

Oak Meadow PA Board Meeting Minutes

Date: November 4, 2016	Time: 8:34a--10:45a	Location: Conference Room
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Formal Agenda (if any)	<ol style="list-style-type: none"> 1. Review of Fall Activities & Lessons Learned 2. Upcoming Winter Activities & Planning 3. Finances & Expenses 4. OMPA Board Administration
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Attendees:	<ol style="list-style-type: none"> 1. Tamsin Mansley 2. Lyn Goldman 3. Meg Antonganeli 4. Christine Schurman 5. Leslie Grossman 6. Sundar Balasubramanian 7. Alison Chase 8. Jessica Metevier 	<ol style="list-style-type: none"> 9. Jessica Madoc-Jones 10. Nisha Nambiar 11. Silvia Dubinsky 12. Polina Kuklina 13. Hilary Maglothin 14. Amelia Sahatjian 15. Meghanne Cole 16. Kate Arcieri
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Absent:	<ol style="list-style-type: none"> 1. Melissa Baern 2. Beth Donato (RP) 	<ol style="list-style-type: none"> 3. Kerry Flatley 4. Bill Perrine
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Decisions:

1.	OaktoberFest: Move date to late September ("Fall Fest") to avoid contending with MS Halloween Fair. The 50/50 Raffle will become a Raffle with a gift card prize. Event planning to begin in the spring (format, logistics, volunteers to include more student engagement!)
2.	Fall Planting: Keep it paired with the Fall OMPA Community Event. Meghanne Cole has volunteered to co-chair this committee with Silvia. Thank you!
3.	Green Book Fair: SignUp Genius will be used for Volunteer needs. A Story time child care offering will be paired with this event to encourage parents to partake.
4.	Cookie Swap: Looking to change the location to the Rizzi Center to spark more participation following MMM. <i>If attendance is low, this event may be discontinued.</i> SignUp Genius will be used for Cookie donations.
3.	Finances & Expenses: OMPA budget is no longer a line item on the School's operating budget. OMS has agreed to cover PA activities expenses based upon last year's expenditures (~\$5k). <i>Please contact Christine Schurman for event budget details.</i>
4.	OMPA Meeting Scheduling: Winter meeting is scheduled for January 6, 2017; committee planning meetings will happen between now and the March OMPA Board Meeting. Parents are encouraged to get involved! Please submit your interest via PA Volunteer Opportunities 2016-2017 .
5.	Cultural Heritage Festival: Scheduled for Friday, January 20, 2017 . Jessica Metevier, Meg Antonganeli, Sundar Balasubramanian, Leslie Grossman and Rachel Tadmor are forming this committee. Sundar and Leslie will coordinate the performances.

Action Items:

Items	Assigned To:	Date Due:
STEM-Quest (11/6/16): <ul style="list-style-type: none"> • In need of Parents to help with activities - to volunteer speak with Leslie • Social Media Posts connected to Oak Meadow - <i>PLEASE Like/Share/Comment/Share to own page</i> 	ALL	11/6
Green Book Fair: <ul style="list-style-type: none"> • Create a display in the Foyer to showcase • Arrange Storytime childcare staffing, logistics • Volunteers Needed! Create and communicate needs via SignUp Genius 	Hilary, Lyn	Nov. 2016

Cookie Swap: <ul style="list-style-type: none"> Decorate the CGR after Thanksgiving - Looking at a Friday morning or Monday before pick up Recruit people to help with decorating Create and Communicate SignUp Genius for cookie donation Create labels for allergen ingredients 	Christine, Lyn	12/1 2016
Staff Holiday Giving: Update and Send FAQ and Guidelines for Room parents and the PA person managing Special Teacher Gifts. <i>This information has been reviewed, updated and distributed for 2016 gift giving purposes. -Lyn, 11/19/16</i>	Lyn	11/27 ✓
Cultural Heritage Festival: <ul style="list-style-type: none"> Save the Date to go out before Thanksgiving Recommend using Doodle App for scheduling planning meetings. Create and communicate SignUp Genius for RSVP, Potluck contributions and Volunteers to assist with raffle solicitation, event setup and cleanup activities. Recruit people to help with decorating Decorating a week prior as a preview and conversation starter at MMM (need to arrange access to gym - Leslie to assist in coordination) 	Jessica, Meg, Lyn, Leslie	Nov-2016 - Jan 2017
Spirit Week Kick-Off MMM: Consult and coordinate with Mr. Pixley	Tamsin	Jan. 2017
Finance & Expenses: <i>Please see Message from the Treasurer on page 3.</i>	ALL	ASAP
BOARD ADMINISTRATION: <ul style="list-style-type: none"> OMS Events w/ PA Presence: 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) OMPA Budget: Submit an explanation of fund allocation to the committee chairs Event Planning: an Event Order Form is used by Denise McKenna for coordinating on-site PA OMS community events. An Event Communication Plan Template is to be replicated, customized for planning event work and shared with Laura Simon. Room Parent Coordination: Schedule time at S&F 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. OMPA wishes to further develop an understanding of Money, Time and Community and how to be successful in our role at Oak Meadow (MISSION - DESIRED OUTCOMES) Develop and institute a “Community Corner” section in e-Highlights or Parent Portal on the School website. 	Leslie, PA Officers	W-I-P
Board Volunteer Recruitment to support and coordinate Event/Activity Committee work. <ul style="list-style-type: none"> Establish Committee Leadership: Spirit Week (Mar 2017), End of Year Picnic (Jun 2017), Fall Fest (Sept 2017) Please email your interest to OMPA Chairperson by Jan. 1, 2017. 	ALL	School Year

General Discussion Notes:

- PA board and general meetings are open to all who wish to participate. These meetings are a helpful communication channel for all parents.
- PA Activity Reporting:
 - Oaktoberfest** (Tamsin): Community event resulted in a \$443 profit. This is due to the person who won

the raffle and donated it back. Heartfelt gratitude was expressed for everyone's support and involvement. Melissa Baern will be stepping down as Chair of this planning committee.
Recommendation: A bird deterrent for the portico rafters (coord. w/ Facilities/Leslie) for community to enjoy the use of the adirondack chairs.

- **Fall Planting** Event went well and pairing with Oaktobefest was successful. Recommendations for Spring Planting event: Coordinate with OMS Building & Grounds/Facilities re: Vision for outside site plan.
 - Develop a RAIN DATE plan (perhaps a few Wednesdays after school v. a weekend)
 - Need *OMPA Planting Activity* signage when combined with another event.
 - Bring mulch plus more compost (4 typical bags of each)
 - Arrange in advance for front foyer door access to electric outlets if needed..
 - Bring a dedicated beverage for volunteers. School event offerings not be easily accessible outdoors.
- **Book Fair**: Coordinating a Green Book Fair event for ALL reading levels (Parents too!). Excess from Fair will be eBayed for additional sales and/or donated to the [Boys & Girls Club](#) in Boston and [First Connections](#) (to receive multilingual books).
- **Community Service**: Supporting several service opportunities with a focus on appreciation, empathy and families in need. The craft table at Oaktobefest included cardmaking for Veterans. The cards were delivered to the Lowell VA Center. Alumni, Delaney McKenna ('14) organized a winter weather clothing drive for Lowell [Wish Project](#) with a collection box located in the OMS foyer until November 10. Art Teacher, Catherine Karp is focusing on empathy in classwork and will be offering a few after-school drop-in slots for holiday card making to support the [Concord Prison Outreach Holiday Gift Bag Project](#).
- **Giving Tree (11/21 - 12/9)**: The annual Holiday Giving Tree service project managed by UE students is underway for the first half of December - sponsoring 30+ children affiliated with the DCF (Department of Children & Families) Lowell Office. Note: this event is starting earlier due to parents requests.
- **Staff Holiday Gift Giving (11/28 - 12/12)**: The Room Parent Coordinator has sent a communication 11/11/16 with action requested to Room Parents for distribution to classroom families by 11/27/16.
- **Cookie Swap & Social (12/12)**: Attendance has dropped; will use this year to evaluate continuing for next year (change location, the timing, evening or Wednesday after dismissal?) PR is arranged for: Highlights, Sandwich Board, Flyers handed out at drop off, Barbara Brady has agreed to make and wear a cookie hat for promoting.
- **Cultural Heritage Festival (1/20)**: SAVE THE DATE! This is a School community potluck dinner event "make your favorite dish for 10-12 pp"; the cultural component will include outsourced entertainment as needed and arranged by the School (Leslie). PA can support this event through communications and volunteers for the logistics of room set and break down.
 - Jessica Metevier and Meg Antonganeli are the planning committee Co-Chairs.
 - First meeting was 11/3; Next meeting is 12/3 @ 8:30am, OMS Conf. Rm- ALL are welcome to attend!
 - *NEW*: Ethnic Restaurant Raffles during performances (5 or 6 raffles)
 - Room set same as last year
 - School will provide dessert
 - Discussed having MS kids take a role as helpers (community inclusive in supporting the event)
 - Save the date to go out before Thanksgiving
 - Sundar and Leslie will work on coordinating performances
 - Mark Richards (Hyatt and Michael, MS students) will be asked to help with Sounds System
- **Spirit Week (3/20-3/24)**: A week of spirited fun for our student community!
- **PA Administration**: *PA Officer Openings*: Chair, Secretary; Looking for people to come forward and assume leadership roles.
 - *Room Parent Coordination*: OMS Orientation Night should include RP introductions in respective classrooms including explanation of role and responsibilities. Suggestion for RP Orientation to be scheduled in early September to promote earlier classroom introductions and opportunities for parents to become acquainted -- "Come meet your room parent event!"; There is funding available RPs to host a class coffee social.

- Suggestion for Middle School Students to offer a wrapping service in December at a small cost (using their Great Room space) to supplement OMPA expenses.

Message from the Treasurer, [Christine Schurman](#):

In an effort to streamline process to work more effectively for everyone involved, please be informed of a slight change in procedure for submitting [PA expense reimbursement forms](#).

The next time you submit for reimbursement, **please deliver your completed form to me**. I will review the form and receipts and submit them to the Business Office. You can submit the form one of three ways...

1. **Email:** Please email me a scan (or photo, if high quality) of the completed reimbursement form and receipts. (A blank expense reimbursement form is attached.)
2. **Drop off in the OMPA mailbox:** Please leave the completed reimbursement form and receipts in the folder in the OMPA mailbox at the school. The mailbox is located with faculty and staff mailboxes in the room next to the nurse's office. (The OMPA box is on the bottom right.) I will check the box frequently, but if you'd like to hasten the reimbursement process, send me an email after you drop off your form.
3. **Hand it to me:** I'd love to see you in person! But, this isn't always the most feasible option. I'm often at Monday Morning Meeting and hanging around the LE pick up line around 3:20pm.

You can continue to make cash deposits through the business office. However, please let me know when such deposits are made, as well as the amount of the deposit.

I appreciate your help in this transition. And, thanks for all that you do for the school!

2016 OMS PA Event Schedule

Date	Time	Event	Location/Notes
Monday, Dec. 12	9:15-10:30am	Cookie Swap	CGR
Jan. 20, 2017	6-8:30pm	Cultural Heritage Festival	Rizzi Center
March 20-24	School Day	OMS Spirit Week	School-Wide
April 30	1-4:00pm	Spring Planting	Outdoors
May 5	11am-1:30pm	Staff Appreciation Luncheon	Staff Lounge or CGR
May 19	8:45am	OMS PA <i>Annual Election</i>	CGR
June 5	5-7:30pm	End of Year Picnic	Rizzi Center or Outdoors