

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: Ms. A. Carter Ms. T. Pearson Mrs. K. Spencer Dr. Bolden					

OPENING:

Dr. Bolden asked “what are the remaining items that need to be taken care of prior to Tuesday’s visit.”

Mrs. K. Spencer replied “STEM-ification of the building and completion of the science lab.”

WORK SESSION:

- (1) Items that need to be in place for May – (1) S.T.E.M. criteria (including test scores), (2) Class size, (3) S.T.E.M. letters of acceptance, and (4) waiting list
- (2) **S.T.E.M. Day – May 9th**
 - a. Rotations will begin at 8:30 (each rotation will be about 20 minutes)
 - b. Will need materials for the edible car
 - c. Would like to have refreshments for our guest
 - d. We will need 3 subs

Question and Answer:

Do we know who the S.T.E.M. teachers are going to be for next school year? Response not yet – we will know more after the county job fair.

Will we be able to get shirts for Mr. Carl McNair?

CLOSING:

We will not meet again **Monday, April 28, 2014.**

Next Steps of March 28th 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**

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** **Done**
- Robotics Lab Schedule – **Mrs. Spencer** and **Mrs. Pearson** **Done**
- Science Lab clean up – **Ms. Carter** **In Progress**

SCHOOL: McNair Discovery Learning Academy

DATE: April 22, 2014

- **Completion of Robotics Lab board – Mrs. Pearson’s 4th grade class Done**

Next Steps of April 22, 2014 meeting:

- **Get subs for May 9th – Carter and Spencer**
- **Check with Mr. Walker about food for guest – Carter and Pearson**
- **STEM-ifying the building – all STEM teachers**