

STEM School Chattanooga

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

Monday, February 8, 2016
Parent Leadership Team Meeting Notes (6pm-7pm)
www.stemschoolchattanooga.net

Meeting Minutes

- Attendance
 - Amy Betts
 - Ellie Betts
 - Michelle Brock
 - Sue Camilleri
 - Tracie Clifford
 - Bill Deckman
 - Tony Donen
 - Julie Hollis
 - Jim Kinkead
 - Shaneka McDowell
 - Bryan Sweetin
 - Cameille Vlietstra
 - Octivia White

- Welcome
 - Sue Camilleri, PLT Meeting Facilitator, opened the meeting at 6:05PM and welcomed all PLT members. She reminded everyone to sign in and began the meeting with committee updates.

- Committee Update
 - **STEM Jubilee Committee: Cameille Vlietstra**

The STEM Jubilee is scheduled for Sunday April 17, 2016 and there will be free parking. Jubilee Booths for Students, Community Partners and Sponsors. Community booths (will not be charged for booth, they will be selling tickets), Chattanooga Library, Creativity Discovery Museum, TechTown and others including some that are yet unconfirmed. Cameille asks that if there is a group that may want to participant please have them contact Cameille.

The School Booths will include teacher sponsored booths, class booths and /or club booths. Dr. Donen will verify which ones will be participating.

Key sponsors are SunTrust, 1st Tennessee, EPB, Atomic Films, Chattem, etc.

Cameille is working with Jackie Gray about a select number of food vendors will participate with a mixture of different offerings including dessert and coffee/drinks options. The suggestion is to charge \$100.00 dollars and ask for feedback on the process for next year's STEM Jubilee.

Amy requested that she needs to know the number of booths, vendors and others that require power and water and that they need to contact her for determining their location.

STEM Jubilee t-shirt will be offered in STEM school colors only so that they may all be uniform appropriate per Dr. Donen. Teachers and PLT members will have a different color in order to stand out for questions and assistance during the Jubilee. Volunteers will be able to get t-shirts prior to the STEM Jubilee. Bill Deckman will be responsible for t-shirts and set up for early pickup. There was discussion on how many shirts to order from 100 to 150 shirts. Trish showed potential designs for the t-shirt art and is

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responsible for the t-shirt design. There was discussion to for t-shirt sales to go through a PayPal account for those sales.

Cameille asked that all artwork from sponsors be in March 25, 2016.

A silent auction will be held during the Jubilee and will be staggered with different value levels of donated gifts. Staggering is to help with getting the auction items to the individual and not hunting down the recipients at the end of the Jubilee.

Ronna Renee suggested that a STEM jubilee "Playbook" be created from this year to assist with future STEM Jubilees and continuity.

Cameille has the insurance form with Huffaker completed and submitted.

Dr. Donen will send a save the date to the elementary schools and flyers to the schools.

The 10th graders will also distribute flyers at the elementary school for their Creative Discovery Museum Projects. Flyers will be printed through Bryan Sweetin. If we have a title sponsor, Cameille hopes to add that to the flyers.

Shaneka is sending a list of all the volunteers to Amy for the STEM Jubilee volunteer needs.

Bryan almost mentioned that the Robotic Club will be in attendance for the Jubilee and that they will need the ability to charge for the robots in a 30' X 30" space. The STEM freshmen will be working on a Sphero golf course that directs the Sphero robots by iPad or iPhone.

Cameille will also check with Chip Baker on tents for the Jubilee.

The next STEM Jubilee meeting will be at the Chattanooga Business Development Center at 6:00PM on February 17, 2016 at 100 Cherokee Blvd # 102, Chattanooga, TN 37405.

Action Items:

1. Contact Camille or Amy if you are approaching a sponsor for the STEM Jubilee and artwork is needed before March 25.
2. Cameille is checking with Jackie Grey on food vendors.
3. Cameille is checking with Chip Baker on tent vendors.
4. Amy is working on the space selection for booths and activities dependent on electricity and water.
5. Artwork for the T-shirts needs to go to Bill.
6. Artwork for flyers needs to go to Bryan.
7. The 10th graders will be distributing flyers at the project associated elementary schools.

Please contact Cameille if you are interested in assisting on the STEM Jubilee Committee. cameillev@chattanoogaacvb.com

○ **Staff Appreciation Committee: Trish Cox**

Discussion was held regarding the distribution of food items for the teachers and how 1 or 2 oranges added up quickly since our stem parents and guardians are very giving and responsive to requests.

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Please contact Trish if you are interested in assisting on the Staff Appreciation Committee. She asks that you send your name and grade in the email. tscox@epbfi.com

- **Parent Orientation Committee: Audrea McKnight**

Audrea was not able to attend the meeting and a report will be communicated at the next PLT meeting.

Please contact Audrea if you are interested in assisting on the Parent Orientation Committee or just have specific questions. A meeting date will be determined soon. audreamcknight@gmail.com

- **STEM Jam Committee: Amy Betts**

STEM Jam (Spring) will be scheduled with the Student Council and Dr. Williamson.

Pi Day will be held the Friday before on Friday March 11, 2016. It may be celebrated the last hour of the school day.

Yearbooks will need to be personalized by March 14, 2016.

Please contact Amy if you are interested in assisting on the STEM Jam Committee. abetts77@gmail.com

- **Volunteer Committee: Shaneka McDowell**

Shaneka is sending a list of volunteers to fill volunteer positions for the STEM Jubilee.

Please contact Shaneka if you are interested in assisting on the Volunteer Committee. nekam28@gmail.com

New Business

- **Robotics Club Fundraising –**

Bryan asked if the PLT had the funds to assist with the Robotics Club trip to Huntsville. Each child is \$150 for room and transportation. There are 20-30 students going on the trip and assistance would be helpful. Based on the outcome of the STEM Jubilee, the PLT may be able to donate funds to the robotic club for the next school year.

TN Ready Testing

Meeting ended at 7:09 PM

Next PLT Meeting – March 21, 2016