

BAGGALEY ELEMENTARY SCHOOL  
PTO HANDBOOK  
2018-2019



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[www.glds.us](http://www.glds.us)

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# Welcome to Baggaley Elementary School

Dear Parents / Guardians,

Welcome to the 2018-2019 school year! The officers of the PTO welcome all parents and teachers to join our efforts to create a great school environment for our children. We can only be successful with volunteer support.

This handbook is an effort to help you become familiar with our organization and its many functions at Baggaley. To help you decide where you want to be involved, the pages that follow contain information about various committees as well as a brief description of events.

The Baggaley PTO plays an important role in our children's lives. We raise funds that are used to enhance and improve the educational environment. Money raised pays for field trips, assemblies, holiday and special gifts for students and staff, books for the library, equipment for the playground, educational material, and so much more! Without your time, talent and funding none of these could happen!

Volunteer opportunities are many and varied. Regardless of the amount of time you may have to give, there is always something to do! There are opportunities to help during the day, evenings, weekends and at home. If you are considering volunteering at BES, you must have the following clearances, Criminal History Check (Act 34), Child Abuse History (Act 151), and Child Abuse Recognition and Reporting Training (Act 126). Clearances will need to be updated every 5 years. You will receive information on how to obtain the clearances you need at the beginning of the school year. All clearances must be completed and submitted before September 28<sup>th</sup> to the school office. In addition to the clearances you are asked to submit the Volunteer Confidentiality Agreement and the Notarized Sworn Statement.

Please remember- all parents/guardians are members of the PTO! You do not have to "join" and there is no membership fee. Please plan to become involved with the PTO this year! PTO meetings will be held on the second Tuesday of each month at 6pm. There will be no meetings in the months of December and May. Please check the calendar for dates.

We can only be as successful as our volunteers are willing! We can't wait to meet you.

Here's to a great year!



## **Mission Statement**

The Baggaley Parent Teacher Organization consists of parents and educational staff working together to create an atmosphere where parental and community involvement enriches the educational opportunities for every student.

Every child benefits from these efforts as they enjoy the many activities and experiences these efforts provide.

## **PTO Executive Committee**

Principal

President

Vice President

Rosebosky

Co-Secretary

Co-Secretary

Co-Sectary

Co-Treasure

Co-Treasure

Mrs. Kim Stewart

Mrs. Kelly Enick

Mrs. Angela

Mrs. Lisa Kring

Mrs. Becca Mitchell

Mrs. Melissa Mowry

Mrs. Janet Winslow

Mrs. Charla Huber

The PTO officers are happy to answer any questions you may have concerning the PTO or a special activity. To reach an officer you may contact the school at 724-539-4531 or visit Baggaley Elementary PTO's Facebook page. You may also contact officers through email.

Kelly Enick

kenick7@gmail.com

Angela Rosebosky

Lisa Kring

Becca Mitchell

Melissa Mowry

Janet Winslow

Charla Huber



## **PRESIDENT**

Shall have a minimum of one year experience on the Executive board. Shall preside at all meetings of the organization, perform such other duties as may be prescribed in the bylaws or as assigned by the organization or by the Executive Board. The President will work with the officers and chairs of each event to make sure each event runs smoothly. The President will only vote on any motion in the event of a tie breaking vote is needed. The President is the representative of the organization to the Principal, at the request of the School District, or to represent at meetings outside of the organization if needed. If unavailable, the President is to contact the next officer in order to represent. The President will review and sign

the organization bank statements monthly. The President will serve as an ex-officio member of all committees.

## **Co-Vice presidents**

Shall act as aides to the President and shall perform all duties of the President in the absence or disability of that officer.

## **Co-Secretaries**

Shall keep the records and minutes of all meetings of the organization, general membership and/or other special meetings that are held. The Co-Secretaries will be responsible for posting the minutes of the general meeting to the BES PTO website and social media, and email them to any member that has requested to receive a copy. Shall attend to all organization correspondence, both incoming and outgoing. This shall include, but not limited to postal mail, interoffice mail and school mail. Co-Secretaries will be responsible for maintaining the BES PTO website, monthly calendar updates, prepare a monthly news letter with upcoming events, upcoming fundraising information and past fundraiser profit amounts, meeting notice and contact information of executive board.

## **Co-Treasurers**

Shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds, which shall be reported to the general membership, executive board, and all other times when requested by the executive board or by the Principal. A copy of the Treasurer's report shall be provided monthly in a timely fashion to all members of the Executive Board.

Following the expiration of the term, the IMMEDIATE PAST PRESIDENT may serve in an advisory capacity to the Executive Board for a period of one year without voting privileges.

## **Standing Committees**

BES PTO shall have the following committees with a chairperson(s) who has been selected by the Executive Board.

### **Marketing**

The Marketing Committee shall be responsible for the promotion of the group and to retain membership. The Marketing Committee shall be responsible to assist the Co-Secretaries in maintaining a monthly newsletter during the school year. The Marketing Committee shall build community ties and create networking opportunities for members in supporting the students of Baggaley i.e. provide volunteer screening workshops, seek sponsorships, meeting speakers/activities when needed, networking events to promote the group.

### **Finance**

The Finance Committee responsibilities have not been created yet, but will be established soon.

## Volunteer Clearance Forms

Volunteers play an important role at Baggaley Elementary School. The PTO and teaching staff appreciate your time and dedication to helping make our school a fun and educational place for our students.

In order to volunteer, or participate in any activity at BES, all visitors must have up to date clearances on file in the office. If you received clearances **prior to June 2013** they must be resubmitted. Clearances must be renewed every five years. All clearances **MUST** be completed and submitted **before September 28<sup>th</sup>** to the school office. Clearances will **NOT** be accepted after this date for the remainder of the school year. Below are the clearances that you will need to obtain and directions on how to receive them.

In addition to the clearances you will need to complete the Volunteer Confidentiality Agreement and Notarized Sworn Statement and return them to the school office with your clearances. Additional copies of this can be found in the BES office, or the PTO tab on [www.glsd.us/baggaley](http://www.glsd.us/baggaley).

### **Criminal History Check (ACT 34)**

<https://epatch.state.ap.us>

- Click the tab "New Record Check" (for volunteers only)
- Fill out the personal information Required

\*Cost for unpaid volunteers is waived. Your Electronic signature is stating your purpose



Is volunteering. For all other reasons for Clearances, the cost is \$8.

## **Child Abuse History (ACT 151)**

<https://www.compass.state.pa.us/cwis/public/home>

- Create an account or login
- Fill out personal information and Select "volunteer"

\*Cost for unpaid volunteers is waived. Your Electronic signature is stating your purpose is volunteering. For all other reasons for Clearances, the cost is \$8.

## **Child Abuse Recognition and Reporting Training (ACT 126)**

3 hours-see options below...

- University of Pittsburgh FREE online Training at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)
- Knowledge 4 Solutions at [www.knowledge4solutions.com](http://www.knowledge4solutions.com)
- Ed Training Center at [www.edtrainingcenter.com](http://www.edtrainingcenter.com)

## **FBI Fingerprinting Clearance**

[https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm)

(please note the space after index in an underscore \_ )

After placing the order, you will need to visit One of the listed locations to have yourself Fingerprinted. Please print the confirmation And take this with you to the site.

*\*\*If a volunteer has continuously resided in PA for 10 years and provides the district with a notarized sworn statement that he/she has never been convicted of a disqualifying crime in PA, or the corresponding offenses under the laws of any other jurisdiction, they do not need to complete the FBI fingerprint clearance.*

## **Confidentiality Agreement and Volunteering Rules**

- Please sign and return with your Completed clearances

# Rules For Volunteers

BES loves parent volunteers, and couldn't do what we do for the students and school without them. With that being said, our number one focus is our children's safety and education.

BES has compiled a list of rules to make sure our children get the most out of the time you donate to the school. For any questions, please contact the PTO or Mrs. Gyory.




- **Confidentiality**
  - We ask that you sign a confidentiality agreement each year. When you are in the school, you will see students throughout. Their privacy is important to them, their parents and the teachers
- **Classrooms**
  - Classrooms are a big parent no-no! When volunteering at the school, of course you want to sneak a peak at your student. This disrupts the student, class and teacher and is not permitted.
- **Teacher/Staff**
  - Teachers and staff work on a schedule. Our time in the school cannot be used as a time for "pop-in" conference. Many times when teachers don't have students, it is so they can plan lessons or enjoy their lunch. If you are in need, contact the teacher/staff for a scheduled meeting.
- **Lunch**
  - Parents are not permitted to have lunch with their student. Lunch, like other periods of the day, is structured. One parent in the lunchroom disrupts the whole cafeteria.
- **Location, Location, Location**
  - Please let Mrs. Gyory know where in the school you will be during your volunteer time. This is very important in case of emergencies and for child confidentiality. We ask that you stick to the location you are volunteering in only.
- **Furniture/Materials**
  - Many events require the use of chairs, tables, machines, games, etc. When you borrow from the school or PTO, you are expected to return it where and how you found it. We are lucky enough to have a fantastic custodial team that often will lend a hand with these items when they can, but it's not to be expected.

## **School Calendar**

The Baggaley Elementary Event Calendar for the 2018-2019 school year will be published in the PTO section of the Baggaley website. A hard copy will be sent home monthly to post on your refrigerator, bulletin board, etc. Every effort has been made to include all of this year's activities. Please look for the monthly calendar to confirm dates and for additional events as they are added. Dates and Events are subject to change due to school cancellations or delays.

## **Stay Connected**

Here's how to stay connected with Baggaley Elementary. By staying connected, you won't miss out on any important information about any of our upcoming events.

-  Look for our monthly newsletter
-  Like and friend us on Facebook
-  Sign up for Remind

We will never share your information!  
Only information regarding Baggaley Elementary will be sent to you.  
To stay connected with all of the Greater Latrobe School District important communication,  
please register with GLSD Global Connect.

## **Looking to Help Out?**

Here is a short explanation of some of the events that appear on our calendar.

Please inform any of the PTO officers or Committee Chair if you are interested in helping out with any of the events.

**Alphabet Scramble**- A golf outing held as a fundraiser. This activity features 18 holes of golf, lunch and dinner, door prizes and raffle items.

**Book Fair**- Our PTO offers children and parents the opportunity in the fall and spring to come and purchase books on display from Scholastic Books. It is open during Open House Week.

**Bowling**- An afterschool program held at Lincoln Lanes. Students are bused to the bowling alley from BES, bowl several games and have a drink and snack that is provided by the bowling alley. Students are picked up at the bowling alley by a parent or guardian.

**Community Spirit Week**- An opportunity for our school to help families in our area by donation food and other items.

**Fall/Spring Fundraiser**- These are the PTO's main fundraisers to keep the general PTO fund in good standing. Funds are used to pay for Class Field Trips, Assemblies, and so much more.

**BES Olympic Day**- students in all grades participate in Olympic type competitions set up on the school grounds.

**PTO Meeting**- This is for all parents/guardians to attend. We may schedule speakers for the meeting. Meetings are held to an hour at length.

**Red Ribbon Week**- This is a national campaign to promote drug awareness in the students. A letter is sent home detailing the events of the week.

**Rock and Read**- A fun activity that combines exercise and reading. During the school day students are either asked to rock( dance to music played) or read quietly. Students are encouraged to read 20 minutes a day at home. This is also a fundraising event for the Outdoor Classroom Project and playground improvements.

**Santa's workshop**- Students have the opportunity to shop for Christmas gifts for family and friends.

**Sarris Candy Sale**- A fundraiser held at Christmas and Easter.

**Student Store**- Students have the opportunity to shop for various school supplies.