

SPO Meeting Minutes

Wednesday, October 19, 2022 at 9:00 am

Location: Bat Cave at The Summit Prep

Members present: Roz Madden, Elizabeth Thompson, Melissa Kimmons, Emily Buckmaster, Angela Tang, Sarah Fry, Amanda Wheeler-Johnson, Erica Harris, Amy Maas, Dr. Katie Heet.

Members absent: Elizabeth Avery, Kelsey Jenkins, Shannon Russell.

Roz Madden called the meeting to order at 9:01 am

Motion to approve the September 2022 SPO Meeting Minutes was made by Elizabeth Thompson, seconded by Sarah Fry. Unanimously approved by members present.

Event Recaps:

- Scholastic Book Fair, 9/16-9/30
 - Amanda Wheeler-Johnson, Book Fair co-chair with Liliana Swinney, spoke to the great success of the fall book fair on campus
 - The book fair brought in over \$6,000 in sales. The school elected to take the profit as cash, 24% of the total sales, and will receive \$1,429.82 to use for educational supplies.
 - Amanda shared that the book fair volunteers were instrumental in the success of the book fair. They have help every morning and afternoon session, and the extra help setting up and tearing down were greatly appreciated. She asked that SPO consider doing something extra to recognize those volunteers.
 - Spring Book Fair is scheduled for May 1-5, encompassing Grandfriends Day. Amanda said additional volunteers will be needed for that day in the Spring.
- Trivia Night, 10/7
 - Chaired by Kelly and Kevin Rapp, very well done with a wonderful volunteer team
 - The En-cyclop-edias finished first, with a total of six teams participating. It was the first time in 8 or so years that Summit has hosted a Trivia Night
- Donuts with Grown Ups, 10/12
 - Well attended by Summit community with lots of donuts for all (and left over)
 - It was noted that the event went slightly over budget, as cost increased for coffee and a few other items from last year

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

[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.

- [Click here to submit an all-school or multi-grade event form](#)
- Parent Education, Monday 10/24 from 2:00-3:30 pm
 - The Summit will be hosting a viewing of the webinar Thrivers: What Really Helps Kids Find Happiness Today and Success Tomorrow at 2:00 pm in the Music Room on campus. This webinar, presented by the Independent School Association of the Central States (ISACS) features Michele Borba, Educational Psychologist and Author.
 - All Summit families are invited to attend the viewing from 2:00-3:00 pm and stay for discussion until the carline at 3:30 pm. [Please let us know if you can attend!](#) If you can't make it but are interested in accessing the recording, you may indicate that in the RSVP form as well.

- Just like 2021-2022, the webinars will be available to view online after 10/24.
- Admissions Open House, Tuesday 11/1 from 5-7pm; Wednesday 11/2 from 11-1pm
 - Amy Maas is looking for volunteers to be at the Open Houses and serve as greeters. If you are available and interested, please contact Amy.
 - Families are encouraged to invite their friends to attend Open Houses. More information can be found on the [Facebook Event](#) or [online](#).
- Day of the Dead on Campus celebrated all week (31st -4th)
 - **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 all the week of October 31-November 4 during Spanish Classes.
 - Summit Spanish Spirit Wear Shirts (2022 or previous years) may be worn on Monday 10/31.
 - Look for more information from the Spanish department regarding the all school ofrenda at the front desk that week.

Summit Appreciation Committee

- The committee met on Wednesday, October 5th to continue working on employee birthday recognition and events for the 22/23 school year.
- Upcoming events include, Lunch Coverage for Teacher/Staff Luncheon on Wednesday 10/26, Grab a Treat Days throughout the year, and Cookie Shine before Winter Break.

SPO & Class Budgets

- The group present ratified the motion made via email by Amanda Wheeler-Johnson, seconded by Liliana Swinney, on Wednesday, September 28, 2022: *"Motion to use 21/22 SPO Restricted Funds to purchase any books/items remaining on The Summit's Scholastic fall teachers' wishlists, up to \$300. Item purchases will be prioritized at the Book Fair Committee's discretion."*
- [SPO Budget](#), updated 10/18/22
 - [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.
 - Purchases made since September 2022 approval
 - Upper School Math White Boards
 - 40 Yoga Blocks
 - New Music Mixer
 - Teachers' Wishlist from Scholastic Book Fair
 - Updates from September Meeting Requests
 - Awning for front of building
 - Use of 216 property
 - Additional rental of Grace Church's gym
 - Soccer Goals/nets
 - Tennis rackets and storage
 - Flexible seating for upper school math
 - A motion was made by Melissa Kimmons to use \$1,000 of the 21/22 SPO Restricted Budget to refresh the first floor kitchenette space based on designs submitted by Kelsey Jenkins. The

motion was seconded by Amanda Wheeler Johnson. The motion was unanimously approved by all members present.

- 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.
- Mabel's Labels: \$62.07 received for purchases through Summit link on 9/12/22 - applied to 22/23 Raven Experience Fund

Upcoming Birthdays & Events

- **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**
 - Nov 4 - McKenzie Mitchell (Fun Zone)
 - Nov 13 - Katie Heet (Head of School)
 - Nov 20 - Meredith Taylor (Music)
 - Dec 6 - Dulsej Stewart (Yoga) *half birthday, actually June 6
 - Dec 22 - Lanae Ursino (1st Grade) *half birthday, actually June 22
 - Dec 24 - Whitney Wiese (Director of Administration) *half birthday, actually June 24

Next Meeting

- Wednesday, November 16th at 9:00 am on Summit Campus
 - If a Zoom link is needed, email Amy Maas with request by Tuesday 11/15 by 9 am

Additional Questions or Discussion

- Melissa Kimmons asked about the potential to charge entry to future sports events (such as basketball games) and to have concession sales at these events. Dr. Heet shared that Dr. Jones, Athletic Director, would be a great point of contact for those opportunities. Melissa said she would reach out to him.
- Emily Buckmaster shared that they're still looking for a cheer group to sponsor/lead the Summit Cheer club. If you know of anyone, please share their contact information with Dr. Jones (ajones@thesummitprep.org).

At 9:59 am, Amanda Wheeler Johnson made a motion to adjourn the meeting. It was seconded by Emily Buckmaster. The motion to end the meeting was unanimously approved by all members present.