

Miner Elementary School | Parent Teacher Organization

April 22, 2024

As we approach the conclusion of the school year, it is once again time for elections for Miner's Local School Advisory Team (LSAT) and Parent Teacher Organization (PTO). This year, as we have done for the past few years, we will hold the elections electronically. We have found that our voter "turnout" has been significantly higher when we have held an electronic election. We sincerely hope this does not affect anyone's ability to cast a ballot or run for a position and will happily work with anyone who needs assistance.

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!

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 the PTO google group email list as well as via Class Dojo and Remind app. The packet will also be posted online at minerelementary.org/election.

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!

Brandon Scott

President
Miner PTO
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Abby McGill

Vice President
Miner PTO
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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).

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.

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.

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.

Family Engagement & Events

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

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 (chair only).

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.

Attention Miner Parents and Guardians!

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

Join us at the PTO General Meeting on May 7 for more information about LSAT and PTO leadership opportunities.

Nomination Process

- Nominations (including self-nominations) are being accepted through Monday, May 13 at 5pm
- Nomination forms were sent electronically and can also be found on our election website: minerelementary.org/election
- Nominations can be submitted online: minerelementary.org/election

Important Dates

- Elections will be held electronically from May 20-28.
- Ballots will be counted and the newly-elected Parent Representatives will be notified May 31.
- Results will be announced via email, website, and social media on June 3, and winners will be introduced at the PTO General Meeting on June 11. The new PTO Executive Board will begin their term immediately following the June 11 meeting.
- The final LSAT Meeting of SY23-24 will be on Wednesday, June 5. New Parent Representatives are encouraged to attend. The term for the new LSAT begins July 1.

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.



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 (ECE)
- Teacher Representative (K-5)
- Teacher Representative (Coach, Resource Teacher, etc)

PTO Committees:

- Appreciation & Recognition
- Communications
- Community Engagement
- Family Engagement & Events
- 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.

Join us at the PTO General Meeting on May 7 for more information about PTO and LSAT leadership opportunities.

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- Results will be announced via email, website, and social media on June 3, and winners will be introduced at the PTO General Meeting on June 11.
- The new PTO Executive Board will begin their term immediately following the June 11 meeting.
- The first PTO Leadership Team meeting with both outgoing and incoming Executive Board and Committee Chairs will be scheduled with input from the new Executive Board.

Visit the PTO page on Miner's website (minerelementary.org/parent-teacher-organization) 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



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!

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.



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