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, August 20, 2018
Parent Leadership Team Meeting Notes (6:30pm-7:30pm)
www.stemschoolchattanooga.net

**Agenda**

- **Attendance**
  - Celestial Allen
  - Jared Brewer
  - Michelle Brock
  - Cheryl Cambron
  - Lijun Chen
  - Amy Comeaux
  - Allison Deckman
  - Jim David
  - Sue Dodson
  - Tony Donen
  - Julie Gersch
  - Joel Griffeth
  - Octivia Johnson-White
  - Greg Lewis
  - Mendi Murphy
  - Nicky Murphy
  - Terrie Quering
  - Christy Reed
  - Mary Reed
  - Jessica Riley
  - Terrance Riley
  - Virginia Tompkins-Grannie
  - Marvella Willis

- **Sign In and Welcome**
  - Cheryl Cambron – PLT Meeting Facilitator
  - Terrie Quering – PLT Meeting Notetaker
  - Introductions
    - Everyone introduced themselves and who their children are and grades they are in.
    - PLT supports the students – the students lead and do the bulk of the work for initiatives at the school.

- **Committees:**
  - **Staff Appreciation Committee: Nicky Murphy**
    - Staff Appreciation coordinates meal once a month for teachers and staff.
      - Families sign up to send in food items for the meal.
      - Students bring in the food in the morning or parents bring it to school by the school at 11:00.
      - Parent volunteers for set up (11:00 a.m.) and clean up (around 1:00 p.m.) are needed; lunch is at noon.
      - The first meal this year is scheduled for September 12.
    - Staff Committee also collects gift cards for teachers at the end of the year.
    - If want to help set up & take down Nicki would like your phone number.
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

- It was suggested to add volunteering to the food sign-up so parents can sign up if they are available for that date.

- **Student Council: Allison Deckman**
  - Allison explained that Student Council (doesn't do a dance) puts on a social evening Student Council designs themselves – called STEM Jam. The event is for all students. There are different activities in different rooms (food, gaming, 4-square, music) Food is pizza/student friendly food.
  - Kids do most set up. But some parent set up & clean up is helpful.
  - Notifications for STEM Jam will arrive via Dr. Donen's emails.
  - There is a fall STEM Jam and possibly one in the Spring (last year's was a murder mystery).
  - Student Council runs spirit week.
  - Student Council has food sales (sell bagles, doughnuts, coffee) during the school year.
  - Dr. Williamson in charge of spirit wear (t-shirts, hats, etc.).
  - Allison would like numbers/emails if you have questions or offer to help.

- **STEM Jubilee: Michelle Brock**
  - Last year the Jubilee was a 2-day field trip for elementary kids throughout Hamilton County.
  - Booths were run by students (as well as other schools – Signal Mountain & GPS and community organizations -- CDM, TN Aquarium, etc.).
  - Dr. Donen wants to reach the community and excite kids about STEM. The best way is to have HS students excite elementary students with hands-on engaging activities.
  - Michelle will need help with sponsorships – corporate contacts
  - Additionally some parents are needed to help with set up/clean up and a few parents in the day for support tasks.
  - Last year the Jubilee had 80 booths.
  - 3000 elementary students were in attendance.
  - The event made money – $6.00/elementary student was charged to cover costs. The additional funds are helping fund the fund digital fab lab.
  - Hamilton County is very supportive of this event.
  - Mr. David already has schools/teachers asking about this year’s event to be sure they have funding and it’s on their calendar.
  - Hopefully we will be able to use Chat State gym for next year again.

- **Silent Auction Committee: Tara Bennett**
  (25th wedding anniversary tonight!): From Tara
  - I am in need of people to: procure auction items, set up/take down night of the event, work auction floor night of the event, cash register help, and set up an online viewing of auction items.
  - The request of letter for donations is already written and available for distribution. Once I have a list of folks interested with the auction I can share
PLT Purpose: To lead the greater parent group (Parent Organization) in support of the STEM School through planning, overseeing, and implementing PLT initiatives

- Estimated time commitment:
  1. request for donations = variable
  2. meeting to discuss event logistics – 2 hours max
  3. set up – 1 hour night of event at 5:30 pm
  4. take down – 1 hour night of event at 8:00 pm

- Interested folks – please leave your name/contact info with Cheryl and Dr. Donen. I will reach out to you in the next week.

- The Silent Auction is during STEM showcase (in December)
  1. The STEM showcase is where students from all grade levels show off their PBL projects
  2. The Silent Auction takes place during that time.
  3. Last year the Silent Auction offered items such as restaurant gift certificates, to free braces from a local orthodontist, pool floats, hair salon gift certificates, personal trainer sessions from gyms, car detailing, golf & tennis lessons, weeks at local summer camps, etc.

- Cheryl Cambron passed out sign up sheet.
- Dr. Donen said that every student comes to this event. Each grade level shows off their projects. Over 600 people attended last year. This is the fundraiser the parents host for the school.
- Tara appreciates all who can assist in collecting donations for this event. She asks that before contacting a company you contact her. She will check her list to ensure that multiple people do not contact the same vendor.

Public Relations: Jennifer Crutchfield (in Portland, Oregon helping son Will with Reed College move in) – new to STEM
- Public STEM School Facebook page - working with Mr. David - a page with general information
- STEM School Jubilee Marketing
- Marketing/PR support to PBLs and School Teams
- Dr. Donen’s additional input
  1. Jennifer is working on making Jubilee day official STEM day of Chattanooga City.
  2. She hasn’t asked for help yet, but this committee is just formulating now as it’s a new committee this year.

Volunteer and Social Media Committee: Shaneka McDowell
- Dr. Donen asked the question was asked, “Do we need two FB pages – since the PR will now be having a public page?” In the past STEM hasn’t had a public one since he didn’t want to manage it. STEM has a Twitter page – staff can contribute to.
PLT Purpose: To lead the greater parent group (Parent Organization) in support of the STEM School through planning, overseeing, and implementing PLT initiatives

- Students created one 4 years ago and Jennifer (from PR committee) will be managing that.
- It was decided to keep the private page for parent questions (bus routes, resale of clothing, etc.) that aren’t for the general public.
- It was asked that Amy Robinson send a link to the freshmen parents for the private FB group.
- In order to be accepted to the private FB group you must know the house your child is in at STEM.

- National Honor Society Committee: new – Sue Dodson
  - Sponsored by Ms. Millard who would like a parent to work with.
  - Help is mostly needed on induction night and some events.
  - Sue Dodson volunteered for the position.
  - Induction ceremony in the spring
  - Last year was the first year to have the ceremony

- Additional Committees to Add in 18-19
  - None offered

New Business

- Open House Date – Tuesday September 25th 6:30 pm
  - Designed and run by Student Council
  - Students tell teachers & parents what to do
  - It is a structured event; arrive on time as there is a schedule
    - There was one last year.
    - Each year it depends on what the students decide.
    - Last year (and the past few years) parents stayed in one room and the teachers rotated through.
    - Last year each club had a table to show what they are about.
  - Student council committee may ask for snacks for this event. Watch for emails.

Next Meeting
Monday, September 17th at 6:30 pm