

What We Do: Activity and Event Coordinators:

After School Pizza coordinator (Corinne Frantz frantz@alumini.ufl.edu and Wendy Millroy) organizes volunteers to staff the after school pizza sales table, once or twice a week. Reports sales amounts and gives monies to the Treasurer. Gives updates to the Presidents as needed.

After school/enrichment coordinator (POSITION OPEN) works with the after school program administrator at Boynton, staff and parent/guardian volunteers to develop "parallel after school programming."

Bake sale and Refreshments Coordinator (Tina Hallock thallock@twcny.rr.com) supplies or seeks donations of refreshments for the 6th Grade and 7-8th Grade school open houses, and other PTA sponsored events as needed. Refreshments generally consist of cookies or baked goods, and punch and water. Organizes and solicits volunteers for all bake sales including at dances.

BBQ Fundraiser Coordinators (Judy Berrios scootybug1@aol.com 2ND COORDINATOR POSITION OPEN) Plans, organizes, seeks donations with the help of the correspondence secretary, and seeks volunteers to help with the BBQ fundraiser on the day of the event and beforehand. This chicken BBQ is held at Boynton in May the weekend before Memorial Day. The two coordinators split the duties as they agree. Obtain any required permitting from the Tompkins County Health Department.

The **Boynton Directory coordinators (2) (Amy Christian amychri@twcny.rr.com, 2ND COORDINATOR POSITION OPEN)** Collects information for the school phone directory, then formats and publishes the directory. Also, solicits and collects advertising to offset the cost of publishing. Forwards advertising monies to the Treasurer.

Coupon Book Sales Fundraiser (POSITION OPEN) Coordinates sale of Explore the City coupon books.

Book Sale Coordinator (Sue DiNapoli sue@sandcrater.com) Coordinates the Scholastic Book Fair including set up and coordination of volunteer shifts. Brings in large portion of PTA funds, much of which is spent on books.

Box Top Fundraiser coordinator (Elizabeth Holmes holmes.elizabeth.1@gmail.com) Solicits and collects box tops and labels for education fundraiser. Sends these for monetary reimbursements. Keeps all records and correspondence of same. Forwards information to executive board through the Presidents. Forwards check monies to the PTA Treasurer. About 3-4 hours a month

Eighth Grade Moving Up Ceremony and Dance Coordinators (POSITION OPEN FOR 8TH GRADE PARENTS) Recruits parent/guardian volunteers to make, bake and donate all food and drink items for the 8th Grade moving up dance. Sends reminder emails and makes phone calls. Coordinates with the school regarding food and drink for this event. About 8 hours in June.

Equity and Diversity Committee (Cate Thomposon ct30@cornell.edu, 2ND COORDINATOR POSITION OPEN)) Works within the PTA and school to promote principles of social justice, equality of opportunity and cultural diversity. The committee seeks to implement these principles in a variety of ways including educational opportunities for students, teachers and staff, equity grants and a focus on good communication within our school and community. It holds fairness, integrity and responsibility as core values and works to affirm the Boynton Middle School vision for equity and diversity. This committee welcomes any members of the Boynton Community to join.

International Night Coordinators (Garima Goel Lal ggoelal@yahoo.com 2ND COORDINATOR POSITION OPEN) Organizes and finds volunteers for the annual International Night at Boynton, which includes an international recipe dish-to-pass dinner, ethnic and/or national art, craft and music demonstrations. This event is generally held on a Thursday in **November**. These persons coordinate with the Music Department for performances by the Boynton Band or other Boynton music groups at the event, and the Art Department, for a co-current school art exhibit. Works closely with the Silent Auction Coordinator, which happens on the same night.

Italian Dinner/Dessert Coordinators (POSITIONS OPEN) Plan, organize and seek donations and volunteers for the Variety Show Italian Dinner-Dessert PTA fundraiser held in **February/March** in conjunction with the Music Department Variety Show. The donation coordinator seeks the donations of Italian food from area restaurants and pizza shops and desserts from other businesses. The event coordinator plans, organizes and supervises the dinner / dessert volunteers at school, and gathers raised money to delivers to the Treasurer.

Math Day Coordinator (Robbert van Renesse rvr@cs.cornell.edu , Yuvan Grossman) Organizes and coordinates activities. Also acts as a liaison between the principal, teachers and organizers. Assures that the events run smoothly. Recruits people to help. Creates math enthusiasm at Boynton.

Math Enrichment Activities Coordinator (Melissa Smith fivesmiths5@msn.com). Organizes participation in various Math competitions.. This year, Boynton will participate in three or four formal competitions for 8th grade (October or November) and Math Olympiads monthly from November to March. Other activities include MathCounts in the spring as well as other possible competitions. We will likely have anywhere from 1 to >3 groups running during the year. The number of students participating fluctuates depending on the sports season and musical practices.

PTA Dance Coordinator (Amy Christian amychri@twcny.rr.com, OPEN) plans and organizes the PTA dances (one or two per year). Recruits parent/guardian volunteers for the staffing of the refreshment table and admission table at all PTA dances. Works in conjunction with refreshment coordinator for the dance bake sale. Orders pizza from Italian Carry Out the day before the dance, and arranges for payment and/or reimbursement. Forwards dance information to VP of publicity. Gathers money and delivers it to the Treasurer.

PTA Newsletter editor (Brenda Ross bros1@twcny.rr.com) compiles, drafts and edits the Boynton PTA Monthly News which includes news, reminders and a school calendar of events. Sends draft copy via email to Presidents, Principal and Secretary. Principal has final approval of content. Forwards final edited copy to PTA email list keeper, PTA webmaster and hard/electronic copy to Special Ed. teacher, Steve Kirsch, to be copied and stuffed in home base teacher mailboxes.

Silent Auction Coordinator (POSITION OPEN) Organizes, helps solicit donations for (with assistance of the correspondence secretary and VP handling publicity), and finds any needed volunteers for the Silent Auction PTA fundraiser during the International Night activities at Boynton, a Thursday in November. Solicits donations from the Boynton community, and the Ithaca community businesses. Gathers money and delivers it to the Treasurer.

Staff Appreciation Luncheon coordinators (POSITIONS OPEN) Plan and organize the **Staff Appreciation Luncheon** at school in May. Must plan, organize, solicit volunteers, buy and/or seek donations of gifts for the staff, calls and emails

Student Supply Closet (Lauren Frisch lauren@ecovillage.ithaca.ny.us) Maintains supply of school supplies for those who need them. Donations of items are solicited over the course of the school year. Backpacks, folders, zipper binders are especially needed this fall. Other supplies that would be appreciated are pencils, erasers, journals and other frequently used/required school supplies. If you would like to donate school supplies, contact Lauren email above

Sunshine Coordinator (Judy Berrios scootybug1@aol.com) plans and organizes, and seeks volunteer donations of baked goods and help with staff sunshine events on a monthly basis. These events generally involve setting out refreshments such as cookies, baked goods, fruit, and juice and/or milk for all the staff in the school.

Webmaster (Robbert van Renesse rvr@cs.cornell.edu) Works with the ICSD webmaster, the PTA publicity VP and executive board, and the Newsletter coordinator to help maintain pertinent and timely information for parents and guardians on the PTA portion of the ICSD website. Report to the executive board as needed for general updates.