

SPO Meeting Minutes

Wednesday, December 14, 2022 at 9:00 am

Location: Bat Cave at The Summit Prep

Attendees: Roz Madden, Kelsey Jenkins, Shannon Russell, Melissa Kimmons, Emily Buckmaster, Heather Calhoun, and Amy Maas

Roz Madden called the meeting to order at 9:00 a.m.

Approval of the November 2022 SPO Minutes: [November 2022 SPO Minutes](#)

Motion to approve the November 2022 SPO Meeting Minutes was made by Melissa Kimmons. Seconded by Emily Buckmaster. The motion was unanimously approved.

Event Recaps:

- Parent Education Series: Gift of Failure (Tuesday 12/6) was well attended in person and is still available for parents to watch until January 31, 2023. [Summit families can click here to view.](#)
- Soaring into Sixth Grade (for 5th grade students and 4th/5th grade parents) was a great experience for all! Current fifth graders are excited for middle school next year! Summit will be hosting a similar event for 8th graders to “jump up” into high school in January.
- Refresh of Raven Cafe, THANK YOU Kelsey Jenkins and team! Please stop by and check it out if you haven't already!

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

- **Class Winter Parties**, Tuesday, December 20th from 10:30-11:15 am (45 min total)
 - Use class funds/budgets
 - Families are welcome to attend
 - SPO Reps suggested that next year it would be helpful to brainstorm neutral holiday crafts, snacks, and games as a group and places to purchase those items.
- **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.
 - [Sign up to bring a treat](#)
- **Holiday Gift Giving**
 - Not expected or required by families
 - Not an expectation for SPO Reps to organize
 - Summit Appreciation committee is NOT responsible for Holiday Gifts either; they are doing the cookie shine/hot chocolate bar and another group holiday grab-n-go-see below
 - Class wishlists to provide a classroom supply
 - Limitations for individual gift amounts (\$25) vs group gift amounts (unlimited amount)
- **State of The Summit**: Thursday, January 26th: Annual meeting presented by the Board of Trustees regarding past year celebrations and future strategic planning
 - Family friendly. Childcare will be provided.
 - All SPO Reps are asked to attend this event if they are able
- **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
- [SPO Volunteer Form](#)
- [Click here to submit an all-school or multi-grade event form](#)

Summit Gala 2023 by Shelly Drymon, Summit Development Officer

- NEW DATE AND LOCATION: Friday, April 21, 2023 at Drury's Judy Thompson Executive Center
- [Request for Committee Volunteers](#): Kick off meeting at Vino Cellars in January!
 - All SPO Reps and committee members are invited to attend this kickoff event, so they can have the inside details to share with families

Summit Annual Raven Experience Fund

- [Click here to make a donation](#) (Also can be added to Summit Family Account or bring in cash/check)
- Participation Goals: 100%
 - Employee: 100%
 - SPO Reps: 100%
 - Board: 90%
 - Family: 33%
- Donation Goal: \$100,000
 - Currently: \$56,153

Summit Appreciation Committee

- Grab a Treat Day
 - December: Hot chocolate bar and winter themed coasters and ornaments
 - January: TBD
- Summit 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 such as: Massages, Movie Tickets, Car detailing
 - Email Amanda Wheeler-Johnson for more information at ajanew2004@gmail.com

Update Family Referral Program

Contact Amy Maas, Admissions Officer, with any questions or to refer a family.

1. A current Summit family will receive a \$25 credit to their Summit account for every family they refer to take a tour of The Summit.
2. A current Summit family will receive a \$50 credit to their Summit account for each student application received as a result of their referral.
3. A current Summit family will receive a \$250 credit to their Summit account for each new student enrollment contract that results from their referral.

SPO & Class Budgets

- [SPO Budget](#), updated 12/8/22
 - [Submit a Purchase Request or Reimbursement](#)
 - [Tax Exempt Form](#)
 - Should've received your specific class budget-let us know if you have any questions
- [Use of Funds for 2021-2022 SPO Restricted Budget](#)
 - Suggested to add to wishlist, for Raven Cafe: a TV and wall mount, fire stick, ice machine
 - Reps present are checking their homes for donations and suggested items be added to Raven Report as well
 - Suggested make an ask of local businesses/families to donate for picnic tables, and put a plaque on tables recognizing donors

- *Melissa Kimmons made the motion to use \$525 of the 2021-2022 SPO Restricted Funds to purchase PE wish list items, to be prioritized at the teacher's discretion and purchased by The Summit. The motion was seconded by Kelsey Jenkins. The motion was approved unanimously.*
- *Kelsey Jenkins made the motion to use \$1,050 of the 2021-2022 SPO Restricted Funds for the Art and Spanish departments at The Summit. Each department to receive \$525 to spend at the discretion of those teachers to support their classrooms. The motion was seconded by Heather Calhoun. The motion was approved unanimously.*

Upcoming Birthdays & Events

- **Thurs 12/15-Fri 12/16 - 8th Grade Bake Sale, 3:25-3:45 pm**
- **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*
- **Wed 1/11 - 9:30 am Late Start**
 - *Jan 13 - Jordan Alexander (US English)*
 - *Jan 15 - Blair Verney (5th Grade) *half birthday, actually July 15*
- **Mon 1/16 - No School, Martin Luther King Jr. Day**
- **Tues 1/17 - Board Meeting, 5 pm**
- **Wed 1/18 - SPO Meeting, 9 am**
- **Thurs 1/26 - State of The Summit Meeting, 5:30 pm**

Next Meeting

- Wednesday, January 18th at 9:00 am on Summit Campus
 - If a Zoom link is needed, email Amy Maas with request by Tuesday 1/17 by 9 am

Kelsey Jenkins made the motion to adjourn the meeting at 9:57 a.m. The motion was seconded by Heather Calhoun. Motion unanimously passed.