

# SEPTEMBER 2017 SPO MINUTES

The Summit Prep SPO

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*Date | time* 09/28/2017 | 9:04 am *Meeting called to order by* Veronica Richardson

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## In Attendance

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### **SPO Board:**

Veronica Richardson, President

Lisa Montileone-Jone, VP Upper School

Phil Isley, VP Lower School & SCRIP Coordinator

Ellen Chindlund, VP Finance

Melissa Miller, VP Communications

Matt Forir, Assistant Treasurer

Jessica Schippert, Pre-K Class Rep

Mariana Zamora, Kindergarten Class Rep & Grandparents Chair

Nikki Keiper, 2nd Grade Class Rep

Laura Nickle, 3rd Grade Class Rep

Sarah Martin, 4th Grade Class Rep

Penny Scroggs, 5th Grade Class Rep

Laura Skiles, Gala Co-Chair

Ann Howard, Teacher Appreciation Chair & SCRIP Assistant

### **Board Absent:**

Crystal Zoellner, Beginners Class Rep

Stevie Flottman, Beginners Class Rep

Katelyn Barnett, Kindergarten Class Rep

Justin Sierk, 1st Grade Class Rep

Megan Sierk, 1st Grade Class Rep

Alice Nelson, 4th Grade Class Rep & Book Fair Chair

Andrea Johnson, Middle School Class Rep

Leah Blakey, High School Class Rep

Melissa Wistrom, Donuts & Muffins Chair

Grant Wistrom, Donuts & Muffins Chair

Andrea Ebbrecht, Book Fair Chair

Greg Walker, Golf Tournament Chair

Kristin Walker, Golf Tournament Chair

Gerald Zamora, Grandparents Chair

### **Parents Present:**

Julie Bethurem

Jamie Altrup

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## Approval of Minutes

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August minutes motion to approve; Nikki Keiper gives first motion with Mariana Zamora second. August minutes unanimously approved.

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## Assistant Treasurer

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The SPO has successfully recruited Matt Forir to the Assistant Treasurer position. Matt will be available on Tuesday mornings from 8:45 to 9:00 am to disburse reimbursements from petty cash or SPO checks.

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## Financial Update

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The current financial status or SPO accounting was made by Ellen. Current overall balance for SPO stands at \$13,256.61. Ellen has not yet met with Mark Sharp to go over financial software tools.

- A. Class Funds – Balances for each class have been updated and distributed to class reps. Reminder emails are again suggested.
- B. Purchase Requests – Form is available on the Summit website. All requests must be submitted with a receipt. Receipts can be scanned and emailed to Ellen with the request form or the original receipt can be left in the SPO drop box at the front desk with the purchaser's name, class fund and date of purchase written on the outside of the envelope. Ellen will email purchaser with notification of reimbursement prior to Tuesday disbursement with Matt Forir. Purchase requests are completed every week; pickup occurs on Friday at the end of the day, processing occurs over the weekend, Anne Mason does approvals on Monday afternoon and Matt Forir is available for disbursements on Tuesday mornings in the front lobby. All purchase requests must be submitted by Friday afternoon for processing for the following Tuesday disbursement or wait an additional week. Contact Ellen with any additional needs.

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## Marketing Minute

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Amy shared some of the Facebook data with us and how to increase the views of the posts from the Summit Facebook page. The school currently has 698 FB "likes". Amy suggested we not only share our favorite posts from the school FB page but also comment on the posts. Comments increase page and post views.

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## Development Report

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The focus of Vince Currao and the development activities continues to be the Raven Partners in Innovation sponsorship packages. Vince was unavailable for the Development report this meeting.

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## Gala – Lucky 13

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A venue visit was conducted with Veronica Richardson, Laura Skiles and Amanda DiMartini. Ms. DiMartini discussed decorations and plans. The three met with the caterer. Tables for the pre-party for sponsors cost \$1,000.00, \$2,500.00 and \$5,000.00 with growth fund credit given at the \$5,000 level. Class Projects are due by September 29 accompanied by a one paragraph description to be included in the auction brochure. Tickets are \$100.00 and include all you can drink from the beer, wine and root beer bar. Appetizers will also be served.

There will also be a cash bar, live and silent auctions and casino games. The need for teacher ticket funds was discussed. There will also be some raffle items available at the gala; items to be announced at a later date.

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## Run for the Summit - Update

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At the Run for the Summit, there were 157 registered runners. Due to a printer's error, there is a surplus of women's shirts available for purchase at the front desk for \$20.00. The profit for the run was in excess of \$5,200.00 and a pledge has been made to donate money towards Professional Development and retirement funds.

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## Fundraising

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- A. Spirit Wear – to be picked up September 29 in the car line or the grassy area between the buildings to the west of the main entrance. The profits for the Spirit wear fundraiser were well above expected. The pledge to the Athletic department was doubled from \$500.0 to \$1,000.00.
- B. Fall Mums -- to be picked up September 29 in the car line or the grassy area between the buildings to the west of the main entrance. The mum's fundraiser generated \$892.00.
- C. Back to School Box Top Frenzy – the winners of the first Box Top frenzy of the year was the first-grade class; 133 Box Tops were collected. Their prize was a sticker and popsicle party. This fundraiser has generated charitable donations toward schools nationwide more than \$840 million. There is currently a contest available on the Box Top website that could double the amount earned by the Summit if we win.

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## Other Items

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No other business.

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## Staff and Teacher Birthdays

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Many Birthdays in October

10/04 Mike Albert

10/06 Mrs. Anderson

10/12 Mr. Powers

10/17 Ms. Strickland

10/18 Senora Leighninger

10/19 Ms. Rozean

10/27 Mrs. Smith

10/28 Mrs. Collins

10/29 Mrs. Teed

10/30 Ms. Evans

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## Upcoming Events and Important Dates

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10/06 Donuts with Dad

10/06 Uniform Buy Out Day --- Western Wear

10/11 Late Start Day (school starts at 9:30 am)

10/13 Lucky 13 Annual Auction and Gala at Darr

10/19 – 10/23 NO SCHOOL FOR FALL BREAK

10/26 SPO Meeting 9:00 am

10/28 Halloween Carnival 5:00 to 7:00 pm

Meeting was adjourned by Laura Nickle (1<sup>st</sup>) and Nikki Keiper (2<sup>nd</sup>) at 9:44.