

AUGUST 29, 2019 SPO MINUTES

The Summit Parent Organization

August 29, 2019 9:00 am. Called to order by Kele Guyer

In Attendance

Administration-

Vince Currao-Development Officer

Amy Maas-Admissions and Communications Officer

SPO Board Members-

Kele Guyer-SPO President

Jamie Altrup-VP of Communications

Ellen Chindland-VP of Finance

Angela Teters-VP of Lower School

Shelley Beall-VP of Upper School

Phil Isley-SCRIP Coordinator

Leah Sapp- Beginners Class Rep

Savitri Grover- Pre-K Class Rep

Annette Albert- Kindergarten Co-Rep

Kara Bortner- Kindergarten/2nd Grade Co-Rep

Brittany Kaegel- 1st Grade Class Co-Rep

Taralyn Anderson- 1st Grade Class Co-Rep

Mariana Zamora-2nd Grade Co-Rep

Amanda DiMartini-3rd Grade Rep

Holly Hunt- 4th Grade Co-Rep

Cassidy Brown- 4th Grade Co-Rep

Sarah Martin- 6th Grade Co-Rep

Liliana Sweeney- 7th Grade Rep/Book Fair Co-Chair

Melissa Gerhold- High School Co-Rep

James Gerhold- High School Co-Rep

Parents-

James Ballard

Linda Haag

Absentees-

Dr. Katie Heet- Head of School

Alice Nelson- Assistant Treasurer

Kristen Stranckmeyer- Beginner Class Co-Rep

Rachel Rothwell- Kindergarten/5th Grade Co-Rep

Teri Harper- 2nd Grade Co-Rep

Katelyn Barnett- 5th Grade Co-Rep

Venicea Wroten- Book Fair Co-Chair

Welcome and Introductions

Kele opened the meeting at 9:00 with a welcome to reps and parents. Introductions followed.

Marketing Minute – Amy Maas

Amy announced we have the highest enrollment ever. Projecting the growth fund going away next school year if enrollment goals are met. The Spirit Wear this year will reflect the Summit's 15 year anniversary. Amy mentioned the need to double check to make sure parents are getting all forms of communication (Raven Report, class emails, text messaging). Amy announced there will be an all school picnic on Friday, September

13th during recess and lunch. The name change from Donuts with Dads to Donuts with Grownups was mentioned. The name change was made in an effort to be more inclusive to students and families.

Development Dish – Vince Currao

Vince announced that the Gala this year will be on Friday, October 18th. There are sponsorship opportunities-advertising and table sponsorships. The theme this year is Vegas. There will be a gala meeting this coming Wednesday at 11am. Vince mentioned class art projects for the Gala silent auction.

Financial Update – Ellen Chindland

Ellen went over the proposed 2019-2020 budget. Mentioned budget increase for teacher appreciation. Cassidy Brown moved to accept budget as presented. Amanda DiMartini seconded . The proposed budget passed with unanimous approval. Class reps were emailed their class fund balances. The procedure for reimbursements was gone over. Payments are processed on Mondays, checks are distributed on Tuesdays between 8:30 and 9:00 am. If you are unable to pick up your check on Tuesday mornings, alternate arrangements need to be made with Alice (Asst. Treasurer). All receipts submitted by Friday will be processed the following week. It was mentioned to reach out to families regarding contributions to class funds. It was mentioned that the SPO mailbox is the big black mailbox hanging on the wall by the stairs. It is now possible to pay by PayPal. The email is SummitParentOrg@gmail.com.

Assistant Treasurer Position Nominations

The SPO is currently seeking Assistant Treasurer nominations. This is Ellen's last year as treasurer and the assistant treasurer would benefit from learning Ellen the requirements of the position. This position would require 3+ hours of volunteering per week. This person must be attentive to details and comfortable with reporting finances to many different people including the board and auditors.

Run for the Summit

The Run for the Summit will be on September 28th at the Missouri Institute of Natural Science. Rachel Rothwell is chair. All Summit families encouraged to attend. A sign up link was sent out in last week's Raven Report. Paper signup sheets will go home in Friday folders.

Volunteer Signups

A Signup Genius was created to help with volunteer organization. The link is <https://www.signupgenius.com/go/30e0a4bacad29abfa7-thesummit> Per the Summit handbook, families are volunteer/support at least 4 events per year. A few more Run for the Summit volunteers are needed for the event.

Annual Gala and Auction- Welcome to Las Vegas: October 18th

Class Gala project ideas are due by September 6th. Projects need to be completed and turned in by September 27th. Class reps were encouraged to be respectful of teacher class time for project completion. If class time is needed, encouraged to reach out to Mrs. Murphy (the art teacher). The idea for themed class baskets for the silent auction was discussed. In the past each class had a theme (such as pets or movie night) and students from that class would bring something to contribute to the basket. It was decided to make this optional for classes to participate.

Fall Mums

Had planned for forms to go out in Friday Folders on Friday, September 6th with a due date of September 13th. The point was raised that it did not allow for enough time for families to gather orders. It was decided that the fall Mum order forms would go out this Friday instead (August 30th).

Donuts with Grownups

Event will be held before school on October 4th. We have a volunteer to chair the event as well as a few volunteers to help with the event. Vrinda Nandan will chair.

Communications Timelines

The timeline for submitting information to families is the following: Wednesday to Whitney for Friday Folders, Tuesday to Amy for Wednesday Raven Report, and submit anytime to Amy for Website update. Class reps were reminded to communicate/send emails as soon as possible to families when given information.

Staff and Faculty Appreciation

The need for a faculty appreciation committee was discussed. Jamie Altrup volunteered to chair the committee. Amanda DiMartini, Kaitlyn Barnett, Ellen Chindland, Shelley Beall, Kele Guyer and Misty Hendrix volunteered to be part of the committee.

Box Top Changes

Box tops for Education is moving to a digital format. Concerns were raised about how much information the new system is asking for (picture of full receipt, birthday, etc). Box tops will still be clipped and collected as usual as long as the old type of box tops are available.

SCRIP Update

Phil gave a short summary of the benefits of the SCRIP program. Families can earn money toward their growth fund balance through this program. Phil writes orders every Monday and is available for individual questions at that time. No orders were made this week due to website issues.

Staff and Teacher Birthdays

9/2 Amy Maas

9/20 Becky Breckner

9/23 Senora Raven

Upcoming Events and Important Dates:

9/2 No School, Labor Day

9/9 Official School Picture Day

9/11 Late Start at 9:30 am

9/19 Uniform buy-out day

9/20 No School, teacher work day

9/26 SPO Meeting 9 am

9/28 Run for the Summit

10/4 Donuts with Grownups 8:00-8:45 am

10/10-10/14 FALL BREAK, No School

10/14 Teacher Work Day, No School

Motion to adjourn was made at 10:25 by Phil Isley and seconded by Kele Guyer.