

SPO Meeting Minutes
October 28, 2021

Members Present: Tess Hemphill, Jamie Altrup, Davina Easter, Nikki Keiper, Jennifer Black
Members Absent: Kelsey Jenkins, Roz Madden, Britt Kaegel, Annette Albert, Phil Isley, Rachel Gerken
Administration: Amy Maas, Whitney Wiese, Dr. Katie Heet

Amy Maas called the meeting to order at 9:01 am.

Dr. Heet debriefed the group on the SPO Exec Team resignation and affirmed that Amy will serve as the Class Rep point of contact in the interim. Dr. Heet fielded questions from present attendees on what the SPO structure will look like moving forward. At present time, no decisions or formal announcement is forthcoming on restructuring SPO. When additional information regarding next steps is available, it will be shared with class reps. Admin welcomes input and feedback at any time. Presently, admin is working with class reps and parent volunteers to fulfill immediate needs for students and faculty support.

Head's Highlight- Dr. Katie Heet

- **Celebrations**

- Donuts with Grown Ups Success: Thank you to parent volunteers - Lisa Tantone, Amanda Ward, and Davina Easter
- Raven Partners: more than double number from 20/21 year
- NewsLeader stories: Molly L. aspiring chef, and coming in November Maren B. aspiring pilot
- State Farm Grant for \$5,000 in STEM equipment
- Athletics & Activities Successes:
 - MS Cross Country Meet - Grayson S. placed 1st out of 100 runners at Clever Cross Country Meet
 - Congrats to Joe W., Molly L., & Will B. for a great season with PRs
 - Esports won their first tournament (Sean M., Henry C., and Zane K., with Ben K. as a middle school alternate)
 - Cheer Clinic for Early Learners through 12th grade - 34 participants
- **Parent Education Series**
 - Dr. Brandi Klepper - RESCHEDULED to Tuesday, December 7th 6:30-7:30pm - new RSVP link coming soon
 - Community members are welcome to attend in addition to The Summit community

Marketing Minute - Whitney Wiese

- **Admissions Update**

- Currently 144 enrolled - 4 students in the pipeline for 21/22
- **Fall Open House on Monday, November 1st 5:30-7:00pm, & Tuesday, November 2nd 10:00am-1:00pm**
 - Share [Facebook](#) event with your friends
 - This is not an admissions-only event - we welcome all current families who are looking ahead to lower school, middle school, or high school to attend as well as grandparents, other family members, or community contacts who have an interest in independent education

Development Dish - Amy Maas

- **Development Officer Update**
 - Admin continues to field applications
- **Soaring Together, The Summit Preparatory School, 2021-2022 Raven Fund**
 - Push to increase family participation, [any donation amount counts](#)
 - Upcoming Parent Mixers: thank you to parents for hosting (Thank you: Ballards EL/K/1, Arfts 2/3/4, Walkers 5/6/7, and Corings 8/HS)
 - Goal to reach 50% family participation by Thanksgiving
- **Gala: Black & White by Candlelight, Friday, March 4, 2022**
 - Call for Gala Committee Members: Auction Item Procurement, Decorations, VIP Pre-Party, After Party Coordination
 - Plus day of volunteers to assist in set up on Friday day time and night of volunteers to assist during the event
 - Email Amy or Whitney to volunteer on the Gala Committee

Financial Update - Amy Maas

- **Finance Report, 10/26/21**
 - Note: 8th graders sold pumpkins and mums purchased for Fall Extravaganza to raise money for their 8th grade class trip
 - Tess Hemphill asked for clarification on distribution of SPO funds from end of 2020-2021 year to the beginning of 2021-2022 year. Other reps voiced similar questions on how class funds were calculated and delineated this year. Amy Maas outlined what was communicated with the distribution of class funds this summer and said she would follow up on specific budget questions for the November meeting.
 - It was reiterated that no changes have been made to the SPO budget since the September 2021 SPO meeting. Admin has continued to work with event committee volunteers, teacher appreciation committee volunteers, and other parent volunteers to sustain the commitments and expectations that were communicated regarding specific events and appreciation gifts, including Donuts with Grownups, employee birthdays, and teacher appreciation.
 - The SPO funds continue to be held in the school's account as a restricted budget line item and have not been absorbed by the school's operating budget. Admin is happy to provide a summary report of all SPO finances to class reps and the information will continue to be reported in the monthly SPO meeting.
 - Class reps have received their specific class fund amount budgeted for the 2021-2022 school year to use for classroom and faculty support as outlined in the summer 2021 packets of information for SPO. ([Class SPO Funds](#) and [Handout to Parents on what Class Fund would be used for](#))
 - Nikki Keiper asked if class reps should still use the [same link for reimbursement requests](#). Amy Maas replied Yes. There is no change to the reimbursement request procedure for class reps. The only change to the procedure is that Dr. Heet receives and approves all reimbursement requests in the absence of an SPO President and VP of Finance.
- **Scrip**
 - For the month of September, families earned \$448.86 in rebates
 - Next physical card order will be Monday Nov 1, please have your order in by 8 a.m.
 - This weekend is the [final Bonus Fest weekend](#)

- \$5 and \$10 physical card denominations available for select retailers, order now for stockings

Review of Class Rep Expectations for 2021-2022

- Expectations of SPO Reps were reviewed and remain the same as what was presented to reps in Summer 2021 ([August 2021 Class Rep Checklist](#)).
 - It was noted that the Gala Class Project has been removed from SPO Rep responsibilities and is not an expectation for reps to create or provide but an optional item to donate if a class or class rep feels the desire to do so. Amy Maas mentioned that if anyone is interested in auction item procurement to please let admin know as they are looking for committee members for the Gala Auction Committee.
 - Jennifer Black asked that if a class were to donate or make an item for the auction, would they still be recognized and advertised as such. Amy confirmed that yes, that would be noted in the auction item description and recognition would go towards that class' auction item.
 - SPO will continue meeting monthly at the times calendared for the 2021-2022 school year.
- A question was asked about winter party expectations and attendance. More information about winter class parties will be discussed at the November SPO meeting.
- A question was asked about clarification on teacher birthdays. Amy Maas said that all employee birthdays thus far this year have been recognized and celebrated through the Teacher Appreciation Committee and other volunteers. The committee has continued to follow the outlined employee gift giving expectations set forth by the former SPO Exec Committee, within the SPO budget guidelines. Teacher birthday gifts are not an expectation of class reps.
 - However, in the absence of details on holiday gift giving, employee holiday gifts are at the discretion of class reps. These are not an expectation.
 - Jennifer Black asked about gift giving guidelines. In accordance with school policy, employees should not receive more than \$25.00 in gifts from any one individual. There is no monetary limit set on employee gifts received from a class or other group as a collective.
- Nikki Keiper asked about the possibility of future events on campus this year, such as the possibility of another community gathering before Winter Break. Amy Maas answered that there is the continued opportunity for on campus events, but admin will need at least until next week (after the open house) to begin thinking about planning additional events. Dr. Heet stated that admin is short staffed and is not sure we can take on many additional events than those already scheduled. It was noted that there is not a chair for the Trivia Night or Spring Carnival at this time. Student Council may be interested in a spring talent show, but has not been confirmed.
 - Class reps in attendance expressed support of hosting community events on campus since it appears we still have the budget to do so this year.

Appreciation Committee

- Committee Members: Lisa Montileone, Kelsey Jenkins, Remi Fasipe, Sherrie Sturtevant, Amanda Ward
- [Employee Birthdays](#): If anyone is interested in taking on one of the upcoming birthdays (purchasing favorites, gift card and drink - and then organizing gift bucket)
- Admin are organizing the monthly teacher appreciation moments
- Angela Teters has agreed to be the committee chair for Cookie Shine before Winter Break - a sign up link will be sent closer to the event (Wed. 12/22/21)

Approval of the [September SPO Agenda](#) will be held until November meeting, due to lack of quorum.

At the November SPO Meeting, admin will communicate with class reps more details on the timeline for conversations on a path moving forward. Thank you for your continued support and flexibility.

At 10:41 am, Tess Hemphill moved the meeting to adjourn, seconded by Jamie Altrup.

Meeting adjourned at 10:41 am.

Upcoming Events:

- 11/1 (Mon): Fall Open House, 5:30-7:00 pm
- 11/1 (Mon): Dia de los Muertos, ofrenda in Summit lobby
- 11/2 (Tues): Fall Open House, 10am-12pm
- 11/4 (Thurs): School Picture Retakes
- 11/11 (Thurs) \$2 Uniform Buy Out Day, Red/White/Blue/Camo for Veterans Day (all proceeds benefit Shoe Boxes for Soldiers as organized by 4th graders)
- 11/12 (Fri): No School, Parent-Teacher Conferences
- 11/15 (Mon): Board of Trustees Meeting, 5:30 pm
- 11/17 (Wed): Late Start, 9:30 am
- 11/18 (Thurs): SPO Meeting
- 11/22-11/26: Thanksgiving Break

Upcoming Birthdays:

- 10/27 - Emma Smith, Upper School History
- 10/28 - Angie Collins, 2nd Grade
- 10/29 - Kharja Teed, PE
- 11/4 - McKenzie Mitchell, Fun Zone
- 11/13 - Dr. Katie Heet, Head of School

Summit Parent Organization (SPO)

Class Reps

Davina Easter	Early Learners	(417) 860-7450	deaster@live.com
Tess Hemphill	Kindergarten	(417) 718-1181	tess.hemphill@gmail.com
Kelsey Jenkins	First Grade	(417) 827-4536	kjenkins@morrispropllc.com
	Second Grade		
Britt Kaegel	Third Grade	(417) 569-0035	bkaegelsummit@gmail.com
Roz Madden	Fourth Grade	(417) 830-7766	rozbuckner@hotmail.com
Jamie Altrup	Fifth Grade	(417) 496-1552	jaltrup@gmail.com
Jennifer Black & Nikki Keiper	Sixth Grade	(417) 840-7426, (417) 569-9772	jrose_w@yahoo.com, nikkid2184@yahoo.com
	Seventh Grade		
	Eighth Grade		
	High School		
Phil Isley	SCRIP Coordinator	(314) 221-7947	scrip@thesummitprep.org