

Mitchell PTO Board 2023-2024

The Mitchell PTO Nominating Committee is currently looking for volunteers to fill the positions below for the 2023-2024 school year. Executive Board Officers and Committee Chairs are both considered part of the PTO Board of Directors, which converse monthly to report and communicate on all current activities of the Mitchell PTO. General members meet twice per year.

Committee Chairs are selected by the Nominating Committee from among those expressing interest in holding the position. Care is taken to include representation from all four of our elementary feeder schools.

If you are interested in joining us next year in one of these positions or have any questions, please contact a member of the Nominating Committee. Thank you!

Buckalew: Jill Rider: nrbrider2018@gmail.com

Bush: Caitlin A. Reeves: caitlin_ackley@yahoo.com

Galatas: Terri Singer: terridu@yahoo.com

Powell: Marissa Mapes: marissa907@gmail.com

Nominating Committee Chair: Michelle Nolen: mich832@gmail.com

Open Positions as of January 2023:

Executive Board (election will take place at the April General Meeting)

VP of Services

Secretary

Open Committee Chairs:

5th Grade Kickball Tournament Co-Chair (2)

6th Grade End of Year Celebration (1)

Fall Fundraiser Co-Chairs (1- 6th Grade & 2- 5th Grade)

School Supplies

Spiritwear Co-Chair-5th Grade (1)

Student Enrichment-5th Grade (1)

Website Coordinator

Corporate Partnership

Directory/Planner

Spirit Nights(2)

5th Grade LC Coordinator

Fine Arts/PE/Library Coordinator

Landscaping (1-2)

5th Grade Socials Co-Chairs (2)

Yearbook Advisor 5th Grade Co-Chair (1)

Staff Appreciation (2- 5th Grade) (2-6th Grade) (4)

Open Position Descriptions

VP of Services: Oversee and assist as needed, the chairperson of all committees engaged in service activities. These committees include: Landscaping, Staff Appreciation, Student Enrichment, Yearbook, 5th Grade Kickball Tournament and 6th Grade End of Year Celebration. Report to the board all service committee activities.

Secretary: Responsible for attending all meetings and taking notes. Creates the minutes and agendas. Oversee and assist as needed, the chairperson of all committees engaged in service activities. These committees include: Lost & Found, Red Ribbon Week, School Supplies.

5th Grade Kickball Tournament: Arrange annual Kickball Tournament in the Spring.

6th Grade End of Year (EOY) Celebration: Arrange the End of Year Celebration/big send-off for 6th Graders on the last day of school.

Fall Fundraiser Co-Chairs (6th Grade & 5th Grade): Assist with the Fall Fundraiser.

School Supplies – Work with the school to organize and oversee a schedule for School Supplies distribution.

Spiritwear Co-Chair (5th Grade): Oversee, sell and distribute the current inventory of Mitchell spiritwear at various school events (Orientation, Meet and Greet, etc.). Fulfill online spiritwear orders throughout the year. Address customer service for orders through email, text, or phone calls

Student Enrichment (5th Grade): Arrange field trips and in-house programs for 5th graders.

Website Coordinator: This non-technical position requires organization, good written communication skills, and basic comfort with learning to do a few new things with a computer. The workload is heaviest in August (10-15 hours), when you will update all of the site content for the new year. During the rest of the year, you must proactively stay on top of what's coming up with the PTO (using the information received at PTO meetings and in the Messenger), write content, and post it to the website. The website uses an easy-to-use template. If you can use Google docs you can do it and as the design is set, you just need to keep the content up-to-date. The webstore is run using forms provided by the VP Communications – you just cut and paste. No programming required!

Corporate Partnerships - This position is the face of Mitchell PTO to our local and global business partnerships. Corporate Partnerships shall be our liaison between Mitchell PTO and local business owners as well as chains, franchises, and global business partners.

Directory/Planner: Report to VP Membership. Create a student directory using data obtained electronically from CISD. Organize and format student and staff information. Work with VP of Membership to distribute to PTO members when printed. Distribute student planners in August. In the spring, make changes as needed from feedback from principal and teachers, get the ads from Corporate Sponsorship for the directory, work with the planner publishing company to produce the student and teacher planners for the coming year.

Spirit Nights: Organize Mitchell Spirit Days/Nights at local restaurants and shops. Arrange for a percentage of sales to be donated to Mitchell. Arrange best days for spirit days/nights by coordinating with Mitchell calendar. Promote scheduled spirit nights to the Mitchell community. Follow up to make sure donations are received.

5th Grade LC Coordinator: Work with 5th grade LC Parents providing guidance throughout the year.
Fine Arts/PE/Library Coordinator: Recruit and oversee Fine Arts (Art, Band, Choir, Music and Orchestra), PE & Library Room Parents to assist teachers. Organize a brief meeting in September to outline tasks for the year. Coordinate collection and distribution of staff gifts for holidays and end of year per CISD policy.

Landscaping: Take care of the overall appearance of the school's gardens and planters, manage the landscaping company and water plants as needed.

5th Grade Social Co-Chairs: Handle the administrative side for a Fall and Spring Social by setting the dates, advertising, organizing tickets, establishing online payments, and coordinating with LC Lead Room Moms regarding booths for each LC.

Yearbook Advisor Co-Chair (5th Grade): Use Jostens software to plan and design the yearbook, take pictures, coordinate gathering pictures from teachers, parents, and Photo Texas. Work with vendors on marketing and tracking sales, and maintain communication throughout the year with the publisher, school, PTO board, Mitchell families, and school photography company.

Staff Appreciation: Schedule monthly treats and/or lunches for Mitchell staff members. Solicit volunteers to bring items and work with the committee to decorate, set-up, serve and clean-up. Schedule and promote the daily events for Teacher Appreciation Week in the spring.