Miner Combined LSAT/PTO Nomination & Interest Form for SY22-23

Please submit this form online via the link on the LSAT/PTO Election page: minerelementary.org/election or by emailing completed form to minerpto@gmail.com

Your Name: _____

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

If staff, position_____

Phone: _____Email: _____

Please circle all positions below in which you have an interest. See the next page for descriptions of the various positions.

The below positions are elected electronically. 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	Appreciation & Recognition
	Vice President	Communications
	Secretary	
	Teacher Representative (ECE)**	Community Engagement
	Teacher Representative (K-5)**	Family Engagement & Events
	Teacher Representative (Other)**	
**Teacher & staff elections are administered separately*	*** Must be a teacher*	Fundraising & Grants

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 the 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 Representatives

Act as a liaison between teaching staff and PTO. Provide a report of school and teacher-led activities at PTO General Meetings. 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. Must be a teacher.

PTO Committees

Appreciation & Recognition

Plan, coordinate, promote, and implement activities to show appreciation to teachers, staff, administrators, students, and parents. Recruit volunteers and donations for appreciation 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).

Family Engagement & Events

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

Fundraising & Grants

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