

SPO Meeting Minutes
November 18, 2021

Members Present: Phil Isley, Nikki Keiper, Kelsey Jenkins, Davina Easter, Roz Madden, Britt Kaegel, Tess Hemphill, Rachel Gerken

Members Absent: Jamie Altrup, Jennifer Black

Administration: Amy Maas, Whitney Wiese, Dr. Katie Heet

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

Nikki Keiper motion to accept the [October 2021 Meeting Minutes](#), seconded by Tess Hemphill. Motion passed.

Head's Highlight - Dr. Katie Heet

- **Celebrations**
 - Anna S. (7th) - 2021 Law Day finalist
 - Zion H. (12th) - Accepted to Savannah College of Art and Design
- **Parent Education with Dr. Brandi Klepper**
 - Rescheduled for Tuesday, December 7th, 6:30-7:30pm
 - This event is on campus only! Please invite your friends and [RSVP here](#).
- **Giving Tuesday: Innovation Lab Match Announcement**
 - Donor has pledged a match up to \$50K to launch the Innovation Lab
 - Fulfilling the match would secure final architectural designs and allow initial construction to begin on phase one, including HVAC/ mechanical, drywall, flooring, ceiling, and lighting.
 - If the match is met by Winter Break, construction could begin as early as summer 2022.
 - By August 2022, the current locker room space would be a functional, multipurpose instructional space to support our growing enrollment and STEM initiatives.

Marketing Minute - Amy Maas

- **Admissions Update**
 - Currently 144 enrolled
- **Most successful Open House event in ten years!**
 - 1 student now enrolled following open house
 - 7 more families in admissions pipeline following open house
 - Prospective families, grandparents, and community members all toured 10 tours in 4 hours
 - Thank you to our volunteers for helping us pull off two extremely successful admission events!

Development Dish - Dr. Heet & Amy Maas

- **Development Officer Update**
 - Admin is continuing to field applications and have an interview scheduled for this week.

- If you have a community contact who may be interested, please share their information with Dr. Heet or direct them to the [job posting](#) on our website.
- **Soaring Together, The Summit Preparatory School, 2021-2022 Raven Fund**
 - 88% to fundraising goal, 42% to participation goal
 - [Final countdown to Thanksgiving!](#) Push for 50% family participation.
 - Winter mailers go out the first week of December.
 - If you have a grandparent or community connection interested in receiving a winter mailer, please send their name and address to Amy and Whitney by December 1st.
- **Gala: Black & White by Candlelight at The Veridian, Friday, March 4, 2022**
 - Reminder: Class projects are not an expectation of class reps for the Gala this year.
 - The Development Committee is reaching out to the Missouri State University's Dean of Entertainment Management about a possible student project to lead this year's gala.

Financial Update - Amy Maas

- [Finance Report, 11/18/21](#)
- Fall Scholastic Book Fair raised \$1,107.20 (cash option)
- Read-A-Thon raised \$3,268.85
- **Scrip - Phil Isley**
 - [ThankScriping Days](#) are this **Thursday 11/18 and Friday 11/19**. Take advantage of over 105 retailers with up to 20% rebates.
 - The Summit's school code is 146AAC2814925, to create a new Scrip account.
 - Growth Fund has been cut in half this year (\$650) and is easier than ever to achieve through Scrip rebates alone.
 - Still looking for a Scrip Assistant - reach out to [Phil Isley](#) if you're interested in volunteering!

Community Events

- Proposed: [The All Family Winter Glow Movie Night](#)
 - Event submitted to Admin by Nikki Keiper
 - To be held on Friday, December 17th, 6-8pm
 - No admission cost to attend
 - Optional snack purchases will benefit [Gathering Friends for the Homeless](#)
- Discussion:
 - Discussion was held on most advantageous timing for families (before or after Winter Break) and movie title selection. Happy Feet and Abominable are both options. The group opted to move forward with Friday, December 17th as the date of the event.
 - Amy will work with Nikki Keiper to confirm Abominable as a selection through Swank and secure licensing for the event.
 - Nikki and her committee will work on an event flyer and send it to Amy, for printing and distribution in Friday Folders.
 - Movie Licensing Discussion

- Reps decided to proceed with a single license for this event and then reevaluate to see if a 12 month, unlimited license would be beneficial in the future.
 - Tess noted that if we ever ticket a movie, the licensing company will take a percentage, and licensing amount would increase.
 - Building Closing Procedure
 - Admin is working to create a plan for either keyholder to lock the building, an employee to be on campus, or paying a Fun Zone Leader \$45 to stay on campus and lockup at 8:30 pm
- Tess motion to approve \$270, seconded by Roz Madden. Motion passed.
 - Committee will work with Communications Office to create messaging for the event.

Winter Class Parties

- Parents will be invited on campus for class winter parties, Wednesday, December 22nd, 10:30-11:30am.
- Please use the [reimbursement form](#) to submit receipts for supplies purchased for winter parties. Reimbursements are processed weekly on Tuesday by the Finance Office.
- Suggestions of snacks/activities to include in Lower School winter parties:
 - Games, winter themed
 - Craft, winter themed
 - Healthy snack
 - Sweet snack
 - Drinks
 - Plates, napkins, cups
 - *Note: treats can be homemade, but individually packaged
- Upper School Class Reps will work with Student Council to support their winter party in conjunction with Film Fest viewing. Nikki Keiper and Jennifer Black are facilitating for all of Upper School.
- Class reps are encouraged to use a Sign Up Genius to request donations of the above items or volunteers to assist with class parties. Let Amy and Whitney know if you need any help setting up a Sign Up Genius!
- Please let Amy know if you need an update on your available class funds. Please check the [Family Directory](#) for the most up-to-date class list information (page 4).
- Discussion:
 - Kelsey asked for list of class allergies in prep for Winter Parties. Amy and Whitney will follow up with class reps with those details.
 - Davina emphasized to keep the game and craft simple, time is limited for the party.
 - Amy said to reach out to classroom teachers for ideas and preferences
 - Britt suggested Amazon for affordable, pre-packaged crafts.

Appreciation Committee

- Committee Members: Lisa Montileone, Kelsey Jenkins, Remi Fasipe, Sherrie Sturtevant, Amanda Ward

- Thank you, Cameron Tobin, for sponsoring Dip Day on Parent/Teacher Conferences, courtesy of Mexican Villa!
- [Cookie Shine](#): Chaired by Angela Teters, event before Winter Break. [Sign up here!](#)
- **Reminder**: The Teacher Appreciation Committee **will not** be organizing holiday gifts this year. Class reps are welcome to coordinate with families on a gift for their classroom teacher if they so choose.

SPO Future Plan Update

- No change to SPO structure or leadership for the remainder of the 21-22 school year.
 - Amy will continue to serve as the point of contact for Class Reps.
 - Appreciation Committee, together with admin, will continue to recognize employee birthdays, Teacher Appreciation Week, and other recognition events outlined in SPO summer planning.
- Administration has drafted a plan for next year and together with the Board of Trustees are currently gathering feedback from SPO alumni parents and founding leadership of SPO.
 - Optional input session with SPO reps scheduled for immediately after the December 16, 2021 SPO meeting.
 - The goal is to release the finalized plan for the 22-23 school year at the State of The Summit meeting on January 27, 2021.
- Discussion:
 - Britt asked how many parents were involved in drafting the document. Dr. Heet replied that admin drafted the document and presented it to the Board of Trustees on Monday 11/15/21. Ultimately, it will be admin's decision, but they are gathering parent feedback in steps. Immediately following the December SPO meeting, there will be an input session for current SPO reps and parents.
 - Tess clarified that nothing is changing this year, the feedback sessions are for next year.
- Britt had questions about the checks and balances of financial policies. Asked if a parent is signing checks in absence of SPO president and treasurer on approving reimbursements. Dr. Heet said that admin is handling the finances, which was agreed upon at the last meeting with the former SPO exec. Amy clarified that nothing has changed in the SPO budget that was presented in August 2021 to the parent community.

Other Discussion:

- Reporting Meeting Minutes and Key items from Class Reps to Classroom parents
 - Roz said she appreciated the detailed notes from the meeting, but wasn't sure what to share with her families. Asked if a list of high level items could be included in addition. Amy and Whitney said, yes we can include a high level summary starting with the November meeting minutes.
- "Other Events" and new budget items for 2021-2022
 - Tess asked about an "other" events budget, not currently included on the 2021-2022 budget. Amy explained that was not a budget item at the end of September, and again no changes were made to the budget since then. Tess said that it would be helpful to have a line item budget for such things, so SPO Reps would know what their budget is for creative ideas.

- Class reps were encouraged to put together a proposal to the SPO group to be included on the agenda and then voted upon at a general meeting.
- Tess asked if we can revamp the spring events planned at the next meeting. Amy said yes. We will be sure to include on the December agenda a time to discuss Spring events, including things like the Family Fiesta.
- Volunteers
 - Kelsey asked about current volunteers. She shared that it is nice to have opportunities for families to work on things at home when they aren't available to volunteer in the classroom.

At 10:20 am, Britt Kaegel moved the meeting to adjourn, seconded by Nikki Keiper.

Meeting adjourned at 10:20 am.

Upcoming Events

- 11/22-11/26: Thanksgiving Break
- 11/30: GivingTuesday
- 12/10: Early Release at 1pm
- 12/15: Late Start at 9:30am
- 12/16: SPO meeting, 9am
- 12/17: Winter Glow Movie Night, 6-8:30pm

Upcoming birthdays:

- 11/20 - Meredith Taylor, Lower School Music
- 11/25 - Linda Griffin, Lower School Art
- 12/4 - Rob "Trea" Klein, Upper School Music (half birthday)
- 12/6 - Dulsey Stewart, Yoga (half birthday)
- 12/8 - Karin Thompson, 4th Grade
- 12/13 - Melissa Kimmons, Early Learners

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
Davina Easter	Second Grade	(417) 860-7450	deaster@live.com
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