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, April 24, 2017
Parent Leadership Team Meeting Notes (6:30pm-7:30pm)
www.stemschoolchattanooga.net

---

**Agenda**

- **Sign In and Welcome**
  - PLT Meeting Facilitators – Amy Betts and Cameille Vlietstra

- **STEM Jubilee:** **Michelle Brock** (mbrock1015@hotmail.com)
  - Finalize Last Details – Check sheet
  - Sponsors
    - Sponsors (First TN, EPB and Amazon) in place. UTC also has been added.
  - T-shirts
    - Ordered. Cameille will receive and bring them.
  - Booths
    - Booths ready to go. Includes 8 other schools and 2 community booths.
  - Tables
    - 45 ordered. Table wraps for some tables have also been purchased to be used.
  - Food/Drinks
    - Sam’s Club pre-order: 500 hot dogs, chips, water, pop
    - Allison Deckman will work with Jackie Gray to get the food
  - Flyers
    - Over 3000 out to schools
    - Michelle has also posted around town
  - Advertisement
    - Media advisory went out by Cameille
  - Volunteers Needed and Sign Up
    - Only about 15% of spots filled up.
    - Another email will be sent from Amy Robinson to parents. Will edit first email.
  - Ticket Rolls
    - Purchased.
    - Bryan Sweetin will make Food & T-shirt bucks to be used at food and t-shirt booths. That idea was liked the best everyone.
  - Banners
    - Done and first banner is already hanging on Amnicola Hwy.
  - Weather – rain or shine
    - Rain… sprinkling – not torrential downpour.
  - Other
    - Signs for Booths: There will be a sign for each booth. Being made in FabLab.
    - Insurance: Done months ago.
    - Silent Auction:
      - 10 guitars will be sold for $100 each as buy now.
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

- Tara Bennett is making sheets for auction.
- All items in dollar increments.
- Initial bids will be determined by Tara.
- Some items will be left off tables for safe-keeping (like gift cards, etc.).
- Tara Bennett will send letter to Dr. Donen for him to put on school letterhead to be given to donors.
  - Sound System: Megaphone in Dr. Donen’s office will be used.

- Other Committees and Future Committees:
  - Staff Appreciation: Shelly Green will continue to head up in 2017-2018.
    - Will collect gift cards for end of year teacher appreciation.
  - STEM Jubilee: Michelle Brock will continue to head up in 2017-2018.
  - Volunteer: Shaneka McDowell will continue to head up in 2017-2018.
  - PLT Facilitators: Karry Koppully and Bryan Sweetin will facilitate PLT meetings in 2017-2018.

- Final PLT Meeting Date:
  - Monday, May 8 at 6:30pm