

Miner PTO General Meeting

June 5, 2018

Agenda

6:00 - 6:05 Welcome

6:05 - 6:15 Principal's Report

6:15 - 6:20 LSAT & PreK Parent Committee Reports

6:20 - 6:25 PTO President & VP Report

6:25 - 6:30 Treasurer & Teacher Representative Reports

6:30 - 6:35 Upcoming Events, Reminders & Opportunities

6:35 - 6:45 SY18-19 PTO Leadership

6:45 - 7:30 SY18-19 Planning

Welcome!

- Babysitting
 - Provided free of charge (including dinner) by Christ City Church DC
- Refreshments & Light Dinner
 - Suggested donation of \$2 per pizza slice

Principal's Report

Mr. Jackson

LSAT Report

- Purpose: Advise Principal Jackson on school priorities, budget
- SY17-18 Leadership
 - Co-chairs: Tammy Alexander and Ms. Coles
 - Secretary: Andrew Whitehead
- SY18-19 LSAT has been elected - terms begin July 1. Congratulations Tammy Alexander, Hill Thomas, Sade Thomas, and David Treat!
- First meeting for SY18-19 LSAT: TBD
- Meeting notes posted on dedicated LSAT page on Miner's website: <http://www.minerelementary.org/lSAT.html>

PreK Parent Committee Report

- Purpose: increase ECE family engagement
- Leadership:
 - Chair: Matt Renaud
 - Co-Chairs: James Hunter and Nikeita Wynn
 - PTO Liaison: Sheri Rigby
 - Head Start Policy Council Representative: Taneisha Thornton
 - DCPS ECE Family Services Coordinator: Dante Daniels
- DCPS has hired a new FSC - thank you Dante for all the great work and support you've given to Miner. We'll miss you!
- Upcoming Activities
 - June 12 Field Day
 - Summer Play Dates

President & VP Report

- Thank you to all who made these possible (in no particular order):
 - Teacher Appreciation Week and Staff Appreciation Breakfast
 - Mother's Day Flowers
 - Incoming Family Playdate
 - Fundraiser at &Pizza
 - Bike-to-School Day
 - Parent Leadership Information Sessions
 - Peace Garden Infrastructure Improvement Day
- SY17-18 Leadership Team Appreciation
- Gift cards for support staff
- Letter of Appreciation to Christ City Church DC

Treasurer Report

Budget Projection June 5, 2018

Balance as of 9/12/17:	15,682
SY16-17 carryover expenses	(2,136)
carryover grant revenue	250
carryover grant expenses	<u>(1,350)</u>
Adjusted Beginning balance:	12,446

SY 17- 18 Income

Donations	16,000
Sales	18,000
Miscellaneous	300
OSSE Grant	17,488
Other Grants	5,400
Total Income	57,188

SY 17-18 Expenses

Admin & operations	1,150
Fundraising & grants	9,425
Communications & outreach	4,698
Appreciation & recognition	2,442
Family support	1,800
Family engagement & events	4,200
Community engagement	650
Facilities & grounds	9,100
Classroom grants	7,600
Partnerships	2,000
Other/miscellaneous	4,250
Other grants	2,350
OSSE garden grant	17,488
Total Expenses	67,153

change in Balance (9,965)

Projected Balance 9/30/18 **2,481**

* includes expenses that are contingent on grant funding

Treasurer's Cumulative Report - Summary June 5, 2018

Balance as of 9/12/17:	15,682
SY16-17 carryover expenses	(2,136)
carryover grant revenue	250
carryover grant expenses	<u>(834)</u>
Adjusted Beginning balance:	12,962

SY 17- 18 Income

Donations	17,298 ⁽¹⁾
Sales	20,168 ⁽²⁾
Miscellaneous	3,622 ⁽³⁾
OSSE Grant	-
Other Grants	5,249
Total Income	46,337

SY 17-18 Expenses

Admin & operations	804
Fundraising & grants	9,211
Communications & outreach	4,115
Appreciation & recognition	1,969
Family support	1,423
Family engagement & events	2,858
Community engagement	652
Facilities & grounds	5,331
Classroom grants	5,297
Partnerships	750
Other/miscellaneous	5,093 ⁽³⁾
Other Grants	390
OSSE grant	365
Total Expenses	38,258

change in Balance 8,079

Effective Balance 6/5/18: **21,041**

(1) Donation figure is net of PayPal fees totalling \$167.28

(2) Sales figure is net of Square fees totalling \$452.59

(3) Miscellaneous revenue and expense includes \$3,550.68 for the Scholastic book fair passthrough.

Treasurer's Monthly Report - Summary June 5, 2018

Balance as of 4/2/18:	24,317
SY16-17 carryover expenses	-
carryover grant revenue	-
carryover grant expenses	<u>(155)</u>
Adjusted Beginning balance:	24,162

SY 17- 18 Income

Donations	375
Sales	4,096
Miscellaneous	20
OSSE Grant	-
Other Grants	2,350
Total Income	6,841

SY 17-18 Expenses

Admin & operations	152
Fundraising & grants	407
Communications & outreach	392
Appreciation & recognition	1,118
Family support	148
Family engagement & events	1,454
Community engagement	-
Facilities & grounds	488
Classroom grants	2,918
Partnerships	750
Other/miscellaneous	1,391
Other Grants	390
OSSE grant	354
Total Expenses	9,963

change in Balance (3,121)

Effective Balance 6/5/18: **21,041**

Teacher Representative Report

- PARCC and end-of-year testing
- Recent and upcoming Field Trips
- Field Day
- Promotion Ceremonies

Upcoming Events, Reminders & Opportunities

Upcoming Events (1 of 3)

Wednesday, June 6

- **9:30 AM // School Picture Day:** Individual w/ Cap & Gown and Class Photos (PK4 & K)

Thursday, June 7

- **3:30 PM - 5:30 PM // Garden Market, CSA Pickup, and Garden Work Day:** See and purchase locally-grown produce and fruits from Miner's garden partner, Cultivate the City. If you've purchased a CSA share, you can pick it up at this time. Also, get your hands a little dirty and help maintain Miner's Peace garden.

Friday, June 8

- **10:00 AM in the Gym // PreK-4 Promotion Ceremony:** It's a celebration as our PreK-4 students graduate from our ECE program!
- **2:00 PM in the Gym // 5th Grade Promotion Ceremony:** It's a celebration as our 5th students graduate from Miner on their way to Middle School! Congratulations!

Upcoming Events (2 of 3)

Tuesday, June 12

- **9:30 AM - 11:00 AM and 1:30 PM - 3:00 PM on the Field // Field Day:** A fun annual tradition with races and other outdoor games and activities. This year promises to be bigger and better than ever!

Wednesday, June 13

- **10:00 AM in the Gym // Kindergarten Promotion Ceremony:** It's a celebration as our Kindergarten students move up to first grade!

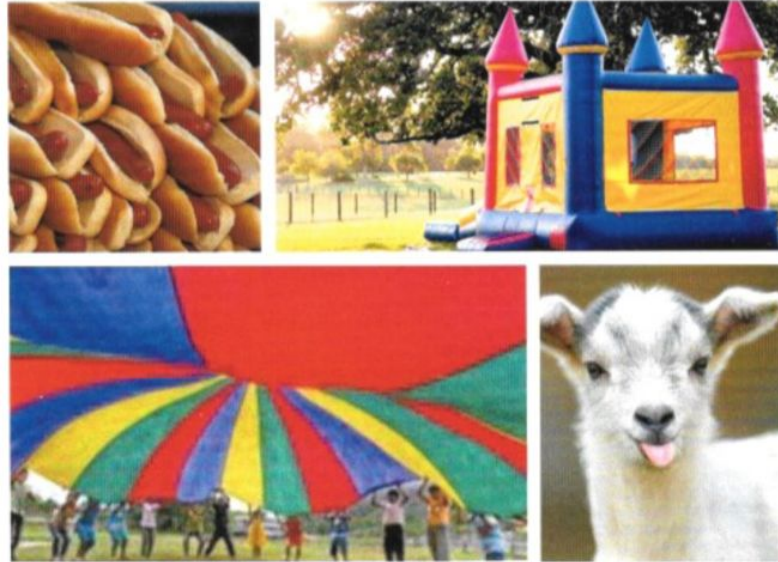
Thursday, June 14

- **3:30 PM - 5:30 PM // Garden Market, CSA Pickup, and Garden Work Day:** See and purchase locally-grown produce and fruits from Miner's garden partner, Cultivate the City. If you've purchased a CSA share, you can pick it up at this time. Also, get your hands a little dirty and help maintain Miner's Peace Garden.
- **7:00 PM in the cafeteria // Advisory Neighborhood Commission 6A Monthly Meeting:** Further information and a meeting agenda are available on the ANC6A website: <http://anc6a.org>

Friday, June 15

- **LAST DAY OF SCHOOL:** Students dismissed at 12:15

Upcoming Events (3 of 3)



Christ City Church Summer Block Party!



**June 16, 1pm - 5pm
Miner Elementary School Yard**

Join us for a celebration of summer!
Free Food! Hot Dogs, Popcorn! Games!
Petting Zoo!

www.ChristCityDC.org

General Reminders & Opportunities

- **Afterschool Registration Now Open:** DCPS Out of School Time Programs 2018-19 [afterschool online registration](#) is now open. You must be already enrolled at Miner in order to register for DCPS afterschool programming.

Volunteer Reminders & Opportunities

- **June 12 - Field Day:** Mr. Robinson is seeking volunteers to help ensure the kids have an amazing time. There will be activities on the blacktop, the field and in the gym - it's sure to be a super fun day for all Miner Bears! Here is the SignupGenius link for you to claim a slot to help out: <https://www.signupgenius.com/go/30e0b49afad2ea4fb6-field>. The more adults volunteering, the more fun everyone can have!
- **Every Thursday (3:30 PM - 5:30 PM): Garden Work Days:** Join members of the Miner community and Cultivate the City as we get our hands dirty in the Peace Garden weeding, planting, and harvesting. If you're interested, please come on out, no signing up required!

See the Volunteer page (<http://www.minerelementary.org/volunteer.html>) on Miner's website for the latest details.

Donation Reminders & Opportunities

- **Father's Day Book Fundraiser:** The Miner PTO is joined by the [Phil & Jeanne & Meg Team from Compass Real Estate](#) in hosting a fundraiser to purchase books for Miner Elementary classroom libraries in the name of a loved one.
 - All the details are on the [Donate page](#) of the school's website.
 - You can also go directly to the [Google Form](#) to fill out donor & honoree information, and then to the [PTO's payment page](#) to complete the process.
- **Bottled Water:** Donate water for Field Day! We can use both the smaller size 8 oz bottles as it is easier for little hands, as well as the regular 12 oz bottles for adults. Please leave your donations in the Main Office or with Mr. Robinson.

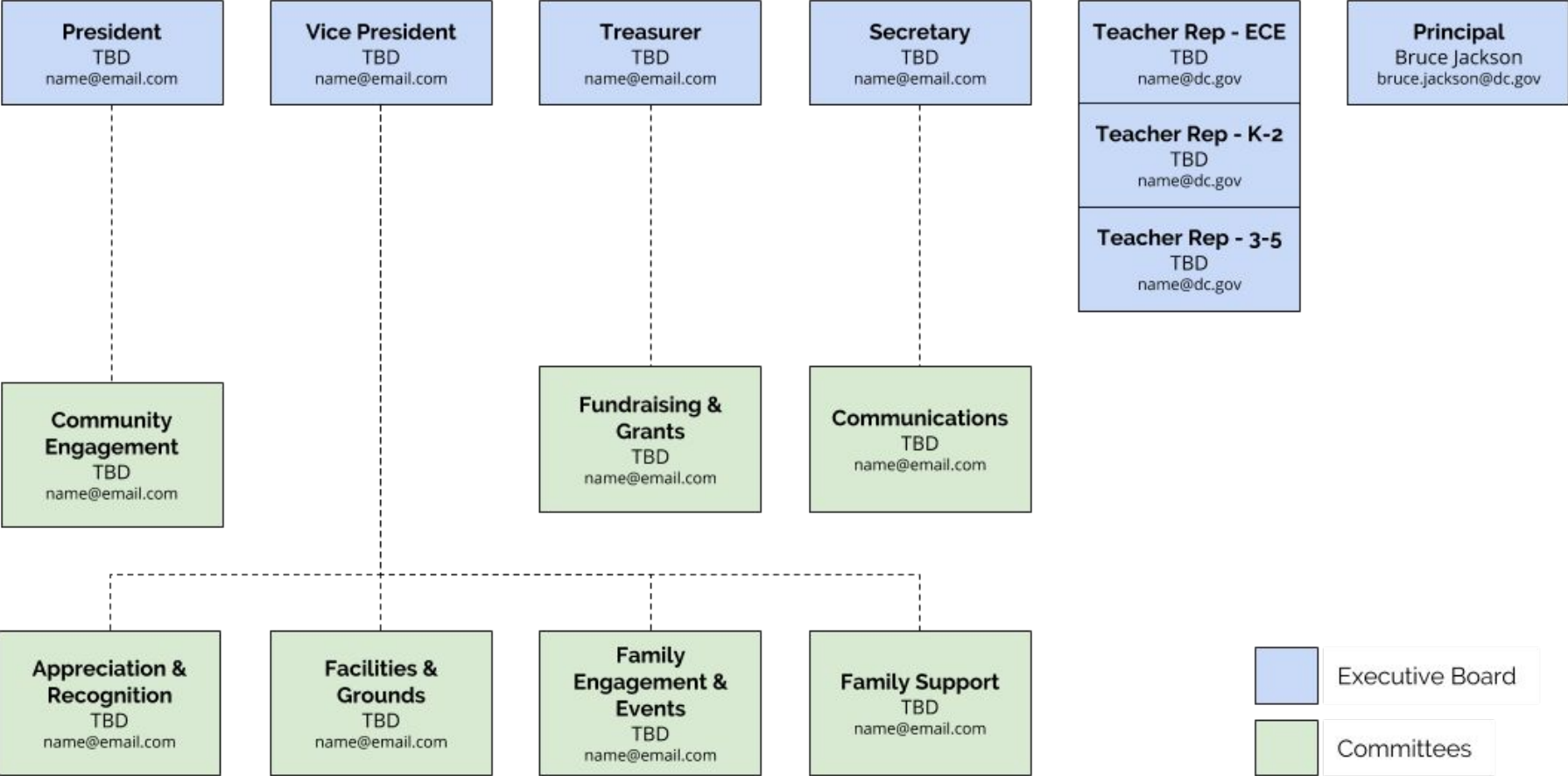
See the Donations page (<http://www.minerelementary.org/donate.html>) on Miner's website for the latest details.

SY18-19 PTO Leadership

Congratulations to the new Executive Board!

- President: Julie Muir (incumbent VP)
- Vice President: Katy Thomas
- Treasurer: Derek Herr (incumbent)
- Secretary: David Treat (incumbent President)
- ECE Teacher Rep: Ms. Cummings
- K-2 Teacher Rep: Mr. Riddick
- 3-5 Teacher Rep: Ms. Unger

Proposed Leadership Team Structure



PTO Committees

- Specific committees are not formally called out in the PTO bylaws, nor is their administration, other than to be overseen by the VP
- Committees are self-organizing and membership is open to anyone interested any time during the year
- Members may join or switch committees as their interests and the PTO's needs change over the course of the year.
- Committees are encouraged (but not required) to elect a chairperson(s) to become a formal part of the PTO "Leadership Team" along with the Executive Board
- New committees may be established if needed, or unnecessary committees disbanded during the school year by vote of PTO membership
- Download the [committee description document](#)

Appreciation & Recognition Committee

- Plan, coordinate, promote, and implement and activities to show appreciation to teachers, staff, administrators, students, and parents. Recruit volunteers and donations for appreciations events. Organize gestures of appreciation to donors, sponsors, grantors, partners, etc.
- Potential Members:
 - Jessica Burniske (current co-chair)
 - Justin Burniske (current co-chair)
 - Emily Cahill
 - Tempestt Sullivan

Communications Committee

- Manage internal communications channels, tools, and processes for informing PTO membership and immediate community. Collect and manage PTO member data and distribution lists. Support promotional needs of PTO Executive Board and committees, including flyers, posters, and banners. Manage the school's "Spirit Store." Serve as liaison between the PTO and the school's social media team.
- Potential Members:
 - Maria Cirincione
 - Jill Da Silva
 - John Muir (current "tweeter")
 - Katherine Unger
 - Jordan Zappala

Community Engagement Committee

- Establish and maintain relationships with external organizations and partners. Maintain a list of school and PTO partners. Coordinate outreach/advocacy to city organizations/agencies. Maintain a list of current issues. Coordinate Miner's participation in community-sponsored events. Serve as Miner Representative to Capitol Hill Public Schools Parent Organization and attend monthly meetings (Committee chair only).
- Potential Members:
 - Tammy Alexander
 - Tempestt Sullivan
 - Becky Shyovitz
 - Katy Thomas (current CHPSPPO Representative)
 - Sade Thomas
 - Bernadette Wittschen

Facilities & Grounds Committee

- Maintain a list of all needed repairs and upgrades to school facilities/grounds. Work with the Community Engagement Committee to advocate to government organizations. Identify potential sponsors for funding. Identify potential vendors to implement specific needs. Maintain a list of all PTO-owned property and manage storage and use of PTO property (i.e. “Property Custodian”). Serve as liaison between the PTO and the school’s Operations Manager.
- Potential Members:
 - William Lynch
 - John Muir
 - Tempestt Sullivan
 - David Treat (current chair, new chair)

Family Engagement & Events Committee

- Plan, coordinate, promote, and implement major and minor events and activities to facilitate and increase family engagement at the school.
- Potential Members:
 - Concetta Aires
 - Tiffany Brown
 - Emily Cahill
 - Jill Da Silva
 - Laura Delaney
 - Teresa Dorsey (new co-chair)
 - Trilby Hillenbrand
 - Mariana Jones (new co-chair)
 - Tempestt Sullivan
 - Sade Thomas
 - Bernadette Wittschen
 - Katherine Unger

Family Support Committee

- Plan, coordinate, promote, and implement events, drives, and activities to meet critical needs of Miner families. Recruit volunteers and donations for Family Support activities. Work closely with the school's social workers.
- Potential Members:
 - Emily Cahill
 - Mariana Jones
 - Tempestt Sullivan
 - Sade Thomas
 - Bernadette Wittschen (co-chair)
 - Katherine Unger (co-chair)

Fundraising & Grants Committee

- Plan major and minor fundraising events. Identify grant opportunities and write application. Provide grant requirements, expertise, and advice. Provide reports to the Grantor. Maintain lists of current/potential grants and current/potential grantors. Work with Communications Committee to promote and facilitate online sales as part of the school's Spirit Store.
- Potential Members:
 - Katy Thomas
 - Jordan Zappala

SY18-19 Planning

SY18-19 Planning

The following slides list the activities the PTO engaged in during SY17-18

While reviewing them, we'll discuss:

- What should the PTO's priorities be in SY18-19?
- Which activities do we want to do again?
- Which activities do we NOT want to do again?
- Which activities not on the list do we want to do?
- Any other thoughts and ideas you'd like to share

SY17-18 Appreciation & Recognition Activities

1. Welcome Back Breakfast (September)
2. Welcome Back Gifts (October)
3. Principal Appreciation Week (October)
4. Fall Staff Lunch (November)
5. Holiday Treats (December)
6. Winter Staff Lunch (January)
7. Valentine's Day flowers (February)
8. Spring Break Care Packs (March)
9. Assistant Principal Appreciation Week (April)
10. Administrative Staff Appreciation Day (April)
11. Teacher Appreciation Week Activities (May)
12. Spring Staff Breakfast (May)
13. Gift Cards for Support Staff (June)

SY17-18 Community Engagement Activities

1. Community Events:
 - a. Walk to School Day (October)
 - b. Hilloween (October)
 - c. DC United Game (October)
 - d. Bike to School Day (May)
2. Eleven Move!Play!Grow! Sponsors
3. Other business partners:
 - a. Chick-Fil-A
 - b. Solid State Books
 - c. H Street Community Development Corp
 - d. Insight Property Group
 - e. Reach Incorporated
4. Nine hearings attended, testimonies submitted, or letters sent to the Mayor or Council
5. Eleven city officials met with or interacted with Miner, including Mayor Bowser, Councilmember Charles Allen, DCPS Interim Chancellor Amanda Alexander, and Police Chief Peter Newsham
6. Ongoing advocacy regarding ECE transportation & field trips, technology funding, playground replacement, traffic calming, increased campus security features, ADA compliance, and more.

SY17-18 Facilities & Grounds Activities

1. Fall Beautification Day & Spring Cleanup Day
2. New Bounce Castle
3. New Bike Rack
4. New benches and tables for the grounds and gardens
5. New outdoor trash cans
6. New Stage Curtains (solicited proposals)
7. In work:
 - a. Repairing bathroom vent fans
 - b. Replacing toilet paper and paper towel dispensers
 - c. Replacing soap dispensers
8. "Mini"-SIT (School Improvement Team) - starting this week to discuss ideas for using \$1.5M in the city's FY2019 budget to upgrade our campus

SY17-18 Family Engagement & Events Activities

1. Oktoberfest (October)
2. Winter Dance (January)
3. Spring Dance (April)
4. Incoming Family Playdates (March, April, May)
5. Growing Peace in the Family (April)
6. Yoga Night (part of Every Kid Healthy Week) (April)
7. "Head to Toes" Fitness Night (part of Every Kid Healthy Week) (April)

SY17-18 Family Support Activities

1. Established “Family Support Center” to house donations of uniforms, coats, backpacks, and other items
2. School Uniform Drive (Aug-Sept)
3. Thanksgiving Food Drive (November)
4. Christmas Toy Drive (December)
5. Mother’s Day Flowers (May)
6. Adventure Camp Scholarships (Summer 2018)

Does Miner need a formal “Parent Resource Center”?

SY17-18 Fundraisers

1. Move! Play! Grow! (Fall**) - \$14,000 (\$6,000 from families, \$8,000 from business sponsors)
2. Holiday Greenery Sale (December) - \$4,000
3. Black History Month Book Drive (February) - more than 160 books
4. Yard Sale (April) - \$2,000
5. Mother's Day/Father's Day Book Drive (April/May) - ongoing, over \$1300 so far
6. &Pizza (May)
7. Supported Scholastic Book Fairs in November (\$3,300) and March (\$5,000)

**Possible "themes" for SY18-19 Fall Fundraising Drive: Field Trips, Classroom Technology

Grants

1. Office of the State Superintendent for Education (OSSE) for garden - \$35,000 (over two years)
2. ANC6A for outdoor benches - \$899
3. Capitol Hill Community Foundation (CHCF) for outdoor benches & tables - \$2,000
4. CHCF mini-grant for books - \$350
5. Whole Kids Foundation for garden - \$2,000
6. RiverSmart Schools for ECE garden - amount dependent upon scope of work
7. CHCF for classroom tech - \$2,500

Direct Classroom & School Support

1. Classroom grants (\$7,600)
2. Spelling Bee registration
3. Kennedy Center dues
4. Scholastic Book Fairs (November & March)
5. STEM Speaker Lunch (April)
6. Field Day (June)

PTO General Meetings

What should their purpose be?

Which day of the month?

Which time(s)?

Try live streaming or a call-in number?

Continue using slides?

PTO Communications

1. Website
2. Calendar
3. Emails
 - Frequency, content
 - Separate PTO and All-School lists?
4. Listserv
5. Flyers
6. Twitter
7. Hill Rag (newspaper)

Proposed formal communications survey at the start of the school year

Thank You All for a great
year at Miner!