

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.

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- 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