

APRIL 2018 SPO MINUTES

The Summit Parent Organization

Date | time April 26, 2018/ 9:00 am | *Meeting called to order by* Veronica Richardson

In Attendance

Board Present:

Veronica Richardson, SPO President
Ellen Chindlund, VP of Finance
Matt Forir, Assistant Treasurer
Phil Isley, VP of Lower School & SCRIP Coordinator
Melissa Miller, VP of Communications
Stevie Flottmann, Beginners Class Rep
Jessica Schippert, Pre-K Class Rep
Mariana Zamora, K Class Rep & Grandparents Chair
Katelyn Barnett, K Class Rep
Justin Sierk, 1st Grade Class Rep
Nikki Keiper, 2nd Grade Class Rep
Laura Nickle, 3rd Grade Class Rep
Sarah Martin, 4th Grade Class Rep
Andrea Johnson, Middle School Class Rep
Ann Howard, Teacher Appreciation Chair & SCRIP Assistant

Board Absent:

Lisa Montileone-Jones, VP of Upper School
Crystal Zoellner, Beginners Class Rep
Megan Sierk, 1st Grade Class Rep
Alice Nelson, 4th Grade Class Rep & Book Fair Chair
Penny Scroggs, 5th Grade Class Rep
Jan Ramsey, 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

Approval of Minutes

The minutes from March were reviewed and unanimously approved. Motion to approve: Nikki Keiper with a second vote by Mariana Zamora.

Financial Update – Presented by Ellen Chindlund

Current class fund balances were sent to class reps on April 25, 2018. The current hospitality balance stands at \$2,750.40. This balance does not reflect the amounts of revenue from Spring Spirit Wear and Flowers, the upcoming Book Fair, nor the Mini Golf Tournament. Ellen is encouraging all class reps to organize a final picnic lunch for their classes to use up class funds. Lunch catering options were offered by the Miller family, owners of Penn Station East Coast subs. Ellen requests that reps let her know if any plans are being made for lunch offerings on Field Day. The final deadline for reimbursements is set for June 15, 2018 with final book closing for fiscal year 2018/19 on June 30, 2018. The current level of family participation in the Annual Raven Fund stands at what would be considered a vote of “No Confidence”. Veronica will check with Vince to see if class funds might be transferred to the Annual Campaign following Nikki Keiper’s request for clarification.

Election of officers to Executive Committee – Presented by Melissa Miller

Ellen and Ann were asked to leave the room for voting. Ellen officially leaves the meeting for the day at 9:22am. The floor was opened for discussion of candidates for the two open positions; VP of Finance and VP of

Upper School. Upper school position had a total of 3 nominees: Ann Howard, Teri Harper and Joe Harper. Ann Howard is a Summit veteran with many years volunteering experience. Teri and Joe Harper have both been very active in previous schools serving as class reps and on various committees and boards. Andrea Johnson suggested that one of the Harpers first serve as the middle school representative then grow into an executive or board position. The vote was completed with Ann Howard gaining the VP of Upper School position. Ellen Chindlund was re-elected as the VP of Finance. The vote was unanimous.

Marketing Minute – Presented by Amy Maas

Amy is again stressing the importance of reading the Raven Report thoroughly. There are several events between now and the end of the school year including the golf tournament, book fair, grandparent's day and field day. The Raven Report also includes important details regarding the upcoming high school athletic events. There are various opportunities to volunteer in the school's upcoming move to the new building. Check with Amy or Veronica.

Development Dish – Presented by Vince Currao

The current gross contributions to the Annual Campaign has exceeded last year's earnings while we still have a shortage of \$7,500.00 remaining to reach our goal for this school year. Emails are being generated and distributed every few days and switch between the Annual Campaign and "Cause Momentum" topics. Our current participation stands at just under 50%. The "Cause Momentum" campaign, focusing on spreading the word about the Summit as well as funding the lunch assistance program for needy families, is not as high a priority as the participation in the Annual Campaign. Vince also reminded everyone present about the raffle prizes and ticket sales for the upcoming golf tournament. Individual tickets are \$.00 while a bunch of 5 is \$20.00. These tickets are available at the front desk until Friday afternoon.

Help Needed – Presented by Veronica Richardson and Amy Maas

Field Day will be held at the new school campus. Due to the ongoing construction activities at the new campus, a guard is needed to prevent random entrants into the construction zone and to ensure trips to the bathrooms are completed in safety. There will be numerous opportunities to assist with the move of the school property and teacher supplies. A volunteer sign up sheet will be created so volunteers may choose how they can best offer their assistance.

SPO Bylaws and Financial policies and procedures

The SPO bylaws and Financial Policies and Procedures were reviewed by all prior to the meeting. The bylaws were discussed first and approved first by Phil Isley with second from Katelyn Barnett and unanimously by the group. The Financial Policies and Procedures were then opened for discussion. After review, the vote was initiated by Melissa Miller with second from Mariana Zamora. Both documents have been ratified with unanimous approval from the group.

Announcements

The Summit Miniature Golf Tournament – April 28 – Greg and Kristin Walker are the event Chairs. The event will be held at the 160 Grand Prix and mini Golf. There will be a lunch menu available for purchase for those who did not register and play in the tournament. The school “All Star Band” will perform following the lunch break.

Grandparent’s Day – Forms are available to designate who is picking up students at the end of Grandparent’s Day. No child will be dismissed without their Golden ticket and the assigned adult to escort them from school. The grandparents are set to arrive at 9:00. Schedules will be distributed during orientation along with student wish lists for the book fair.

Book Fair – the Spring Book Fair will be set up Friday April 27, 2018 and will be open to students for wish lists. The book fair officially opens to all Summit families and members on Monday, April 30, 2018 and runs through Friday, May 4, 2018.

SPO Spring Community Service Drive – Spring Service Drive came down to an all-out battle between the high school and beginners classes. Beginners will keep the travelling trophy until next years’ service drive in 2019.

Spring Flowers – Orders will be delivered to the school tomorrow morning and pick up will begin at the end of the school day on April 27 in the parking lot and in car line.

SCRIP Deadline – May 7, 2018 is the last day to order anything through SCRIP. This will be the final order of the year for summer break. Once the school opens in the new location and the next school year begins, new SCRIP orders will be taken.

Staff & Teacher Birthdays

*5/4 – Mrs. Bradley

Upcoming Events & Important Dates:

- 4/27 – Uniform buy-out day (\$2) & All School Picnic
- 4/28 – The Summit Mini-Golf Tournament 10:00
- 4/30 – 5/4 – Spring Book Fair
- 5/1 – Grandparent’s Day and Early Release (release at 11:30)
- Spring Concert at Gillioz Theater 6:30 – 7:30
- 5/2- Late Start Day (classes begin at 9:30)
- 5/9- Uniform Buy-out Day (\$2) College Shirts
- 5/11 – Summit Graduation at the Springfield Art Museum 6:00 pm
- 5/14 – Chipotle Dinner benefiting Student Council
- 5/17 - LAST DAY OF SCHOOL, FIELD DAY, EARLY RELEASE AT 11:30

Next Meeting

This is the final SPO meeting for the 2018/19 school year. Next year’s schedule is being coordinated now.

Motion to adjourn was made at 9:55 by Andrea Johnson and seconded by Matt Forir. Meeting was adjourned at 9:55.