

**McCall Middle School Parents' Association (MMSPA)
Board Positions & Openings for 2011-2012**

Co-Presidents: Anne Marie Hill president@mccallpa.org 721-0339
Laura Krotky president@mccallpa.org 721-9222

Secretary: Brian Rogers

Treasurer: Lia Borrelli

Collect and Deposit funds donated to Parents Association. Balance monthly bank statements and Create monthly reports and projections for McCall Parents Association meetings. Reimburse Parents Assoc committee members for expenses when submitted. Pay bills when due.

Assistant Treasurer: Mellinda Abbott (Tax Return)

Direct Appeal: Lisa Ross

Solicit donations to the Parent Association via email and newsletter submissions. Collect donations, record and deposit checks and keep treasurer updated on the amount raised and the number and percentage of families who have contributed. Follow up with families who have not contributed, if appropriate.

Directory: Regina Hain

8th Grade Committee: **Co-Chair OPEN**
Co-Chair OPEN

Plan events for Eighth Grade including fundraising, awards ceremony, Canobie Lake Park trip, Graduation and eighth grade dance. Recruit subcommittee chairs; work with Principal and school department staff.

Enrichment Co-Chairs: Susan Wolf and Ceci Cordeiro
8th grade Donna Mumme
7th grade Susan Wiseman and Amanda Lewis
6th grade Sue Kim and Sue Conway

Collaborate closely with the teachers and the Principal to identify and book in-school presentations and programs that complement each grade's curriculum; Coordinate visits and arrange payment; Serve as liaison to Community School Association (CSA) Enrichment and Authorfest; Prepare a schedule indicating programs and costs to be placed in the Parents' Association notebook, updating it each year or as necessary.

Gifts: Beth Maher

Library/Scheduling: **OPEN**

Work with McCall's Librarian to schedule parent volunteers for library shifts. Volunteers may assist with shelving, circulation, cataloging and miscellaneous tasks, depending on the needs of the librarian.

Library/Book Fair: Cheryl Myers
Marie Saba

Work with McCall's librarian to assist in scheduling, setting up and operating 1-2 book fairs a school year. Recruit and schedule Book Fair volunteers. Computer Literacy is preferred as our current book fair vendor (Book Ends) uses computer scanning technology for processing sales.

Website Mgmt Chair: Margo Attaya-Sturm

Serve as Administrator with password control. Add and manage email accounts (set forwarding), upload files. Receive billing and tech support from the hosting service. Upload all files to McCall pa website..

Newsletter Editor/ E-Newsletter: Lisa Evangelista

Receive the formatted monthly newsletter and associated individual articles during the 3rd and 4th week of the month. Using Constant Contact, format the e-newsletter using their ready-made template. Check all links and proofread. Email newsletter to subscribers in Constant Contact database shortly before the end of each month.

E-Calendar & Email Notices: Karen Sangster

Maintain Electronic Calendar and provide it to newsletter editor and website manager monthly. Also Receive submissions via email or hard copy for distribution via the weekly updates or one of a kind e-blasts. (Many E-Notices are also monthly newsletter submissions). Produce weekly updates and e-blasts using Constant Contact service.

E-Data Base (E-mail Address List): Kathy Czeck

Open House Refreshments: Denise Eng
Bertina Kurker

Publicity: Cheryl Myers

School Store: Linda Fontana

Special Ed PAC Liaison: **OPEN**

Serve as a liaison between the Special Education Parents Advisory Council (PAC) and the Association. ; Report to the Association on items of interest to the McCall community

Winchester Coalition for a Safer Community (WCSC) Liaison
Jill Pyllkanen

Teacher Luncheon (First Monday in May 2012- Teacher Appreciation Week)
Co-Chair Cindy Bohne
Co-Chair Julie Piantedosi

Technology Committee Representative: Tobey Kelly

Traffic Safety Liaison: **OPEN**

Wish List:*** Louise Van Gelder
Lori Scully

Coordinators of Dance Chaperones

6th Grade **OPEN**
7th Grade Cindy Bohne
8th Grade Kara Driscoll

Collect volunteer names at the beginning of the school year at Open House and via newsletter announcements, and create an e-mail distribution list; Obtain 12 to 18 parent/guardian volunteer chaperones for each Dance; Prepare announcements and requests for volunteers for each Dance to publish in newsletter or distribute via e-mail.

Corporate Sponsors/Box Tops: Ann Spies

For information on OPEN positions, or to volunteer for the 2011-2012 school year, please contact Anne Marie Hill and Laura Krotky at president@mccallpa.org with any questions or concerns

***The Wish List operates independently of the PA, but is included on this list for the convenience of the McCall community.