

Miner Elementary School | Parent Teacher Organization

April 29, 2019

Hello Miner Community,

As the 2018-19 school year comes to a close, it is once again time for elections for Miner's Local School Advisory Team (LSAT) and Parent Teacher Organization (PTO). Last year we held spring elections for the first time, and thanks to our energized and engaged community, we are able to continue the trend. We are moving in the right direction, but we need your help to keep up the momentum!

We are truly lucky to have such an incredible community of parents, staff, and neighbors committed to helping Miner and its students succeed. So, if you've ever thought about getting involved in leadership at Miner, this is the time—the nomination period is now open!

If you've ever wanted to...

- Help improve student achievement
 - Advise the principal on important issues
 - Develop our school's strategic plan
- ...then run for election to Miner's LSAT!

If you've ever wanted to...

- Help organize fun events for students
 - Seek out partnerships and resources to benefit students, staff, and parents
 - Continue building and strengthening our community
- ...then run for election to the Executive Board of Miner's PTO!

For parents and staff interested in learning more about these and other leadership opportunities, the PTO will hold three informal information and Q&A sessions on Wednesday, May 8. Sessions will be at 3:30, 4:30, and 5:30.

Election packets with detailed information about nominations for LSAT Parent Representatives and PTO Executive Board, as well as the election process in general, will be distributed via email and will be posted online at minerelementary.org/election. Paper copies of the packets will be available in the Main Office.

If you have any questions, please feel free to reach out to either of us or to any current PTO leader. You can also email the PTO at minerpto@gmail.com.

Thank you Miner parents, teachers, staff, neighbors, and friends! The PTO looks forward to another fantastic year working together to make Miner a great community school of choice!

Go Mighty Bears!

Julie Muir

Katy Thomas

President
Miner PTO

julie.hodgson.muir@gmail.com

Vice President
Miner PTO

kazt1978@gmail.com

Miner Combined LSAT/PTO Nomination & Interest Form for SY19-20

Please return this form to the Main Office or give it to your teacher.

You may also submit your nomination online via the link on the LSAT/PTO Election page:
minerelementary.org/election

Your Name: _____

If parent, student grade(s): _____ If teacher, grade/special: _____

Phone: _____ Email: _____

Please circle all positions below in which you have an interest. See the back of this form for descriptions of the various positions.

The below positions are elected via paper ballot (secret). Parents may run for LSAT and any PTO role simultaneously. Parents, teachers, and staff may run for only one PTO Officer position.		The below positions are not elected, but open to any PTO member who volunteers.
LSAT	PTO Officers	PTO Committees
(Parents only*)	(Parents, teachers, and staff)	(Parents, teachers, and staff)
LSAT Parent Rep	President Vice President Treasurer Secretary Teacher Representative	Appreciation & Recognition Communications Community Engagement Facilities & Grounds Family Engagement & Events Family Support Fundraising & Grants
*Teacher & staff elections are administered separately		

Tell us why you would like to serve (required for elected positions and will be included on the ballot):

LSAT

Parent Representative (4 parents)

Work with teachers and staff representatives on implementation of the Comprehensive School Plan (CSP). Review data in order to be informed about school needs and trends. Use assessment results to develop specific strategies for research-based school improvement. Ensure school alignment with strategic and specific goals and objectives of DCPS. Parent representatives on the LSAT do not need to be a member of the Parent Teacher Organization.

PTO Officers

President and Vice President

Serve as the official representative of the PTO. Coordinate, facilitate, and preside at monthly PTO meetings. Hold regular Leadership Team meetings. Oversee PTO. Act as liaison between PTO and admin. Serve as the central coordinators to help connect parents, teachers, and staff. Oversee PTO and LSAT elections. Manage PTO administrative and general operations. Serve as PTO representative on LSAT (President). Sign contracts (President). Establish and maintain relationships with external organizations and partners with the Community Engagement Committee (President). Oversee the Committee system as a whole, with emphasis on Committees not aligned with other Officers (VP).

Secretary

Work with President and Vice President to prepare agendas for PTO meetings. Record and distribute minutes of all Executive Board and General PTO meetings. Maintain the PTO's record-keeping system (both paper and cloud). Manage internal PTO communications with the Communications Committee. Maintain PTO website and calendar.

Treasurer

Serve as custodian of the PTO's finances. Manage bank, credit, and insurance accounts. Maintain financial records (hold one copy of all financial records). Lead budget development. Report financial activity at PTO meetings, including a written statement. Prepare year-end financial report. Facilitate an annual audit. Collect revenue. Pay authorized expenses. Maintain 501(c)(3) status and ensure compliance. Provide receipts to donors. Oversee financial aspects of fundraisers and grants with the Fundraising & Grants Committee, including maintaining donor and pledge lists. The Treasurer is elected to a two year term.

Teacher Representative

Act as a liaison between teaching staff and PTO. Provide report of school and teacher-led activities at PTO General Meeting. Solicit PTO volunteers for various teacher-led or classroom activities. Inform PTO of school/teacher-sponsored events. Coordinate needs of teachers/students where PTO can assist. Create an annual calendar/ list of classroom/grade-level projects and any PTO involvement requested. Educate teachers on relevant internal PTO processes.

PTO Committees

Appreciation & Recognition

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.

Communications

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.

Community Engagement

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 the Ward 6 Public Schools Parent Organization and attend monthly meetings (Committee chair only).

Facilities & Grounds

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.

Family Engagement & Events

Plan, coordinate, promote, and implement major and minor events and activities to facilitate and increase family engagement at the school.

Family Support

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.

Fundraising & Grants

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.

Attention Miner Parents and Staff!

Want to help organize fun events for students and families?
Seek out partnerships and resources to benefit students, staff, and parents?
Continue building and strengthening our community? Join Miner's Parent Teacher Organization!

We are seeking interested parents, teachers, and staff to run for the Executive Board and to serve on various committees of the Miner PTO

PTO Officers (Executive Board):

- President
- Vice President
- Treasurer
- Secretary
- Teacher Representative(s)

PTO Committees:

- Appreciation & Recognition
- Communications
- Community Engagement
- Facilities & Grounds
- Family Engagement & Events
- Family Support
- Fundraising & Grants

PTO Officers are elected by the membership. Committee members, including the chairpersons, are filled by any PTO member wishing to volunteer for the role.

At the PTO General Meeting on Tuesday, May 7, the Special Topic will be about the election process, including a Q&A session. On Wednesday, May 8, there will be three information sessions about LSAT and PTO leadership opportunities at 3:30, 4:30, and 5:30 in the Large Group Instruction Room.

Nomination Process

- Nominations (including self-nominations) are now being accepted through Monday, May 20 at 9:00am
- Nomination forms were sent home in student backpacks or can be picked up in the Main Office
- Return nomination forms to the Main Office or give them to your teacher
- Nominations can also be submitted online: minerelementary.org/election

Important Dates

- Elections will be held via paper ballot from May 29 through June 3 at 9:00am
- Ballots will be counted and the newly-elected Officers will be notified June 3
- Results will be announced publicly at the PTO General Meeting on June 4
- Terms for new PTO Executive Board will begin at the end of the PTO General Meeting on June 4
- The first PTO Leadership Team meeting with both outgoing and incoming Executive Board and Committee Chairs will be June 11 at 4:45pm

Visit the PTO page on Miner's website (minerelementary.org/pto) for more information

MINER

ELEMENTARY SCHOOL

PARENT TEACHER ORGANIZATION

601 15th St NE, Washington DC, 20002
minerpto@gmail.com
www.minerelementary.org
@MinerPTO

The purpose of the Miner PTO is to enhance and support the educational experience at Miner, to develop a closer connection between school and home by encouraging family and teacher involvement, and to improve the environment at Miner through volunteer and financial support.



COMMUNITY ★ COMMUNICATION ★ COLLABORATION



The PTO works with Miner's administration, LSAT, school committees, and external partners to ensure that Miner's students and staff have the resources they need to succeed. Along with many community stakeholders, we are also part of Miner's ongoing school improvement process to create and implement a strategic plan to create positive, collaborative change.

Our PTO volunteers also bring energy, excitement, and fun to the school experience. From fundraisers to family yoga nights to teacher appreciation events, we do what all PTOs do—provide joy, support, and financial assistance to the members of our hard-working school community.

Miner Elementary is a Title I DCPS school near Capitol Hill. Our Parent Teacher Organization (PTO) is a collaborative partnership of families, educators, and community members focused on caring for and supporting Miner's students in a deep and meaningful way. Our teachers are dedicated to providing a challenging curriculum and developing a true love of learning in each child.

Our PTO is focused on taking advantage of opportunities and is aggressively seeking ways to help improve Miner and address our challenges. From family engagement activities and educational forums to strategic partnerships and additional curriculum programs, our PTO volunteers, our Local School Advisory Team (LSAT), and our community stakeholders are working with our administration to bring resources, training, and energy to make Miner a community school of choice.

The obstacles we face aren't small, but as we join together, our efforts are leading to lasting change. We hope you'll consider joining us on this vital journey!



Our Values

Research shows that children who attend mixed-income, racially diverse schools will thrive. Students in an academic culture that values diversity tend to work harder, develop a more diverse set of friendships, and exhibit empathy. Research has shown that test scores are just one measure of what matters—and the community we are building at Miner values inclusion, collaboration, and diversity.

Social, Emotional, and Academic Learning

As a community, we firmly believe in educating students with the whole child in mind: socially, emotionally, AND academically. While it's true that Miner's test scores demand improvement, our students are thriving, learning, and building strong relationships in a warm and caring environment. Because of the unique challenges many of our students face, Miner's educators, social workers, and mental health professionals are dedicated to ensuring wellness and success in every aspect of our children's lives.

All are welcome to join!

The Miner PTO is a 501c3 charitable organization

Attention Miner Parents!

Want to help improve student achievement?
Advise the principal on important issues?
Join Miner's Local School Advisory Team!

We are seeking interested parents to run for the four Parent Representatives seats of Miner's Local School Advisory Team (LSAT)

Duties of the LSAT Parent Representatives:

- Work with teacher and staff representatives to advise the principal on priorities and goals
- Work with the principal on developing the local Comprehensive School Plan (CSP), including the supporting budget
- Monitor and assess the implementation of the CSP
- Review data in order to be informed about school needs and trends
- Use assessment results to develop specific strategies for research-based school improvement
- Ensure school alignment with strategic and specific goals and objectives of DCPS
- Parent representatives on the LSAT do not need to be a member of the PTO

Links to LSAT Guidelines and FAQ from DCPS can be found on Miner's LSAT webpage:
minerelementary.org/lsat

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- Nominations can also be submitted online: minerelementary.org/election

Important Dates

- Elections will be held via paper ballot from May 29 through June 3 at 9:00am
- Ballots will be counted and the newly-elected Parent Representatives will be notified June 3
- Results will be announced publicly at the PTO General Meeting on June 4
- Newly-elected Parent Representatives are invited to observe the June 18 LSAT meeting
- The first LSAT meeting of SY18-19 with the new LSAT membership will be TBD in July

Visit the LSAT page on Miner's website (minerelementary.org/lsat) for more information

MINER ELEMENTARY SCHOOL

LOCAL SCHOOL ADVISORY TEAM

601 15th St NE, Washington DC, 20002

www.minerelementary.org

@MinerElementary

The Local School Advisory Team (LSAT) is a group of elected and appointed members that exists for every DCPS school. The team consists of parents, teachers, non-instructional school staff, and community members to advise the principal on matters that promote high expectations and high achievement for all Miner's students.



Meetings

LSAT meetings are held monthly throughout the school year, and during the summer when deemed necessary (extra meetings are likely during the DCPS budget crunch in late winter). Most meetings are open to the public and will be announced to all stakeholders. Voting is reserved to elected members.

Members

- WTU Building Representative or designee
- Four Teachers, elected by their peers
- Four Parents who have children currently enrolled in the school, elected by the parents. Membership in the school parent organization is not required in order for a parent to serve on the LSAT.
- Parent organization leader or designee who has children currently enrolled in the school
- Non-Instructional local School Staff Member, elected by non-instructional school staff
- Community Member who is a resident of the local school's boundary

OPERATING PRINCIPLES & PRACTICES

Consensus - Local School Advisory Teams should strive for consensus in all matters.

Trust and Confidentiality - LSAT members must keep sensitive information confidential (student data, personnel issues, etc.) LSAT meetings are open to observers, and all minutes will be posted on the school's website within 20 school days of the meeting date.

Student-centered - LSAT members should do their best to keep the success of Miner students first in mind when evaluating proposals and decisions.

Transparency - Each member of the LSAT should make every effort to widely share public information discussed in the LSAT, seeking out input from various stakeholders.

Respect - Maintain a respectful atmosphere to allow opinions to be voiced.

Participation - Committing to show up, do the homework, communicate with stakeholders.



Local School Advisory Teams have primary responsibility for the following:

- Advising the principal on priorities and goals
- Working with the principal on developing the local Comprehensive School Plan (CSP), including the supporting budget
- Monitoring and assessing the implementation of the CSP
- Reviewing data in order to be informed about school needs and trends
- Using assessment results to develop specific strategies for research-based school improvement
- Alignment with strategic and specific goals and objectives of DCPS.



Further Reading: <http://dcps.dc.gov/page/local-school-advisory-teams-lsat>