

## TTEA POLICIES

### President's Summer Stipend

1. The association president will be compensated 10% of the top step of the teachers' salary schedule for association work during June, July and August.
2. The individual is responsible for reporting the earned salary to the IRS; the association will not withhold any taxes.
3. The President will be reimbursed \$50 per month for a TTEA designated cell phone.

### Association Publications

1. In addition to the regular associations' publications, the association will publish **Gots & Wants** (want ads) for all TTSD employees.
2. Only TTSD employees are eligible to place an ad.
3. The association will publish ads as they are submitted, no editing by the association.

### Teacher of the Year (TOY) and Lay Educator of the Year (LOY)

1. If the current TOY is not available to chair the committee as specified by the by-laws, the president will appoint a chair with the approval of Rep Council.
2. The TOY and LOY will be chosen prior to the Spring Social or by May 1<sup>st</sup>, whichever is earlier.
3. Nomination forms will be distributed to Rep Council at the February or March meeting. At least three (3) nomination forms per building will be distributed. The Building Rep may make additional copies.
4. Nomination forms are to be returned to the committee chair or to the president who will forward them to the chair.
5. Any TTEA member is eligible to nominate and/or be nominated. Any TTEA member is eligible to nominate a LOY.
6. Selection criteria shall be determined by the committee and submitted to Rep Council. Copies of the nomination form and the selected criteria information are to be filed with the TTEA secretary.
7. The TOY and LOY will be honored guests at the Spring Social and the Back to School in-service in fall (August).
8. The president will insure that information regarding nominations and deadlines appear in the local newsletter.
9. Every effort should be made to forward TTEA's TOY recipient as a nominee for the State's TOY.

### Elections

1. Executive Committee will set the election (voting) date when the association calendar is established.
2. The elections committee will determine campaign procedure, i.e., no association or district resources are to be used for campaigning, when campaigning may officially start, etc. The procedures will be filed with the TTEA secretary. A copy of the procedures will be given to each candidate.
3. Election of executive committee members will take place at the same time as the officers' elections. Term for executive committee members is from July 1<sup>st</sup> to June 30<sup>th</sup>.
4. Building representative(s) elections will be held at each building within ten(10) school days after the officers and committee members are elected. In March or April, the president will notify Rep Council of the eligible number of BR's for each building. The current BR will submit the name(s) of the new BR(s) to the president. New BR(s) are to be invited to attend the last Rep Council of the year.
5. Other elections include, but are not limited to:
  - A. OEA RA delegate – term is one year, elected annually. Quantity is determined by proportional number of member in the local. The state affiliate notifies the local of the eligible number.
  - B. NEA-RA delegate – term is one year, elected annually. Quantity is proportional to the number of members in the local. The national affiliate notifies the local of the eligible number.

6. In the elections of OEA RA and NEA RA delegates, TTEA will make every effort to elect, and equally, but not necessarily fully fund, the total number of eligible representatives of the local.
7. The president will insure that openings, nomination and election information appear in the local's newsletter.

#### Association Donations

#### Holiday Certificates

1. The Association will provide certificates for the purchase of food items for the Holiday Boxes (Thanksgiving and/or Christmas) gathered by members in their buildings.
2. Certificates in the amount of \$25.00 will be distributed to Building Reps following:
  - two certificates per elementary buildings and 21<sup>st</sup> Century Academy
  - three certificates per middle schools
  - four certificates per high school buildings
3. The BR(s) in consultation with the building counselor(s) will determine the recipients. The BR(s) will confidentially file the name(s) of the recipients with the TTEA treasurer.
4. If one school does not use its or all of its certificates, the BR may give it (them) to another building. Unused certificates will be returned to the president.
5. BR(s) will make efforts so that only one certificate per family is given.

#### Scholarships

1. The Association will award a total of six (6) scholarships to TTSD high school graduating seniors.
2. The amounts and categories are as follows:
  - one (1) \$1,500 to **each** high school to be awarded to a graduating senior who has declared majoring in education.
  - Four (4) \$500 to be awarded to four(4) graduating seniors whose parent(s) is/are current member(s) of the TTEA.
3. The scholarship committee is chaired by the TTEA vice-president and the committee will consist of at least 4 members: 2BR(s) – one from each high school; 2 counselors – one from each high school as per stated in the by-laws.
4. Applications for both types of scholarships will be distributed to BR(s) during the February/March Rep Council meeting. Applications are due back to the VP by April 10<sup>th</sup> or prior to OEA RA whichever is directed by the committee.
5. BR(s) are responsible to give each high school guidance center the \$1,000 applications for distribution and collection. The BR(s) retrieve the applications to forward to the VP in a timely manner.
6. BR(s) keep the TTEA members' application for distribution upon request and collection to forward to the VP.
7. Selection criteria will include, but not limited to, the following:
  - a. GPA – 3.5
  - b. School Activities
  - c. Teaching Activities
  - d. Community Service
  - e. Teacher Recommendation
8. Selection procedure will include, but not limited to, the following:
  - a. Before applications are reviewed, the TTEA/OEA secretary will remove names from applications, but mark them for future identification, so that no member of the committee knows the names of the prospective candidates.
  - b. Applications will be rated on a scale of 1 to 5, 5 being the highest. Fractions may be used.
  - c. Numerical ratings will be compiled and the highest number will receive the scholarship(s).
9. Scholarship recipients will be notified by the President prior to the high schools' scholars' assemblies. At the assemblies, a TTEA representative will present each recipient with a certificate indicating the amount.

10. No scholarships, either the \$1,5 00 or the \$500, will be awarded directly to the student. The TTEA treasurer will submit the scholarships to the individual colleges/universities financial offices chosen by the recipients. The treasurer will notify the TTEA secretary who will record information in the minutes.
11. Recipients must respond within thirty (30) days to claim their scholarship. They must be willing to give the President information which will be kept confidential in order to forward the scholarship to the institution of their choice. Information will include social security number or student number assigned by the institution, name and address of the institution.
12. If a scholarship is not claimed in a timely manner, it passes to next candidate based on the prioritized list made by the Committee.
13. Copies of applications will be filed with TTEA secretary.
14. The President will ensure that all scholarship information appears in the newsletter.

Adopted 4/17/06  
Revised 6/08/06  
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