



# Parent Teacher Association Meeting

September 7, 2017

6PM

AEA Elementary School

[foaea.org/donate](https://foaea.org/donate)

[foaea.org/amazon](https://foaea.org/amazon)

# Meeting Minutes Approval

[www.foaea.org](http://www.foaea.org)



f in (858) 356-2665 communications@foaea.org

FRIENDS OF ACADEMIES

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**Meetings**

Sponsor

Volunteer

PTA Meetings take place on the 1st Thursday of month from 6-7 pm. All parents & s

ES = Elementary School  
MS = Middle School

- Sept. 7 (ES) Agenda
- Oct. 5 (MS)
- Nov. 2 (ES)
- Dec. 7 (MS)
- Jan. 11 (ES)
- Feb. 1 (MS)
- Mar. 1 (ES)
- Apr. 12 (MS)
- May 3 (ES)
- Jun. 7 (MS)
- **June 15 Minutes (to approve)**

# Introduction



## Mission

Support the education and growth of all students at AEA by fostering collaboration between parents, teachers, staff, and school administrators through volunteering, participation, and fundraising.

## Membership

All parents/guardians, teachers and staff. Open meetings, all members welcome

## Board of Directors

15 member board, 2017/18 school year has 6 returning and 9 new members

# Introduction



## Leadership

- President/Vice President – Brant Robinson and Angie Santini ([president@foaea.org](mailto:president@foaea.org))
- Treasurer – Deborah Pawlowski ([treasurer@foaea.org](mailto:treasurer@foaea.org))
- Secretary – Jennifer Carter ([secretary@foaea.org](mailto:secretary@foaea.org))
- Fundraising – Dan Rosenberg and Rama Jaima ([fundraising@foaea.org](mailto:fundraising@foaea.org))
- Events – Jennifer Cardinale and Jennifer Coleman ([events@foaea.org](mailto:events@foaea.org))
- Elementary School – Esther Morel and Mary Findlay ([ES@foaea.org](mailto:ES@foaea.org))
- Middle School – Kathi Blocher and Heike Paulson ([MS@foaea.org](mailto:MS@foaea.org))
- Communications/Web – Janice Darlington ([communications@foaea.org](mailto:communications@foaea.org))
- Executive Director (MS Principal) – David Sciarretta ([dsciarretta@aeacs.org](mailto:dsciarretta@aeacs.org))
- ES Pricipal Greta Bouterse ([gbouterse@aeacs.org](mailto:gbouterse@aeacs.org))

# Important Dates



- Sept 12<sup>th</sup> – AEA Board of Trustees Meeting (4:30 p.m. – MS)
- Sept 16<sup>th</sup> – GCC Disco (tickets \$10 - <https://friendsofaea.givingfuel.com/2017-gcc-disco>)
- Sept 18<sup>th</sup> – 7th Grade Back to School Night (5p.m. – MS)
- Sept 19<sup>th</sup> – 8th Grade Back to School Night (5p.m. – MS)
- Sept 20<sup>th</sup> – 6th Grade Back to School Night (5p.m. – MS)
- Sept 21<sup>st</sup> – Elementary Back to School Night (5 p.m.)
- Sept 21<sup>st</sup> – School Pictures (ES)
- Sept 26<sup>th</sup> – Room Parent Orientation (8:30 a.m. or 2 p.m. – ES)
- Sept 29<sup>th</sup> – School Pictures (Makeup) (ES)
- October 4<sup>th</sup> – Pastries with the Principals (8:30 a.m. – ES)
- October 6<sup>th</sup> – School Pictures (MS)
- October 16<sup>th</sup> – School Pictures (Makeup) (MS)

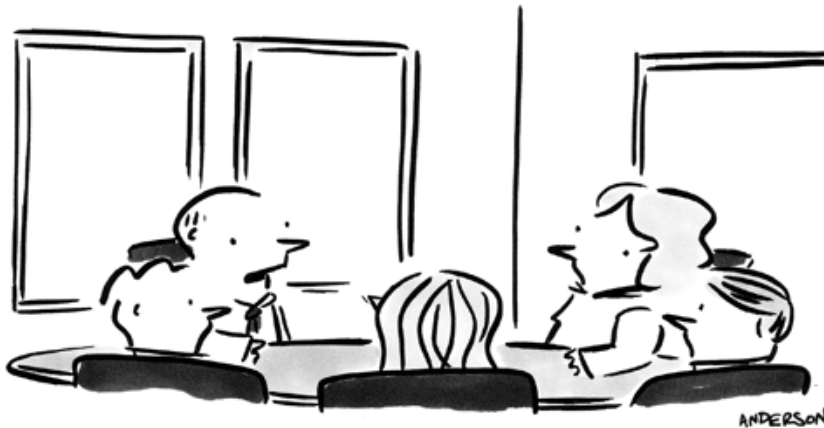
ES – Elementary School  
MS – Middle School

# New Business



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"OK, now that we all agree, let's all go back to our desks and discuss why this won't work."

- Your chance to say anything
- One person talks at a time
- Limit Comments to 3 minutes
- Longer discussions may be tabled for the next meeting
- Remain courteous and respectful



# Executive Director's Update

David Sciarretta

[dsciarretta@aeacs.org](mailto:dsciarretta@aeacs.org)

# Executive Director's Update



- Enrollment update both schools
- Hiring update for new year/ MS principal search
- New school lunch program
- Messaging around official AEA social media outlets vs unauthorized
- Upcoming Board of Trustees meeting Sept. 12





# Intro to Slack

Janice Darlington

[communications@foaea.org](mailto:communications@foaea.org)

# Intro to Slack



## ▶ What is it?

- Allows for transparent communication within the organization
- Provides greater visibility into what other teams are working on
- Facilitates quicker feedback and better decision making
- Provides easy access to information, documents, and files
- Brings all our tools into one place and reduces shuffling between different windows and systems (to be used in lieu of e-mail or text messages)
  - Desktop accessible (app or web)
  - Smartphone accessible

# Team/workspace and channels



- Our Team/workspace is [foaea.slack.com](https://foaea.slack.com)
- Events will prompt new team/workspaces, i.e. Lantern Festival 2017
  - VP of Events, event lead or communications director will create these new teams
  - Channels (#)– organized around teams and events, i.e., annual appeal
    - Default: Everyone will be invited to new channels; users can remove themselves from a channel
  - Direct messages for quick ad-hoc messages; you can even DM yourself to take notes

# Team/workspace and channels



**Friends of AEA** Janice Darlington

Channels

- # aea\_grants
- # amazon
- # announcements
- # annualappeal2017-18
- # budget
- # documents
- # elections
- # events
- # fallfundraiser
- # fundraisingideas
- # general
- # meeting\_agenda
- # random
- # tech\_web

Direct Messages

- slackbot
- Janice Darlington (you)
- Angie Santini
- Brant Robinson
- Brant, Angie
- Brant, Jennifer

**#tech\_web** 20 | 0 | Add a topic

Monday, August 28th

**Jennifer Carter** 12:22 AM  
[@janice.darlington](#) I'm trying to create a new channel in Slack but it states I don't have permission to do so.

12:23 ☆ Along with that, I was able to create a private channel (which I now can't figure out how to delete) but not a public one (which is what I need).

**Dan Rosenberg** 10:35 AM  
Looks great [@janice.darlington](#) !!

Tuesday, August 29th

**Angie Santini** 4:21 PM  
[@janice.darlington](#) Now that an Instagram page has been created, can you add a widget for that to the top of the website along with FB and LinkedIn?

**Janice Darlington** 6:28 PM  
Yup! I just need to figure out where to code that in. The Instagram social icon was the only one that didn't come out of the box! I take it you like the Instagram? We were going to stay away from it, but I thought if people would tag Friends in their Instagram posts that would be their "release form" to use their pics on our website.


Thursday, August 31st

**Janice Darlington** 8:47 AM  
Approved Budget up on Who We Are > Mission link. Need to fine tune graphics. GCC disco up in our Updates. (edited)

**Janice Darlington** 12:23 PM  
In case you missed it, Aili's video for Friends went up on the Friends of AEA Facebook page

+ Message #tech\_web

**< Team Directory**



**Brant Robinson** President

Call Message

Username	@brant2
Timezone	9:34 AM local time
Phone Number	6195609019
Team Role	Admin for Friends of AEA

# Team/workspace and channels



Slack needs your permission to enable desktop notifications. ✕

**Friends of AEA** | **Janice Darlington (you)** | @janice.darlington | Yesterday

Janice Darlington 12:04 AM  
Shared this post ▾

**checklist**  
Last edited 1 day ago

- test 1
- test 2
- test 3

Janice Darlington 12:27 AM  
Copy to add for sharing fusion Physical education FB fan page; One of the enrichment Association, Friends of AEA, is AEA'S Fusion Physical Education. Follow their FB fan p

Janice Darlington 10:02 PM  
The Friends of Albert Einstein Academies is your school's Parent Teacher Association (input and feedback. In fact, we encourage your input and participation at our meeting

Join us for our next PTA Meeting in the MPR at the Elementary School campus on The new business". The principals and Executive Director typically attend these meetings. platform. With enough interest, we can look to have it on the agenda for the next meeting will be provided. Please download Thursday's meeting agenda at the following link: ht

lot something down

**Friends of AEA** | foaea.slack.com

- Set a status
- Profile & account
- Preferences
- Set yourself to away
- Help & feedback

- Invite people
- Manage team members

- Team settings
- Customize Slack
- Manage apps
- Analytics
- Billing
- Sign out of Friends of AEA

- Switch to Little Terrors, Inc
- Switch to Paprika and Papaya ...
- Sign in to another team ...

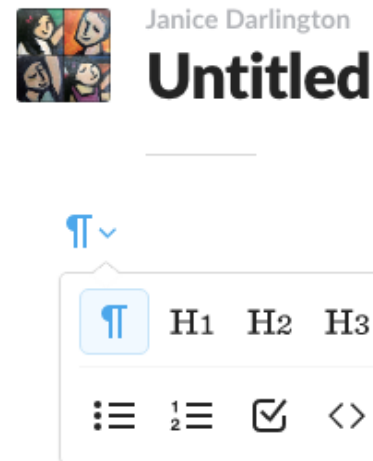
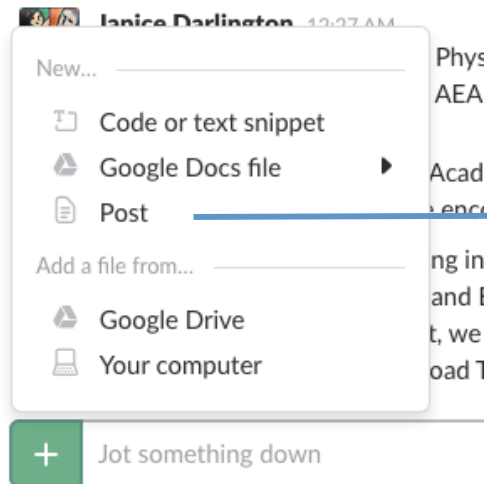
Search

@ ☆ ⋮

- ▶ Slack GUI layout
  - ▶ Left sidebar
  - ▶ Right sidebar
  - ▶ Main panel
  - ▶ Top/search menu

# Communicating in Slack

- Clicking on the + allows for more options
  - Attach a file/document
  - Collaborate on a checklist
  - Create a document within Slack



# Tips



- Set up your Slack profile (include your phone number)
- Mentions
  - @username
  - @everyone (in #general)
  - @channel (everyone in that specific #channel)
- Search
  - messages
  - files
- Custom notifications
- Advanced
  - Integrations, i.e., share Google forms in a Slack channel via Zapier (<http://zapier.com/zapbook/google-forms/slack/>) to track volunteers

# More Information on Slack



- Getting started guides:  
<http://get.slack.help/hc/en-us/categories/202622877-Slack-Guides#getting-started>
- Guide to Slack Notifications: <https://get.slack.help/hc/en-us/articles/201895138>
- Posts: <http://get.slack.help/hc/en-us/articles/203950418-Composing-a-post>





# “Grow with Us” Campaign

Dan Rosenberg

[fundraising@foaea.org](mailto:fundraising@foaea.org)



“Grow With Us” Campaign



Link to Start Giving

**foaea.org/donate**



# Teacher Grant Program

Angie Santini

[president@foaea.org](mailto:president@foaea.org)

# Teacher Grant Program



- What is it?
  - Each semester, FoAEA will fund up to \$10,000 in new teacher initiatives
  - Ideas funded by these grants should have a lasting impact on student development and learning
    - Requests should not be for one-time use supplies – FoAEA has allocated other funds for these requests
- How to apply
  - Visit [http://foaea.org/forms/2017-18\\_Teacher\\_Grant\\_Application.pdf](http://foaea.org/forms/2017-18_Teacher_Grant_Application.pdf) to download the application (“News” dropdown)
  - Application deadlines:
    - Semester 1 – September 30, 2017
    - Semester 2 – January 31, 2018
  - E-mail completed applications to [grants@foaea.org](mailto:grants@foaea.org)



# Grant Writing Teams

Brant Robinson

[president@foaea.org](mailto:president@foaea.org)

# Grant Writing



- There are many grants available to programs like those that our PTA helps to fund: Art, Science, Nutrition and Gardening, Music, etc.
- There is significant interest to start new programs at the Middle School: Music and Sports being the priority
- We have 2 professional grant writers at our school that are willing to help and mentor us
- Contact [president@foaea.org](mailto:president@foaea.org) if you are interested in being on a team of grant writers/researchers to fund our programs



# Treasurer Forms and Procedures

Deborah Pawlowski

[treasurer@foaea.org](mailto:treasurer@foaea.org)



# Treasurer Forms and Procedures



(858) 356-2665 [communications@foaea.org](mailto:communications@foaea.org)



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[Board Policy Documents](#) **[Financial Transaction Forms](#)**

Please download and complete the appropriate form to submit to the treasurer:

- Anyone needing **reimbursement** for money spent on an expense (please include receipt)
- Anyone **requesting a check** (or credit card) payment for an incoming bill (please include bill)
- Anyone making a **deposit of cash and/or checks** (please include form with any deposits)
- Anyone needing **cash box change** for an event (please give two weeks notice) [download form](#)

These forms can be downloaded, filled out, saved, then emailed to [treasurer@foaea.org](mailto:treasurer@foaea.org) (with scanned receipts or bills)

These forms can also be picked up from the front office and manually filled out and left in the treasurer's mailbox

Please direct any questions about monetary transactions to [treasurer@foaea.org](mailto:treasurer@foaea.org)

Mission

German Cultural Committee

Events Calendar

Programs

**Board Documents**



# Fall Fundraiser

Kyle Kleman

[kleman@northstarfundraising.com](mailto:kleman@northstarfundraising.com)

# Fall Fundraiser



**ALBERT EINSTEIN ACADEMY SAN DIEGO**

**\$20**

Once we accept our limits,  
we go beyond them.  
– Albert Einstein



**N** ***NORTH STAR  
FUNDRAISING***

**THANK YOU FOR YOUR SUPPORT!** For More Info: [kleman@northstarfundraising.com](mailto:kleman@northstarfundraising.com)

# Meeting Adjourned

