
Oak Meadow Parents' Association Meeting

Friday, November 3, 2017

Attendees

Christine Schurman (President)
Sundar Balasubramanian (Vice President)
Jessica Metivier (Treasurer)
Danielle Tatro (Secretary)

Bill Perrine (Head of School)
Leslie Grossman (Admissions)
Tamsin Mansley (Room Parent Coordinator)
Kate Williamson Arcieri (Board of Trustees)
Meghanne Cole
Sally Johnson
Hilary Maglothin
Nisha Nambiar
Queen Allotey-Pappoe

Apologies

Kirsten Wright
Jane Newhouse
Silvia Dubinsky

Agenda

Open House and STEM Quest
Review of Oaktobefest and Fall Planting
Update on plans for November - January Events
Faculty/Staff Holiday Gift Giving
New Business

Notes

- **Open House and STEM Quest -**
 - **Sunday, November 5 from 1-3 pm.**
 - **PAN group will hand out flyers to boost school participation.**
 - **Discussion of disappearing yard signage in various towns, and plan to replace those by Leslie Grossman.**
 - **Group was asked to discuss having OMS Parents who own businesses to display signage and flyers for future events.**
- **Oaktoberfest review/Fall Planting**
 - **Positive Feedback received from parents and staff**
 - **Bake sale organization was great - labelling system was received in a positive manner (GF, Nut allergens, etc)**
 - **Future needs**
 - **Better communication for volunteers AT EVENT - make sure they are aware of where items for the stations are and how to help**
 - **Create how-to sheets for each activity station**
 - **Lock box for Bake sale needs to be in a place where staff can get to it, and discussed when changeover happens**
 - **Veteran's Day Cards - Finished cards will be take to Veteran's Outreach Center (Hilary M.)**
 - **Discussion of POPCORN Machine rental for future events as a sale item.**
- **Update on plans November-January Events**
 - ***PIN Meeting* - November 8, 2017, 9:30-11:30 am**
 - **Executive functioning and how this applies to helping students - Caroline Macguire**
 - **Open to all PIN members Nationwide (will see mostly from NE Area)**
 - **Advertise with sandwich board out front for parents, provide word of mouth invites and refreshments to attract OMS parents.**
 - **Sundar B. and Silvia D. are our PIN representatives for other meetings in the future.**

- ***Green Book Fair*** - November 13-17, all day in the hallway of the Rizzi Center wing
 - Books will be collected throughout the event
 - Emails and announcements will go out via e-blasts, e-highlights, and room parent emails, and on the Facebook OMPA group page.
 - Christine S. and Kate A. have developed 'mini book' advertisements with buttons to send home with all students the week prior to the Fair
 - Sign up Genius for parent volunteers to be set up by Christine S.
 - Discussion of opening this up as a public event for the outside community - will need to look at pros/cons and coordinate with local events so as not to conflict
- ***Upper Elementary Giving Tree*** - starts November 20
 - Benefits children and families in Lowell, MA through the WonderFund
 - UE (Kirsten Wright) has a list of 30 children who will be receiving gifts from OMS families.
 - UE will make ornaments with names and wishes to hang on a Christmas tree in the OMS foyer.
 - More expensive items (bikes, game systems, etc) will be divided as 'gift cards' on the tags and those cards will be combined to purchase.
 - Discussion of having students at OMS shop the Green Book Fair to give books to these students - check with Kirsten W. and Kellie M. to see if they can coordinate with UE teachers.
- ***Cookie Swap*** -
 - December 18, 2017 after Monday Morning Meeting
 - Decorate the Community Gathering Room (CH/LE Library) on November 27 or 28 (Jessica M.)
 - Publicity - e-blasts, cookie hats out front during drop off and pick up, announcement at Monday Morning Meeting
 - Jessica M. and Hilary M. will figure out how to incorporate OMS 40th year celebration theme into this event
 - Advertise as a 'Holiday Cookie Social' rather than Cookie Swap - cookie donations are well received but optional- make sure parents know they can bring and/or take as they like, or just come for social hour

- Instructions for cookie swap to be put on Sign Up Genius link, rather than in the e-highlights or emails, so that parents are intimidated not to come for lack of cookies.
- *Cultural Heritage Festival* - January 19, 2017 - 6:00 pm
 - Held in the Rizzi Center
 - Initial Planning meeting - Thursday, November 9, 2017, 8:30-9:30 am
 - Discussion of flags around the Rizzi Center and previous fundraiser for these
 - Some countries' flags are missing
 - Missing flags could be sponsored by OMS families
 - Kate A. will discuss with Silvia D. who may have the information on new flags
 - Bill Perrine to check on online options and why some flags are not offered in choiced online
 - Check of flags that are currently hanging and see what is missing
 - New flags sponsored by OMS families can be unveiled at CHF
 - Performances
 - Communicate need for performances to the OMS community
 - e -blasts, e-highlights, flyers to be sent home, links in Room Parent emails
 - Sundar B. will coordinate with Bill P. and Leslie G. to schedule performances and supply needs.
 - Potluck
 - Sign Up Genius link to be set up for potluck contributions
 - Begin advertising for this on December 9th (approximately)
 - Generic (Mac n Cheese, chicken strips, etc) as well as ethnic dishes welcome - make sure parents are aware this is a need as well
 - 40th Birthday recipe book
 - Collect recipes and stories about them from OMS families, possibly in a google doc which could be added to in the future

- Discussion of collating and binding hard copies for sale (possibly in the future, maybe not for this year, unless someone coordinates)
 - 'OMS Melting Pot' (Hilary M. suggested name)
- Faculty/Staff Holiday Gift Giving
 - Room parents to coordinate, with help from Tamsin M (room parent coordinator)
 - Collection of money and cards will be in foyer envelopes as before
 - Room Parents will collect money and purchase gifts for teachers, as well as give a portion to Tamsin, who will purchase for staff and specials teachers.
 - No room parent for Beginners class yet, Tamsin will check with Kellie M. to see if a parent can coordinate for this in the class, or if the need isn't there (Beg have no specials and the class is small, so possibly just need to have parents give gifts individually as desired)
- New Business
 - *Song and Story Hour* - Monday, November 13, 2017, 9:30-10:15 am
 - New offering from Mr. Pixley for local community (inside and outside OMS)
 - Infant/ toddler music and story class
 - Free of charge, Refreshments provided
 - Publicize with flyers provided by Leslie G. and create shareable Facebook Event through OMS page

Action Items


- Create Sign Up Genius pages
 - Green Book Fair volunteers (by Nov 13)
 - Cultural Heritage festival potluck (by Dec 9)
 - Holiday Cookie Social (by Dec 9)
- Advertise and collect performers for Cultural Heritage Festival - Sundar B will coordinate with Bill Perrine and Leslie Grossman
- Investigate Rizzi Center flag sponsorship -
 - Bill Perrine will look into the options online for flag purchase and see about expanding the availability. If certain flags are not available, look into substitutes for this (talk to Danielle T. about making some if needed)

- Advertise the availability to OMS community before the CHF

Next OMPA meeting

- January 5, 2017 - @8:45 am in the Conference Room

Event/Meeting	Dates	Time	Location/Notes
OMPA Meetings	Sept 15 (Golden Bean) Nov 3 Jan 5 Mar 16 May 18 (elections) May 31 (planning)	after morning drop off	Conference Room, except Sep 15 and May 18 will be in the Community Gathering Room
PIN meeting (hosted by OMS)	Nov 8	9:00 am (set up starts at 7:30 am)	Rizzi Center
Green Book Fair	Nov 13-17	(Staffed hours) Tues: 8:30-10:00 am 2:30-5:00 pm Weds: 8:30-10:00 am 2:00-5:00 pm 6:15-7:30 pm Thur: 8:30-10:00 am 2:30-5:00 pm	Corridor to the Rizzi Center Hilary Maglothin and Kate Arcieri
UE Giving tree	Nov 20 - Dec 8		School Foyer and main lobby Kirsten Wright assisted by PA members
Holiday Social and Cookie Swap	Dec 18 (CH/LE Library to be decorated Nov 28)	9:15-10:00 am (just after MMM)	Community Gathering Room Jess Metivier, chair
Cultural Heritage Festival	Jan 19	6:00-8:30 pm	Rizzi Center
Spring Planting (Open House)	Apr 29	TBD	Outdoors, Rizzi Center
Staff Appreciation	Apr 30-May 4	Potluck luncheon	Staff and Faculty



Week/Luncheon	(Luncheon is May 4)	11:00 am - 1:00 pm	Lounge, Conference Room Jess Metivier, chair
End of Year Picnic	Jun 4	5:00-7:00 pm	Rizzi Center or Outdoors