

# Summit Middle School Minutes, Johnston IA

February 6, 2018

Attendees: Tracy Walker, Karmen Gano, Liz Meeley, Tom Pohl, Susan Downs, and Chris Billings.

Called to Order 7:04 pm [Tracy Walker]

Introductions

## Old Business-Minutes

### 1. **Approval of Minutes – January 2017**

- a. No changes noted
  1. Motions made to approve: 1<sup>st</sup> – Tom Pohl, 2<sup>nd</sup> – Tracy Walker
  2. Unanimous approval

## New Business

### 2. **Treasure Report – Tracy Walker**

- a. **Need Treasurer!**
- b. Balance as of **January 31, 2018 \$19,093.87**
  - i. \$18,093.87 available.
  - ii. Still need to pay out teacher grants
    1. Motions made to approve: 1<sup>st</sup> – Tom Pohl; 2<sup>nd</sup> – Susan Downs
    2. Unanimous approval

### 3. **Principal Report – Mr. Chris Billings**

- a. Hiring Month
  - i. Teachers who are retiring
    1. Mrs. Jackie Sundae, 44 years
    2. Mrs. Cindy Tuttle [Media Center] – has been at Summit since it opened
    3. Mrs. Connie Pruitt, 35 years
    4. Mrs. Connie Young, Administration Assistant
  - ii. Mr. Patula, current STEM Teacher, is leaving the district.
    1. New Stem teacher has been hired but not able to release name at this time.
    2. Positive note – people are being hired from other districts which demonstrates that Johnston District is a good place to work.
  - iii. This week there are interviews for new Media Center.
    1. Position changing to Information Technology Specialist
    2. Changing Media Center into 21<sup>st</sup> Century Learning space
    3. New technology and furniture
    4. Place to create, solve problems, and promote collaborations.
    5. Part of the interview will be to explain their vision to transform current media center and how they will engage students.
  - iv. Question [Susan Downs] – is there still a need for Friday Friends?
    1. Response was overwhelming! More than 30 people responded to email and a high school class also requested to be involved.
    2. Priority will go to the high school class and will add adults as needed.
    3. Many thanks!
  - v. Question – has there been any movement on changing starting time?
    1. No decision yet and the idea has been tabled for now.

- vi. Final calendar for 2018-2019 has been approved.
  - 1. Note – as in previous years, **not** every Wednesday is early out.
  - 2. Able to add a day at beginning of school year for professional development.

**4. President's Report – Tracy Walker and Karmen Gano**

**a. Need Co-Presidents for next year!**

- b. District Elementary PTO next Tuesday, February 13, 6:30 start!
- c. Summit PTO needs to fill for 2018-2019:
  - i. Co-Presidents
    - 1. Summit PTO organized with two co-presidents
    - 2. Great way to organize time and effort
    - 3. Lose touch with school/district once in 6<sup>th</sup> and 7<sup>th</sup> so PTO a great way to keep updated.
  - ii. Treasurer
  - iii. Scholastic Book Fair (Fall and Spring)
    - 1. Benefits Language Arts teachers and Media Center
  - iv. Conference Dinner Chairperson (Fall and Spring)
    - 1. Organize one evening meal for staff during conference times
      - a. Contact restaurant or Nutrition Department for main meal and coordinate set-up/clean-up, drinks, and dessert with parent participation.
  - v. Staff Appreciation Week Chairperson
    - 1. Coordinate with PTO and parent volunteers during the first week of May to show appreciation for Summit Staff.
  - vi. Community Day Chairperson
    - 1. Organize a day that gives back to the community.
    - 2. Chelsey is current Chairperson so would have a year to shadow her before she leaves.
- d. Committee Reports
  - i. Spring Conference Meals – Sarah Grady
    - 1. Hy-Vee donating meal [chicken, salad, corn, and rolls with butter]
  - ii. Spirit wear
    - 1. Spring line will have additional Johnston Strong apparel
    - 2. Also adding Under Armour and North Face items
  - iii. All donation receipt letters have been mailed or emailed
  - iv. In total, 75-80 sent out
  - v. Next year need to gather more emails so will not need to send paper letters.
- e. Spring Scholastic Book Fair, February 27 – March 6
  - i. From past experience, more time open during the day so students have greater opportunity to visit.
  - ii. Current times to open are: March 1, 1-8pm and March 6, 4-8pm. Other times will be decided later.
  - iii. Theme – Pets!
  - iv. Discussion – not all Language Arts Teachers used their scholastic dollars last fall so will put unused funds into the spring scholastic dollar pool.
  - v. Further discussion on how to spend this money.
    - 1. No final decision was reached so Mr. Billings will review the options and email his request.
- f. March 30 is the social for Community Day
  - i. Need confirmation from Ms. Walk to use the gym and pool.

- g. Conference Sign-up coming out soon
- h. Further explanation about Community Day
  - i. April 5,2018 is packaging with Meals from the Heartland
  - ii. TSA runs the concessions and we allow them to keep profits.
  - iii. Tickets for social are \$1 and sold at lunch the week beforehand.
  - iv. Students can use the pool, along with dancing and basketball in the gym.
- i. Staff Appreciation Week
  - i. Food Truck

### **New Business**

- 5. Discussion before meeting started about explaining Minor vs. Major infractions.
  - a. Depending on severity of issue or behavior, a student may get a minor or major written disciplinary sheet.
  - b. Noted that some elementary schools are already familiar with this terminology but not all.

Door prizes

**\*\* Next meeting, Monday, March 5 2018 – 7pm in the Summit Media Center.**

**Note day change to Monday due to conferences on Tuesday! \*\***

**Motion to Adjourn at 7:47 PM.**

- a. Motion to adjourn: 1<sup>st</sup> –Tracy Walker; 2<sup>nd</sup> – Karmen Gano
  - a. Unanimous Approval.