

## SPO Meeting Minutes

Wednesday, September 21, 2022 at 9:00 am

Location: Bat Cave at The Summit Prep

Members present: Roz Madden, Amy Maas, Sarah Fry, Heather Calhoun, Kelsey Jenkins, Elizabeth Avery, Angela Tang, Shannon Russell, Melissa Kimmons, Emily Buckmaster, Elizabeth Thompson, Tara Anderson-Arft, Liliana Swinney, and Nicki Butler

Members absent: Davina Easter and Lisa Tantone

Meeting called to order at 9:02 am by Roz Madden

Raise Right Training - Tara Anderson Arft, Summit Raise Right Coordinator presented on the following:

- [Raise Right \(formerly Scrip\) Handout](#): This is a resource to share with families who may not know about the benefits of Raise Right.
  - Raise Right is a program where families buy gift cards at face value and a percentage of each sale returns to the school and is applied as credit on a family account, can be donated to the school, or received back as cash. A variety of stores and businesses participate in this program (HyVee, Lands End, Gap, Big Cedar, airlines, restaurants, etc).
  - Since May 31, 2022, Tara has already earned enough credits to cover her two children's after school clubs, lunches, and more!
  - Amy Maas and Kelsey Jenkins will work with Tara to create a testimonial video about the benefits of this program at The Summit to link in the Raven Report, distribute to new families, etc.
- Summit Raise Right [Agreement Form](#), each family member MUST complete this form and email/scan back to Tara ([scrip@thesummitprep.org](mailto:scrip@thesummitprep.org)) before they can begin earning credits.
  - Once you complete the agreement form, Tara will email you a code to login to your Raise Right app.
  - It is easiest to sign up and register on a computer, but the app is easiest to use on the go to purchase cards and maintain your account.
  - Tara is available to meet with anyone for a quick tutorial and to review the basics of the app. It is very user friendly!

### Event Recaps:

- Optional Summer Class Meetups
- Meet the Teacher: Friday 8/12 from 2-3 pm
- First Day of School Celebration: Thursday 8/18 from 8:15-9:00 am
- Boo Hoo-Woo Hoo Coffee: Thursday 8/18 from 9-10 am
- Back to School Bash, Friday 8/19 from 3-4 pm
- Summit Night at the Springfield Cardinals: Friday 9/9 (89 people purchased tickets)

### Upcoming Events ([Calendar for 22/23](#))

- [Click here to submit an all-school or multi-grade event form](#)
- Scholastic Book Fair, September 26-30
  - Chairs: Amanda Wheeler and Liliana Swinney. Liliana presented at the meeting on the book fair upcoming next week.
  - This year's theme is reading under the stars.

- Book fair hours are 8:00-9:00 am and 3:15-4:30 pm, Monday-Friday ([Volunteer opportunities available. Click here to volunteer at the book fair.](#))
- Student and teacher wish lists will be available, a variety of activities available for students during the book fair as well (find the skunk, guess how many bugs). Older students will again have the opportunity to wear inflatables during the carline, under adult supervision, to advertise the book fair.
- Trivia Night, Friday October 7th, 6:30-8:30 pm in the Music Room at The Summit Prep
  - Chairs: Kevin & Kelly Rapp
  - Budget: \$730, All proceeds from the event go to The Summit's 22/23 Raven Fund
    - Eighth Graders will sell snacks, proceeds go towards their 8th grade class trip
  - [Registration Link](#)
    - \$10/person or \$50 for team of 6
    - Family Friendly (trivia appropriate for ages 8+)
- [Donuts with Grown Ups](#), Wednesday, October 12, 8:00-8:45 am on campus
  - Budget : \$275
  - [Support needed: picking up donuts and coffee - setting up and tearing down that day](#)
  - This day is also Ravens Reach Out Day, when all classes will volunteer at the Watershed (families are welcome and encouraged to attend Ravens Reach Out Day)
- Admissions Open House, Tuesday 11/1 from 5-7pm; Wednesday 11/2 from 11-1pm
  - Chair: Amy Maas
  - Request for greeters and hosts
- [SPO Volunteer Form](#): Please share with your classroom families; it's open to ALL summit families to support school activities and there are still opportunities left that need help.
- Halloween and Day of the Dead on Campus
  - Tuesday, November 1st is a 9:30 am Late Start Day which is a departure from the traditional Wednesday late start day.
  - The Spanish Department is hosting Dia de Los Muertos celebrations and activities the week of October 31-November 4 during Spanish Classes.
  - We will have an optional all school shirt to purchase and wear on Monday 10/31.
  - We will again have our all school ofrenda at the front desk that week.

#### Teacher/Summit Appreciation Committee

- Name change to "Summit Appreciation Committee" to include both faculty and staff
- Will be hosting random 'grab-a-treat' days throughout the year. Examples include grab a fun water, movie pass, or some chocolate, etc. Ways to remind employees they are appreciated!
- Working with Board to provide recognition at State of the Summit (SOTS) in January 2023
- Summit Appreciation Week is February 13-17, 2023
- Request for Lunch Coverage on Wednesday, October 26 (during lunch and recess time, 1 hour total)
  - Amy will follow up with Class Reps and additional classroom parents to cover this lunch break
  - Parents/guardians/grandparents who volunteer for lunch coverage must complete volunteer training before 10/26
- After reviewing, the Summit Appreciation Committee would like to request an additional \$1,050 from SPO's 21/22 Restricted Funds for use during the 22/23 school year. These funds will primarily be used for employee birthdays (\$975) plus State of The Summit employee recognition (\$75)
  - Motion made by Kelsey Jenkins to use \$1,050 from the 21/22 SPO Restricted Funds for Summit Appreciation Committee use during the 22/23 school year. Motion seconded by Sarah Fry. Motion carried.

- SPO reps are being asked to be responsible for the assembly of the gift and the giving of the gift to their teacher on the birthday or half birthday (Upper School teachers, Verney/5th, Ursino/1st, West/EL, Luczywo/K). 4th, 3rd, and Early Learners teacher were covered at the birthday bash on Friday. SPO reps have been given their respective teachers birthdays as well as all agendas will continue to include upcoming birthdays as a reminder.

### SPO & Class Budgets

- Ratify motion made via email by Melissa Kimmons, seconded by Sarah Fry, on Friday August 17, 2022: "Motion to add an additional \$500 from the 21/22 SPO Restricted Funds to the First Day of School Budget, resulting in a \$1,100 budget to be used at the First Day of School Committee's discretion."
  - Motioned by Melissa Kimmons, seconded by Sarah Fry. Motion carried.
- Summit Masks from 2020: Zero Out, Sell, Give Away, Trash? Approximately 80 ish left
  - Motion to zero out the Summit masks and give away at events as needed for no cost. Motion made by Emily Buckmaster, seconded by Kelsey Jenkins. Motion carried.
- [SPO Budget to Date, updated 9/20/22](#)
  - [Submit a Purchase Request or Reimbursement](#)
  - [Tax Exempt Form](#)
  - Email Amy if you want to know how much is in your specific class budget
- [Use of Funds for 2021-2022 SPO Restricted Budget](#)
  - Group reviewed ideas currently on the list, provided by parents, teachers, and administrators and will continue to take suggestions.
  - Heather Calhoun asked about adding an awning to the front of the building, for carline. Amy said the idea has been brought up before and she would follow up with administration and report back to SPO at the October meeting. Idea added to the list.
  - The group discussed potential use of the 216 property and additional rental of Grace Church's gym to use for indoor recess or PE. Amy shared that 216 would need additional security and other infill to make it safe and suitable for students. Mr. Mike did get a quote at some point about 216 upgrades. She will find out and report back to SPO in October. Amy also shared that the school currently has an agreement with Grace Church to use the gym for PE on Tuesdays/Thursdays during the colder winter months. The school is still waiting to hear back from Grace Church on that pricing, but Amy will share with SPO what additional rental fees could be at the October meeting, or when the school hears back from Grace Church. Amy also noted that to use Grace church requires use of the shuttle bus or some way to transport students from campus to the gym. We have limited drivers (one) who can use the bus, so that could be a potential detraction from this opportunity.
  - Motion to use the 2021-2022 SPO Restricted Funds to purchase six (6) white boards for the upper school math department for up to \$200, to purchase forty (40) yoga blocks for yoga class for up to \$300, and to purchase a new mixer for music for upto \$525 plus the cost of shipping. Motion made by Sarah Fry and seconded by Kelsey Jenkins. Motion carried.
  - SPO asked for more detailed information, including cost, of soccer goals and soccer nets for the backyard, a class set of tennis rackets with storage for PE classes, and a flexible seating request from the upper school math department. Amy will follow up with Summit employees and share additional information at October SPO Meeting.
  - Kelsey Jenkins volunteered to research and plan out ways to improve the first floor kitchenette. Goal to make it a warmer place for employees to eat lunch, or to hold meetings.

- Tara Anderson-Arft has a friend whom SPO could use to order furniture through at a discounted price.
    - An ice machine would also be a welcome addition to this space.
  - Members are encouraged to think of additional spending opportunities for the restricted funds. As a reminder, these restricted funds must be spent by July 31, 2023.

### Upcoming Birthdays & Events

- *Sept 20 - Becky Breckner's Birthday (Guidance Counselor)*
- **Thurs 9/22 - \$2 Uniform Buy Out Day, theme: athletics**
  - *Sept 21 - Britni Cordel's Birthday (Fun Zone Leader)*
- **Fri 9/23 - No School, Teacher Work Day**
  - *Sept 23 - Kendra Pickett's Birthday (Receptionist)*
- **Mon 9/26 - Official School Picture Day**
- **Mon 9/26-Fri 9/30 - Scholastic Book Fair on Campus**
  - *Sept 28 - Whitney Kelley's Birthday (High School Biology)*
  - *Oct 4 - Mike Albert's Birthday (Facilities)*
- **Thurs 10/6 -\$2 Uniform Buy Out Day, theme: socktober**
- **Fri 10/7 - Trivia Night, 6:30 pm**
  - *Oct 10 - Dawn Eckstein's Birthday (Upper School Math)*
- **Wed 10/12 - Donuts with Grown Ups, 8-8:45 am**
- **Wed 10/12 - Ravens Reach Out Day at Watershed**
  - *Oct 12 - Rob Powers' Birthday (Upper School Science)*
- **Thurs 10/13-Fri 10/14 - No School, Fall Break**
- **Mon 10/17 - No School, Teacher Work Day**
- **Mon 10/17 - Board Meeting, 5 pm**
- **Wed 10/19 - SPO Meeting, 9 am**
  - *Oct 27 - Emma Smith's Birthday (Upper School History)*
  - *Oct 28 - Angie Collins' Birthday (2nd Grade)*
  - *Oct 29 - Kharja Teed's Birthday (PE)*
- **Mon 10/31-Fri 11/4 - Day of the Dead Celebration on campus**
- **Tues 11/1 - 9:30 am Late Start Day**

### Next Meeting

- Wednesday, October 19 at 9:00 am on Summit Campus
  - If a Zoom link is needed, email Amy Maas with request by Tuesday 10/18 by 9 am

### Additional Questions or Discussion

Motion to close meeting at 10:44 am by Melissa Kimmons. Seconded by Sarah Fry. Motion carried.

Those interested traveled to the old womens' locker room to view the SPO Closet after the meeting.