



**Parents & Teachers Guild
(PTG) Handbook**

Gathering Families and Educators
through Volunteering, Fundraising,
and Community Events

Get Involved!

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First Edition, 2010

Mission

The purpose of the Bishop Leonard Saint Mary of the Mount Academy PTG is to enhance the welfare of all of the children attending BLSMMA school and to support the advancement of Catholic education.

It shall further be to act in the promotion of parent-school activities and to increase on the part of its members interest in educational affairs.

Our PTG shall attempt to enhance parents' and teachers' roles in the education of the child by increasing their knowledge of education and it's processes, by increasing their mutual understanding of children, and by providing an opportunity for parents and teachers to work together for the good of the child in Bishop Leonard Saint Mary of the Mount Academy.

PTG Board and Members

The PTG consists of **4 Officers**, **10 Board Members**, and **Grade Parents**. Officers include a President, Vice President, Secretary and Treasurer. Board Members consist of 10 voting members. Grade Parents are considered nonvoting members and are invited and encouraged to attend all meetings.

Because of the religious knowledge required, the President should be catholic. The term of all officer posts is two years. The President and Secretary will be elected opposite of the Vice President and Treasurer so that all offices are not vacated at the same time. No person shall be eligible to hold that same office for more than two consecutive terms. Officers consist of parents whose children are enrolled at Bishop Leonard Saint Mary of the Mount Academy.

Volunteering

A successful private school relies heavily on volunteers. Community members, family members, friends, students and teachers all volunteer in many ways: ideas, time, hugs, friendship, support and of course, their own talents and skills. Currently, BLSMMA does not penalize families who can not or choose not to volunteer. We understand the busy nature of work and raising a family. But we also expect everybody to do be involved in some way. The smallest effort counts—cafeteria duty, wrapping gifts, making signs, helping to set up or tear down after events and fundraisers or being a homeroom parent are a few examples.

Families will get a “**Seeking Volunteers**” form in the fall. Simply fill it out, check your possibilities and return to school. Someone will call you close to the time of the social or fundraising event and discuss how you can help.

There is also a **volunteer log** in the main office. We encourage you to write down your volunteer efforts—you never know what may happen!!

Fundraising

Ten percent (\$90,000) of the annual budget is fulfilled through fundraising. Families have fun and work hard to achieve this goal each year. Each family is asked to participate in as many fundraisers as possible (these all count as volunteer efforts). Know that our school does not charge our families a fundraising fee. In order to keep us from imposing this fee we need support and participation from *all families*. Your support does not have to be monetary; your time is just as valuable. There are many fund-raisers where parent participation is critical to the success of the event. Please consider making a difference—Get Involved— it's a great way to make friends!

BLSMMA has a few organizations, in addition to the PTG, that drive fundraising efforts throughout each school year. The Athletic Association, Alumni Association, parish, students, and the school itself, also organize fundraisers. Here is a list first by sponsor then by calendar:

PTG: Easter Candy Sales, Car Wash (June), Pie Sales

Athletic Association: Cheerleading Competition, Casino Night

Parish: Ethnic Festival, Lenten Fish Fry

School: 2 Book Fairs , Christmas Candy Sales, Walk-a-thon,
Super Bingo, Sarris' Candy Bars, Santa's Workshop, Scripts™
Program

September—Sarris Candy Bars

October—Ethnic Festival, Book Fair, Pie Sales

November—Christmas Candy Sales

December—Santa's Workshop

March/April—Casino Night, Cheerleading Competition,
Easter Candy Sales, Pie Sales

April—Lenten Fish Fry

May—Walk-a-thon

Events

“Events” are not fundraisers. Although, many of the previously listed fundraisers turn out to be great events! The school hosts many other events each year however, the list below represents only PTG funded events for families.

Halloween Dance This is a costume party for the entire family! Limited to BLSMMA families and their invited guests only. Reserve your tickets for a kid-friendly dinner buffet, dancing with a DJ, prizes, decorations, crafts, and lots of fun with friends!

Theme Parks PTG sells Kennywood tickets at a reduced cost in May for BLSMMA Kennywood day—the first Monday in June. PTG pays 10\$ towards each student ticket. PTG also helps pay for transportation to Idlewild Park every May.

PTG General Meetings Don't let the word “meeting” turn you away! These gatherings include a small agenda, introduction to faculty, tuition raffle, and outside speakers to address topics of interest in education and family life. If you have a topic you would like to learn more about, please email your idea through the school website, PTG page.

FAQs

What does the PTG do? The PTG brings families, educators and community together. Through fundraising and events, the PTG facilitates problem solving, generates ideas, encourages friendships and reinforces education.

How does the PTG help me and/or my family? What do I get? The PTG provides families of BLSMMA tuition raffles, family dinners and dances, a platform to share any concerns and new ideas, and educational meetings.

What does PTG do with the money that is raised? PTG is not the only fundraising organization. Fundraisers are also driven by the school, the students, the Athletic Association, the parish and the Alumni Association. Funds raised through PTG efforts are put towards assemblies, bus transportation for field trips and equipment. A portion of the remaining funds are given to the school at the end of the year to help balance the budget. A balance of \$1000.00 is carried over to start the next school year

Who do I call if I want to volunteer? Call the main office and the secretary will give you the phone number of our volunteer coordinator. 412.431.4645

There is so much effort spent fundraising. It is overwhelming and I can't do it all. You don't need to do it all. We encourage you to pick two to three fundraisers and do them well. Your first year with the school, get to know your options. Then pick a few fundraisers for which you can help out 100%.

What if I have an idea for a fundraiser? New ideas are wonderful and welcomed! Share with the PTG board members or contact the school principal. You can do so by calling the school or submitting your ideas on line through the PTG portal. Just go to www.blsmma.org

By Laws—est. 2007

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Article I – Name

The name of this organization shall be:
Bishop Leonard Saint Mary of the Mount Academy Parents and
Teachers Guild.

Article II – Purpose

Section 1.

The purpose of the Bishop Leonard Saint Mary of the Mount Academy
PTG is to enhance the welfare of all of the children attending BLS-
MMA school and to support the advancement of catholic education.

Section 2.

It shall further be to act in the promotion of parent-school activities
and to increase on the part of its members interest in educational
affairs.

Section 3.

Our PTG shall attempt to enhance parents' and teachers' roles in the
education of the child by increasing their knowledge of education and
it's processes, by increasing their mutual understanding of children,
and by providing an opportunity for parents and teachers to work to-
gether for the good of the child in Bishop Leonard Saint Mary of the
Mount Academy.

Article III – Authority

The pastor and principal have the responsibility for the school and this association shall function with their consent.

Article IV – Membership

Membership shall consist of Officers, Board Members, and Grade Parents. Officers shall consist of a President, Vice President, Secretary and Treasurer. Board Members shall consist of 10 voting members. Grade Parents are considered nonvoting members and are invited and encouraged to attend all meetings.

Article V – Officers

Section 1.

The officers of this association shall be a President, a Vice President, a Secretary and a Treasurer. Because of the religious knowledge required, the President should be a catholic. The term of all officer posts is two years. The President and Treasurer will be elected opposite of the Vice President and Secretary so that all officers are not vacated at the same time. No person shall be eligible to hold that same office for more than two consecutive terms. Officers shall consist of parents whose children are enrolled at Bishop Leonard—St. Mary of the Mount Academy.

Section 2.

The President shall preside at all meetings of the PTG Board. He / she shall perform all of the duties pertaining to the office. The President will work with the school principal to coordinate school and PTG activities. If necessary, the President will request the Pastor's input and keep him informed of PTG events and activities.

Section 3.

The Vice President shall perform the duties of the President in his / her absence and shall assume the duties of the office until the next election if the office of the president becomes vacant. The Vice President shall work along with the President on all PTG activities and help with executive decisions.

Section 4.

The Secretary will record the minutes of all meetings of this association that reflect a true and accurate accounting of discussion and decisions that occurred during said official meeting. He / she shall perform such other duties, as the president shall designate. The Secretary shall send notices of regular meetings to members prior to said meetings.

Section 5.

The Treasurer shall receive all monies and make disbursements only as directed by the President. Checks shall be countersigned by the President of the PTG and / or the principal of the school. A financial report shall be available at all meetings to be reviewed by those in attendance. The Treasurer shall be responsible to provide a monthly financial report of income and expense to the principal, the pastor,

and the President.

The annual report needs to be finalized by June 30th of the school year and a decision made regarding the donation to be given to the school. It is the goal of the PTG to have a balance of \$1,000.00 carried over for the opening of the next school year.

Article VI – Board Members

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Section 1.

Board Members are parents who were nominated and elected by the general membership of the PTG. This group shall consist of a maximum of 10, but no less than seven, parents whose children are enrolled in Bishop Leonard—St. Mary of the Mount Academy and one faculty representative. In the event there are less than 7 voting members, grade parents will be asked to nominate a peer to fill the vacancy. The term of office for Board Members shall be two years. Board members are then eligible for reelection. The board members are voting members in all matters.

Section 2.

Grade Parents are nonvoting members and are invited to attend all PTG board meetings.

Section 3.

All matters of policy pertaining to the PTG organization and administration are vested in this board.

Section 4.

At board meetings, a quorum needs to be present in order for a vote to be taken. A quorum consists of the majority of the members, one more than half of the membership.

Section 5.

Meetings of the board shall be held bi-monthly, preceding the PTG general meeting or as called by the president as necessary. Any decisions that need to be reached prior to the regular meeting will be conducted by phone / e-mail via the secretary.

Section 6.

The board shall have the right to fill any vacancies among the officers of the association, subject to subsequent approval of the membership. They also have the power to appoint temporary chairpersons of any necessary committees.

Article VII – General Membership Meetings

Generally, meetings are held quarterly commencing in September of the school year. They are conducted by the president and coordinated with the principal. The agenda is determined by the upcoming activities scheduled by the PTG. The general meetings should be organized to include the business meeting and a program. There should be educational programs for the members with the opportunity for discussion and exchange of ideas. The meeting should be business like and orderly, have an agenda and move as speedily as possible.

At each general meeting, there will be a \$100.00 tuition raffle. Each parent attending will receive a ticket when signing in at the beginning of the meeting. The parent must be present at the time of the drawing. If the winning family has already paid their tuition in full for the current school year, the money will be applied for the next year's tuition. If the winning family has already paid their tuition in full for the current school year and will not be returning the following year, the money will be donated to the school scholarship fund in the name of the winning family.

A reward will be given to the class with the highest attendance at each general meeting. When considering the winner of the highest attendance, each parent is counted and a percentage calculated based upon the number of students in each class.

Article VIII – Parliamentary Procedure

The rules contained in Robert's Rules of Order Revised shall govern this association in all cases not otherwise covered by the By-laws.

Article IX – Amendments

Amendment to these Bylaws shall be proposed at one board meeting and voted on at the next board meeting. A majority vote of the membership attending is necessary to amend.

Proposed Standing Rules

There are permanent rules adopted on matters of the PTG policy and operation. These may be changed from time to time by a majority vote of the board members without previous notice.

1. There will be no annual dues for Bishop Leonard / St. Mary of the Mount Academy PTG members. All Parents who have children enrolled at our school are Considered members.
2. The president without a vote may approve expenditures of \$100.00 or less. Any expenses over \$100.00 must have a majority vote.
3. Fundraising activities are determined by discussion with the principal and the PTG board at the beginning of each school year. Proceeds from these fundraising activities will be used to benefit the students and the teachers of the school. The use of these monies is determined by a vote of the board. Surplus monies will be given to the school at the end of the year.

End of By-Laws

History

Bishop Leonard St. Mary of the Mount Academy serves several neighborhoods in the south Pittsburgh neighborhoods. The first students entered the building in 1910. In 2006, Saint Mary of the Mount and Bishop Leonard schools merged and the school remains open and successful today. Here are a few testimonies and memories from students, past and present:

My entire family went here. I have strong feelings for this school. My brothers, sisters, my children, their children...everything in my life that I look back on is from my elementary learning in this school. So many happy memories! ~Mom of BLSMMA students

There is a lot I cannot remember from my high school learning. But I love that I can always remember my linking verbs and how to diagram a sentence thanks to Sr. Anisia! I love the pure academics. ~Former Student

I totally enjoyed being in the cafeteria every Tuesday at lunch time. I love Tuesdays!

I want to make a difference in the life of child each day! ~Principal

My dad went here. I like math. I get to do a lot of activities like art, music, recess, soccer and the food is good. ~ Student

We love the small size, the discipline, the dress code and the academic rigor! ~Parents of students

We love the talent shows, the ice cream socials, how we can borrow a tie or a belt, and the computers! ~Students/Siblings

INSERT PHOTO OF SCHOOL
HERE

This handbook is dedicated to past, present, and future families and
educators of Bishop Leonard St. Mary of the Mount Academy.