

2024-2025 Mize PTO Committee

Principal _____ Gerri Balthazor

President _____ Amanda Philhour

Vice President _____ Kim Schieber

Treasurer _____ Deanne Engstrom

Family Events Chair _____ Kim Schieber

Family Movie Night _____ Sara Nachbar

Coffee & Kleenex _____ Deanne Engstrom/Kellee George

Dance _____ Jacqui Cole

Game Night _____ Jenn McKechnie/Jen Templeton

Parents' Night Out _____ Kellie Lawton/Sara Nachbar

Fundraising

Birthday Board _____ Jenny McCord

Corporate Fundraising _____ Erika Kokoruda

Hawk Walk President/VP/Treasurer _____ Ju Hui Sirithasack

School Supplies _____ Megan Passman

Spirit Wear _____ Jessica Simecka

Passive Income (pogo, box tabs) _____ Jessica Simecka

Mizeapalooza/Carnival _____ Amy Welborn/Megan Zlatohlavek

Philanthropy Chair _____ Jenny McCord

Secretary _____ Kellie Lawton

Staff Appreciation Chair _____ Bridgid Driscoll

Q1 Conferences (Sept. 25th & 26th) _____ Bridgid Driscoll

Thanksgiving/Winter Break Gifts

(Mini Pies Nov 22nd / Holiday Wrapping Dec 9th) _____ Hailee Schmidt

Holiday Gifts (Dec.17th) _____ Julie Suttles

Q2 Conferences (Feb. 12th & 13th) _____ Emily Seaton

Teacher Appreciation Week (May 5th-9th) _____ Erika Kokoruda

Last Day (May 22nd) _____ Lindsay Billinger

Teacher Liaisons _____ Mimi Leuzler & Shelly Souders

Website _____ Lauren Cunningham

President

- Serves as the point person for all aspects of the PTO
- Creates agenda and presides over meetings of the board and general PTO
- Coordinates work of all PTO members to ensure duties are being carried out
- Signs contracts and checks
- Serves as liaison between PTO and Administration/Staff
- Reviews and presents quarterly Teacher Grant submissions
- Monitors the PTO gmail account to manage communication with Mize staff and families (excludes Birthday Board)
- Troubleshoots issues as they arise
- TIME COMMITMENT Approximate time commitment is 15 hours a month

Vice President

- Participates in day-to-day operations of the PTO alongside the President
- Helps formulate the group's long-range plan, learns the Presidency role for future succession
- Supports the PTO President to manage communication with Mize staff and families (excludes Birthday Board)
- Troubleshoots issues as they arise
- Participates in PTO board discussions and decision making
- TIME COMMITMENT Approximate time commitment is 10 hours a month

Birthday Board

- Promotes School-year and Summer Birthday Board with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Monitors Birthday Board submissions (in personal and mizebirthdayboard@gmail.com accounts), minimum every 3 days (ideally more frequently)
- Accepts submissions and coordinates with office staff, weekly, to update the marquee
- Corresponds with requesters, if needed
- Reports monthly and year-end participation/earnings from the fundraiser
- TIME COMMITMENT Approximate time commitment is 3-4 hours a month

Corporate Fundraising

- Contacts businesses and community supporters to coordinate revenue generating events
- Negotiates partnership rates to ensure a portion (if not all) of the funds raised are returned to the PTO
- Strives to meet or exceed the amount raised as identified in the annual goal
- Promotes events with flyers, social posts/events, our website and call-outs in the weekly Hawkeye Newsletter
- Reports participation and earnings from each fundraiser
- TIME COMMITMENT Approximate time commitment is 3-5 hours a month

Family Events Chair

- Leads the coordination of our family-focused, after-hours events hosted by the PTO each school year.
 - Includes booking venues, selecting vendors, communicating updates to Mize families, etc.
- Delegates roles and responsibilities to other volunteers
- Looks for opportunities to raise additional funds (i.e., t-shirt sales, corsage/boutinier sales, etc.)
- Works within the budgeted allowance
- Oversees sub-committee lead(s) responsibilities
 - Creates Sign-up Genius forms to request donations &/or volunteers
 - Promotes events with flyers, social posts/events, our website and call-outs in the weekly Hawkeye Newsletter
- Example events:
 - *Family Movie Night*
 - *Coffee & Kleenex*
 - *Dance Night*
 - *Game Night*
 - *Parents' Night Out*
 - *Bingo*
- Reports participation, expenses and earnings from each event
- TIME COMMITMENT Approximate time commitment is 5-8 hours a month

Hawk Walk

- Works with Principal and school staff to coordinate the annual Hawk Walk Fun Run during school hours
- Recruits volunteers and delegate roles to them
- Proposes schedule of events for the day
- Utilizes budget for event to purchase treats/prizes for participants
- Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Reports participation, expenses and earnings from the event
- TIME COMMITMENT Approximate time commitment is 40-50 hours between the months of August-October

Mizeapalooza Family Carnival

- Works with Principal and school staff to coordinate a fun-filled event
- Recruits volunteers and delegate roles to them
- Proposes schedule for the events
- Utilizes budget for event to purchase treats/prizes for participants
- Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Reports participation, expenses and earnings from the event
- TIME COMMITMENT Approximate time commitment is 8-10 hours a year

Passive Income

- Works with President to identify and (if a good fit) partner with low-effort, revenue generating affiliations (Example: POGO Pass)
- Negotiates partnership and terms working with the Treasurer, as needed.
- Strives to meet or exceed the amount raised as identified in the annual goal
- Promotes partnerships with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter.
- Reports participation and earnings at the monthly PTO meetings
- TIME COMMITMENT Approximate time commitment is 1 hour a month

Philanthropy Chair

- Works with the School Counselor to partner with and organize community outreach projects: candy drive (halloween), toy drive (december) De Soto party drive or others
- Identifies and recruits volunteers & resources
- Supervises community outreach initiatives
- Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Reports participation, expenses and outcome of each outreach project
- TIME COMMITMENT Approximate time commitment is 1 hour in month of drive

Secretary

- Records the Minutes for all meetings and maintains a file of important documents
- Emails the Minutes + Treasurer's Reports, after President has signed off
- Works with the Officers to develop a year-in-review to be shared on the PTO website, in the Hawkeye Newsletter and on Facebook.
- TIME COMMITMENT Approximate time commitment is 1-2 hours a month

School Supplies

- Works with School Supplies vendor and school admin to create grade level kits that are sold prior to the start of the new school year (January-April)
- Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter (April-June)
- Resolves issues that arise by working with School Supplies rep
- Reports participation and earnings from the fundraiser
- TIME COMMITMENT Approximate time commitment is 10 hours a year

Spirit Wear

- Works with t-shirt representatives to design, price and order
 - Spirit wear fundraiser (August-September)
 - All-school shirts, color-coded by Grade (paid for by the PTO)
- Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Collects shirt sizes and quantities for all-school shirt with sign-up in classrooms at Back-to-School Night - ideally shirts deliver by September
- Coordinates shirt distribution with school staff
- Reports results of each fundraiser
- TIME COMMITMENT Approximate time commitment is 10-18 hours a year

Staff Appreciation Lead

- Works with President, Principal and administration staff to schedule and organize appreciation events
- Uses allocated budget to purchase food, gifts, etc. for Mize staff
- Delegates to sub-committee members and volunteers
- Oversees sub-committee lead(s) responsibilities
 - Creates Sign-up Genius forms to request donations & volunteers
 - Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Example Events
 - *Q1 Conferences*
 - *Optional Valentines and Thanksgiving*
 - *Holiday Wrapping (early-mid Dec)*
 - *Holiday Gifts (end Dec)*
 - *Q2 Conferences*
 - *Teacher Appreciation Week*
 - *Last Day*
- TIME COMMITMENT Approximate time commitment is 2-5 hours a month

Teacher Liaison

- Attends board meetings and acts as a liaison between Mize and the PTO
- Collaborates with school staff, Principal, and parents to determine path and goals of the PTO
- TIME COMMITMENT Approximate time commitment is 1 hour a month

Treasurer

- Collects, deposits and disburses all funds according to the budget.
- Maintains a current record of income, expenditures & assets.
- Renews PTO insurance policy each year
- Ensures our group maintains our tax exempt status and renews it, as needed
- Presents a financial report of income and expenses at each meeting, prepares a year-end financial report and files all required tax forms
- TIME COMMITMENT Approximate time commitment is 4-6 hours a month

Website/HEV

- Manages the content of the website (via Wix Website Editor) keeping it up to date with PTO news, calendar, events, etc.
- Verifies annual Domain renewal through GoDaddy account.
- Collects and organizes the Directory information as obtained from the website form.
 - Formats Directory according to grade, teacher and name. Then distributes to office admin for distribution
- Works with Teacher Liaison and/or office admin to update Teachers' Favorite Things
- Sends items for Mize website and district site
- TIME COMMITMENT Approximate time commitment is 2 hours a month

PTO Activities Calendar

1st Quarter		2nd Quarter	
August	<ul style="list-style-type: none"> • Back-to-School Night 8/12 5-6:30 • Spirit wear 8/12 • Coffee & Kleenex 8/14 • All school shirt due 8/20 • Dine Out Chipotle 8/21 	January	<ul style="list-style-type: none"> • Dine Out TBD • Skate Night TBD • Family Activity - Dance (1/23,24,30,31?)
September	<ul style="list-style-type: none"> • Grant submittal starts 9/3 • Hawk Walk campaign starts • Directory submittals • All school shirts delivered 9/5 • Spirit wear ends • PTO Meeting 9/16 • Q1 Conferences 9/25,26 • Dine Out Papa Murphy 9/19 • Spirit wear delivered 9/25 	February	<ul style="list-style-type: none"> • Family Activity - Dance (2/6,7?) • Q2 Conferences 2/12,13 • PTO Meeting 2/24
October	<ul style="list-style-type: none"> • Family Movie Night 10/4 • Skate Night 10/9 • Grants due 10/7 • PTO Meeting 10/14 • Grants Awarded 10/14 • Hawk Walk 10/17 	March	<ul style="list-style-type: none"> • Dine Out TBD • Kindergarten Round-up • Family Activity - Games (3/6,7,13,27,28?)
November	<ul style="list-style-type: none"> • Candy Drive 11/1,4 • PNO/Auction 11/2 Tall Trellis • Dine Out TBD • Urban Air Night Nov 14th • Thanksgiving Mini Pies 11/22 	April	<ul style="list-style-type: none"> • Mize Art Night 5/17 • School Supplies start (extends through July) • PTO Meeting 4/14
December	<ul style="list-style-type: none"> • Toy Drive 12/2-13 • Shopping Fundraiser • Holiday Wrapping • Holiday Gifts 	May	<ul style="list-style-type: none"> • Mizeapalooza / Family Carnival/Green Gathering (5/2 or 4/25 or 5/9?) • Teacher Appreciation Week • Last Day Lunch 5/22