

SPO Meeting Minutes
March 24, 2022

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

Amy Maas called the meeting to order at 9:03 am.

Tess Hemphill motioned to approve the [February Meeting Minutes](#), seconded by Britt Kaegel. Motion passed.

Head's Highlights - Dr. Heet

- Thank You for Spirit Week Lunch Support
- Hiring Update
 - Fourth Grade Faculty Hired
 - Scheduling second rounds interviews for several positions; more information will be shared with families as hiring decisions are known.
- [Camp Raven Registration Open](#)
 - Partnering with [37 North Expeditions](#) for outdoor experience camps
- Faculty and Parent Education Opportunities
 - ISACS Parent Education Series (Virtual) - April 5: Raising a Renaissance Kid
 - Parent Education with Dr. Brandi Klepper Pt. 2, Tuesday, April 12 from 6:30-7:30 pm

Marketing Minute - Amy Maas

- Re-enrollment contracts are due on Thursday, March 31, 2022
 - [Login through Family Portal to access your enrollment contract](#)
- Enrollment contracts will be extended to new families on Friday, April 1, 2022
- [Financial aid applications](#) are due by Thursday, March 31, 2022

Development Dish - Dr. Katie Heet & Amy Maas

- Gala netted just over \$30,000 in unrestricted income
- Over 125 attendees, including many alumni families and former Board members
- The school may work with [AnnaBelle Events](#) again for future Gala events
- Special Appeal, "Safety in Our School" raised \$10,000
 - Admin and the Building & Grounds Committee are working together to prioritize the list of safety and security needs and gathering quotes to move forward with implementation
- Soaring Together, 2021-2022 Raven Fund Update
 - \$101,195 Raised
 - 11 Raven Partners
 - 50% Family Participation
 - Family participation above and beyond tuition is critical in demonstrating to external donors and in the grant application process that the school has strong internal support.
 - [If you have not yet contributed to the Raven Fund this year, please click this link to pledge your donation today.](#) Any heartfelt amount, from \$5 to \$5,000, helps our participation number grow. Thank you for supporting our school!

- STEM Innovation Lab Update
 - Administration continues to meet with Hood-Rich Architecture and Base Construction to move the project forward.
 - The glass garage door to the entrance of the Innovation Lab has been ordered for installation in Summer 2022.

SPO Leadership in 22-23

- Please review the [SPO Leadership Roles](#) document.
- Nominations for SPO Coordinator may be sent to Amy Maas through Monday, April 25th.
- SPO members will vote for the SPO Coordinator at the general meeting on Thursday, April 28, 2022 at 9:00 am.
- The SPO Coordinator will work with the Admin Liaison, Amy Maas, to finalize Class Reps before the end of the school year.
- The SPO Coordinator and Admin Liaison will coordinate the summer retreat for SPO, administration, and the board.
- Sign ups for committees will be available at the summer retreat and during back to school activities.

Financial Update - Amy Maas

- [Finance Report, 3/22/22](#)
 - No changes since the March 2022 meeting.
 - If class reps have reimbursements they need to submit for their class budgets, please do so before the last day of school (May 18, 2022). Earlier is requested so that an exact class budget is known for end-of-year purchases.
- Scrip - Phil Isley & Tara Anderson-Arft
 - Families earned \$258 in rebates in February.
 - Reminder that the Growth Fund has been eliminated for the 22-23 school year.
 - Phil Isley will be making the following motion at the April SPO meeting for a vote:
 - For the 2022-2023 school year and in perpetuity thereafter, I propose that The Summit's Scrip rebates be distributed at 90% to Summit Family Accounts and 10% to the operation of The Summit's Scrip Program.
 - This motion is in alignment with recommendations from both Phil Isley and Tara Anderson-Arft, Scrip Coordinators.
 - Historical information for consideration: The Scrip program was first established as a fundraiser for the school with rebates being allocated: 50% to school, 40% to families, and 10% to run the Scrip program. Since Scrip is no longer needed as a school fundraiser, the distribution has been 90% to the Growth Fund and 10% to the Scrip program for the last 9+ years.
 - Admin is confirming that we can apply 22/23 rebates to family accounts on a monthly basis. Previously, all rebates have accumulated and then been applied to the Growth Fund in February, March, and April each year.
 - Admin is also confirming the exact month the monthly rebates will start being applied to family accounts. An update will be shared at the April SPO meeting.
 - Phil and Tara recommend keeping the Scrip account balance cap at \$8,000.
 - At the end of the school year, any amount over \$8,000 is then reallocated to The Summit's unrestricted fundraising income.

- New Scrip agreements will go out to all families electronically, once the new Scrip distribution is determined by SPO.
- Phil reported that Tara is fully trained and ready to become the new Scrip Coordinator.
- **School Supplies Discussion:**
 - Shannon Russell asked if SPO could place a bulk order of school supplies to utilize the Scrip rebate on behalf of the school. Families who purchase school supplies through the school would have charges added to their family account.
 - Dr. Heet confirmed that bulk supply ordering has come up in years past to mixed reviews from families. Some appreciate the convenience; others prefer the experience of shopping for school supplies on their own.
 - Roz Madden said that their former school offered a similar option where parents could reimburse the school \$50 for school supplies or choose to take the school supply list to shop on their own. This option was only available in Kindergarten. After that, the school provided all supplies that the families then reimbursed for consistency in the supplies being used in classes.
 - Jennifer Black shared that she likes the option to shop for something unique, especially with older children.
 - Phil Isley offered that standard items such as glue, pencils, and markers could be purchased in bulk with the option to shop for more individualized items like folders.
 - Tess Hemphill added that the paper and cleaning products on supply lists are much more economical to purchase in bulk rather than individually.
 - Admin will seek input from faculty on the school supply list from a classroom perspective.

Community Events

- **Spring Scholastic Book Fair - Canceled**
 - The Scholastic Book Fair will resume in-person in Fall 2022.
- **ERB Testing**
 - US (6th-8th): Monday 3/28-Wed 4/6
 - LS (3rd-5th): Thursday 4/7-Thursday 4/14
 - Class reps are requested to provide easy to grab, healthy snacks for students during testing (bananas, granola bars, cheese sticks, etc.).
- **Ravens Reach Out Day** - Friday, April 22nd (Earth Day) at [The Watershed Center](#)
 - Class reps may provide an optional snack (granola bars recommended) for students to take to The Watershed Center.
 - More information on parent volunteer opportunities will be shared soon.
 - *Request for Parents:* Hand shovels, garden tools, and gloves are needed for the event. Please mark any items clearly with your name to be returned to you.
- **Native Gardens Day** - Friday, April 29th at The Summit
 - Students will work outside in the native gardens in the morning.
 - Parents are invited to a pizza picnic lunch in the Big Backyard.
 - Early Release at 1:00 pm.
 - More information will be shared soon.
- **Grandfriends' Day** - Tuesday, May 3rd at The Summit
 - More information on hospitality volunteers will be shared soon.
- **Graduation** - Thursday, May 12th at MSU Plaster Student Union Theater from 6-7 pm

- **Family Fiesta & Culture Day** - Friday, May 13th at The Summit
 - Outdoor Picnic & Taco Truck from 11:45 am -12:45 am
- **Color Dash** on May 18th - Shannon Russell, Event Chair (Color Run is copyrighted)
 - Shannon will share communication needs with Admin to send save the date information (including explanation of the event, links to volunteer, information on sponsorships, and instructions for buying extra chalk) in an email to families, the Raven Report, Friday Folders/US Blog, a text message, and potentially at carline.
 - On the volunteer sheet, Nikki asked what the volunteer clean up entails. Shannon said that the chalk is biodegradable, so it will mostly be picking up decorations/squirt bottles, cones/track hurdles/etc, and tearing down the snack station. Card the Yard will set up/tear down their materials, and the DJ will set up/tear down their own materials.
 - Discussion was had on the track patterns for running, where to run on the track, and what to do in between runs.
 - The group brainstormed additional station ideas, including a bubble station, dance party with the DJ, and sidewalk chalk in the outdoor classroom.
 - Shannon will review the schedule of events and share back more information with the group at the April meeting.
 - There will be a parent/staff run and an awards ceremony at the end.
 - Every student and teacher will receive a shirt for the event (white shirt with black design so that the chalk will show up well).
 - April 21st is the t-shirt order deadline to have them in hand by May 1st.
 - Sponsorships (family names or business names/logos) are available and will be included on the back of the t-shirt.
 - Kelsey Jenkins offered to help design the shirt with Shannon.

Appreciation Committee

- [Employee Birthdays](#)
- Appreciation Week: April 18-22
 - Monday: Lunch from the Board of Trustees
 - Tuesday: Lunch from Gettin' Basted
 - Wednesday: Late Start Breakfast (sponsored by Holly Hunt)
 - Thursday: Cupcake Delivery
 - Friday: Sonic Drink Delivery (Ravens Reach Out Day)

At 10:12 am, Tess Hemphill motioned the meeting to adjourn, seconded by Shannon Russell.

Meeting adjourned at 10:12 am.

Upcoming Events

- March 28-Apr 8: ERB Testing (6th-8th grades)
- April 7-14: ERB Testing (3rd-5th grades)
- 11: Spring Picture Day
- 14: \$2 Uniform Buyout Day
- 15: NO SCHOOL - Home Stretch Holiday
- 20: Late Start at 9:30 am
- 22: Ravens Reach Out Day (All School Service Day) at The Watershed Center
- 28: SPO meeting, 9 am
- 29: Native Gardens Day & Big Backyard Picnic, EARLY RELEASE at 1:00pm

Upcoming Birthdays

- 4/14: Bri Bias (LS Art)

Summit Parent Organization (SPO)

Class Reps

Davina Easter	Early Learners	(417) 860-7450	deaster@live.com
Tess Hemphill & Emily Tups	Kindergarten	(417) 718-1181, (850) 510-2205	tess.hemphill@gmail.com, emilytups1@gmail.com
Kelsey Jenkins	First Grade	(417) 827-4536	kjenkins@morrisprop LLC.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 Dash		