

Summary of Basic Expense Provisions for CTA Directors

October 12, 2010

Guiding Philosophy

Directors have a special responsibility to ensure the integrity, honesty, and reputation of the Association. They are the entrusted fiduciaries of the Association and the keepers of its voice. Board members are required to be familiar with a broad range of programs and services and are frequently called upon to interact on behalf of CTA. Directors' duties entail work beyond the traditional school day and school year and often involve work on weekends and holidays. Fulfilling these responsibilities requires a great deal of necessary travel and incurred expenses. Each board member is responsible for insuring the most economical method to conduct Association business, treating Association resources with the utmost care and adhering to the highest ethical standards. Use of a credit card issued under the authorization of CTA is permitted under strict guidelines and all expense receipts are subject to internal and external audit.

In-State Travel

Round trip travel via coach airfare or motor vehicle allowances is authorized to CTA offices, meetings, and other officially designated functions of the Board.

Out-of State Travel

Out-of-state round trip travel via coach airfare on Association business requires approval by action of the CTA Board of Directors.

Supplementary Travel Expenses

Necessary meals, taxicab, automobile rentals, parking and reasonable lodging accommodations are authorized in direct connection with authorized travel. One airline/lounge membership fee per year is authorized for reimbursement.

Communication Technologies

The following are authorized for use in transacting Association business: all-in-one multipurpose machine (printer/scanner/fax), desktop computer or docking station, laptop, portable printer, peripherals, cellular phone and the cost of one separate phone line. Costs of telephone calls are authorized when such calls are necessary in the conduct of official business.

Release Time

Up to 187 days of release time from teaching duties is authorized for directors to attend Board approved meetings and functions and to work in their respective geographical areas. Unless otherwise approved in advance, all release time is to be paid directly to the Director's employer by documented agreements with the Association.

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Insurance

Health and liability insurance coverage equivalent to that provided to field staff except that such insurance is secondary to any coverage provided to the respective Director's employer.

Personal Automobile Costs

Board members are entitled to a choice of either reimbursement for motor vehicle transportation at the current IRS mileage rate or use of an Association credit card to cover normal gasoline, servicing and maintenance. In addition, each Board member is entitled to a car allowance equivalent to that provided to field staff in an amount not to exceed \$850 per month. The allowance is intended to cover all costs incidental to wear and tear, depreciation, and major replacement. Comprehensive and liability insurance is provided.

Office Supplies

Costs of necessary printing, supplies, and postage for communications within directorial districts are authorized.

Photography

Costs of photography in obtaining pictures from field activities which are suitable for use in the publications of the Association are authorized, provided that all such final end-product become the property of the Association.

Luggage and Briefcase

Each Board member is authorized reimbursement for the purchase or replacement of luggage and briefcase.

Home/Wellness

Each Board member is entitled to receive \$400 per month for home and wellness. The payment is to subsidize direct costs incurred as a result of evening and weekend time away from home (i.e. mail service, locking mailbox, pet and animal care, home maintenance, housekeeping, gardening services, etc.).

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Reimbursement for Loss of Potential Employment

Payment for potential loss of wages while serving as a Board member is calculated based on two months per year of service times the average highest teacher salary and is to be made upon leaving the Board. No amount is either earned or paid during service. The payment is to recognize lost opportunities for additional income as a direct result of Board service (i.e. summer school, coaching, tutoring, after school programs, additional professional development leading to salary schedule lane movement, outside employment, etc.).

Directors Benefits upon Retirement

Former Board members having served a minimum of two terms (6 years) and are still teaching are eligible to receive reimbursement for prescription drugs equal to that of actively employed CTA staff, reimbursement for Medicare Part A and/or B, and the right to continue at the Board member's expense in two \$100,000 supplemental life insurance programs.

Former Board members having served a minimum of two terms (6 years) and are retired from teaching and receiving a STRS pension payment are eligible to receive reimbursement for Medicare Part A and/or B, reimbursement for participation in two \$100,000 supplemental life insurance programs provided there is no break in coverage and reimbursement for Supplemental Medicare insurance provided the member is eligible and enrolled in Medicare.