

September 1, 2015---Summit PTO Minutes:



Present: Staci Randall, Tracy Walker, Andrew Lear, Dani Phillips, Liz Meeley, Sherry Long, Marcie Simons, Clara Balsmeier, and Chelsea Tanke.

Meeting called to order at 7:04 pm.

Old Business:

- I. Introductions
- II. Approval of April 7, 2015 Minutes: Staci Randall presented

Motion made by: Sherry Long Motion seconded by: Dani Phillips

Voting: Unanimously approved

New Business

III. Treasurer's Report: Review of Final Treasure Report from 2014/15 presented by Tracy Walker.

1. Friends of Summit, which is direct donation to the PTO, started mid-year. Made \$270
2. End of Year Balance is \$5,498.30
3. Motion made by: Marcie Simons Motion seconded by: Liz Meeley

Voting: Unanimously approved

4. Principal's Report: Joy Wiebers unable to attend but sent summary: .
5. President Report

- i. 225 people have registered for Summit PTO online. Will cross-check with office for paper registration and create a complete list.
- ii. Committee chairs all filled except one - need to find 2 people to co-chair Fundraising Committee.
- iii. Newly created Summit Facebook Page! [Summit-PTO Johnston]
- iv. Clarification of Community Day, which is an introduction to volunteering for students. Last year changed format from rotating through stations of speakers to having the students volunteer their time on a project. Last students collected food items (skating party and dance) and cash (coin drive) for about a month ahead of time and then each student filled a Friday Friends bag. Plan to do the same project for 2015/2016

VI. Approval of 2015/2016 Budget

- i. Already raised \$1574.86 in fees plus \$500 donations from Friends of Summit
- ii. As of Sept 1, have not received funds from Purple Party 2015. Repeated contact to Purple Party

board

have gone unanswered. We are hoping for at least \$1200.00.

iii. Misc income: bank interest, Amazon Smile, Shoparoo, etc.

iv. Teacher Grants [last year \$14,000 requests but only able to fund \$7,000] PTO works to fulfill grants that students can use more than once or assist a multitude of students.

Motion made by: Liz Meeley Motion seconded by: Dani Phillips

Voting: Unanimously approved

V. Committee Report

- i. Hospitality/Staff Committee; presented by Staci Randall for Marian Stimson
 - a. Able to spend \$5/staff member
 - b. August Birthdays delivered today and included a \$3 Panera Gift Card and bag of homemade Chex Mix presented in decorated bags.

ii. Fundraising

- a. \$2,000 to \$3,000 to raise before December 1. We accept grants in December and vote in January.
- b. Ideas
 - i. SCRIP: 3% profit, but need someone to run (1 or 2 people/yr)
 - ii. BNI Group: As you frequent a business they would put \$ into a fund designated for Summit PTO. These would be businesses that people would normally use.
 - iii. Restaurant Night: One night a week for a month - Culvers, Buffalo Wild Wings, Pizza Ranch (tips!), Roadhouse (?).
 - iv. Theater Night?
 - v. Target Card - remind parents to change to Summit
 - vi. New APP - Shoparoo: take pictures of receipts where you shop. You gather points and/or enter into drawings.
 - vii. Box Tops: Mrs. Irvine collects these but perhaps work with her for a portion of proceeds? Tech is not in the budget.
 - viii. Magazine Sales: School run but PTO receives a portion of the sales. This year they are raising money for "Project Lead the Way" VEX robotic kits. Only have purchased enough for one class but would like to have enough for all students. \$375,000.
 1. Asking for PTO help to staff tables, tabulate orders, etc.

VI. Principals report - Mrs. Wiebers was absent

Meeting adjourned at 8:06 pm.

Motion made by: Chelsey Tanke

Motion seconded by: Clara Balsmeier

Voting: Unanimously approved

Summit Middle School Minutes, Johnston IA

October 6, 2015

Attendees: Tracy Walker, Staci Randall, Paulette Langwith, Liz Meeley, Sherry Long, Dani Phillips, Susan & Dave Bailey, Joy Weibers, Lora Trost

Called to Order 7:04pm [Tracy Walker]

Old Business

1. Approval of Minutes

1. Motions made to approve: 1st - Sherry Long, 2nd - Dani Phillips
2. Unanimous approval

New Business

2. Treasure Report – Paulette Langwith

- a. \$10,000 in account
- b. Noted that Operating expenses need at least \$10,000 to cover
- c. Friends of Summit – Successful
- d. Duct Tape Event - \$882.00 profit
 1. Motions made to approve: 1st - Laura Trost; 2nd - Dave Bailey
 2. Unanimous approval

3. Principal Report – Joy Weibers

- a. Magazine Sales – preparing PTO for the likely decision that Summit School will be asked to give this up and would PTO be interested in taking this over.
 - i. Profitable but decreasing profit each year
- b. New Schedule
 - i. Summit Strong – successful
 - ii. Extension/interventions
- c. Communities are a hit/miss
 - i. Fusion is gone
 - ii. New “Moodle” at the HS and MS level
- d. 7th Grade four person team to help transition to Middle School
- e. Conferences approaching
 - i. 6th Grade will meet with two teachers
 - ii. 7th grade will meet with LA/Sci or Math/SS
- f. 2 lead teachers TLC (Jessica Todd & Josh Greenly) will work with a new free system
- g. Discussion with First Mentors Susan and Dave Bailey who are questioning Project Lead the way vs. First
 - i. Their concerns - does PLTW offer feasibility to all students?
 - ii. PLTW is a district connected program that is launched in Elementary and leads to gateway at the Middle School level. It does not replace a core class but replaces a rotation. The number hoped for is not a true representation of what is needed.

- iii. District wishes exposure to all – not necessarily all students all the time.
 - iv. Best contact for questions – Chris Bergman
 - v. Question – is First accredited to be a class? PLTW is which why the JH district went with that over First. Mrs. Weibers will check into this.
 - vi. Perhaps use SAS as First Support.
 - h. A huge Thanks to those parents who helped out during the Duct Tape Rally! Hawk Duct Tape colors won over ISU and then Hawks won the game!! Great Prediction!
 - i. Lori Hoffman, Essie Maller, Jean Jansen, Shellie Kreps, Laura Gibson, Staci Randall, Jean Sweet, Angie Lenderts, Allen Hentscher and Katy Clark. A BIG Thank you to Chelsey Tanke for organizing this event
 - i. Magazine Sales – names of volunteers who helped with Booklets, Slips, and Prizes; Carla Hart, Melissa Inman, Gretchen Baldwin, Melissa Oliver, Shellie Kreps, Kristin Warwick, Allen Hentscher, Julie Sokolowski, Mindy Dougherty, Chelsey Tanke, Jean Sweet, Shelley Kehoe, Missy Winterboer, Dani Phillips, Jodi Jenkins, Rita Holter, Clara Balsmeier, Staci Randall, Mary Skinner, and Mindy Dougherty
 - j. Thanks to Sherry for posting pictures on facebook
 - k. Tracy note?
 - l. \$4000 for teacher grants – December approval
4. Committee report
- a. Conference Meals, October 29 – Lora
 - i. Who contact?
 - ii. Nutrition services have prepared meal for the past 2-3 years [Lasagna & dessert]
 - iii. Parents contribute drinks
 - iv. Jenna is able to line up food service and then parents sign up
 - v. Hospitality committee there to help
 - b. Bookfair October 26-29
 - i. Both conference nights – no classroom location yet
 - ii. Some daytime hours & Tues/Thursday conferences
 - iii. Fall proceeds Scholastic dollars for LA teachers; spring proceeds Library
 - c. SCRIPT
 - i. Shop w/script
 - ii. One time order of gift cards
 - iii. Customers pay face value, then PTO receives a % rebate by store
 - iv. Holiday theme in order to get cards to people by Thanksgiving break
 - v. Put out order sheets by Monday, October 26 – due date Wed Nov 4. Order cards 5 or 6 of November to have cards by November 18
 - vi. Send cards home with students or collect in office
 - d. Village Inn pie order
 - i. \$8.50 for a \$10.99 fruit pie – we decide how much to charge for cards
 - ii. Question – can you pre-order pies using the card? Staci will check
 - iii. Ultimately decided to wait on this fundraiser
 - e. Gym bags
 - i. Will put in registration next spring but for now will offer at conference for \$15
 - f. Goal!!! Raise \$ by December!!

- g. Sherry is organizing a Buffalo Wild Wings for November 4, 2015
 - i. 11am to close
 - ii. 10% of pre-tax sales for that day
 - iii. Flyers and eflyers given out
 - iv. Dine-in or carry out
 - h. Amazon Smile
 - i. Account not set-up due to mis-hap with TaxID #. We needed to be official for this to be active
 - i. BNI – Dani Phillips
 - i. There is an ongoing Johnston Chapter but a new president is incoming so will wait until next meeting for details.
5. 5013C update
- a. Thanks to Jennifer Jaschen who worked Pro-Bono on our Article of Incorporation and ByLaws!
 - b. Filed for Incorporation with Secretary of State and accepted
 - c. Filed for Tax Exempt Status, \$400. May take up to 6 months for approval and be prepared for questions.
 - d. NEW BY LAWS VOTING ON NEXT MONTH! Will be sent to all current members and must be present to vote!
 - e. Note – November 3 meeting will be at 7:30pm due to 7th grade band concert that night.**

Motion to adjourn @ 8:24pm [1st - Dani Phillips; 2nd -Lora Trost – unanimous approval]

Summit Middle School Minutes, Johnston IA

November 3, 2015

Attendees: Tracy Walker, Staci Randall, Paulette Langwith, Liz Meeley, Karen Dhawan, Marian Stimson, Cindy Tuttle, Joy Wiebers, Chelsey Tanke

Called to Order 7:04pm [Staci Randall]

Old Business

1. **Approval of Minutes**

- a. Further explanation First vs. Project Lead the Way
 1. Motions made to approve: 1st – Joy Wiebers, 2nd – Chelsey Tanke
 2. Unanimous approval

New Business

2. **Treasure Report** – Paulette Langwith

- a. Just under \$9,900 in account [\$9837.08]
- b. \$400 written to IRS and \$20 Incorporation Fee
- c. Friends of Summit - \$980 in bank with \$100 to be deposited
- d. Budget going well – Fundraisers & Friends of Summit
 1. Motions made to approve: 1st- Tracy Walker; 2nd – Cindy Tuttle
 2. Unanimous approval

3. **Principal Report** – Joy Weibers

- a. Conferences completed.
 - i. This year conferences done with both teachers together. Short but good to meet with both.
- b. Friday was professional learning [no students]
 - i. Good experiences
 - ii. Chose what to study in morning with discussion in the afternoon.
 - iii. Media group worked on Maker Space discussions; Maker Space just in Elementary but hope to incorporate into MS also.
- c. November
 - i. Summit strong going well
 - ii. Extension/Intervention
 - iii. Communities doing fun things with PBIS
 1. Veterans Day Nov 11 – Staff excited about having students choose what to celebrate
 2. Guest Speaker “social hour” and then they receive a bag of thanks.
 3. Goes back to giving back to JH Community
 4. Leadership course at Camp Dodge
 5. Respect for Veterans instead of using tickets for purchasing at store
- d. Summit Strong has replaced Extended Math
 - i. Attempt to incorporate more into minutes students has at Summit

- ii. Teacher connection better in Summit Strong
- iii. New concept – great place to start
- iv. More support instead of pulling students out for advanced class

4. President's Report

- a. Thanks to Chelsey Tanke for Gym Bags; Lisa Jones & Laura Gibson for Book Fair; Lora Trost for Conference dinner; Mary Skinner for Decorations; Essie Mally for clean-up
- b. Teacher Staff Grants
 - i. Letters out in a day or two and need to be returned by Thanksgiving Break
 - ii. Will make decision at December meeting
 - iii. Need an extra 1 or 2 people to help with decisions
 - iv. \$4000 budget [fundraisers so far are Duct Tape contest, Buffalo Wild Wings, Gym Bags, SCRIPT cards]
 - v. Have not heard about Magazine sales totals

5. Committee Report

- a. Bookfair October 26-29
 - i. None available
- b. Staff Appreciation
 - i. Thanks to Volunteers
 - ii. \$280 for meal
 - iii. Volunteers provided drinks and desserts
- c. Fundraiser update
 - i. SCRIPT sales slow
 - ii. Buffalo Wild Wings – November 4 11am to close and we get 10% of proceeds.
- d. Gym bags
 - i. 31 sold so far hope for 40 by end of sale.
- e. Discussion about smaller fundraisers vs. one large one but try not to compete with Magazine sales
- f. BNI – Dani Phillips
 - i. JH group of services used – get a % when using their service (group includes doctors, dentists, etc)
 - ii. There is an ongoing Johnston Chapter but a new president is incoming so will wait until next meeting for details.

6. By-Laws update, approval, and voting

- a. Accidental oversight that Summit MS not incorporated or 5013C
- b. Filed for Incorporation with Secretary of State and accepted
- c. Filed for Tax Exempt Status, \$400. May take up to 6 months for approval and be prepared for questions.
- d. New By-Laws needed so generalized current to code with help of Lawyer.
- e. Sent to all current paid Summit PTO members and must be present to vote!
- f. **Voting – Unanimous; 1st motion Tracy Walker; 2nd motion Marian Stimson**

7. Further questions and discussion

- a. Chelsey Tanke – Summit Community Day;
 - i. As per last year or do we need to rework?

- ii. Idea went well instead of bunch of speakers [in the past a bunch of speakers but last year gathered in one big event]
- iii. Skating party, coin drive, after school dance, snack contest
- iv. Time and money went to Backpack Buddies for Lawson and Beaver Creek Elementary
- v. Collected about \$5500 so filled about 1200 bags at about \$5 per bag
- vi. Would like to do this again but Food Bank now fills Backpacks
- vii. Is it possible to work with Food Bank to allow students to fill [Chelsey will contact if approved]
- viii. Hoping to educate students of giving back to local community
 - ix. But realized MS not supported and there is a need to feed MS students – can we incorporate MS into this process?
- b. Author visit – Cindy Tuttle
 - i. Grant from last year \$1100
 - ii. Question about payment – did Summit pay for \$1100 or PTO still has in budget?
 - iii. Paulette will double check to ensure PTO didn't use a larger check [noticed #1269 paid on 4/2/2015 to Mr Trobaugh]
 - iv. Front office will check their records also
- c. Discussion over supporting Teachers as well as students, would PTO be able to fund this?
- d. Discussion over changing Johnston City demographics
- e. Warm Weather drive – Channel 13 is helping promote

Motion to adjourn @ 8:39pm [1st – Chelsey Tanke; 2nd – Tracy Walker – unanimous approval]

Summit Middle School Minutes, Johnston IA

December 1, 2015

Attendees: Tracy Walker, Staci Randall, Paulette Langwith, Liz Meeley, Karen Dhawan, Joy Wiebers

Called to Order 7:08pm [Tracy Walker]

Old Business

1. Approval of Minutes

a. No adjustments

1. Motions made to approve: 1st – Staci Randall, 2nd – Paulette Langwith
2. Unanimous approval

New Business

2. Treasure Report – Paulette Langwith

- a. Just under \$11,000 [\$10,882.96]
- b. Format expanded in order to see where money is going
- c. Tracking Fundraiser profit
- d. Summit did pay for author visit last year so PTO has added \$11 back into account.
 1. Motions made to approve: 1st- Staci Randall; 2nd – Tracy Walker
 2. Unanimous approval

3. Principal Report – Joy Weibers

- a. College Pride Day
- b. Group of students went before the school board expressing interest in starting a Sign Language Club (Sherri Long was their sponsor)
 - i. Johnston District is working to incorporate Deaf students into the JH district with comfort

4. President's Report – Tracy Walker

- a. Thanks to those who helped with the Grant Meeting held earlier today [Staci Randall, Tracy Walker, Paulette Langwith, Liz Meeley, and Karen Dhawan]
- b. Thanks to Chelsey Tanke for organizing and ordering drawstring bags. Sold 58 bags and have some leftover if anyone is interested.
- c. Thanks to Sherri Long for organizing the Buffalo Wild Wings fundraiser
- d. Working on email to remind PTO members that their donations to PTO are tax-deductible. Also want to include mention that there are leftover swim bags and still able to order spirit wear – both these items make great Christmas gifts.
- e. Need to reconnect with the Bling Factor and reconnect Amazon Smile.

5. Committee Report

- a. Bookfair October 26-29
 - i. \$5697.48 – profit of \$2674.70 in Scholastic Dollars which will go to Media Specialist and Literacy Teachers.
 - ii. Unfortunately missed some book releases.
 - iii. Spring will be down, about \$4500

6. Grants

- a. Four Grants submitted
 - i. Stacy Irvine
 1. 7th grade – Stability balls.
 2. \$149 plus \$25 S&H
 - a. Approved
 - ii. Cindy Tuttle
 1. Media Specialist – book repair machine and supply kit.
 2. \$1195 plus \$100 S&H
 - a. Approved
 - iii. Jared Power
 1. 6th and 7th – Apple iPad Air 2 for students with behavioral needs
 2. \$550
 - a. Approved with condition that if costs less than \$550 they may use leftover funds for APPs.
 - iv. Rich Gradoville
 1. 6th & 7th – online Basic math fact learning tool for 2015-2016 year
 2. \$1995
 - a. Discussed with Joy Weibers – has Rich asked for prorated since 4 months already gone in school year, is the amount of students who need basic math worth this cost?
 - b. Approved for \$875 but try to work with company to lower cost.
 - v. Will discuss in January the need order Teen Choice Award and Iowa Children's Choice Award books [AEA may match]
- b. **Voting – Unanimous; 1st motion Staci Randall; 2nd motion Paulette Langwith**

7. Further questions and discussion

- a. Unspent fundraiser from Treasurer Report about \$2800
- b. IRS 501c3 APPROVED!!!
- c. Amending Budget – unspent Grant Money
 - i. \$1100 Author Visit
 - ii. Restricted funds (future author visits)
 - iii. General Funds (use next Community Day)
 - iv. Principal Discretionary Fund
 1. In the past have given \$2000 for Principal to use but this year only have \$500
 - v. Keep Grant Money and ask for Spring Grant submissions.
 - vi. Will post these on agenda for January Meeting vote
- d. Paulette Langwith is on the Calendar Committee and provided an overview of 3 scenarios
 - i. Note to parents – if you have further options, please pass on!
 - ii. Motion to adjourn @ 8:19pm [1st – Tracy Walker; 2nd – Staci Randall; unanimous approval]

Summit Middle School Minutes, Johnston IA

January 5th, 2016

Attendees: Tracy Walker, Staci Randall, Paulette Langwith, Sheila Borwick, Joy Wiebers

Called to Order 7:05 pm [Staci Randall]

Old Business-Minutes

1. Approval of Minutes

a. No adjustments

1. Motions made to approve: 1st – Joy Wiebers, 2nd – Paulette Langwith
2. Unanimous approval

New Business

2. Treasure Report – Paulette Langwith

- a. Balance as of 12/31/2015-\$10,782.70
- b. Only paid 1 grant so far. Working with Jenna to get the remaining paid
- c. 2 new donations for Friends of SMS. Total so far \$1,195.00. Will revise and complete donation letters.

1. Motions made to approve: 1st- Joy Wiebers; 2nd – Sheila Borwick
2. Unanimous approval

3. Principal Report – Joy Wiebers

- a. Johnston Foundation approved Summit as their big fundraising project for the year.
 - i. They will be raising funds to revamp the Media Center to make it more as a go to hub for students. It will include areas to plug in electronics and a Maker Space area. Will make it more of a collaborative learning center.
 - ii. Wine and Cheese event to kick off the fundraising will be held at John Deere Financial on Friday, February 5th. Cost will be \$25/person. Details on the Johnston Foundation Website.
- b. Iowa Assessments are coming up. Will have dress up days again, as well as incentives like a movie or recess time.
- c. Sign Language Club was approved by the School Board. Flyers have been posted.

4. President's Report – Staci Randall

- a. December we approved grants in the amount of \$2894.00
- b. Community Day will take place in April. Thank you Chelsea Tanke for being in charge of this.
- c. Purple Party is January 30th, 2016.
- d. 2016-17 Registration Packets are coming soon. We will be revamping out sign up form and add a Friends of Summit letter and a flyer selling the drawstring bags. Will put Spiritwear flyer in summer mailer.
- e. Cookie Walk will be in March. Staci will contact volunteers to get it set up.
- f. Staff Appreciation-Spring Conference Meal.

- g. Have not seen bill from Fall Conference Meal. Staci will contact Jenna to see if she received it and the school paid it.
- h. Next Newsletter-Contact Sherry to put the following in the next Summit Newsletter
 - i. Spiritwear
 - ii. Friends of Summit
 - iii. Amazon Smile
 - iv. Shoparoo

5. Committee Report

- a. Community Day-Chelsea Tanke was not present. Emailed in progress.
 - i. At this time I am still waiting to hear back from the Iowa Food Bank. If all is a go and we run the dates similar to last year this is what it would look like...

Week of March 28th-Skate Party (this year do both 6th and 7th together)

Coin Drive March 28-April 1.

Summit Social/Dance- Friday, April 1- we did 6th after school from 3-4 and then 7th from 4:15-5:15, I really think we need to rethink this event. We had an ok turn out, but I do believe it could be much better. There was a lot of conflict with track for 7th grade, so their turn out was much less. (could this be an evening event? Do we keep the grades separate?)

What about doing a dodge ball tourney instead? (would this be successful though after Community Ed's attempt at doing it as an after school program-the feedback I heard was all negative about the running of this program-my 2 boys went as well) The top student team faces off against a team of teachers for the big finale.

Maybe we ask about doing a fundraiser "social" event at Sky Zone?

Swim Night? Just offering some ideas...Spring will be down, about \$4500

- ii. All items were discussed and the consensus was...
 1. Like the social idea but maybe do a Friday Fun Night. Have a Dance, Open Gym, Movie and Swimming. To get an idea of how many people are going sell tickets for a \$1 ahead of time (possibly \$2 at the door). Also ask for some sort of food donation to enter as well. Biggest concern was getting parents and staff to help with the event. TSA could run concessions if we think we need it.
 2. No to Sky Zone
 3. Dodge Ball could be part of the Open Gym part at the Friday Fun Event.
 4. Yes combine the grades for all events.
 5. Will share with Chelsea what we discussed.

6. Unspent Grant Money

- a. Money that was available for Grants-\$5,982.00
 - b. Money that was spent on grants-\$2,894.00
 - c. Leftover funds are \$3,088.00
 - d. There is also undesignated funds from Fundraisers (Drawstring Bags and Spiritwear) in the amount of \$874.00. So there is \$3,962.00 total leftover to be spent.
 - e. Options on how to spend \$\$
 - i. \$2000.00 to spend on Teen Choice and Children's Choice Books. Heartland would match that \$2000 so there would be \$4000 total. Copies would be purchased for all Language Arts teachers and for the Media Center. PTO purchased these last year (\$2000)
 - ii. Do a Spring Grant
 - iii. Rollover entire balance to 2016 Fall Grants.
 - iv. Put it towards Principal Discretionary Fund.
 - f. **Decision:**
 - i. **Grant \$2000 to purchase Teen Choice and Children's Choice Books.**
 - ii. **\$1088.00 remaining Grant money to be designated to Fall 2016 Grants.**
 - iii. **\$874 Remaining (undesignated)-\$300 to Staff Appreciation to be spent during Staff Appreciation Week. Remaining \$500 to Joy's Principal Discretionary Fund.**
 - iv. **Voting-Motions made to approve all the above 1st-Tracy Walker and 2nd-Paulette Langwith. Unanimous Approval.**
7. Amazon Smile, Friends of Summit, Employer Matching Funds and Shoparoo
- a. Amazon Smile-Working with Amazon on updating our info from JMS info. We are listed with the company they draw their info from but Amazon has not updated yet. Should be updated in the next couple of weeks. Paulette will check and also make sure our banking info is removed from old account. Tracy will contact JMS about taking over the account.
 - b. Friend of Summit-Doing well, over budget by \$195.00.
 - c. Employer Matching Contributions-Have not received any requests. Will remind people with letter in the Registration Packet.
 - d. Shoparoo-Almost to \$50 earned.
8. Open Discussion-NONE
9. Motion to Adjourn at 8:06 PM. 1st-Sheila Borwick 2nd-Joy Wiebers. Unanimous Approval.

Summit Middle School Minutes, Johnston IA

February 16, 2016 [delayed from February 2, 2016 which was a snow day]

Attendees: Tracy Walker, Staci Randall, Liz Meeley, Chelsey Tanke

Called to Order 7:04pm [Tracy Walker]

Old Business

- 1) Approval of Minutes
 - a) Unable to approve – no quorum (need at least 5 attendees)
- 2) Amazon Smile is working – look for this under Summit not Johnston Middle School
- 3) Audit was completed and all is good
- 4) PTO next year
 - a) Reviewed and edited volunteer list
 - b) Staci will contact current chairpersons to see if they are still going to chair

New Business

- 1) Treasure Report
 - c) \$10,783.99
 - d) Still need to pay for Fall Conference meals & Grants
 - (1) Unable to approve – no quorum (need at least 5 attendees)
- 2) Principal Report – Joy Weibers
 - a) N/A Joy was not present
- 3) President's Report – Tracy Walker
 - a) Working on Community Day and Social Supporting
 - b) Any newsletter ideas need to get to Sheri Long by February 29
- 4) Committee Report
 - a) Community Day [purpose to raise awareness and support Community]
 - i) Three ideas
 - (1) Meals from the Heartland
 - (a) 10 people can pkg 2,000/hr
 - (b) Minimum 20,000 pkgs needed
 - (c) High Schools engage in completion around the metro per week
 - (d) Cost \$4,000 for 20,000 pkgs – Heartland will match for each \$1000 raised
 - (e) April 6 packaging day
 - (2) Sock Drive (not hands on)
 - (3) Lunch Bunch
 - (a) Free lunch program during the summer M-F 11-1pm]
 - ii) Raising funds
 - (1) Coin Drive March 28-April 1
 - (2) Social at School April 1: 3-5pm – tickets \$1 (both 6th & 7th)
 - (a) Multiple stations throughout the gym and possible use of the pool (use Silvercord as lifeguards?)

- (b) Idea of showing a movie but probably not feasible due to licensing cost.
- (3) Skating Party – week of March 28
- (4) Chelsey is going to contact Kohl's about a \$500 grant now that we are officially 5013c
- b) Cookie Walk Friday, March 25
 - i) Location – TBD
 - ii) Need how many number of tables?
 - iii) Drop off afternoon before or morning of
- c) Spring Conference meals
 - i) Thursday, March 3
 - ii) Wraps and Side from Nutrition Department about \$300-\$320
 - iii) SignUp Genius for chips, dessert, water, setup/cleanup

[Motion made adjourn @ 7:59pm; Chelsey Tanke 1st & Tracy Walker 2nd. Unanimous approval.]

Summit Middle School Minutes, Johnston IA

March 1st, 2016

Attendees: Tracy Walker, Staci Randall, Paulette Langwith, Chelsey Tanke, Tammy Coslin and Joy Wiebers

Called to Order 7:07 pm [Tracy Walker]

Old Business-Minutes

1. **Approval of Minutes-January and February 2016**
 - a. No adjustments
 1. Motions made to approve: 1st – Staci Randall, 2nd – Tammy Coslin
 2. Unanimous approval

New Business

2. **Treasure Report** – Paulette Langwith
 - a. Balance as of 2/29/2016 11,258.75
 - b. Received Magazine sales profit check in the amount of \$473.34. More checks will be trickling in at a later date.
 - c. Only 1 grant paid still. Will follow up with Jenna.
 - d. Amazon Smile is all set up and ready to go!
 1. Motions made to approve: 1st- Joy Wiebers; 2nd –Tammy Coslin
 2. Unanimous approval
3. **Principal Report** – Joy Wiebers
 - a. Transportation Letter will be emailed out to all parents. Students moving to JMS next year will receive a letter from JMS and all incoming 6th grade students at the elementary school will received a letter from Summit.
 - i. Will flip the car drop off and the bus drop off. Should help with the traffic.
 - ii. Can pay for busing if spots are available but your child will have to get to the nearest bus stop already established by the transportation department.
 - iii. There is still a chance that busing will be outsourced. Decision will be made by 4/1/2016. This may change the pay to ride program.
 - b. Liz Sullivan has been hired as an enrollment specialist to help new families with the registration process. Trying to streamline it and make it easier for families new to the district especially if they have multiple kids at multiple schools.
4. **President's Report** – Tracy Walker
 - a. March is a busy month. Lots of things going on.
 - b. Thank you Lisa Jones, Laura Gibson for setting up and running the Book Fair so smoothly. Thank you to all the parents who have volunteered their time to work the book fair.
 - c. Thank you Holly Conway and Clara Balsmeier for heading up the Cookie Exchange. Thank you to all the parents who have volunteered to make dozens and dozens of cookies for the teachers and staff.

- d. Thank you Janine Woodsmall and Shellie Kreps for organizing the Spring Conference Meal. Also a thank you to all the parents for donating food items and their time for this event.
- e. Thank you Jenna and Mrs. Wiebers for assisting us in getting all these events set up and for answering our many many questions.
- f. Thank you Chelsey Tanke for heading up and organizing Community Day.

5. Committee Report

- a. Community Day-Chelsea Tanke
 - i. Meals from the Heartland on April 7th. Working on being able to set up the night before in the gym. Joy has emailed Kayla about the availability of the gym.
 - ii. Representatives from Meals from the Heartland will be coming by for a site visit to officially approve us to do this event.
 - iii. Summit Social-April 1st from 3-5 pm. There is will be swimming, Karaoke, Gym time (Volleyball and Basketball-knock out tournament) and dancing. Working with Coach Walling on getting student lifeguards that need Silver Cord hours to volunteer during that time. Otherwise it would be \$10 per hour per lifeguard. She would also like to get a count of how many students will be swimming to make sure she has enough. Talking about having a sign up for swimming or having a set number of lifeguards and when we reach capacity then the pool will be closed to any new people entering. If we do sign up then student leaders will take have a table during lunchtime with a deadline of March 28th.
 - 1. Also talked about students buying tickets for a \$1 in advance vs. doing a freewill donation at the day of the event. Felt like more \$\$ would be brought in with freewill vs. charging.
 - 2. Concession Stand will be open-Mr. Trobough was contacted about TSA running it and PTO get a portion of the profits for Community Day.
 - iv. Skate Party for 6th and 7th grade at Skate North-April 4th from 6-8 pm. Cost would be \$6. PTO would get a \$1 per ticket and some of the concession stand profits.
 - v. Coin drive to raise funds will be March 28-April 1st.
 - vi. Need to raise approximately \$4,000. Meals from the Heartland will match that amount through a grant. Chelsea is completing this form.
 - vii. Applied for a Kohls grant-can get additional \$500 from them. Would need 5 employees from Kohls to help on packaging day.
 - viii. Packaging Day-Start at 745 and end at 250.
 - 1. We need to package 20K meals. There will be 10 students per table with 1 adult volunteer.
 - 2. 1 hour for students to work is the recommended time. Class periods are 42 mins. Talked about grouping 2 related art class times together and have the students work to complete a certain amount of meals. Want to make sure we have meals for students to pack at the end of the day so no one misses out.
 - 3. Also talked about filling the gym and the lunchroom and giving out sack lunches that day.

- b. Cookie Walk
 - i. March 25th during teacher and staff lunch times.
 - ii. Cookie Drop-off times-March 24 from 5-6 pm and March 25 from 7:30-9 am. Cookies are to be dropped off to the small conference room. It is just to the right of the off the main doors.
 - iii. 100 of 105 of regular goodies filled
 - iv. 17 of 105 NF/GF spots filled. Adjusting to put more in the regular goodies.
 - v. Open Volunteer times: March 25 from 730-9 pm to accept cookies. (2 spots) and March 25th from 1130-1 pm to man the staff room.
- c. Staff Conference Meal
 - i. Thursday March 3rd from 430-6 pm
 - ii. All food slots filled
 - iii. One volunteer spot open: 530-6 pm clean up.
- d. Book Fair
 - i. Now through March 8th. Open times are 8 am – 2 pm daily and during conferences: 1-8 pm on March 3rd and 4-8 pm on March 8th.
 - ii. Lots of volunteer positions open. Most are 2 hours in length.
- e. Staff Appreciation
 - i. May 2-6
 - ii. \$300 budget
 - iii. Volunteers in charge are Shane Larsen, Abby Smithson and Marian Stimson
 - iv. Not sure what their plans are at this time.
- 6. PTO Opportunities for 2016-2017
 - a. Board is filled for next year. Co-Presidents are Tracy Walker and Tammy Coslin. Secretary is Liz Meeley and Treasurer is Paulette Langwith.
 - b. Tammy Coslin agreed to staff birthdays.
 - c. Chesley Tanke agreed to continue on with Community Day and Drawstring Bags.
 - d. Form was sent to Jenna and will be going out in the 2016-2017 registration packets.
- 7. Next Meeting is April 5th at 7 PM.
- 8. Open Discussion-NONE
- 9. Motion to Adjourn at 8:27 PM. 1st-Tammy Coslin 2nd-Paulette Langwith. Unanimous Approval.

Summit Middle School Minutes, Johnston IA

April 5 2016

Attendees: Tracy Walker, Staci Randall (late), Paulette Langwith, Chelsey Tanke, Liz Meeley (late), Tammy Coslin and Joy Wiebers

Called to Order 7:14 pm [Tracy Walker]

Old Business-Minutes

1. **Approval of Minutes - March 2016**

a. No adjustments

1. Motions made to approve: 1st – Chelsey Tanke, 2nd – Paulette Langwith
2. Unanimous approval

New Business

2. **Treasure Report** – Paulette Langwith

a. Balance as of 2/29/2016 11,213.88

b. 2 grants left (3 of 5 paid)

i. Jaren Power, Special Ed Ipad \$500

ii. Teen Choice awards \$2000 [\$2500 left to pay]

1. Motions made to approve: 1st- Tammy Cosline ; 2nd – Chelsey Tanke
2. Unanimous approval

3. **Principal Report** – Joy Wiebers

a. Magazine Sales – tabled until May (add to Agenda)

b. Mrs. Wiebers will return to her FT position for 2016-2017. Mr. Blackburn will move to FT and Mr. Town's PT position has been eliminated.

c. Hiring Season

i. Mr. Town moving to Koland Story

ii. New, will replace Mr. Town – Ben [redacted] as Interventionist.

iii. 2 counselors

iv. Jessie Todd – new to district (what position?)

v. Teachers – Elementary level (Tchr/mentor/facilitator)

vi. Janice Arthur – Instructional Coach

vii. Mrs. Buchan – Teacher (what classroom?)

d. Mrs. Wiebers was wondering how communication went involving missing student. She hopes that information was provided effectively. If you have any comments or concerns, please contact her directly.

4. **President's Report** – Tracy Walker

a. Thanks to the 2015-2016 board (Staci, Paulette, & Liz). Staci stepping down as co-President with Tracy, Paulette, and Liz staying on for a second year.

b. Thanks to Tammy Coslin for agreeing to be co-president for 2016-2017.

c. Thank you to Andrea Larsen, Marian Stimson, and Abby Smithson for heading Staff Appreciation Week – they have some great ideas!

- d. Thank you to all the parents who volunteered for the Summit Afterschool Social! We had over 200 kids attend.
- e. Thank you ahead of time to all the parents and volunteers for Meal of the Heartland coming up Thursday, April 7.
- f. A BIG Thank You to Chelsey Tanke for organizing and running Community Day and all your hard work making this special for the students.
- g. If you have a child entering 6th grade next year – we have plenty of PTO opportunities open! Contact Staci or Tracy or Summit PTO Board.
- h. Thank you to Joy, Jenna, Connie, and Janene for assisting PTO. You are greatly appreciated!

5. Committee Report

- a. Community Day Update-Chelsea Tanke .
 - i. So far raised about \$6179!!! Additional funds \$250 from Casey's, \$500 from Kohl's (need 5 volunteers from Kohl's), and Skate Party profit.
 - ii. Summit concession from Social – allow TSA to keep since PTO funds are good.
 - iii. Wednesday set-up, Thursday AM first shift.
 - iv. Related Arts Teachers (who are primarily involved) are asking for pizza/pop during the lunch break (10:50-11:30am).
 - 1. Of course! Mrs. Wiebers will supply pizza and Tracy is going to arrange for soda and cookies.
 - v. Activity being held during student Related Arts time – will still attend core classes.
 - vi. Released that previous week raising funds competed with another fundraising effort. Will attempt to avoid that next year.
- b. Cookie Walk [March 25 for Teacher Appreciation]
 - i. Realized that not all teachers came down during their lunch period, some came at planning period
 - ii. Next year run until end of the day so need volunteers to stay longer.
 - iii. Have enough clamshells to cover next year.
 - iv. The move to before Easter (as versus before Christmas) went over well.
- c. Staff Conference Meal [Thursday, March 3]
 - i. All went well and wraps were tasty.
 - ii. Bill has been paid.
- d. Book Fair
 - i. Sales \$4420.38, Scholastic Dollars \$2210.19.
 - ii. Scholastic Dollars will go to Media Center.
 - iii. Just below last year.
 - iv. Is there a DVD in the Scholastic Planning Kit for Middle School?
 - v. Last fall used left over Scholastic Dollars for Students in need – possibility to do again this year?
- e. Staff Appreciation [Miriam Stimson unable to attend]
 - i. Theme – Cinco de Mayo
 - ii. Lunch with Taco Bar with massage
 - 1. Budget concerns and where to hold massages.

- iii. Idea presented that maybe replace Keurig coffee maker and add two more (assuming about \$100 each with \$300 budget).
- iv. Possible to combine with Mrs. Wiebers and do both?

6. PTO Opportunities for 2016-2017

- a. Board is filled for next year. Co-Presidents are Tracy Walker and Tammy Coslin. Secretary is Liz Meeley and Treasurer is Paulette Langwith.
- b. Still need PTO positions to be filled! Contact PTO board or look to list in Registration packet.

7. Open Discussion

- a. DC Trip – Mrs. Wiebers
 - i. Great opportunity for 7th grade students! **All though the Johnston District supports this event, they do not sponsor it.**
 - ii. Mr. Busby is a past Summit Principal who organizes this trip through World Strides. Cost is approximately \$1500 per student (4-day event, all-inclusive including roundtrip air fare).
 - iii. There is an informational meeting April 27 @ 6pm in the summit Band room.
 - iv. Students are informed about this during morning announcements and informational packets may be picked up beginning April 17 in Mr. Hiatt's room (122 in Mission).
 - v. Due to district policy on this matter, PTO has declined to send out any information in a mass emailing or present packets on the PTO sponsored table.
- 8. Last PTO Meeting of the 2015-2016 school year is Tuesday, May 3, 2016 at 7 PM.
 - a. Official voting of the 206-2017 PTO Board
 - b. Please join us for the last meeting and social outing after!
- 9. Motion to Adjourn at 8:45 PM. 1st-Paulette Langwith; 2nd-Staci Randall. Unanimous Approval.

Summit Middle School Minutes, Johnston IA

May 3 2016

Attendees: Tracy Walker, Staci Randall, Paulette Langwith, Chelsey Tanke; Liz Meeley, Tammy Coslin, Linda Tuttle, and Joy Wiebers

Called to Order 7:08 pm [Tracy Walker]

Old Business-Minutes

1. **Approval of Minutes - March 2016**

- a. No adjustments
 1. Motions made to approve: 1st – Tammy Coslin, 2nd – Tracy Walker
 2. Unanimous approval

New Business

2. **Treasure Report** – Paulette Langwith

- a. Balance to statement 4/29: \$7984.51
- b. Large items have been paid for
- c. Only carry \$1000
- d. Teen Choice books have arrived – but need to be paid.
 1. Motions made to approve: 1st- Tammy Cosline ; 2nd – Linda Tuttle
 2. Unanimous approval

3. **Principal Report** – Joy Wiebers

- a. Hiring Season
 - i. Behavior Interventionist [PBIS coordinator, support kids in need, strategy in the classroom, 504 support 2/ counselors]
 1. Crystal Base – teacher from 8-9 building
- b. JH Foundation provided \$7000 for new tables in Media Center
- c. Thanks for Keurigs! Also thank you for Meals during Teacher Appreciation & Cinco de Mayo
- d. Bus and parent drop will switch locations in an attempt to alleviate traffic at 4-way stop
- e. Change to Academic Award Breakfast – will still honor students but not at official breakfast.
 - i. Previous process was for breakfast if all A's/all year; proficient and all A's – award but no breakfast; All A's in every class thru 3rd quarter
 - ii. Change in order to honor more students in front of peers and incorporate the feeling of community not just academic.

4. **President's Report** – Staci Randall/Tracy Walker

- a. Teachers Appreciation Committee – Keurigs were great!
- b. Thanks to Executive Board!
- c. Thanks to Chelsey!!
- d. Number of committed positions between PTO board and committee chairs about same as last year.

5. Committee Report

- a. Community Day wrap-up
 - i. All funds from this year to stay for community day next year – but this may change when voted.
 - ii. Chelsey: \$147.01 skating party; 318.33 Dance; \$500.00 Kohl's; \$5959.75+ (minus dance) = \$6990.09
 - iii. Expenses \$257.21; \$1448 roll over from last year
 - iv. Suggestions
 1. Lunch Bunch in Summer @ JH Library
 - a. Chelsey taking over program
 - b. Working with First Presbyterian Church on Merle Hay to support children with lunch during the summer [PB & J, granola, fruit]
 - c. Monday mostly used for bread and fruit
 - d. Tammy motioned to donate \$972.08 to Chelsey; Tracy 2nd the motion – unanimously passed
 2. Food Jump to help needy
 3. Summit Students – snacks, send home on weekends
 4. Elementary Schools JH foundation helps with Friday Friends
 5. Question – are students able to eat when parents don't fill out forms?
Yes.
 6. Next fall support nurse with clothes and snacks
 7. Possible Grant for PTO next year.
- b. Back to School
 - i. Spirit Wear
 - ii. Swim Bags
 - iii. Donation flyers
- c. Staff Appreciation
 - i. Monday morning; 3 Keurigs – 1 per level; suggestion to help provide Keurig pods.

6. PTO Opportunities:

- a. 2016-2017 Committee chairs needed
 - i. Bookfair
 - ii. Fundraiser Coordinator
 - iii. Spirit Wear
 - iv. Conference meal
- b. SCRIPT
 - i. We have limited SCRIPT but full SCRIPT would be open to more possibilities
- c. Bling Factory – make sure to use new link
- d. Amazon Smile – check to see if any money has come through from them.
- e. EPI Supply
 - i. Liz Meeley will coordinate with Diane to inquire about this year.
 - ii. If possible will put out through district blackboard
 - iii. Keep board informed as the process goes along
- f. Summit Website – Tracy Walker

- i. Still on school page (all schools PTO have their own now)
- ii. [summitpto.org]
- iii. Through Ehost
 - 1. 1st – Liz Meeley; 2nd – Staci Randall
 - 2. Unanimous approval

7. Magazine Sales

- i. Partner with Mr. Blackburn
- ii. Fundraising through this venue has gone down but no large goal for fundraising at this time.
- iii. Cutting an administration position so PTO taking over Magazine sales will he will have more time to devote to students.
- iv. Prizes? Under school umbrella so limited but with PTO more options.
- v. Having a goal better at fundraising support from community.
- vi. New position? Fall Fundraising?
- vii. Also opportunity to increase field trips
- viii. Tammy & Tracy will meet with Mr. Blackburn.
- ix. A BIG Thank You to Chelsey Tanke for organizing and running Community Day and all your hard work making this special for the students.

8. Voting!

- a. President – Tracy Walker & Tammy Coslin for Co-Presidents
- b. Paulette Langwith as Treasurer
- c. Liz Meeley as Secretary
 - i. Unanimous approval of all positions

9. A huge Thanks to all for a great 2015-2016 PTO year!

10. Motion to Adjourn at 8:58 PM. 1st-Chelsey Tanke; 2nd- Tammy Coslin. Unanimous Approval.