

# Summit Middle School Minutes, Johnston IA

April 3, 2018

Attendees: Tracy Walker, Karmen Gano, Lynette Hillabolt, Liz Meeley, Chelsey Tanke, Tom Pohl, Suzanne Downs, Jackie Johnson, and Principal Chris Billings.

Called to Order 7:07 pm [Tracy Walker]

Introductions

## Old Business-Minutes

### 1. **Approval of Minutes – March 2018**

- a. No adjustments noted
  1. Motions made to approve: 1<sup>st</sup> – Chelsey Tanke; 2<sup>nd</sup> – Karmen Gano
  2. Unanimous approval

## New Business

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

- a. Have a treasurer for next year, Suzanne Downs
  - i. Transition through month of April and will take over beginning May.
- b. Balance as of **March 31, 2018 \$28,187.67**
  - i. \$24,647.58 available.
    1. Motions made to approve: 1<sup>st</sup> – Karmen Gano; 2<sup>nd</sup> – Tom Pohl
    2. Unanimous approval

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

- a. Overall has been a great year!
- b. Attended Board Meeting on 3/2
  - i. New transportation change at Summit
  - ii. Trying to provide insight into the transportation needs of parents.
  - iii. Still difficult drop-off at Summit
    1. Considering start of drop-off at 7:20am instead of 7:25am
    2. How will this impact students spending extra time in cafeteria before school?
- c. 5 Johnston teachers interviewed for open position at SMS
  - i. All 5 candidates would be excellent
  - ii. Few districts able to say this about internal candidates.
- d. Question [Karmen Gano]: Has anyone explored the area behind John Deere? Is there a trail for students to use to walk to Summit and is this within a mile?
  - i. Mr. Billings is meeting with Laura Kaser Friday and will discuss.
- e. Positive Comment [Karmen Gano]: Complimented teachers who knew her child when she emailed about an illness. Demonstrated knowing even the quieter students.
  - i. Especially impressed with the younger teachers that have been hired – very pleased!

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

- a. **Need Co-Presidents for next year!**
- b. Filled positions
  - i. Suzanne Downs – treasurer
  - ii. Liz Meeley – Secretary
  - iii. Lynette Hillabolt – Community Day

- iv. Kevin Hillabolt – Website
- v. Stacey Randall – possible Book Fair
- vi. Lynette Hillabolt – possible school supplies
- c. Additional funds received from Wells Fargo \$2769.00
  - i. Contribution through paycheck
  - ii. Suggestion to use funds to purchase 4 TV's to replace 4 current.
    - 1. Student run telecasts
    - 2. Menus
    - 3. Daily announcements
      - a. Motions made to approve: 1<sup>st</sup> – Chelsey Tanke; 2<sup>nd</sup> – Karmen Gano
      - b. Unanimous approval

**d. 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.
  - 4. Remember, this only a 1-year position! You don't have to commit any longer than you would like.
- ii. Fundraising Chairperson
  - 1. Work with Mr. Blackburn on contract and event
    - a. Fundraising at beginning of school
    - b. Currently working with Great American Opportunities
    - c. Mega party at end of the fundraising event
  - 2. Most work done ahead of time
- iii. 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.
- iv. Staff Appreciation Week Chairperson
  - 1. Coordinate with PTO and parent volunteers during the first week of May to show appreciation for Summit Staff.
- e. Committee Reports
  - i. Spring Conference Meals – Sarah Grady
    - 1. Grady and Hayes families funded the Spring Conference Meals
      - a. Fried chicken and sides
      - b. Donations from parents for drinks and desserts.
  - ii. Spring Book Fair
    - 1. \$3965.47 sold
      - a. Lower than last year
      - b. Positive note – more than 100 books were given away
        - i. Raised \$115.43 towards All for Books!
    - 2. About \$3,000.00 in Scholastic Dollars will go to Media Center
    - 3. \$213 left over to be used next year.
      - a. Kelly McCalister is the new Media Specialist
        - i. She is currently the Summit Reading Interventionist
  - iii. Staff Appreciation
    - 1. Friday, May 4

2. Taco Food Truck
3. Each staff member will receive 3 tacos
4. Need donations for sides.
- iv. Cookie Walk
  1. Friday, May 11
  2. Drop off evening before 5:30-7:30pm or morning of May 11.
  3. Also ask for gift cards to use in staff raffle
  4. Approximately 121 staff which works out to 250 dozen.
- v. Spirit wear
  1. Made \$559.50 in the Fall (portion went to JMS so had to sort out)
  2. Made \$451.61 in Spring
- f. Community Day – Meal from the Heartland packing on Thursday, April 5, 2018
  - i. Short of funds at the moment but have reserves to use.
  - ii. Idea for next year to increase funds
    1. Flyers to promote
    2. Skating party
    3. Send email separate from daily announcements.
- g. Animal Rescue League donations
  - i. Mission won
    1. Would like Ice Cream party instead of pizza
    2. Need to get number

### **New Business**

5. Still need President and Co-President or (2) Co-Presidents for 2018-2019 school year.

**\* Next meeting, Tuesday, May 1 @7pm in the Summit Media Center \***

### **Motion to Adjourn at 8:05 PM.**

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