

# Oak Meadow PA Board Meeting Minutes

<b>Date:</b> January 6, 2017	<b>Time:</b> 8:40a--10:45a	<b>Location:</b> Conference Room
------------------------------	----------------------------	----------------------------------

<b>Formal Agenda (if any)</b>	<ol style="list-style-type: none"> <li>1. Discussion of OMS 40th anniversary</li> <li>2. Review of Book Fair, Community Service Events, Cookie Swap</li> <li>3. Upcoming Activities &amp; Planning</li> <li>4. OMPA Board Administration</li> </ol>
-------------------------------	---

<b>Attendees:</b>	<ol style="list-style-type: none"> <li>1. Tamsin Mansley</li> <li>2. Meg Antonganeli</li> <li>3. Christine Schurman</li> <li>4. Leslie Grossman</li> <li>5. Jessica Metevier</li> <li>6. Denise McKenna</li> <li>7. Hannah Pierpont (BoT)</li> </ol>	<ol style="list-style-type: none"> <li>8. Kerry Flatley</li> <li>9. Jessica Madoc-Jones</li> <li>10. Bill Perrine</li> <li>11. Silvia Dubinsky</li> <li>12. Beth Donato</li> <li>13. Queen Allotey-Pappoe</li> </ol>
-------------------	--	--

<b>Absent:</b>	<ol style="list-style-type: none"> <li>1. Melissa Baern</li> <li>2. Sundar Balasubramanian</li> <li>3. Alison Chase</li> </ol>	<ol style="list-style-type: none"> <li>4. Polina Kuklina</li> <li>5. Hilary Maglothin</li> <li>6. Lyn Goldman</li> </ol>
----------------	--	--

## Decisions:

<ol style="list-style-type: none"> <li>1. <b>40th Anniversary:</b> Work with the Board of Trustees to weave 40th anniversary celebrations into PA events during the 2017–2018 school year. The ideas discussed at the meeting have been listed in a brainstorming doc on the OMPA shared folder on Google Drive <a href="#">here</a>.</li> <li>2. <b>Cookie Swap:</b> This event will continue as usual next year since it was well-attended this year. (There were concerns about continuing this event due poor attendance in past years.) Using SignUp Genius for cookie contributions should continue as well.</li> <li>3. <b>Giving Tree:</b> Next year's event should sponsor 40 children, which is the same amount of children who were sponsored this year. If Denise does not coordinate the Giving Tree next year, she has templates and files ready to pass on to whomever takes on this responsibility.</li> <li>4. <b>Finances &amp; Expenses:</b> Anyone who incurred expenses related to the Cultural Heritage Festival should submit an expense reimbursement form to Christine Schurman.</li> <li>5. <b>OMPA Meeting Scheduling:</b> Spring meeting is scheduled for March 17, 2017; committee planning meetings will happen between now and then. Parents are encouraged to get involved! Please submit your interest via <a href="#">PA Volunteer Opportunities 2016-2017</a>.</li> <li>6. <b>Staff Appreciation:</b> The staff appreciation luncheon is scheduled for Friday, <b>May 5, 2017</b>.</li> </ol>
--

## Action Items:

Items	Assigned To:	Date Due:
<b>40th Anniversary (2017–2018 school year)</b> <ul style="list-style-type: none"> <li>• Determine a point person from the OMPA to work with the Board of Trustees</li> </ul>	Tamsin	May 2017
<b>Green Book Fair:</b> <ul style="list-style-type: none"> <li>• Determine an on-site location to store books for next year's book fair</li> </ul>	Hilary, Leslie	Jan. 2017 – May 2017

<ul style="list-style-type: none"> <li>Consider publicizing next year's book fair to public</li> </ul>		
<b>Community Service</b> <ul style="list-style-type: none"> <li>Support Mr. Pixley on the music for seniors event</li> <li>Determine whether to have a food drive in the spring</li> <li>Include giving opportunities in eHighlights</li> </ul>	Kerry, Hilary	Feb. 2017
<b>Staff Holiday Giving:</b> Discuss staff gift giving with Bill, reflecting on any issues that may have arisen during the 2016 holiday gift giving.	Tamsin, Lyn	Jan. 2017
<b>Cultural Heritage Festival:</b> <ul style="list-style-type: none"> <li>Create and communicate SignUp Genius for RSVP, Potluck contributions and Volunteers to assist with raffle solicitation, event setup and cleanup activities.</li> <li>Recruit people to help with decorating</li> <li>Decorating a week prior as a preview and conversation starter at MMM (need to arrange access to gym - Leslie to assist in coordination)</li> </ul>	Jess M., Meg, Lyn, Leslie	Jan. 2017
<b>Willow Book Night:</b> Decide on a date for Oak Meadow night at Willow books. There is a preference for scheduling this event during spirit week (week of March 20th) <b>UPDATE: This event has been canceled due to store closing.</b>	Hilary	Jan. 2017
<b>Spirit Week Kick-Off MMM:</b> Consult and coordinate with Mr. Pixley and Bill. Spirit Week is the week of <b>March 20th.</b>	Tamsin, Jess M.	Feb. 2017
<b>Spring Planting:</b> <ul style="list-style-type: none"> <li>Coordinate with the school to decide whether volunteer efforts should be used on a clean-up day or a planting day. (A clean-up day would not be associated with the Open House on Sunday, April 30.)</li> <li>If the committee decides to have a planting day, then determine what should be planted (grasses along the side of the Rizzi center was suggested by Jess M-J). Also, check with Leslie about including the planting as an Open House activity.</li> </ul>	Silvia, Meghanne	
<b>BOARD ADMINISTRATION:</b> <ul style="list-style-type: none"> <li><b>OMS Events w/ PA Presence:</b> Contact PA Board members and coordinate PA presence when there is a specific need at school events (i.e., PIN meetings, OMS Open House, Alumni Night, Parent Ed Nights)</li> <li><b>OMPA Budget:</b> Submit an explanation of fund allocation to the committee chairs</li> <li><b>Event Planning:</b> an <a href="#">Event Order Form</a> is used by <a href="#">Denise McKenna</a> for coordinating on-site PA OMS community events. An <a href="#">Event Communication Plan Template</a> is to be replicated, customized for planning event work and shared with <a href="#">Laura Simon</a>.</li> <li><b>Room Parent Coordination:</b> Schedule time at Staff &amp; Faculty meeting late March to begin thinking about RP needs for the coming school year. Objective is to discuss the value of RPs in building community and marketing the school, identify teacher specific needs and have RPs in place by June. Suggestion is to pick a 1st/2nd year parent for program continuity; RP Qualities: Care about the school, willing to build relationships in the classroom, organized, IT proficient.</li> <li>OMPA wishes to further develop an understanding of Money, Time and Community and how to be successful in our role at Oak Meadow</li> </ul>	Leslie, PA Officers	W-I-P

<p>(MISSION - DESIRED OUTCOMES)</p> <ul style="list-style-type: none"> <li>• <b>Develop and institute a “Community Corner” section in e-Highlights or Parent Portal on the School website.</b></li> </ul>		
<p><b>Board Volunteer Recruitment</b> to support and coordinate Event/Activity Committee work.</p> <ul style="list-style-type: none"> <li>• <b>Establish Committee Leadership:</b> Spirit Week (Mar 2017), End of Year Picnic (Jun 2017), Fall Fest (Sept 2017)</li> <li>• Please email your interest to <a href="#">OMPA Chairperson</a> by March 1, 2017.</li> </ul>	ALL	School Year