

# AUGUST 31, 2017 SPO MINUTES

The Summit Prep SPO

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*Date | time* 08/31/2017 | 9:00 am *Meeting called to order by* Veronica Richardson

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## In Attendance

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Veronica Richardson – SPO President

Ellen Chindlund – V.P. of Finance

Lisa Montileone-Jones – V.P. of Upper School

Phil Isley – V.P. of Lower School

Melissa Miller – V.P. of Communications

Leah Blakey, HS Rep

Penny Scroggs, 5th Grade Rep

Alice Nelson, 4th Grade Rep, Book Fair Chair

Sarah Martin, 4th Grade Rep

Laura Nickle, 3rd Grade Rep

Justin Sierk, 1st Grade Rep

Mariana Zamora, K Rep, Grandparents Chair

Katelyn Barnett, K Rep

Stevie Flottmann, Beg Rep

Crystal Zoellner, Beg Rep

Ann Howard, Teacher Appreciation Chair, SCRIP Assistant

## SPO Board Members absent:

Anne Mason, BOT Representative

Andrea Johnson, MS Rep

Nikki Keiper, 2nd Grade Rep

Jessica Schippert, Pre-K Rep

Matt Forir, Run Chair

Melissa Wistrom, Donuts and Muffins Chair

Grant Wistrom, Donuts and Muffins Chair

Andrea Ebbrecht, Book Fair Chair

Greg Walker, Golf Chair

Kristin Walker, Golf Chair

Gerald Zamora, Grandparents Chair

## Parents present:

Jamie Altrup

Melissa Gerhold

James Gerhold

Meleah Black

Justin Black

Rachel Rothwell

Julie Bethurem

## Administrative Staff present:

Amy Maas

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### Approval of Minutes

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No prior meeting minutes were read.

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### SPO Bylaw Review - Restructuring for ISACS

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Veronica Richardson made the official statement to SPO members about the restructuring of SPO organization, financial procedures and bylaws to align with ISACS expectations. Leah Blakely made the first motion to approve, Melissa Miller gave second. All agreed.

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### SPO Finances – financial report from Ellen Chindlund

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The financial report included basic first meeting information including the acquisition of the new SPO and SCRIP accounts, the current list of fundraisers and balances along with proposed budget for 2017/2018. The hospitality budget-unrestricted stands at \$4096.08. The current balance for the Run for the Summit stands at \$875.00. Veronica discussed class funds needs, what class funds may be used for (teacher gifts, class supplies, and class project, etc.) and the availability of current class balances. Class fund checks should be made payable to The Summit. Veronica also mentioned the need for class reps to send out email reminders to their families. Veronica also made the official request for class contributions for the birthday gift certificate for Mr. Gronniger purchased prior to the first SPO meeting.

The new financial policies and procedures were outlined and brought up to vote. Lisa Montileone made the motion to approve with Leah Blakely giving second. All approved.

The procedure for reimbursement for purchases made remains: complete the online SPO Purchase request form, leave receipts in the SPO Mailbox for Ellen or scan a copy of the receipt and send via email to Ellen.

The proposed budget was brought up for a vote: Melissa Miller made the first motion to approve and Mariana Zamora made second. All agreed. The need for an Assistant Treasurer was discussed again. No volunteers.

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### SCRIP

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The need for a co-coordinator was discussed by Phil. No updates for SCRIP were discussed as this is the first meeting of the school year.

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### Amy's Marketing Minute

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There are 156 students enrolled currently for the 2017/18 school year. 31 students are new. 40% of the new enrollees found the Summit online while 22% of new enrollees were from referrals. Amy made the request that all parents promote the Summit and encourage friends and family to check out the school and invite them to all open social events such as the run and gala.

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## Vince – Development Update

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Vince discussed he has developed a comprehensive fundraising plan, including endeavors for SPO specifically and the Summit. His newest product is a fundraising effort titled Raven Partners in Innovation and is open to high level contributors from the Springfield business community as well as neighboring communities.

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## Early Learners lunch

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Veronica brought up the great need for the parent community to assist the teachers with lunch time for Early Learners; including Beginners, Pre-K and Kindergarten. The form to sign up to volunteer is available online. This type of volunteering requires the official volunteer training.

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## Run for The Summit

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This is the 11<sup>th</sup> annual Run for the Summit and will be held on September 16, 2017. The early bird registration deadline will be September 9. This is the deadline to receive the free T-Shirt which can be worn on spirit wear days. Groups of 8 or more will get half price registration but will not receive the free T-Shirts. Booth rentals are \$30 and are open to crafters and retailers. Vendor booth rental agreements are due by September 13. There will be all you can eat pancakes following the run, which will be free to registered runners and \$5 for all others. The start and finish lines will be at the corner of Chesterfield and Cox roads. Amy reminded that the Friday prior to the Run, September 15, will be a themed \$2 dress out day. The theme is superhero attire and proceeds will benefit the professional development program for the teachers this year.

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## Teacher Appreciation

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During teacher appreciation week, the teachers are given the opportunity to enjoy lunch together. Anne Howard has proposed we coordinate possibly two other lunch together opportunities during the school year. These dates are September 21 and November 2. As with the lunch together during teacher appreciation week, class reps must recruit a volunteer to sit with students in their respective classes during lunch and recess or for both lunch and recess. The volunteer may be the class rep or another parent volunteer who has completed volunteer training prior to these dates. The name of the volunteer must be emailed to Veronica prior to September 19 and October 30.

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## Lucky 13 Gala

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Veronica brought up the 2017/18 Lucky 13 Gala to be held at the Darr Agriculture center on south Kansas Expressway on the evening of October 13, 2017. Tickets are on sale now and include food and drinks of wine, beer and root beer for \$100. There will be casino games, line dancing, photo booths, live and silent auctions and appetizer. Sponsorships are available and can be purchased through school administration. All classes are encouraged to assemble a class project to be sold at the auction. The deadline for idea submittal is August 31, 2017. The deadline for completed projects is September 29, 2017. Lisa Montileone-Jones suggested meeting with Mrs. Murphy in the art room to discuss ideas. She also suggested combining class projects with regularly scheduled art classes if permitted by class teachers and Mrs. Murphy.

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## Spirit Wear

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Veronica brought up the orders for spirit wear. The deadline for spirit wear orders is Friday September 8.

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## Fall Mums

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Orders must be submitted by September 8 and orders will arrive for pick up during car line on September 29, 2017.

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## Fundraising

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Other fundraisers include Box Tops for education, Best Choice UPC, and Tyson Project A+ Labels.

SPO will hold a Back to School Box Top Frenzy collection contest during September 15 – 21.

Mabel's Labels: [campaigns.mabelslabels.com](http://campaigns.mabelslabels.com).

We can also utilize the Amazon smile fundraising by shopping on Amazon at [smile.amazon.com](http://smile.amazon.com) after selecting the Summit Prep as the charity.

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## Other new Business

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Other new business: the SPO is assisting in the compilation of a Summit community business directory. Any and all business owners within the Summit community are encouraged to participate in the directory as this will give other families an opportunity to utilize companies they are currently associated with through school in other ways. It is also free promotion of our businesses and entrepreneurs.

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## Teacher and Staff upcoming birthdays

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September 2 – Amy Maas

September 20 – Becky Breckner

September 23 – Mrs. Raven

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## Upcoming Events & Important Dates to Remember

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September 4 – No school for Labor Day

September 13 – Late start at 9:30

September 15 – Super Hero dress out day \$2

September 16 – Run for the Summit

September 22 No school, Professional development day for teachers

September 27 – School pictures

September 28 – SPO meeting at 9:00

October 13 – Lucky 13 Annual Auction and Gala