

# Miner Elementary School PTO

General Meeting: October 2, 2018 - 6:00 pm

## Meeting Minutes

The meeting came to order at 6:05 PM.

### **Opening remarks**

Thank you to Christ City Church DC for babysitting. The next PTO meeting date is Tuesday, November 13 at 6:00pm. The one week delay is due to the school being closed on November 6 as Miner is a polling place for Election Day.

Minutes from the September 11, 2018 General meeting were emailed to the PTO distribution list and posted to the PTO page on Miner's website. Membership approved motion to dispense with reading of the minutes, and minutes were approved.

### **Principal's Report - Mr. Jackson**

The ECE playground opened on Monday, October 3 and the students love it. Principal Jackson appreciates the PTO advocacy.

The September PBIS event was a movie after lunch for students who received 80% or higher in Class Dojo. The event was packed: students are meeting and exceeding expectations. Students can also earn tokens for use in the mobile PBIS store (replaces last year's Bears Den store). PBIS incentives will be every other week, alternating between the store and events.

September was Attendance Awareness. In seat attendance up 1% over last year, which is actually a lot. So far this year attendance is slightly above the 95% goals. Grade-level attendance data is displayed on a board in the main hall. Attendance incentives are planned for November and December.

Principal Jackson will establish a monthly meeting and feedback session with parents. It will alternate between a morning coffee and evening "chat & chew." He will choose a topic for discussion, then have open discussion. The September event was Back to School Night. Next session is October 18 in the morning, and TRC/Dibels will be the topic.

On October 17 the school will be hosting a "Specials Teachers Meet & Greet" for parents to get to know the five specials teachers (art, music, PE, Spanish, Library) and ask questions. The teachers have age-appropriate activities, so students are welcome to attend.

### **Special Topic: Master Site Plan - Mr. Jackson**

Principal Jackson provided background on the purpose and the process of the \$1.5 million project. Currently in the planning phases. By January DCPS will be ordering equipment and they hope to start work between April and June so the project is complete by the time school starts.

After presenting map of the campus and possible focus areas, Principal Jackson facilitated a feedback session for parents and staff in attendance to submit their ideas for changes and improvements. For comparison, Ludlow-Taylor's recent playground renovation was around \$1 million. Therefore Miner can do more than just replace the playground structures. A non-negotiable to the school is that there must be a soccer field somewhere.

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The blacktop is not used for play or recess, so that area can also be considered, as well as the concrete pad under the PAL trailer (by the old Miner building). Moving the garden can also be considered.

The administration is starting student focus groups to get their feedback. The PTO will choose parent members of MSP team: one ECE, one K-2, and one 3-5.

### **LSAT Report**

Parent Tammy Alexander (LSAT co-chair) presented the results of the September 18 LSAT meeting. Ms. Coles (Math Instructional Coach) will be the other LSAT co-chair this year. The next meeting, open to the public, is October 16 at 5:00 in the Large Group Instruction Room.

There is an open seat for an LSAT parent representative. Per LSAT guidelines, PTO will administer the election for a new representative. Nominations are due by 4:00 PM on Friday, October 5. Ballots will go home in student backpacks on Tuesday, October 9 and will be due back at school by October 15. One vote per household. Results will be announced that evening so the winner can attend the October 16 meeting.

### **PreK Parent Committee Report**

No formal representative of the committee was present to give a report. PTO Secretary Treat presented high-level results of the October 2 meeting:

- Ms. Brissett is coordinating with DCPS to have their mobile clearance processing unit (2 vans) come to Miner in November or December as a more convenient options for parents who want to volunteer in the school.
- Ms. Brissett will have a table set up at Miner on October 9 to collect positive parent feedback about Miner for use in marketing during the upcoming Lottery season.
- Ms. Brissett will have a table set up at Miner on October 22 to provide information about health awareness.
- Ms. Brissett started collecting names of parents interested in committee leadership, including chair, co-chair, secretary, and Head Start Policy Council reps. Interested parents should reach out to Ms. Brissett.
- ECE department is investigating options for a field trip to Cox Farm sometime in October
- ECE department will hold a fall-themed craft event the morning of October 31.

### **President & VP Report**

The ECE playground is now open. However, the drinking fountain too tall for 3 year olds. Principal Jackson is inquiring with DGS whether it can be modified.

The Move!Play!Grow! Business-facing fundraiser starts today. Four sponsor levels with different benefits at each level: Mighty Bear, Fearless Bear, Friendly Bear, and Caring Bear. Each level has a limited number of partners, except Caring which is unlimited. A letter and prospectus are available on the MPG page of the website. The Fundraising & Grants Committee is seeking volunteers to reach out to businesses. The MPG campaign ends on October 29 so a sponsor banner can be printed.

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Walk to School Day is Wednesday, October 10. The event is organized by the Capitol Hill Public School Parent Organization (CHPSPO). All Ward 6 schools will meet in Lincoln Park at 7:30. It is unknown if Miner will have a VIP guest to walk with us to school.

Miner is establishing a recycling program using a multi-phased approach. First is for custodial staff to become familiar with sorting waste according to type and using the correct dumpsters. This phase is complete. Phase 2 is for K-2nd students to sort trash from recycling during their lunch periods. This phase is underway. Phase 3 is to expand lunchtime recycling to the 3rd-5th graders and ECE. The final phase is to recycle paper in all classrooms.

Four changes to the bylaws were proposed. These proposals will be voted upon at the November 13 General Meeting.

### PROPOSAL 1 - ARTICLE III "OFFICERS"

- NEW: Section 8: VOTING - When voting as a body, a member of the Executive Board is only eligible to vote if they are present during the vote, either in person or in voice contact (e.g. phone, video). Absentee or proxy votes are not allowed. Voting by correspondence is only permissible in cases of unanimous consent of all members of the Executive Board.
- RATIONALE: Clarifies voting for the Executive Board. Similar to existing bylaws Article IV, Section II for membership. Also, will align bylaws to relevant provisions in DC Code, Title 29, Chapter 4 "Nonprofit Corporation"

### PROPOSAL 2 - ARTICLE III "OFFICERS"

- NEW: Section 9: QUORUM - Two-thirds of the total number of Executive Board members constitute quorum for the purpose of voting.
- RATIONALE: Clarifies quorum for the Executive Board. Similar to existing bylaws Article IV, Section III for membership.

### PROPOSAL 3 - ARTICLE III "OFFICERS"

- NEW: Section 10: MAJORITY APPROVAL - A motion passes through an affirmative vote of a majority of the total number of Executive Board members.
- RATIONALE: Clarifies meaning of majority for the Executive Board, consistent with one of several generally accepted definitions.

### PROPOSAL 4 - ARTICLE IV "MEETINGS"

- NEW: Section 4: MAJORITY APPROVAL - A motion passes through an affirmative vote of a majority of the votes cast by Voting Members.
- RATIONALE: Clarifies meaning of majority for membership, consistent with one of several generally accepted definitions.

## Treasurer Report

Cash Summary from September 7, 2018 through September 30, 2018:

Balance as of September 7, 2018:	\$9,224
Plus: Income (September 7 - September 30):	\$6,433
Less: Expenses (September 7 - September 30):	\$(10,502)
Balance as of September 30, 2018:	\$5,155

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Uncleared Transaction \$10,397\*\*

\*\*Includes OSSE Grant Reimbursement Check that has been received but not yet deposited to the bank

The summary of the FY2019 approved budget was presented, as were budget highlights:

Highest priority (funding is assured)

- \$8,200 for classroom support (“mini” grants to teachers and staff)
- \$2,300 for books for classroom libraries
- \$1,500 for after school extracurriculars, clubs, and sports
- \$3,000 for appreciation & recognition events
- \$4,000 for family engagement events
- \$1,800 for family support efforts
- ~\$20,000 for gardens (via grant)

Secondary priority (if funds available)

- \$5,000 for classroom technology
- \$5,500 for field trips for every grade level
- \$5,500 for facilities & grounds repairs & upgrades

Fundraising Goals:

- \$15,000 for Bear Paw Fund (Explore!Excite!Expand! family focus)
- \$15,000 for Bear Paw Fund (Move!Play!Grow! business focus)
- \$5,000 for Holiday Greenery Sale
- \$2,500 for Spring Community Yard Sale

The Executive Board is working on a process for staff to claim their \$200 classroom allocation. The budget will be reassessed by the Executive Board in January 2019 once actual income for the year is clearer.

### **Teacher Representative Reports**

Beginning of Year (BOY) assessments are officially complete and the teachers are designing their instruction around student data. In general, data looks positive. Last year teachers did a good job of moving the lowest-scoring students up a level. This year the emphasis will be on pushing the middle-scoring students up a level as well. It is TBD if school will publically post assessment data on the bulletin board like they did last year.

Reminder to ECE parents that teachers often have meetings until 8:45, so their rooms may be closed until then. Also, pick up is at 3:15 on the ECE playground.

### **Garden Team Report**

Thank you to the families who came out last Saturday to help clean up the ECE green space to get it ready for opening day.

The School Garden Team and Cultivate the City are developing a Peace Garden Community day and playdate on Saturday, October 20. Activities will include sign painting, pumpkin decorating (and pumpkins for sale). Plus healthy snacks and installation of a new fence.

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### Committee Reports

The PTO's "The PTO This Month" newsletter communicates the work of the PTO's committees in lieu of formal committee reports at the General Meetings. Paper copies will be available at each General Meeting, and then it will be posted on the school website and emailed out to the PTO list the day after the PTO General Meeting. Copies of the newsletter will go home in student backpacks the Tuesday following the General Meeting.

The committees reported the following at the meeting:

- Appreciation & Recognition: no additional report
- Communications: the t-shirt inventory has been completely restocked and all pre-orders are ready for pickup.
- Community Engagement: volunteers interested in leading Miner's Hilloween table should reach out to the Committee chair
- Facilities & Grounds: Dr. King is working through the punch list of open repairs and upgrades.
- Family Engagement & Events: Oktoberfest will be held October 31, from 4-6 PM. There will be a book reading, bounce house, arts & crafts, and "trunks for treats." The Committee needs volunteers for setup & cleanup, as well as cars for "trunks for treats" (trick or treating on blacktop). There will be a PBIS event during the day. Determination of whether to have a petting zoo is up to the PBIS committee. Need donations of juice boxes.
- Family Support: Miner received a \$350 mini grant from the Capitol Hill Community Foundation for family support efforts.
- Fundraising & Grants: no additional report

Reminder that interested parents may join any of PTO committee by reaching out to the Committee chair(s).

### Upcoming Events, Reminders & Opportunities

Reviewed the list of upcoming events as displayed on the main page of the school's website, including:

- Wednesday, October 10 - Walk to School Day
- Thursday, October 11 - Advisory Neighborhood Commission 6A Monthly Meeting
- Tuesday, October 16 - LSAT Meeting
- Wednesday, October 17 - Specials Teachers Meet & Greet
- Saturday, October 20 - Peace Garden Community Day & Party
- Thursday & Friday, October 25-26 - No school (PD for teachers)
- Friday, October 26 - Hilloween at Eastern Market
- Wednesday, October 31 - Oktoberfest and Halloween Party
- Saturday, November 3 - MoTH School Fair - parents interested in staffing Miner's "booth" should let President Muir know. Set up starts at 1 PM and the event runs from 2-5 PM.
- Tuesday, November 13 - PTO General Meeting

### Reminders & Opportunities

The Community Engagement Committee is seeking for a permanent chairperson and someone to serve as Miner's representative to the Capitol Hill Public School Parent Organization (CHPSPO).

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The Communications Committee is seeking a Graphic Designer.

Classroom volunteers are still needed. Volunteers must be cleared by DCPS. The requirements are a TB test (free testing at HOYA Clinic at DC General [hoyaclinic.som.georgetown.edu/](http://hoyaclinic.som.georgetown.edu/)) and a background check which includes an application and fingerprinting.

### **Open Comments/Discussion**

None

The meeting adjourned at 7:10 PM.