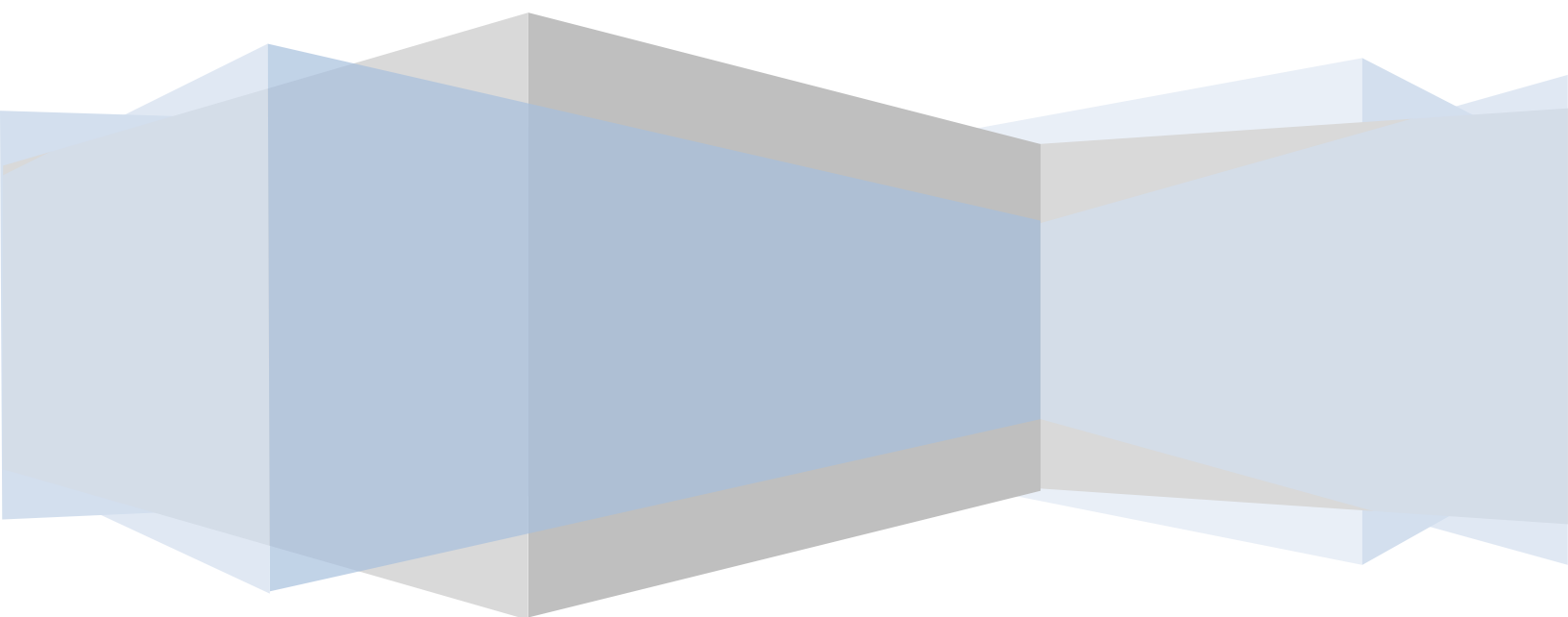


# **TASP Board Manual – Regional Representatives**



## Table of Contents

Regional Rep Policy Manual excerpts.....	2
Regional Rep Tips Sheet .....	4
Budget Worksheet.....	6
Sample Board Report .....	7
Reimbursement and Requisition Forms.....	8
Sample Fliers.....	10
Awards Info .....	11

## Regional Rep Policy Manual excerpts

The following excerpts from the Policy Manual pertain specifically to serving as a TASP Regional Representative

There shall be eight (8) regions with the following names: West, Mid-West, Mid-Cumberland, Middle, Upper Cumberland, Southeast, East, Upper East; the regional boundaries are established by the board and appear on the membership form.

The responsibility of the Regional representative consists of two major roles:

- a. Coordinate TASP regional activities within the geographic district specified by the board. This role may include any of the following:
  1. plan, attend and conduct regional meetings;
  2. provide information to the region's members regarding association/board policy, activities, etc.;
  3. promote membership at local and regional levels;
  4. prepare a census of persons providing school psychological services in the region;
  5. work with local organizations in planning programs;
  6. participate in public awareness/relations regarding school psychology and TASP;

7. serve as a regional contact person for other persons in the state and other regional representatives;
  8. provide leadership which encourages TASP participation and enthusiasm among the members of the region;
  9. develop social ties directed particularly toward those members working in isolation, private practice, or small groups.
- b. Serve as representative to the TASP Board. This role may include:
1. attendance at all TASP Board Meetings;
  2. serve in the reciprocal capacity of presenting to the Executive Board issues/concerns/suggestions from the membership and vice versa;
  3. serve as a committee chair or member when called upon;
  4. serve as a committee liaison at the regional level;
  5. serve as a contact person through whom other organizations may have input to the Board;
  6. promote committee and association activities in the region;
  7. facilitate the gathering of the names of members willing to take an active part in TASP through holding office, committee chair or other positions.

**The following Policy Manual excerpts pertain to the structure and function of the TASP Board:**

The Executive Board consists of the following officers: (1) President, (2) President-Elect, (3) Immediate Past-President, (4) Secretary, (5) Treasurer, and (6) One Regional Representative from each designated region (8 regions total).

The Board will meet four times per year.

A quorum shall consist of a minimum of 7 Executive Board members (a simple majority), one of whom must be the President or President-Elect. A quorum must be present in order to conduct business.

For purposes of voting, one vote is assigned to each officer and region. Proxy votes must be submitted in writing to the presiding officer prior to, or at the time of the meeting. Committee Chairs, since appointed by the current President and not elected by the members, are not considered voting members of the Executive Board.

Voting rights at the Summer Transition Board meeting are assigned to the incoming board members.

**The following Policy Manual excerpt pertains to Board meeting expense reimbursement:**

a. Reimbursements:

Reimbursements shall be made only after a TASP reimbursement form has been completed and authorized by the committee chairperson or officer. Receipts shall be required for all reimbursements except meals and mileage travel expenses. Requests for reimbursements must be made within 60 days of the expenditure, except that no payments for the previous fiscal year will be made after July 31st. All board members who have paid their membership dues will be eligible to apply for and receive duly authorized reimbursements.

1. Travel: Executive Board members (including one regional representative per region) and Committee Chairpersons invited by the President will be reimbursed for attendance at quarterly board meetings. For board meetings held in conjunction with state conferences (usually Fall and Spring), reimbursement will be made for one night's lodging, one-way mileage, and one day's meals (breakfast, lunch, dinner). For board meetings held independently (usually Summer and Winter), reimbursement will be made for one night's lodging, roundtrip mileage, and one day's meals (breakfast, lunch, dinner). At a minimum, the schedule for travel reimbursement shall coincide with the State Department of Education approved rates for meals, mileage, and lodging.

Committee Chairpersons and the current President must authorize the travel expenditures for members of a committee who attend a board meeting.

During Summer transitional board meetings, reimbursement may be made for both the newly elected and outgoing officers/representatives at the discretion of the Board.

2. Convention Registration: At the discretion of the convention chair(s) and president-elect, waivers of fees may be provided for presenters, registration workers, and participating convention committee members. Convention fees will also be waived for executive officers including president-elect, past president, secretary, treasurer, and president.
3. NASP Dues: These will be reimbursed for the sitting TASP president.

## Regional Rep Tips Sheet

4 quarterly board meetings- Summer, Fall, Winter, Spring

- Board report should be submitted to Secretary at least one week before each meeting
- Always bring copy of Constitution and Policy Manual for reference- updated copy is available on the TASP website ([www.tasponline.org](http://www.tasponline.org)) under the Member Menu

- Updated regional membership lists can be requested from the Membership Chairperson

Fiscal Year = July 1 – June 30

- Regional budget is based on number of previous year's members: # of Region's members \* \$7 (ex. 40 members \* \$7 = Annual Regional Budget of \$280)
- Budgeted funds can be spent on anything needed to conduct regional business, meetings, gatherings- door prizes (ideas: \$5-\$10 gift cards, free appetizers/meals, membership/conference fees, fun office supplies), food/drinks, party supplies, copies, etc.
- Use reimbursement request forms and receipts to obtain payment from regional budget (submitted to Treasurer)

Newsletter

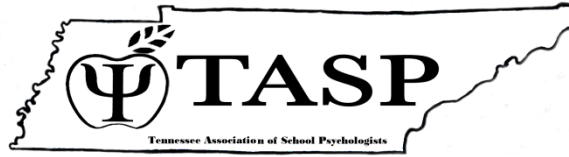
- TASP newsletter printed quarterly; content submission deadlines: February 15th, May 15th, August 15th and November 15<sup>th</sup>
- Submit an article/photos each time so that members in your region know what their rep has been doing (luncheons/happy hour events, door prizes given, members' special occasions, etc.). People love to see their names/faces in print!

Timeline of Suggested/Scheduled Activities

- **July/August**- Summer Board Meeting, encourage members to nominate for Beth Stokes Award (nomination packet found on TASP website)
- **August/September**- Kick-off Gathering, email reminders to renew membership (Beth Stokes Award nomination deadline is Sept. 15)
- **October**- Luncheon, Begin preparing for School Psychology Awareness Week (email/letter to members, school district staff, flyers, small gifts of appreciation, etc.), promote Fall Conference
- **November**- Celebrate School Psychology Awareness Week, attend Fall Conference (Fall Board meeting held at Fall Conference)
- **December**- Holiday Party
- **January**- last-minute reminders to renew membership, Winter Board meeting, help find more volunteers to serve the TASP Board and ask them to run in the upcoming annual election (nomination deadline is Feb. 1)
- **February/March**- Luncheon, Promote Spring Institute
- **April**- Attend Spring Institute (Spring Board meeting held at Spring Institute), remind members to vote online in Annual Elections (April 1 – May 15)
- **May**- End of the School Year Party/Luncheon, online elections polls closed after May 15



## Sample Board Report



### TASP Executive Board Meeting Report

Office: West Region

Date: 1/15/2010

Submitted by: Susie Smith

- Update of current/ongoing activities:
  - Luncheon held at Old Venice Pizza Company in mid-November in celebration of School Psych Awareness Week- attended by approx. 20 members. Gave away a variety of \$10 gift cards as door prizes (restaurants, Starbuck's, etc.)
  - Will plan next event for early February to help promote Spring Institute
  - Planning small summer workshop for mid-June using local volunteer speakers
- Business items/motions to be considered for Board action:
  - Would like to request \$50 from Professional Development/ Continuing Education budget to help offset summer workshop costs

# Reimbursement and Requisition Forms

## TASP REIMBURSEMENT REQUEST 2011 - 2012

Budget Category (Line item charged) \_\_\_\_\_  
Do Not Combine Line Items

### Claimant (Please Print)

Name \_\_\_\_\_ Date Requested \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Person Authorizing (Officer, Regional Rep, Committee Chair) \_\_\_\_\_

Date Approved \_\_\_\_\_

### Travel Reimbursement

Destination and Purpose:

Departed (City, Date, Hour): \_\_\_\_\_

Returned (City, Date, Hour): \_\_\_\_\_

**THE FOLLOWING REQUESTS REQUIRE BOARD/CHAIRPERSON APPROVAL**

Meals – Reimbursement will be at the rate of \$28 per day for the period away from home

Breakfast \_\_\_ x \$6/Lunch \_\_\_ x \$8/Dinner \_\_\_ x \$14/Incidental (tips) \$2

**Total for Meals: \$** \_\_\_\_\_

**Lodging: \_\_\_\_\_ nights, for a total of \$** \_\_\_\_\_

Transportation (Air, Train, Bus, Taxi – attach receipt) \$ \_\_\_\_\_

Parking – attach receipt \$ \_\_\_\_\_

Mileage \_\_\_\_\_ x \$0.46/mile = \$ \_\_\_\_\_

**OTHER REIMBURSEMENTS – RECEIPTS REQUIRED**

Use an expense code for each item listed

A=Services/B=Printing & Copying/ C=Postage/D=Telephone/E=Supplies/F=Other (specify)

Expense Code	Invoice Number	Description	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**Total Travel and Non-travel Claims \$** \_\_\_\_\_

Mail to: **TASP**  
**c/o Danielle Steele**  
**289 Montelo Rd.**  
**Memphis, TN 38120**

Contact: (901) 488-0378  
[dsteele83@gmail.com](mailto:dsteele83@gmail.com)

Approved for Payment \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_



**Tennessee Association of School Psychologists  
2010 - 2011  
REQUISITION FORM**

Budget Category (Line item charged) \_\_\_\_\_  
Do Not Combine Line Items

**VENDOR**

Name \_\_\_\_\_ Date Requested \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Person Authorizing (Officer, Regional Rep, Committee Chair) \_\_\_\_\_  
Date Approved \_\_\_\_\_

Quantity	Item #	Description	Unit Cost	Total

**Total \$** \_\_\_\_\_

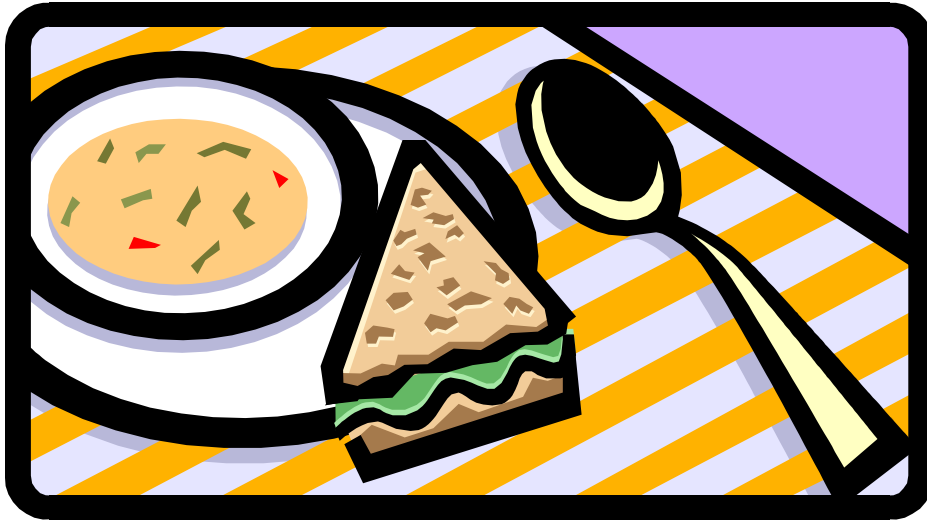
Mail to: **TASP**  
c/o David Bryant  
614 Greenwood Drive  
Maryville, TN 37803

Contact: (423) 442-5592  
(865) 379-1085  
david@monroe.k12.tn.us

Approved for Payment \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Sample Fliers

# TASP End-of-the-Year Luncheon!!



**Who:** Current TASP members and their guests

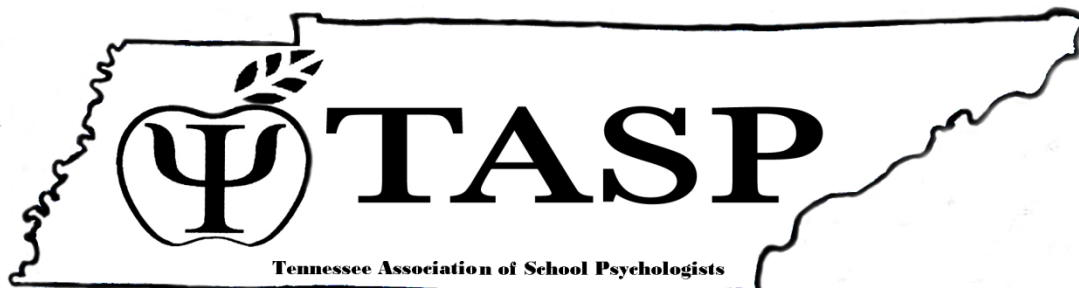
**When:** Tuesday, May 27, at 11:30am

**Where:** Bosco's at Overton Square,

2120 Madison Ave., (901) 555-2222

**Sign Up:** Contact Susie Smith by Friday, May 23

[Susie@email.com](mailto:Susie@email.com) or 555-1234



## Awards Info

# The Beth Stokes Best Practices Memorial Award

School Psychologist of the Year

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Tennessee Association of School Psychologists

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### Nominee Information

Name of candidate: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home or cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Job title: \_\_\_\_\_

Employer: \_\_\_\_\_

Full time employee: yes no

Current member of TASP? yes no

Current member of NASP? yes no

NCSP? yes No

Does the candidate understand the winner of the Best Stokes award will represent Tennessee as the nominee for the NASP Outstanding School Psychologist Award? yes no

### Nominator Information

Name of nominator: \_\_\_\_\_

Are you a TASP member? yes no

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home or cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Nomination due by: May 15**

**Nomination due by:May15**  
**The Beth Stokes Best Practices Memorial Award**  
**School Psychologist of the Year**

**Tennessee Association of School Psychologists**

**Purpose**

To identify and recognize an outstanding school psychologist and to increase public awareness of the profession. The recipient of this award will also be Tennessee's nominee for the NASP School Psychologist of the Year Award.

**Who Can Nominate**

Nominations can be made by anyone who knows the nominee and his/her level of professionalism.

**Who is Eligible**

Practicing school psychologists who spend the **majority** of their time providing direct services to students, teachers and parents **in school** settings and who are current members of TASP. Trainers, researchers, or administrators are *not eligible* for this award. The NCSP and NASP membership are desired, but not required.

**Selection and Notification**

The award chair will provide copies of all nomination materials to the TASP board members prior to the board meeting at which a final winner will be selected. The TASP board members will review materials, validate entries, and select a winner at the designated board meeting. All candidates will be informed of the outcome. The winner will be responsible for turning in the necessary materials to NASP for consideration as Tennessee's nominee for the School Psychologist of the Year Award. The candidate will be recognized during the awards ceremony at the Fall TASP or Mid-South convention and will be awarded a plaque/certificate, paid membership for the subsequent year, paid registration for the conference at which the award is presented, and a \$100 cash award.

**Selection Criteria**

1. Provides school psychological services in line with current TASP/NASP practice standards.
2. Performs job in exemplary manner
3. Earns respect of others
4. Has membership and leadership in local, state, and nation professional organizations

**Materials**

1. Nomination materials must be typed.
2. Nomination packets must contain:
  - a. Completed nomination form
  - b. Nomination Statement: In one page, describe why the candidate should be considered for this award. Give specific examples in the following areas: data-based decision making; consultation and collaboration; student diversity; development of cognitive, academic, social and life skills;

knowledge of schools and systems; prevention, crisis prevention and mental health; home/school and community collaboration; performs job in an exemplary manner; earns respect of others; has professional memberships and leadership.

- c. Candidate's Resume/Vita
  - d. Letters of Support: These should be one page letters written by individuals knowledgeable about the candidate's capabilities (e.g., teachers, parents, students, colleagues, administrators, etc.). At least one letter must be from an individual in the candidate's school system. *No more than 5 letters of support should be included.*
3. All nomination materials must be sent in one envelope to:

**TASP School Psychologist of the Year**  
**Attn: Angie Massey**  
**1179 Canaan Rd.**  
**Columbia, TN 38401**

**Questions? Please contact:**

Angie Massey  
masseya1@k12tn.net  
Home (931)490-4452  
Cell (931)446-4055