

SPO Meeting Minutes

Wednesday, November 16, 2022 at 9:00 am

Location: Bat Cave at The Summit Prep

Attendees: Melissa Kimmons, Amanda Wheeler-Johnson, Roz Madden, Kelsey Jenkins, Angela Tang, Shannon Russell, Sarah Fry, Dara Sumners, Heather Calhoun, Emily Buckmaster, Elizabeth Avery, Amy Maas, Shelly Drymon

Meeting called to order at 9:03 a.m. by Roz Madden

Summit Gala 2023

- Shelly Drymon, Development Officer, shared committee information about The Summit's Gala
 - Gala to be held on Friday, March 4th, pending venue availability (two possible at the moment)
 - Goal to expand to the external community and make more money
- [Request for Committee Volunteers](#)
 - Need committee volunteers, ideally 2-3 per committee - Shelly Drymon is as member of each committee and lead on the event itself
 - Please share with families who may be interested in supporting

Approval of the October 2022 SPO Minutes

Motion to approve the [October 2022 SPO Minutes](#) made by Amanda Wheeler-Johnson. Seconded by Sarah Fry.

Event Recaps:

- Parent Education Series: Thrivers - over 20 individuals attended or watched online
 - Next Parent Education Series happening on Tuesday, December 6th
 - "Gift of Failure" - [Click here to RSVP](#)
- Open House - HUGE Success! Over a dozen families toured and at least three applications received

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](#)
- Class Winter Parties
 - Tuesday, December 20th from 10:30-11:15 am (45 min total)
 - Reach out to your classroom teachers to schedule a time to meet and discuss holiday party plans: they may have suggestions and preferences on activities, crafts, snacks - they know their class best
 - Using class funds, parent volunteers and parent donations
 - Families welcome to attend
 - Upper School different than lower school
- Class Valentine Treats
 - Tuesday, February 14th
 - Different from class party, just a treat - No families will attend
 - Talk with classroom teachers about their expectations and requests
- [Review how to complete a purchase request or a reimbursement request](#)

Review of SPO Reps Responsibilities

- Winter Parties/Valentines Treats
- Birthdays, where to find supplies
- Forwarding SPO Meeting Minutes/highlights via email

Summit Appreciation Committee

- The committee met on Monday, November 7th
- Cookie Shine on Tuesday, December 20th: Annual tradition where families are encouraged to make or purchase holiday treats and bring in for teachers to enjoy/take-home over winter break.
 - A sign up genius will be going out after Thanksgiving Break.
- Grab a Treat Day
 - November: Treats themed with “You’re all that and a bag of chips” & “You’re o-fish-ially the best”
 - December: Ornaments
 - January: TBD
- Teacher Appreciation Week, February 13-17
 - Theme: Red Carpet, VIP
 - Looking for local or family businesses to donate/provide daily raffle prizes & fun things each day
 - Massages
 - Movie Tickets
 - Car detailing

SPO & Class Budgets

- [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](#)

Upcoming Birthdays & Events

- *Nov 20 - Meredith Taylor (Music)*
- **Mon 11/28 - Board Meeting, 5 pm**
- **Wed 11/16 - Volunteer Training, 3pm**
 - *Dec 6 - Dulseys Stewart (Yoga) *half birthday, actually June 6*
- **Wed 12/7 - Volunteer Training, 3pm**
- **Thurs 12/8 - \$2 Uniform Buyout Day, PJ Theme**
- **Fri 12/9 - 1:00 pm Early Release (no after school fun zone)**
- **Wed 12/14 - SPO Meeting, 9 am**
- **Mon 12/19 - Board Meeting, 5 pm**
- **Tues 12/20 - Winter Parties at 10:30 am and Early Release at 11:30 am (no after school fun zone)**
- **12/21-1/4 - Winter Break**
 - *Dec 22 - Lanae Ursino (1st Grade) *half birthday, actually June 22*
 - *Dec 24 - Whitney Wiese (Director of Administration) *half birthday, actually June 24*
 - *Jan 4 - Halina West (EL Classroom Assistant) *half birthday, actually July 4*
- **Thurs 1/5 - Student Return to Campus**
 - *Jan 7 - Jack Johnson (High School Music) *half birthday, actually July 7*
 - *Jan 13 - Jordan Alexander (US English)*
 - *Jan 15 - Blair Verney (5th Grade) *half birthday, actually July 15*

Next Meeting

- Wednesday, December 14th at 9:00 am on Summit Campus
 - If a Zoom link is needed, email Amy Maas with request by Tuesday 12/13 by 9 am

Motion to end meeting at 10:00 a.m. by Sarah Fry. Seconded by Shannon Russell.