CTSA Information Handbook

The CTSA officers for the 2021-2022 school year are Nichole Hollomon, President (6th Grade) ?, Vice President; Cindy Birdwell, Secretary (Business); Michelle Davis, Treasurer (Kindergarten); Caitlin Bird, MSTA Delegate (Music) and Christie Thierfelder, Staff Relations Coordinator (Health Aid). If you have any questions or concerns throughout the year please let one of us know. We are here to support, represent and recognize teachers and staff members throughout the year.

**General Information**

1. Mrs. Beltz has agreed to allow us to continue our scholarship fund. The scholarship fund is supported by a $40.00 donation. This may be paid to Michelle Davis in payments, but the full amount of $40.00 must be paid by August 19th. **This year your donation permits you to wear jeans any day of the week**. **Please remember that if you wear jeans the administration asks that you wear purple/gold/school activities theme on Friday’s and during the week dress them up.** If you let Michelle know she will hold your check.
2. Please keep in mind that the faculty/staff dress requirements are addressed in our handbooks. CTSA follows these guidelines for participation in jeans days.
3. CDC guidelines may prevent us from hosting/participating in any carry-in type meals at any time. If the guidelines change, we will discuss our options at a later date.
4. CTSA has a fridge in the teacher’s lounge that will have soda, candy bars, and a few other snacks. The current prices are posted on the fridge. Please remember this is here for the teachers and staff, not for class reward purchases for students. Students should not be going to the lounge to purchase anything from this fridge. Additionally any teachers wanting to purchase rewards for students need to do so on their own, not from the CTSA fridge. Payment is due at time of purchase. No I O U’s.

**AWARDS**

* MSTA – Each year the MSTA Central Region recognizes outstanding educators and associates from the region. Anyone who is now employed in the field of education or is an associate in the MSTA Central Region, is currently an MSTA member, a member of CTSA, and has been employed as an educator in the Otterville School for at least 5 years is eligible to be nominated for the award. During our January 2016 meeting it was voted on and approved that if you win a award there will be a 5 year wait time before you can be nominated for the award again.
* MARE – Each year MARE recognizes an outstanding rural teacher, friend of education (staff members, board members, ect.) and district administrator. In our January, 2016 meeting we voted and approved that MARE nominations will be made before our May meeting in order for our nominees to get all of their paperwork together in a timely manner before the beginning of the next school year. In order to be selected for nomination you must be an employee of the Otterville School for at least one year. If you are selected as a winner of this award, there will be a 5-year wait time before you can be nominated again. If there is enough availability of applicants.
* During the April 2015 meeting, it was voted on and approved that a $25.00 special recognition gift certificate will be given to anyone receiving the MSTA or MARE award.

**Committees**

* *If you are a member of CTSA you are asked to please sign up for at least 1 committee. All committees will meet at the beginning of the year meetings to elect a committee leader and set future meeting dates. The leader needs to be marked on the sign up sheet. Leaders cannot be CTSA officers. This person will be in charge of communication with the committee as well as with the officers. All committee leaders need to attend a short meeting with the officers as scheduled.*
* **CTSA Scholarship Committee**
  + **2 meetings required**
    - **Fall – set scholarship amounts, approve scholarship application. Date:**
    - **Spring- Selection of recipients. Date:**

This committee will meet prior to the distribution of Scholarship applications (January) so that the committee can decide the amount of monies not to exceed $1000.00 for scholarships and how many scholarships will be awarded so that the Guidance Counselor can keep the seniors informed.. The committee leader is responsible for notifying the CTSA president when the application has been approved. The president will then send the information to Ms. Staus to distribute. After all scholarship applications are turned in there will be another meeting to decide which students will receive the scholarships.  In total there will be 2-3 meetings during the school year. Selected students will provide institution and student information for payment.

* **CTSA Employee Welfare Benefit Committee**
  + **1 Fall Meeting Required, then as needed**

This committee will discuss salary, sub pay, will research and discuss Insurance and Benefits throughout the year.   This committee will meet as needed and will work closely with Superintendent to obtain comparable information from other districts. All requests must be brought to the CTSA officers, and will be review by the officers and voted on. The president/vice president will communication with administration and the board, not individual committee members.

* **CTSA Social/Morale Committee**
  + **1 fall meeting to plan for the year.**
  + **1 Booster meeting a quarter.**
  + **1 Spring meeting to plan for retirements.**

This committee will meet a few times a year in order to bridge communication gaps, and plan some events outside of school in order for our staff to bond and build relationships (examples: new teacher welcome gifts, pick me up gifts, ect.).  They will also be in charge of retirement recognition as needed.

Retirement: Beginning in 2013, special recognition was given to faculty /staff retiring during the Spring Teacher/Staff appreciation Dinner. A gift of $400, made up of $300 form CTSA and $100 from the Board of Education, in the form of a personalized gift or gift card to each retiree of CTSA. To be eligible to receive this gift, the retiree must have at least 5 years with the Otterville School District. Any Scholarship money collected in excess of $1000, will be placed in a separate fund to be allocated for the expense of gifts for future retirees. Non-certified personnel purchases will be handled by Central Office. All shipping charges will be handled by Central Office. **Retirees must submit their notice of retirement by December 15th of that school year to receive gift. Committee must set the retirement reception date by January 30th, the reception will have a set budget of $200 per year.**

* **Finance Committee –** 
  + **1 Fall Meeting**
  + **1 Spring Meeting**

**As identified from the bylaws as stated:** The CTSA will appoint a Finance Committee consisting of members not serving on the Board. This Committee will review the CTSA’s financial records and financial condition annually and report the results of its annual review to the Board at each annual meeting. At a minimum, the report will confirm in writing that the CTSA followed these procedures consistently since the last annual Board meeting: 1) funds received were deposited within 30 days in a financial institution at which accounts with a balance up to $100,000 balance are guaranteed by the Federal Deposit Insurance Corporation; 2) funds disbursed were payable to named payee (not payable to “cash”) and supported by contemporaneous documentation of a proper CTSA expense; 3) Checks were signed in accordance with a check signing policy contained in a board resolution, or absent that resolution, conforming to the check signing policy contained in these bylaws; 4) The CTSA’s treasurer reconciled its checking account to the bank statement every month; 5) The treasurers annual report to the board accurately reflects its financial transactions and is supported by and consistent with its underlying accounting records including its checkbook register, cash receipt records, and bank statements, and; 6) The annual tax return was filed within the timeframe required by law and accurately reports its financial transactions and operations.)

**Gifting- Will only apply to members of CTSA**

* Administrators will receive a Christmas gift not to exceed $20.00 each.
* **Funerals** – Memorials will be sent

$35.00 for immediate family (spouse, parent, sibling, child and all step as listed)

Also at the discretion of the administration or CTSA officers (example: Board Members, former retirees, students, alumni, etc.)

* **Illness** – CTSA as an organization will not send anything. Individual CTSA members may send a card, plant, and other get well wishes or may volunteer to provide food.
* **Babies** – Female and Male employees will receive a $25.00 gift card. Individual CTSA members may throw a shower if they choose to do so. (not paid for by CTSA)
* **Weddings** – Employees getting married will receive a $25.00 gift card. Individual CTSA members may throw a shower if they choose to do so. (not paid for by CTSA)
* **Any designated “Special Job Days”** (Principals Day, Administrative Assistants Day etc.) – will receive a card from CTSA. Gifts will not be bought by CTSA.
* Anyone employed by the district that is not a member of CTSA may receive a card from CTSA for the above mentioned occasions.

To date the scholarship fund has a balance of $306.24 with $1000.00 awarded to graduating seniors.

To date the CTSA has a balance of $1,677.40 (remember this fund pays for life changing event gifts, the retirement rockers, as well as gifts, cards, and little pick me ups for faculty and staff.)