

MEETING TYPE – Check one (X)

Administrative Team	Leadership Team X	Grade Level	Department or Content	School Council	Grade Level or Department Chair	Other
	Members Present: Dr. B. Bolden Mr. J. Potter Mrs. L. Hawkins Mrs. Hartery Mrs. T. Dunlap Ms. D. Pitts Ms. A. Carter Ms. T. Pearson Mrs. K. Spencer					

OPENING:

The purpose for the meeting was to express the paradigm shift that R. E. McNair Discovery Learning Academy will be under taking in the next 18 months. Dr. Bolden expressed that the school will be making a shift from the focus on EIP students (under performing students) to providing performing and excelling students with S.T.E.M. academic opportunities that will help them improve in the area of critical thinking.

WORK SESSION:

- (1) Use of Science Lab – the science lab is to be used by all classes at least once a week unless a program or field trip interferes. **Ms. Carter** will be providing a schedule and create the science lab sign-in sheet (teachers are to sign-in during the time their class utilizes the lab)
- (2) **Ms. Carter** expressed a need for the science lab to be cleaned. **Ms. Pitts** will assist **Ms. Carter** in this effort.
- (3) Change of the school lesson plan template to ensure that the school is complying with the expectations for S.T.E.M. certification (The Goal). **Mrs. K. Spencer** and **Mrs. T. Pearson** will be working on adjusting our lesson plan template to meet these needs.
- (4) **Mrs. Hartery** and **Mrs. Dunlap** will no longer be used as administration for the remainder of the year these ladies will be used as support for our struggling teachers. This directive will start immediately.
- (5) Scheduling and Coding for labs for next year. There will not be a science lab code and we will need to find out from county office how we will code our labs to verify our S.T.E.M. initiative and for certification. **Mr. Potter** and **Mrs. Hawkins** will keep working on that issue to ensure all coding is correct.
- (6) S.T.E.M. Team Year 1 needs to make time for vertical planning for the remainder of the school year. (**T. Pearson, K. Spencer, A. Carter, D. Pitts, K. Fletcher, & P. James**)
- (7) Mr. Grant will be on the Specials rotation for the reminder of the school year. (**Mr. Potter**)

CLOSING:

Please make sure that you complete your assigned task.

Next Steps:

- Communicate with IT because the science lab phone does not work and movement of displaced computers to Mrs. Dunlap’s room 1182. (Mrs. K. Spencer)
- Order college pennants for hallways, lab jackets for display, goggles and aprons for display.
- Create a vertical planning schedule for S.T.E.M. [Tentative Thursday from 1:30 – 2:15 (45 minutes)]