

Miner Elementary School LSAT

LSAT Meeting: October 19, 2021 - 5:00 pm

Meeting Minutes

The meeting came to order at 5:01pm. The meeting was conducted via Zoom.

Welcome and Introductions:

- The following members were present:
 - Parent Representatives
 - Andrea Jones (K parent)
 - Latoya McCarthy-Scott (5th and 1st parent)
 - Allison Mitchell (PK4 parent)
 - David Treat (4th and 1st parent) – Co-Chair
 - Parent Organization Representative – Julie Muir (2nd and K parent)
 - Teacher Representatives
 - Ms. Hillenbrand (STEM)
 - Ms. Jones (ECE)
 - Dr. Ramsey (School Psychologist)
 - Mr. Yoho (K) – Co-Chair
 - WTU Representative: Mr. Martin (2nd)
 - Staff Representative: Ms. Charlene Stapleton (Business Manager)
- Thank you to our DCPS Cluster 4 Instruction Superintendent Shawn Stover and Community Action Team Leader Bijan Verlin for attending
- Introductions of AP Coleman and AP Bellamy; from an administrative standpoint AP Bellamy is the “interim interim Principal” – he will be serving in the role of Principal until Ms. Angry returns (she is completely offline until November 3; after that she may be able to have a limited off-site role)
- Congratulations to Dr. Eva Ramsey on her election to the open Teacher Representative position
- Nikki Wiggins was elected Community Representative by consensus
- Reviewed LSAT purpose and norms, which are posted to the LSAT page of Miner’s website (<https://www.minerelementary.org/lsat.html>)

Internal LSAT Operations:

- Proposal that LSAT is more proactive about providing advice to the administration, and to do so explicitly passed by consensus
- Chairs to prepare agenda and request data well in advance of meetings so both admin and LSAT have time to prepare and make requests
- External feedback tool has been added to LSAT page of website ([click here](#)); all members of LSAT can share anything they would like addressed with chairs or on website
 - It was also proposed to create an email account that goes directly the LSAT chairs that can be shared with the school community and passed down to future LSAT chairs.
 - Question: will all concerns be address? Yes, though addressing them may include a one-on-one discussion or passing the appropriate contact information along. Nothing will be filtered.

Communications:

- There are major concerns about lacking communications from admin to both families and staff.
- “It is very easy to destroy trust” and our community is quite fragile after all the turnover
- Concerns about email: delayed or no response at all to both staff and families
- Concerns from Special Subjects teachers that they aren’t receiving information regarding quarantined classes – they prepare for a class that never shows
- Concerns about the way communications go out: variety of apps used, we want to know what the communication plan is – consistency is key
- The Equity Team drafted a communications plan that was well implemented last year – it is being used to a certain extent this year as teachers are sending newsletters and communicating via app (again, which app is being used is inconsistent across grade levels)

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- Concern that some communications may not be timely if we are required to wait for DCPS approval – this leads to rumors, which are clearly problematic
- Both WTU and DCPS are working to improve announcement of positive Covid cases
- Some newsletters go out from admin but info isn't always accurate and they don't go out regularly
- Admin and PTO met to calendar plan, but when dates are changed, PTO needs to be informed so bad information isn't shared
- Staff concerns about no meetings (SCAC, ALT, etc)
- Proposal for admin to adopt the Communications Plan ([click here to read](#)) and plan a Town Hall passed by consensus. Town Hall proposed for November 4 at 6:30pm (primarily for families but teachers/staff welcome)

Technology:

- When are we getting devices from DCPS?
 - IS Stover will follow up
 - 3:1 ratio for K-2nd grade (possibly PreK as well – IS Stover to confirm)
 - 1:1 ratio for 3rd-5th grades
- Status of smartboard survey? IS Stover to follow up
- Proposal to formally create a technology committee – this is on hold because there is a concern that school committees have not yet formed and it's possible that there will be a tech committee in-house which parents can support
 - Why have these school committees not yet formed (includes committees such as the Wellness Committee and Academic Leadership Team (ALT))
 - ALT was well organized last year according to teacher testimony at meeting and IS Stover agrees to implement it soon and in the same way
- Chromebooks are available for K-2; some have already been given to SPED classrooms; IS Stover wants to confirm availability of DCPS devices to ensure equity—DCPS devices are “imminent”

COVID:

- COVID Coordinator – another admin position to take responsibility/work load off admin – this is a good point of contact for concerns that have been vocalized about seating during lunch (lack of social distancing)
- How is the testing working? Question for IS Stover
 - It should be possible to let us know how many are being tested weekly – should be 10% but that number is increasing to 20%
 - DCPS is looking at ways to both increase numbers and make it move faster
 - Concerns that results aren't accurate due to cases of failed tests not being reported to admin/COVID coordinator
- When a full class is absent due to COVID quarantine, Special Subject teachers are not being informed (most recently, when one Kindergarten class was out for an 8-10 day quarantine, no Special Subject teachers were informed and they waited for the class to arrive not knowing the students were out)

Comprehensive School Plan (CSP):

- We have a shell of a CSP – details are being worked
- Prioritizing working on adult culture is included
- Part of ALT's work is to continually update the CSP (it's a living document)
- Concern from teachers that as Miner is a RISE school, the CSP should guide learning plans, which are due at the end of the month, but no one has seen the CSP yet.
 - IS Stover says it will be shared by the end of the week
 - LSAT will receive a summary and may request the full document

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Other:

- Summer programming decision has not been made yet by DCPS – should have an answer for Miner’s building usage by January
- Concerns about drop-off to be addressed at next meeting or offline
- Budget and enrollment will be discussed at the November meeting

External Check In:

- Community Day October 23
 - CSC and Garden Team: Campus Cleanup 10am-11am (community service hours will be offered; have been in contact with Eastern HS)
 - Mutual Aid Network hosting Community Table from 11am-1pm. To volunteer or donate, email them at minermutualaid@gmail.com
- Kindergarten event will be held on November 3 from 5:30-6:30pm
- Use minercomms@gmail.com to share anything that needs to go out schoolwide!
- This portion of the meeting will likely be moved earlier in the agenda going forward

Next Meeting: November 16 at 5pm.

Meeting adjourned at 6:41pm.