

NOVEMBER 29, 2018 SPO MINUTES

The Summit Parent Organization

Date | time November 29, 2018/ 9:00 am | *Meeting called to order by* Veronica Richardson

In Attendance

Administration -

Dr. Katie Heet – Head of School

SPO Board Members -

Veronica Richardson – SPO President

Ellen Chindlund – VP of Finance

Melissa Miller – VP of Communications

Ann Howard – V.P. of Upper School

Rachel Rothwell – Pre K Class CO-Rep

Annette Albert – Pre K Class CO-Rep

Rachel Arthur – Beginners Rep & Donuts with Dad Chair

Taralyn Anderson – Kindergarten Class Rep.

Kara Bortner – 1st Grade Class Rep.

Jamie Altrup – 2nd Grade Class Rep.

Nikki Keiper – 3rd Grade Class Rep

Shalizeh Khoshyomn – 5th Grade Class Rep

Shelly Beal – 5th Grade Rep

Kele Guyer – Middle School Rep

Melissa Gerhold – High School Rep

James Gerhold - High School Rep.

Matt Forir – Run for the Summit Chair

Absentees -

Vince Currao – Development Officer

Amy Maas – Admissions & Communications Officer

Phil Isley – VP of Lower School, SCRIP Coordinator

Judy Yen – 4th Grade Class Rep.

Alice Nelson, Assistant Treasurer

Andre Ebbrecht – Book Fair Chair

Venicea Wroten – Book Fair Chair

September and October minutes

September Minutes Approval was first by Kara Bortner with second from Rachel Rothwell

October minutes were approved first from Tara Anderson with second from Nikki Kieper.

Both minutes were given unanimous approval.

Financial Report – Ellen Chindlund

The time for reimbursements to be given before winter break is nearing its end. Class fund totals were sent to class reps on November 28. Current Hospitality budget is \$8,653.98. The costs for the Hoodies Only fundraiser have yet to be deducted. The SPO executive committee approved an expenditure in the amount of \$1,190.00 for Active Shooter Training for two administrative staff members.

Barnes & Noble Book Fair- Ellen Chindlund- Chair

This new fundraiser will be held during the week of December 4 through December 10, 2018. Flyers will be sent home in Friday folders with lower school students and in backpacks with upper school students. The code to use for the fundraiser will work for online orders as well as in store. This code will be on the flyers sent home and on stickers attached to student outerwear on the kick off date. There will be a schedule of events printed on the flyer. Special Summit inspired drinks will be offered in store. The gift wrapping booth will be manned the kick off night by Ellen and in shifts of volunteers on the 8th. Spirit wear or uniforms are encouraged to be worn by students in store. The money raised through purchases will go onto a B&N gift card to be used for teacher purchases and the donations raised at the gift wrapping booth will go to SPO.

Marketing Minute – Amy Maas

There was no update as Amy was on a tour. Dr. Heet gave an update about the upper school jump up day and parent meetings for students entering middle school next year. Dr. Heet is available for those who missed the meeting and might have questions. Screening dates for incoming beginners, Pre-K and Kindergarteners will be held on Friday February 8, 2019.

Development Dish

The development officer was absent. No update was given.

SCRIP – Veronica Richardson

The SCRIP program had 15 participants with rebates totaling \$447.24. Phil was absent so the update was given by Veronica.

Nominations for SPO executive committee offices – Veronica Richardson

There will be three vacancies on the SPO executive committee at the end of this year. These offices are the SPO president, VP of lower school and VP of communications. Veronica is making the official call for nominations at this time. Voting will be held in April 2019. These positions are volunteer based with no form of compensation given to officers in any way. There will be a link given in the notes from today's meeting sent out by Veronica.

Scholastic Book Fair – Venicea and Andrea – Co Chairs

The Fall Scholastic Book Fair went well with its new chairpersons and in its new location. This fundraiser generated more than \$3,800.00 and was received in the form of Scholastic Dollars bringing the total value of Scholastic Dollars to \$2,108.76.

Winter Parties

The class winter parties will be held on December 20, 2018 in each of the respective classrooms from 10:30 to 11:30. Class reps are encouraged to brainstorm or consult with their teachers about what is ideal for activities and food items. Nikki Kieper says her class is good to go.

Cookie Shine

The Cookie Shine event for staff and teachers will also be held on the 20th. Families are encouraged to bring a snack type item, enough for all members of faculty, to share. These can be dropped off as early as December 19 providing there is enough space. There will be a sign up link sent in today's notes from Veronica. Tara asks if winter gifts are purchased for all teachers and staff or just individual teachers from classes. Reps are only responsible for their class teacher gift. Nikki asks what is an appropriate amount to spend. Veronica suggests whatever is comfortable.

The Summit Mini Golf Tournament – Jonathon Miller

The Summit Mini Golf Tournament has a new chair person; Jonathon Miller. He will communicate with Kristin regarding the past years successes and coordinate more as the time approaches.

Grandparent's Day – NO CHAIR

Savitri Grover might be willing to chair this event. Veronica will follow up.

Other Items

Kara Bortner says she is upset and irritated about the fall concert this year. She was unhappy with the exclusion of the Beginners and Pre-K classes from the usual line up and that the band played so loudly she was unable to hear her child perform. She was also upset that that class did not seem to get much playing time and that the upper school seemed to get a disproportionately larger amount of playing time. She also did not like that there was an encore after the official concert. She asks if the littles might play an advance and smaller

concert ahead of the whole school concert in the future? She will meet with Dr. Heet and discuss this more with Mr. Keech and Dr. Heet another time.

Staff & Teacher Birthdays

1. 12/2 – Vince Currao
2. 12/13 – Mrs. Kimmons
3. 12/16 – Mrs. Murphy
4. 12/28 – Mrs. Pulliam

*Administrative staff gifts are supplied by SPO while class teacher gifts are purchased using class funds. Judy asks if SCRIP gift cards may be used to purchase teacher gifts. Veronica says yes.

Upcoming Events & Important Dates:

- 12/4 – B&N Book Fair
- 12/6 – Uniform Buy-Out Day to benefit Spanish Study Abroad group
- 12/11 – Dine out at Chipotle to benefit Spanish Study Abroad groups
- 12/12 – Late Start – School starts at 9:30
- 12/20 – Winter parties and early release at 11:30
- 12/21 – ½ - NO SCHOOL winter break
- 1/9 – Late start – School starts at 9:30
- 1/15 – Dine out at Panera to benefit Spanish Study Abroad groups
- 1/21 – NO SCHOOL Martin Luther King Jr day
- 1/24 – State of the School at 6:00 pm
- 1/31 – SPO meeting at 9:00 am

Motion to adjourn was made at 9:39 by Rachel Rothwell and second offered by Kele Guyer.