

MEETING TYPE – Check one (X)

Administrative Team	Leadership Team X	Grade Level	Department or Content	School Council	Grade Level or Department Chair	Other
	<b>Members Present:</b> Ms. D. Pitts Ms. A. Carter Ms. T. Pearson Mrs. K. Spencer Ms. K. Fletcher Ms. P. James					

**OPENING:**

Mrs. Spencer opened the meeting with a status report on the following items: Robotics Lab, Science Lab clean up, and the creation of a S.T.E.M. computer lab.

- Robotics lab is ready for use; however the computers for the lab have not yet arrived. Suggested lessons – focus on background knowledge since none of the students have had robotics before.
- Science lab cleanup is continuing and should be complete by Wednesday close of business.
- Computer Lab – the technicians came out today to survey the needs of the room and informed Ms. Spencer, Dr. Bolden and Ms. Simmons of what needs to be done in order to complete this task.

**WORK SESSION:**

- (1) **Science Lab concerns and needs** – The lab need containers of all sizes to hold materials; we need paper of science journals, we need the kennel moved.
- (2) **Robotics Lab schedule** – Mrs. Spencer and Mrs. Pearson will coordinate the schedule but following was requested for the following classes (These are not good days for the following teachers – Pitts/Monday, Carter/Tuesday, Pearson/Wednesday, Spencer/Friday)
- (3) **S.T.E.M.-ifying the building** – Is there a due date? Can this coincide with May 9<sup>th</sup> S.T.E.M. day? For the Robotics Lab – Mrs. Spencer will buy pencils and we will have students build the word robotics with the pencils and glue them.
- (4) **EIE kits** should be returned to Mrs. Spencer or Ms. Carter in the Temporary Robotics Lab.
- (5) **May 6<sup>th</sup>** will be an assembly for ALL STEM classes – Science is for Everyone at 8:30 in the cafeteria.

**Question and Answer:**

What do we plan on spending our \$20,000 on?

How do we plan on setting up the school store to help fund S.T.E.M.?

**CLOSING:**

We will not meet again until May 6<sup>th</sup> due to CRCT Testing. Please mark your calendars.

**Next Steps of March 28<sup>th</sup> meeting:**

- 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) **DONE**
- Order college pennants for hallways, lab jackets for display, goggles and aprons for display. **DONE**
- Create a vertical planning schedule for S.T.E.M. [Tentative Thursday from 1:30 – 2:15 (45 minutes)] **DONE**

**SCHOOL: McNair Discovery Learning Academy**

**DATE: April 15, 2014**

**Next Steps of April 1, 2014 meeting:**

- **Mrs. K. Spencer** find out about template approval or modifications that need to be made. **In Progress**
- **Mrs. K. Spencer** and **Ms. Carter** find out if Fernbank has any Lego robotics kits for check out.
- **Ms. Carter** and **Ms. Pearson** make a Science Lab supply list. **Done**

**Next Steps of April 15, 2014 meeting:**

- Have kennel removed from science lab– **Dr. Bolden** and **Ms. Simmons**
- Provide due dates for Stemifying the building – **Mrs. Spencer** per **Dr. Bolden**
- Robotics Lab Schedule – **Mrs. Spencer** and **Mrs. Pearson**
- Science Lab clean up – **Ms. Carter**
- Completion of Robotics Lab board – **Mrs. Pearson's 4<sup>th</sup> grade class**