
Oak Meadow Parents' Association Meeting

Friday, March 16, 2018

Attendees

Christine Schurman (President)

Jessica Metivier (Treasurer)

Danielle Tatro (Secretary)

Bill Perrine (Head of School)

Leslie Grossman (Admissions)

Tamsin Mansley (Room Parent Coordinator)

Lyn Goldman (Annual Fund Coordinator)

Meg Antonangeli

Meghanne Cole

Sally Johnston

Melissa Krygowski

Hilary Maglothin

Jane Newhouse

Apologies

Sundar Balasubramanian (Vice President)

Kate Williamson Arcieri (Board of Trustees)

Nisha Nambiar

Queen Allotey-Pappoe

Silvia Dubinsky

Agenda

[Update from annual Fund Coordinator](#)

Review of Cultural Heritage Festival

Upcoming Events

Action Items

Notes

- **Update from annual Fund Coordinator (Lyn Goldman)-**
 - Lyn Goldman gave update on Annual Fun contributions:
 - 100% of Board Members
 - 90% of OMPA Board members have contributed (will be 100% by end of day)
 - 80% of staff members have contributed
 - Currently only 40% of parents have contributed
 - Vital that 100% participation school wide occurs
 - Enables school to apply for grants, and the grant holders are looking for school wide investment
 - Action items to increase parent participation:
 - Lyn Goldman will continue to seek donations utilizing social media and in conjunction with room parent coordinator/room parents
 - Send email to each room parent letting them know what 5 of their class has contributed, so they can share with the parents
 - Message needs to be consistent with the annual fund emails
 - Melissa Krygowski will create a visual display (pink towers or something similar) for the foyer
 - Have staff and parents check with their companies to see who does matching gifts
 - Community nights -
 - 4/30/18 - Bamboo in Westford
 - Takeout or eat in, lunch or dinner
 - 20% of proceeds will go to Oak Meadow School

- 5/29/18 - Anthony's Coal Fired Pizza in Littleton
 - Dinner
 - 20% will go to Oak Meadow
- Mailbox for Children's House gate to drop annual fund donations (may need to be arranged for future annual fund drives)
- Table for Oaktobberfest next year

- **Cultural Heritage Festival Review**
 - Positive Feedback received from parents and staff
 - Food drop off arrangement in Middle School went very well and made things much easier.
 - One line for drop off next year
 - Correct amount of food for those who attended, and at the right time (drop offs were all at the beginning)
 - System worked and will be tweaked a bit for future CHFs
 - Future needs
 - Arrange for use of rooms closer to the Rizzi Center so that students performing don't need to run back and forth so far (Nature, Middle School, etc)

- **Upcoming Events**
 - **Spirit Week-** March 19-23, 2018
 - Flyers and emails have gone out regarding specific days
 - Monday - Crazy day, Tuesday - Beach Day, Wednesday - Passion Day, Thursday - Fictional Character Day (Middle School selected theme), Friday - Oak Meadow Day
 - Popsicles will be needed for Tuesday - Jane Newhouse will get pops and store in Community Gathering Room and Middle School Freezers
 - Reminders
 - E-blast/e-highlights

- Daily reminders from room parents if possible
 - Signage for classroom doors in CH
 - Letter board for up front and in the parking lot
 - Ollie the Otter will make appearance on Thursday and Friday
- **Staff Appreciation-** April 30 - May 4
 - Theme is space - "You're Out of This World"
 - Jess Metivier is coordinator
 - Needs:
 - Sign ups for food donations will need to be sent out to parents
 - Jess will get donations from Panera Bread for breakfast
 - Tuesday, May 1 is the Staff breakfast
 - Friday, May 4 is Luncheon
 - Raffle Items
 - Raffle to be done Monday, Wednesday, and Friday
 - Seek donations from parents or local businesses
 - Giveaways/Takeaways
- **Upcoming Events**
 - OMPA General Election Meeting - May 18
 - Start thinking about anyone who could be asked to participate next year
 - End of Year Picnic - June 5
 - Looking for raffle items

Action Items

- Create Sign Up Genius pages
 - Staff Appreciation Luncheon (food)
 - Raffle items - baskets from each class?
- Have Room Parents send emails about participation in Annual Fund

- Create visual display for annual fund participation

Next OMPA meeting

- Friday, May 18, 2018, 9:00 AM - General Meeting and Election - Community Gathering 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
Spring Planting (Open House)	Apr 29	TBD	Outdoors, Rizzi Center
Staff Appreciation Week/Luncheon	Apr 30-May 4 (Luncheon is May 4)	Potluck luncheon 11:00 am - 1:00 pm	Staff and Faculty Lounge, Conference Room Jess Metivier, chair
End of Year Picnic	Jun 4	5:00-7:00 pm	Rizzi Center or Outdoors