

CTSA Information Handbook

The CTSA officers for the 2022-2023 school year are Nichole Hollomon, President (6th Grade); April Gaskell, Vice President (5th Grade); Paige Benny, Secretary (SPED), Michelle Davis (Reading Specialist); Maria Staus, MSTA Delegate (Counselor) 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. CTSA Dues are \$20 for the year. Please make this payment separate from the scholarship payment by Friday, August 19th.
2. The scholarship fund is supported by a \$20.00 donation. This may be paid to Michelle Davis please make your donation by Friday, August 19th.
3. CTSA is looking at doing a "Team Store" for Eagle apparel. We will be selling apparel through the organization to help fund the scholarship fund and CTSA activities throughout the year.
4. We will be bringing back our staff carry-in meals. These will take place once a quarter, around mid-quarter. There will be a sign up sheet for each opportunity. Please plan to contribute if you plan to eat.
5. CTSA will be helping out with staff coffee pot clean up in the teacher's lounge. Please sign up to contribute coffee if you are a coffee drinker and will be using the coffee. CTSA officers will start the coffee, and clean it up after lunch. Outside of this time, please clean up after yourself.
6. 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, etc.) 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**
 - **1 Meeting in the 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 1-2 meetings during the school year. Selected students will provide institution and student information for payment.

- **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 from 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 \$25.00 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 \$___with up to \$1000.00 awarded to graduating seniors.

To date the CTSA has a balance of \$___ (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.)