

SCHOOL: McNair Discovery Learning Academy

DATE: May 1, 2014

MEETING TYPE – Check one (X)

Administrative Team	Leadership Team X	Grade Level	Department or Content	School Council	Grade Level or Department Chair	Other S.T.E.M.
	Members Present: Ms. A. Carter Ms. T. Pearson Mrs. K. Spencer					

OPENING:

Mrs. K. Spencer asked if everyone had a chance to look at the sample goals that have been laid out by other schools. Mrs. Spencer said “that we will use these documents as a model to create our goals”.

WORK SESSION:

- Creation of a mission statement was tabled to have a chance to look at other schools or districts that have a mission statement for S.T.E.M.
- Set Goals for the next 30 days due date **May 30th**.
 - May 5th – Science Lab needs list will be sent home.
 - Students that will remain on the STEM track will receive letters stating their placement for the 2014-2015 school year.
 - Students that will be removed from the STEM track will receive a letter stating their placement for the 2014-2015 school year.
 - Acquire class list from Mr. Potter to begin reviewing student requirements for STEM placement.
 - Identify the STEM teachers for the 2014-2015 school year
 - Create STEM class rosters
- Goals for the next 60 days due date: **June 30th**
 - Contract business partners
 - Get T-Shirt vendor information. See if we can get the same deal (3 for \$20)
 - Plan to have a luncheon or tour of the school for business partners.
 - Teacher training and planning of units, EIE integration, Engineering Design Challenge Days, and field trips.
 - Order school supplies for school store and to sell teacher requested materials for registration.
- Goals for the next 90 days due date: **July 30th**
 - Continued - Teacher training and planning of units, EIE integration, Engineering Design Challenge Days, and field trips.
 - Turn in field trip paperwork
 - July 21-25; Parent STEM meeting
 - Begin selling school supplies

Next Steps:

- Type up McNair DLA STEM Goals and Checklist for the 2014-2015 school year – **Mrs. Spencer** ✓
- Get class lists from Mr. Potter – **Mrs. Spencer** ✓
- Science Lab Supply List needs – **Ms. Carter** ✓
- Letters for remaining and dropped STEM students – **Ms. Pearson and Mrs. Spencer.**
- Develop class rosters – **Dr. Bolden, Mrs. Pearson, Mrs. Spencer, and STEM team members** ✓
- Registering for summer STEM trainings – all **STEM teachers** that have not received training ✓
- Plan dates for planning – **Dr. Bolden, Mrs. Spencer, and Mrs. Pearson**

CLOSING:

We will meet again **May 6, 2014** (Mrs. K. Spencer will have to leave for STEM district meeting).