

SPO Meeting Minutes
January 27, 2022

Members Present: Jamie Altrup, Phil Isley, Kelsey Jenkins, Roz Madden, Shannon Russell, Rachel Gerken

Members Absent: Davina Easter, Tess Hemphill, Britt Kaegel, Nikki Keiper, Jennifer Black

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

Guests: Anne Tegerdine, Monica Guerrant

Amy Maas called the meeting to order at 9:02 am.

Roz Madden motioned to approve the [December Meeting Minutes](#), seconded by Shannon Russell. Motion passed.

Gala Planning Update

Anne Tegerdine and Monica Guerrant from [AnnaBelle Events](#) provided an update on planning for the annual gala. The theme this year is Black and White by Candlelight. 64 tickets sold so far with a goal of 150. Tickets are \$100 per person and sponsorships are available at the \$1,000 and \$2,500 levels. **For more information on purchasing tickets (including teacher tickets) or sponsorships, please visit www.thesummitprep.org/gala.** Other confirmed details include catering (heavy appetizers and a dessert bar through Infused Catering), entertainment (dueling pianos), and valet parking. AnnaBelle Events is currently working on securing an auctioneer and a pre-party venue. Please contact [Anne](#) and [Monica](#) with any questions or for more information on underwriting opportunities.

Anne and Monica gathered feedback from the group on additional fundraising opportunities at the event, including song requests or engaging with the dueling pianos, a wine pull, or a gift card wall. The group was in favor of song request slips for the dueling pianos (suggested amount: \$10) and the wine pull, but not the gift card wall. Bar options will include beer, wine, signature drink, and a cash bar. Kelsey Jenkins recommended local wine company Good Clean Wine as a possible donor lead for the wine pull.

There will be multiple options to pay at the event, and payment may be made entirely through the auction app (attendees will need to register their mobile device), or charges may be added to family accounts. Cash will be accepted, but not required.

The Gala's Special Appeal will be focused on security enhancement. Enhancements include the potential for an expanded intercom system to accommodate growth within the building and the use of flex spaces, extending the privacy fence in the Big Backyard, and installing additional panic buttons. [Joe Dull](#), a filmmaker and new Summit parent, has offered to create an impact video for the special appeal which will feature Dana Thomas, Board Building and Grounds Chair, and Mike Albert, Facilities Coordinator.

Look for more information about the gala in a physical invitation (going to print), in the weekly Raven Report, in social media, in a flyer in Friday Folders, and at www.thesummitprep.org/gala.

Head's Highlight - Dr. Katie Heet

- The State of The Summit recorded presentation will be shared with families today (1/27/22)
 - Q&A via Google Form link will be available at the end of the presentation
 - Highlights of the presentation include an update on programming and academics, strategic planning, specifically the Upper School Initiative, board committee updates, the SPO structure for 2022-2023, and recognition.
 - April-May: SPO will nominate and vote on an SPO Coordinator

Marketing Minute - Amy Maas

- Admissions Update - 150 students enrolled, 3 students in admissions process for 2021-2022
- Early Learners/Kindergarten screening will be on Friday, February 18, 2022 (No School Day)
- Re-enrollment contracts be extended to current families on **March 1, 2022**
 - Contracts will be completed through the Family Portal and not AdobeSign or DocuSign
 - Contracts will include information on updating emergency contacts and other information previously completed through the Family Form
 - For help logging in to Family Portal, please contact the Front Desk

Development Dish - Amy Maas

- [Annual Campaign for the Raven Fund Update](#)
 - \$97,712 of \$100,000 goal raised
 - Pledges may be made through July 31, 2022 (end of fiscal year)

Financial Update - Amy Maas

- [Finance Report, 1/20/22](#)
- Scrip - Phil Isley
 - Tara Anderson-Arft is training with Phil to learn more about the Scrip Coordinator volunteer opportunity.
 - Phil has connected with Scrip to gather information on closing the program, if needed.
 - Families earned \$272 in rebates last month.

Community Events

- Trivia Night, postponed until Fall 2022
 - Kevin Rapp is still interested in serving as the event chair, but would like to postpone the event to the fall in response to the omicron surge.
- LS Dance/US Mixer, postponed until TBD
 - The all school LS dance and US mixer is postponed until further notice in response to the omicron surge.
 - US students are discussing plans for a dance closer to graduation.
- Proposed Event: Color Run, Event Chairs: Shannon Russell and Dulsey Stewart
 - The group discussed possible dates for the event to maximize attendance and plan for weather contingencies.
 - Shannon Russell motioned to approve the addition of the Color Run event on Wednesday, May 18th (Field Day), with a budget of \$3,500. Kelsey Jenkins seconded the motion. The motion passed.
 - Other details TBD: rain contingency date (potentially the following Saturday) or alternate field day activity (a "glow run" in the church gymnasium)
- Other Spring Events
 - Ravens Reach Out Day (April 22)

- Grandfriends' Day Hospitality (May 3)
- Graduation (Final Date TBD, May 10 or May 12)
- Family Fiesta & Culture Day (May 13)
- Field Day and Color Run (May 18)

Valentine's Snack

- [Class Rep Responsibilities for 2021-2022](#)
- Class reps are asked to provide a healthy snack, sweet snack, and an optional drink for your class on Monday, February 14, 2022.
 - Reminder: be aware of classroom allergies. If you need an updated allergy list, please contact Amy Maas.
 - Please use class funds: [Click here for the Reimbursement Form, or if you'd like the school to make the purchase directly.](#)
- Lower School teachers will connect with Class Reps directly on specific details (timing, etc.)
 - Teachers will also reach out to their classroom families with information on how each individual class will do their exchange. Students have the option to make a box at home and bring it in or create a bag in class (supplies provided by school, not SPO or class funds).
 - Teachers will organize their Valentine's snack and exchange based on their individual classroom schedules.
 - Jamie Altrup asked if parents are allowed on campus or if it is a closed campus event. Dr. Heet replied that we are asking parents to drop off or send in their snacks, confirming preference with their classroom teacher. If additional hands are needed with the snack, please check in with your classroom teacher on classroom assistance.
 - Roz Madden asked for clarification on the Valentine's snack vs Winter Party expectations. Amy Maas confirmed there is no Valentine's party and no activities or crafts need to be provided by SPO Class Reps. Class Reps are just asked to connect with classroom teachers to provide a snack while the students do their exchange.
- Upper School Student Council is meeting to plan their exchange activity. Student Council will be in touch with Upper School Class Reps shortly with more information.
 - Traditionally, Class Reps have used class funds to provide a snack for the Upper School exchange also.
 - Student Council has traditionally arranged the exchange during the lunch hour. Plans are still underway for this year's exchange.

Teacher Appreciation Committee

- [Employee Birthdays](#)
- February 18th - Teacher Work Day
- April 18-22, 2022 - Teacher Appreciation Week

Other Discussion

Jamie Altrup asked for ERB standardized testing dates for Class Reps to provide a snack to students. Dr. Heet relayed that ERB testing is slated for March 28-April 14, 2022. Students will not be testing every day, and these dates include staggered testing times for students in grades 3-8. More specifics on testing dates will be shared closer to time for Class Reps to coordinate with classroom teachers on a snack.

At 10:08 am, Phil Isley motioned the meeting to adjourn, seconded by Jamie Altrup.

Meeting adjourned at 10:08 am.

Upcoming Events

- 1/27: State of The Summit Meeting (Recorded Presentation), Q&A via Google Form
- 2/2: Global School Play Day
- 2/3: State of The Summit Video Link Expires
- 2/16: Late Start at 9:30 am
- 2/17: \$2 Uniform Buyout Day - 8th Grade Class
- 2/18: NO SCHOOL - Teacher Work Day & Early Learners/Kindergarten Screenings
- 2/21: NO SCHOOL - Presidents' Day

Upcoming Birthdays

- 2/23: Emma Souza (Spanish)

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	Upper School	(417) 840-7426, (417) 569-9772	jrose_w@yahoo.com, nikkid2184@yahoo.com

Committees

Phil Isley	SCRIP Coordinator	(314) 221-7947	scrip@thesummitprep.org
Lisa Montileone, Kelsey Jenkins, Remi Fasipe, Sherrie Sturtevant, Amanda Ward	Teacher Appreciation Committee		
Liliana Swinney	Fall Scholastic Book Fair Coordinator		
Lisa Tantone, Amanda Ward, Davina Easter	Donuts with Grown Ups		
Tess Hemphill, Nikki Keiper, Kelsey Jenkins, Jennifer Black	Winter Glow Movie Night		
Angela Teters	Cookie Shine	(417) 773-0799	angteters@gmail.com
Shannon Russell and Dulsey Stewart	Color Run		