

SEPTEMBER 2018 SPO MINUTES

The Summit Parent Organization

Date | time September 27, 2018/ 9:00 am | *Meeting called to order by* Veronica Richardson

In Attendance

Dr. Katie Heet – Head of School
Veronica Richardson – SPO President
Ellen Chindlund – VP of Finance
Matt Forir – Run for The Summit Chair
Phil Isley – VP of Lower School, SCRIP Coordinator
Melissa Miller – VP of Communications
Ann Howard – V.P. of Upper School
Nikki Keiper – Third Grade Class Rep
Taralyn Arft – Kindergarten Class Rep.
Rachel Rothwell – Pre K Class CO-Rep
Annette Albert – Pre K Class CO-Rep
Judy Yen – Fourth Grade Class Rep.
Jamie Altrup – Second Grade Class Rep.
James Gerhold - High School Class Rep.
Shalizeh Khoshyomn – Fifth Grade Class Rep

August minutes

August minutes were briefly discussed. Motion to approve brought by Nikki Kieper, second by Rachel Rothwell. August minutes were unanimously approved.

Financial Report – Ellen Chindlund

Class balances were sent to reps on Wednesday evening on September 26. Financial report distributed to attendants. The proceeds from the Run for the Summit exceeded budget goals. Current profit from the run is \$995.24 but will increase as contributing accounts are settled. The current income for recent fundraisers is \$2,728.09. The current hospitality balance is \$6,974.10.

Marketing Minute – Amy Maas

Open house and ribbon cutting ceremony are scheduled for October 3, 2018 and is open to the public. The event will open with brief remarks and welcome by Dr. Heet. Ribbon cutting will happen at 4:05,

approximately. The building will be open for walk throughs and guided tours. Students are expected to be in classrooms. Post cards and posters will be available at the front desk until the day of.

SCRIP – Phil Isley

There have been changes to SCRIP Wallet and Presto Pay to make the process for using SCRIP gift card reward program more efficient and easy to use. Phil is available to assist with set up and/or questions.

Run for the Summit

The Run for the Summit was a success. It has been noted that the SPO grill will NOT work without batteries. The battery is required for the igniter to function. Batteries are removed from the grill for storage. Act Now will be sending a check to SPO in the amount of \$490.00. The need for reliable volunteers was again noted as only 3 of the 11 signed up volunteers showed up with 4 of them as no-call, no-show. There were 115 registered runners with 93 actual participants. Missouri Institute of Natural Science hosted and provided much needed volunteers.

Development Dish

Vince is a member of a Board of Trustees subcommittee devoted to school development projects. Anne Mason is the Chairperson. Through this subcommittee, an idea was discussed to promote Gala attendance among all the Summit community. This idea is to have students help identify fellow classmates whose family might wish to attend the Gala yet may not be in a financial position to do so. The idea is to have sponsored tickets in some way. Gala sponsorship levels have changed to \$1,000 and \$2,500.00 as the top level. Vince has sold 21 sponsorships but not all are full tables. More to be announced. The annual campaign was launched last year after the tax season so receipts were not available for write-offs. This year the annual campaign will have a soft launch following the Fall concert to provide tax receipts in a timely manner. The hard launch of annual campaign will again be in the spring following the State of the School address.

Spirit Wear

The fall Spirit Wear fundraiser generated a profit of \$2,264. The event was a success.

Fall Mums

Fall Mum orders will be available for pick up on September 28, 2018 in afternoon car line and shortly before school day ends in the east side yard of the school. Order forms will be with orders for identification and verification purposes. The profit on Fall Mums was \$1,067.89. Nikki asks if there is a “master list” available for each class to identify parents who may need to pick up orders. Veronica will investigate it.

Gala Update – 90’s themed “Come as You Are”

Class Project update shows most are either finished or very near completion. Tickets and sponsorships are now available through the school website. The All Stars will be playing the sponsor party and are working very hard to perfect their performance. Mr. Keech will be the DJ. A dance floor has been confirmed. The order of events for the night has changed: Live auction will be the first event with silent auction to run all night. Phil

asks if the silent auction will be available to those not able to attend? Veronica explains that the silent auction is online and thus will be available to those who are absent. Auction items and class projects are due by October 5, 2018. Items will be stored in the SPO auction storage space. Class projects will be put on display for a time prior to the event. There is a google doc available to post intent to attend without also purchasing tickets. Tickets are available through the school website.

Box tops

BoxTops for education are due by November 1, 2018 to receive a check in the month of December.

Other Items

Tara brings up the new book fair to be held at Barnes and Noble book store. This event will be held beginning on December 4, 2018 and run for the week following. The event chairperson is Ellen Chindlund. Tara advises the following: get students to invite and bring family and friends outside the Summit. The total purchase value contributes a percentage back to the school. The customers within the store the night of December 4 outside the school community can also help support the Summit with their purchases if they would like. There will be an online code for those purchases. You can use SCRIP gift cards to make purchases during the book fair to further increase the purchase value. Performances such as by the All Stars or per classes will help to draw interest as well as increase contributing sales. Any performances or displays will only be allowed to happen in store on the day of the book fair launch.

Staff & Teacher Birthdays

1. 10/4 – Mike Albert
 2. 10/6 – Mrs. Anderson
 3. 10/12 – Mr. Powers
 4. 10/18 – Senora Leighninger
 5. 10/19 – Ms. Rozean
 6. 10/27 – Mrs. Smith
 7. 10/28 – Mrs. Collins
 8. 10/29 – Mrs. Teed
- 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:

- 9/28 – Fall Mum orders come in. Pick up end of school on the east side of the building.
- 9/30 – Campus beautification with the Girl Scouts 2:00 pm
- 10/3 – Community Open House & Ribbon Cutting Ceremony at 4:00 – 6:00 pm
- 10/5 – Doughnuts with Dad Chaired by Rachel Arthur
- 10/5 – Class projects and Gala auction items due
- 10/11 – 10/15 NO SCHOOL Fall break

- 10/25 – SPO meeting at 9:00 am
- 10/26 – Annual Auction and Gala: “Come as You Are”

Next Meeting

The next meeting is scheduled for 9:00 am on October 25, 2018

Motion to adjourn was made at 9:47 by Jamie Altrup and second offered by Nikki Kieper.