail.com](mailto:audreamcknight@gmail.com))
  - Audrea was going to work with Dr. Donen on items for next year and also provide feedback for Rising 9<sup>th</sup> Grade Parent Night in April.
- Outdoor Classroom Committee: **Lori Warren** ([lori.warren@chattanoogastate.edu](mailto:lori.warren@chattanoogastate.edu))
  - No report tonight.
- Discussion Topic:
  - Prom
    - PLT discussed the idea of having a unique Prom event that would be more inclusive of the unique interests of our students. The idea was suggested by Audrea to have a banquet type event that allowed for students to dress up in formal attire. The team liked the idea of having a formal event and to discuss it more at a later meeting.
- New Business for next meeting – STEM Jubilee focus. The next PLT meeting was planned for the week of the Jubilee to finalize any last minute details.

## Next Meetings

- STEM Jubilee Committee – 6pm on Monday, March 23<sup>rd</sup> at the Boathouse. This is for STEM Jubilee committee discussion only.
- STEM PLT – 6pm on Monday, April 6<sup>th</sup> at the STEM School. This is for all PLT members and STEM Jubilee final details will be focal point of the meeting.