



**BGM  
2013**

**April 2-5, 2013**  
**Empowering Teachers:  
Fostering Learning**

**Allergy Alert**

To accommodate those who are sensitive to fragrances and other scented products, we ask that you not wear perfume, aftershave, cologne or other scented products while attending BGM. Thank you for your cooperation.

Salon Doors

Salon Doors

screen

# Head Table (raised)

Provincial Executive Table (raised)  
(8)

Deer Lake (2) Exploits Valley (3) Fogo Island (2) Ganova (3)

Long Range (2) Marconi (8)

Rameaux (2) Rushoon-Terrenceville (2) St. John's Centre (4) St. Mary's Bay (2)

Upper Trinity South (2) Appalachia (3) Aurora (2) Baccalieu (2)

Clarenbridge (2) Carbonear (2) MUN Observers (3)

Granforline (2) Green Bay (2) Hamilton Sound (2) Humber (4)

**SPECIAL INTEREST COUNCILS:**  
Counsellors & Psychologists Intermediate Modern Languages Music Physical Education Primary/Elementary School Administrators Special Services Technology Education

Seagaulher (2) Southern Shore (2) Table Mountain (2) Taylor's Brook (2) Trinity-Deadman's Bay (2)

Baie Verte Peninsula (2) Bay d'Espoir (2) Belle Mer (2) Belleoram-Wreck Cove (2) Bremco (2)

Harton (2) Ingornachoix (2) Labrador West (2) Lake Melville (2) Landfall (2)

Northern Light (2) Notre Dame (2) Nutak Labradorimi (2) Placentia (2) Port aux Basques (2)

Trinity, Trinity Bay (2) Waterford Valley (7)

Burgeo (2) Burin-Marystown (2) Churchill Falls (2) Coastal Labrador South (2)

Bay Roberts (3) Conception Bay Centre (2) Conception Bay South (5)

# NLTA Staff





# 2013 NLTA Biennial General Meeting

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***MESSAGE FROM THE DEAN OF EDUCATION***

On behalf of the Faculty of Education, Memorial University, I offer congratulations to all teacher delegates involved with the Biennial General Meeting of the Newfoundland and Labrador Teachers' Association. Our Faculty is proud of our long-standing association with the NLTA.

The NLTA and the Faculty of Education are two institutions with a deep attachment to education in Newfoundland and Labrador. Our continuing commitment to the teachers of this province is to provide high quality pre-service and continuing educational experiences. Our work with teachers also extends to educational research and the development of partnerships to ensure best practice in classroom instruction and a range of other educational services.

On behalf of all of us in the education community at Memorial, I applaud your dedication to excellence in public education and I wish you a successful and productive week.

Yours sincerely,

A handwritten signature in black ink that reads "Kirk Anderson". The signature is written in a cursive style.

Kirk Anderson  
Dean

## Message from Newfoundland and Labrador School Boards Association



On behalf of the Newfoundland and Labrador School Boards Association I would like to bring greetings and welcome everyone to the Biennial General Meeting of the Newfoundland and Labrador Teachers' Association.

As organizations with a Newfoundland and Labrador wide mandate both the NLSBA and NLTA work together on a variety of issues. Our work is always undertaken with the goal of providing the best educational opportunities for our students, through highly qualified and dedicated teachers. It is a shared purpose and one which truly benefits all students in our entire province.

As you come together this week I am confident there will be important discussions and decisions, all under the theme of improving education in our province. As the Chair of NLSBA I look forward to the results of this important gathering and working with our teachers, the NLTA, Board Trustees and our five School Districts to continue the significant progress we have collectively made in the advancement of education.

I wish you every success during your convention and the continuation of our collaborative relationship.

Sincerely,

Milton Peach, B.A., B.A. (Ed.)

Chair

Newfoundland and Labrador School Boards Association





## Message from the Newfoundland and Labrador Federation of School Councils

On behalf of the executive and members of the Newfoundland and Labrador Federation of School Councils (NLFSC), I would like to extend our best wishes to the delegates and guests at your Biennial General meeting. I would also like to extend my appreciation for the invitation to participate and the opportunity to express our appreciation to the thousands of teachers across this province for their solid commitment to teaching and learning.

Anyone can read volumes of books, study in university and attain the title of teacher, but only a very special person can inspire a student to learn. Exceptional teachers enrich their students' learning environment and make learning both dynamic and enjoyable. Teachers who lead by example, by setting high standards and challenges for themselves in an effort to achieve academic excellence, are the ones that instill the power of learning upon their students. On behalf of the Newfoundland and Labrador Federation of School Councils, thank you to our teachers for helping to build a legacy that will lead this province into the future.

Most professions have their defining characteristics which attract people for various reasons. Some professions draw public attention, other professions are focused purely on profit, but teaching is a profession that does not fall under either of these categories. The role of an educator offers a rainbow of experiences that attracts a varied and diverse group of individuals; however, there are some commonalities that all teachers in this province share. For the most part you are underpaid, underappreciated and rarely recognized to the degree that you deserve. This is a sad and unfortunate reality when you consider the incredible influence a teacher has on a child's life. You are dedicated people who shape minds, stretch imaginations, challenge thinking and mold character.

Juggling the academic, emotional and social needs of 30 or more individuals, on a daily basis, is an awesome responsibility – this is the reality of the teaching profession.

As you are aware, our schools are much more than just academic institutions. Our schools are places where our children learn some of life's most fundamental values and skills such as how to communicate, build friendships and cooperate with others. Our schools are also the places where children who lack solid foundations at home can find compassion, understanding and guidance. And at the forefront of all this is you... our teachers.

I believe we remember teachers not for what they taught us, but for how they empowered us in the classroom and for how they made us feel. Many of you live by and practice the motto "Teaching kids to count is fine, but teaching them what counts, is best."

I have always believed that a solid education system is the vehicle to paving a brighter future for Newfoundland and Labrador, and our teachers are the drivers. But in order to keep this vehicle running we have got to keep it fueled. To do this the NLFSC and the NLTA must continue to be vigilant in our attempts to keep issues that are crucial to education at the forefront of the provincial agenda. We must continue, in union, to advocate for what we believe our students need to achieve the education that they are entitled to and deserve. We must also strive to ensure that the resources which are allocated are always used in the most efficient effective manner possible. To do otherwise would be a discredit to the children that we serve.

To all the teachers, who continue to foster a positive learning environment while striving to meet the ever-increasing challenges of the education system – Thank you!

To all the teachers who, on a daily basis, care for, nurture, encourage, protect, feed, direct and sometimes even rescue our students – Thank you!

On behalf of the Federation of School Councils I wish you a successful conference and I extend to you our cooperation in facing the educational challenges that lay before us. We look forward to building an education system, in this province, that meets the needs of all our students.

Ruby Hoskins

President of the Newfoundland and Labrador Federation of School Councils



**NEWFOUNDLAND AND LABRADOR  
ASSOCIATION OF DIRECTORS OF EDUCATION**

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Email: [Info@nlade.ca](mailto:Info@nlade.ca) Website: [www.nlade.ca](http://www.nlade.ca)

**Message from NLADE President  
To  
Newfoundland and Labrador Teachers' Association  
Biennial Meeting  
April 3-5, 2013**

**Dear Delegates:**

As you commence deliberations on issues that form the agenda of your 2013 Biennial Meeting, you do so in the context of a changing educational environment. As we move through the second decade of this 21<sup>st</sup> century, significant and far-reaching changes are underway within our education system and the pace of these changes is unprecedented. The need for focused leadership and clear direction has never been more critical.

During this time of substantial change, teachers remain the key to success for students. There is no substitute for good teaching. It is therefore quite fitting that the focus of your meeting is "empowering teachers; fostering learning". As school district leaders, members of the Newfoundland and Labrador Association of Directors of Education (NLADE) recruit, nurture and support teachers. This is one critical area where we share a common goal with the Newfoundland and Labrador Teachers' Association. Maintaining a strong, vibrant group of teachers who are given the means and the tools to grow and to share best practices will always be part of our collective work.

One of the priorities for the NLADE in the coming months is enhanced opportunities for professional learning. Regardless of issues arising from demographic, geographic, or economic challenges, professional development and shared best practices must continue to require our collective concentration. One of the greatest strengths within our provincial education system has been the respect and willingness of our very distinct organizations to work together. While many organizations around the world focus on differences, we direct our energies and leadership toward enhanced educational opportunities for our students. In this time of substantial change, our students will, perhaps more than ever before, need the commitment and strong leadership of the NLTA executive and all delegates who give their time and wisdom to enhance educational opportunities for our youth.

On behalf of the NLADE membership, I wish you every success with your 2013 Biennial Meeting.

**ED WALSH  
President**

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Newfoundland & Labrador Teachers' Association

**2013 BGM  
Biennial  
General  
Meeting**

**A G E N D A**

1890

Sheraton Hotel Newfoundland  
St. John's  
April 2-5, 2013



**Tuesday, April 2** ● ● ● ● ● ● ● ● ● ●

- 2:00 p.m. **Registration** (*Lobby outside Salons*)  
- 7:00 p.m.
- 3:00 p.m. **Orientation Session**  
*For new delegates, alternates and observers*  
(*Salons A & B*)
- 4:00 p.m. **Pension & Group Insurance Benefit Statement Info Session** (*Salons A & B*)
- 6:00 p.m. **Budget Briefing Session** (*Salons A & B*)
- 7:00 p.m. **Opening Session** (*Salons A & B*)  
A. O Canada/Ode to Newfoundland  
B. Election Statements by Provincial Executive Candidates
- 9:00 p.m. **Reception** (*Court Garden*)
- 10:30 p.m. **Hospitality Suite** (*Plymouth Room*)  
- 1:00 a.m.

**Wednesday, April 3** ● ● ● ● ● ● ● ● ● ●

- 8:00 a.m. **Registration** (*cont'd*)
- 8:30 a.m. **First General Session** (*Salons A & B*)  
*Chairperson: James Dinn, Vice-President*  
A. Chairperson's Remarks  
B. Greetings from Department of Education  
C. President's Address  
*Lily B. Cole, President*
- 10:15 a.m. **Break**
- 10:30 a.m. **Second General Session**  
*Chairperson: Lily B. Cole, President*  
A. Adoption of Agenda  
B. Appointment of Convention Committees  
C. Convention Policies  
1. Rules of Procedure  
2. Convention Expenses  
3. Processing of Resolutions  
D. Minutes of 2011 BGM  
1. Adoption  
2. Business Arising from 2011 Convention  
a) Report on Resolutions from BGM 2011  
b) \_\_\_\_\_  
c) \_\_\_\_\_  
E. Proposed By-Law Changes  
1. From Provincial Executive  
**Special Interest Council Structure**  
By-Law IX.E. (1) - (3) – Local or Regional Branches and Special Interest Councils (Special Interest Councils)

- Term of Office of the Vice-President**  
By-Law XIII.C.2. – Duties of Officers (Office of the Vice-President)
- Term of Office of the President**  
By-Law XIII.A.1. – Duties of Officers (Office of the President)  
2. From Branches  
**Number of Teachers Required to Form a Branch** (Appalachia Branch)  
By-Law IX.A.(2) – Local or Regional Branches and Special Interest Councils  
**Fees for Teachers on Leave of Absence or Pursuing Studies** (Appalachia Branch)  
By-Law III. C. (2) (b), (c), (d) and (f) – Active Membership (Dues)  
**Fees for Retired Teachers and Teachers on Long Term Disability** (Appalachia Branch)  
By-Law IV. C. (2) and (3) – Associate Membership (Dues)  
**Indebtedness of Branch and Special Interest Councils** (Appalachia Branch)  
By-Law XX. – Branch and Special Interest Council Funds

- F. Discussion of Resolutions
- 12:30 p.m. **Lunch Break** (*Court Garden*)
- 1:30 p.m. **Third General Session**  
A. Minute of Silence in Memory of Deceased NLTA Members  
B. Keynote Address  
Dr. Joel Westheimer  
*Teaching Against the Grain:  
Empowering Teachers in Troubled Times*  
University Research Chair & Professor  
University of Ottawa
- Closed Session – Delegates / Teachers**  
C. Group Insurance Auditors' Report & Budgets  
D. Financial Reports  
1. Auditors' Report  
2. Financial Statement  
E. Tabling of 2013-14 and 2014-15 Budgets  
F. Report to BGM  
G. Discussion on Resolutions
- 4:00 p.m. **Recess**
- 6:00 p.m. **Reception** (*Court Garden*)
- 6:45 p.m. **President's Banquet** (*Ball Room*)
- 10:00 p.m. **Hospitality Suite** (*Plymouth Room*)  
- 12:00 a.m.

**Thursday, April 4** ● ● ● ● ● ● ● ● ● ●

- 8:30 a.m. **Fourth General Session**  
 A. Report of Electoral Committee  
 B. Election of 2013-15 NLTA Executive  
 C. Report on 2011-13 NLTA Priorities  
     1. Quality of Teacher Work Life / Collective Bargaining  
     2. Membership Awareness and Engagement  
     3. Inclusion  
     4. Technology in Education  
 D. Discussion on Resolutions
- 10:30 a.m. **Break**  
 E. Canadian Teachers' Federation  
     *Paul Taillefer, President*  
 F. Retired Teachers' Association of NL  
     *Tom Kendell, President*  
 G. Address by NLTA President-Elect  
     *James Dinn*  
 H. Address by NLTA Vice-President-Elect  
     *Dean Ingram*  
 I. Report of Electoral Committee (*cont'd*)  
 J. Discussion on Resolutions
- 12:30 p.m. **Awards Luncheon** (*Court Garden*)
- 2:30 p.m. **Fifth General Session**  
 A. Address – Premier of Newfoundland and Labrador – *Honourable Kathy Dunderdale*  
     (*not confirmed at time of printing*)
- Closed Session – Delegates / Teachers**  
 B. 2013-14 and 2014-15 Budgets
- 4:15 p.m. **Break**
- Open Session**  
 C. Discussion on Resolutions
- 6:00 p.m. **Recess**
- 7:30 p.m. **Sixth General Session** (*if required*)
- Open Session**  
 A. Discussion on Resolutions
- 9:00 p.m. **Fun Night – Dance** (*Salons A & B*)

**Friday, April 5** ● ● ● ● ● ● ● ● ● ●

- 8:30 a.m. **Seventh General Session**  
 A. Policy Changes from Executive/Joint Council  
 B. Discussion on Resolutions  
 C. Resolutions from the Floor
- 10:30 a.m. **Break**
- 10:45 a.m. **Final Session**  
 A. President's Closing Remarks  
 B. Installation of 2013-15 President  
 C. Discussion on Resolutions  
 D. Reports  
     1. Scrutineers Committee  
     2. Publicity Committee  
     3. Resolutions Committee  
     4. Steering Committee  
 E. New Business  
     1. \_\_\_\_\_  
     2. \_\_\_\_\_  
     3. \_\_\_\_\_  
 F. Date of Next Convention  
 G. Closing of Convention

**NLTA Provincial Executive Council 2011-13**

**Table Officers**

**Lily Cole** . . . . . President  
Special Services Grade 9 Teacher  
(on leave)  
Pearce Junior High School, Salt Pond

**James Dinn** . . . . . Vice-President  
Level I-III English Teacher  
Holy Heart High School, St. John's

**Dean Ingram** . . . . . E-Biology Teacher  
CDLI, Clareville

**Derek Drover** . . . . . Teaching Principal, French & English  
Victoria Academy, Gaultois

**Bill Chaisson** . . . . . Principal and Instructional  
Resource Teacher  
St. Gerard's Elementary School,  
Corner Brook

**Craig Hicks** . . . . . Vice-Principal, Librarian and  
Grade 7 Math Teacher  
Phoenix Academy, Carmanville

**Jean Murphy** . . . . . Junior High Math and Grades K-6  
Numeracy Support Teacher  
Long Range Academy, Cow Head

**Sharon Penney** . . . . . Instructional Resource Teacher  
Carbonear Collegiate, Carbonear

**Sherri Rose** . . . . . Grades 6-9 Music Teacher  
Xavier Junior High, Deer Lake

**Gabriel Ryan** . . . . . Grade 9 - Level III French  
Immersion Teacher  
Crescent Collegiate, Blaketown

**Sean Weir** . . . . . Grades 4-5 Math, Grades 4-9 French,  
Grades 7-9 Physical Education and  
Language Arts, Grade 9 Health and  
Literacy/Numeracy Support Teacher  
Bayside Academy, Port Hope Simpson

**Jeanne Williams** . . . . . Grade 5, Teacher Librarian and  
Lead Technology Teacher  
St. Bernard's Elementary School,  
Witless Bay

**Committees for Convention**

**Electoral Committee**

Kevin Foley (Chair)  
Alice Bridgeman  
Joseph Santos  
Stefanie Tuff (Staff)

**Steering Committee**

James Dinn (Chair)  
Derek Drover  
Dean Ingram  
Edward Hancock (Staff)

**Finance Committee**

Jean Murphy (Chair)  
Sharon Penney  
Sherri Rose  
Sean Weir  
Wade Rogers (Staff)

**Publicity Committee**

Craig Hicks (Chair)  
Trina Whitt (Hamilton Sound)  
Lesley-Ann Browne (Staff)

**Scrutineers Committee**

Roxie Snow (Chair)  
Kevin Giles  
Kathy Rowsell  
Colin Short  
Paula Smith  
Beverley Park (Staff)  
George Tucker (Staff)

**Resolutions Committee**

Natalie Jackson (Chair)  
Jeff Blundon  
Linda Chaisson  
Trevor Lodge  
Bonita Rumbolt  
Steve Brooks (Staff)

**Parliamentarian**

Edward Hancock

## Duties of Convention Committees

### Finance

- To present a resolution re meal allowance during the days of Convention. This allowance will be contingent upon attendance at all occasions.
- To present a resolution re meal allowance for days of travel to and from the Convention.
- To inform delegates of the rate for transportation as set down in By-Law XV, or any other regulation which Convention might pass.
- To examine and approve expense accounts of delegates.

### Publicity

- To oversee provisions for members of the press.
- To clarify and answer questions for members of the press on any matters being discussed on the floor of the Convention.
- To act as the contact persons and liaison between the public and the Convention officials.
- To be responsible for all official releases from the Convention.

### Resolutions

- To present for consideration as “Resolutions from the Floor” only those resolutions which have a direct bearing on, and relevancy to, business discussed at Convention.
- To deal with resolutions referred by the Chair for clarification or wording.
- To formulate resolutions on matters referred to the committee by the Convention and to report back to the general session.
- To reword resolutions as directed by Convention.

### Scrutineers

- To distribute the appropriate ballot papers to delegates for voting purposes.
- To collect all ballot papers from delegates.
- To tabulate the results of this voting in cooperation with the Electoral Committee.
- To file a copy of these results with the secretary for inclusion in the official minutes.

### Steering

- To work closely with the President to see that the Convention business proceeds smoothly.
- To alert chairpersons and convenors of committees to any changes in the order of business so that reports may be presented on time.
- To re-arrange the agenda where necessary and, at the beginning of each session, to recommend the order of business for that session.
- To suggest appropriate times for debate of additional and unfinished business.

### Parliamentarian

- To advise the President on matters of procedure.
- To interpret parliamentary rules in order to facilitate debates at Convention.

### Electoral

- To conduct the election of the Executive in accordance with By-Law XI and to announce the results of the balloting to Convention.

## Convention Expenses for 2013

For your information, below please find detailed guidelines of expenses for BGM 2013.

### A. Travel

In accordance with Association policy, delegates who choose to drive to Convention will be reimbursed for the lesser of airfare or kilometrage. (Current NLTA kilometrage rate is 53¢/km – pavement; 79.5¢/km – gravel.)

If you are required to travel on Monday because flying to St. John’s on Tuesday will not allow you to attend required sessions, then prior approval must be obtained from NLTA Manager of Finance and Administration, Wade Rogers.

### B. Hotel Accommodations

The Sheraton Hotel Newfoundland requires hotel guests provide credit card information (or a cash advance) to cover incidental expenses (i.e. meals, pay-TV, phone calls, etc.). NLTA is responsible for room and tax only which will be paid directly by NLTA.

BGM is expected to end at approximately 1:00 p.m. on Friday, April 5. A hotel room will only be provided if driving time is greater than five hours or if a flight is not available.

NLTA policy will cover all legitimate costs. However, expenses outside of policy will require prior approval from our Manager of Finance and Administration.

### C. Meals

The meal allowance for BGM will be calculated at the regular Association rate which is \$55 per day and will be broken down as follows:

- Tuesday, April 2 — \$28 for dinner;
- Wednesday, April 3 — \$11 for breakfast (lunch and dinner are provided);
- Thursday, April 4 — \$11 for breakfast, and \$28 for dinner (lunch is provided); and
- Friday, April 5 — \$11 for breakfast, and \$16 for lunch.

**The total amount for Convention is \$105.**

Depending on hours of travel, a claim may be made for lunch on Tuesday, April 2 and dinner on Friday, April 5. All expenses, other than those noted above, will

require prior approval from the Manager of Finance and Administration.

**D. Child/Dependent Care**

Delegates who require child care during Convention should provide their own babysitter, the cost of which will be reimbursed by the NLTA in accordance with our Child/Dependent Care Policy:

**Children/Dependents Left at Home**

Delegates who leave their children/dependents at home and require care will be reimbursed for children up to and including 16 years of age or for other dependents over the age of 16 who are physically or mentally infirm, reside in the member's home, are normally dependent on the member and for whom the member is responsible for providing care in the member's absence while on NLTA business. Payment will be based on the minimum wage per hour to a maximum of \$80 per 24-hour period, per family. **Receipts are required.**

**Children/Dependents Brought to BGM**

Delegates who bring their children/dependents to BGM and require care will be reimbursed for children up to and including 12 years of age or for other dependents as noted above. Payment will be based on the hourly minimum wage per meeting day, per family. Further payment may be claimed, if it is necessary, to allow the delegates to attend the scheduled social functions on the evenings of April 3 and 4. Maximum payment per 24-hour period is \$80. **Receipts are required.**

If you have any questions regarding the above, please contact:

Wade Rogers

Manager of Finance and Administration

[wrogers@nlta.nl.ca](mailto:wrogers@nlta.nl.ca)

Tel: 726-3223 or 1-800-563-3599, ext. 235

## Candidates for Provincial Executive

### Bill Chaisson

#### Education

- ✦ Bachelor of Arts (1987)
- ✦ Bachelor of Education (1987)
- ✦ Bachelor of Special Education (1988)
- ✦ Master of Education (2002)
- ✦ Advanced Trustee Management Standards Certificate (2006)



#### NLTA Experience

- ✦ School Representative
- ✦ Member, Humber Branch Executive
- ✦ President, Humber Branch
- ✦ Member, Joint Council
- ✦ Provincial Executive Member
- ✦ Chair, Group Insurance Committee
- ✦ Trustee, Group Insurance
- ✦ Chair, Pooled Investment
- ✦ Chair, Committee on Early Career Teachers
- ✦ Member, PITCOM Committee
- ✦ Member, BES Committee
- ✦ Member, Teacher Certification Committee
- ✦ Member, CONTACT 2006 Planning Committee
- ✦ Vice President, SAC Western Region
- ✦ President's Award
- ✦ Bancroft Award
- ✦ Allan Bishop Award

Two years ago I was honored to be elected to Provincial Executive and I have enjoyed the privilege of working for and with the teachers of this province since that time. I am offering myself as a candidate for Provincial Executive at BGM 2013 because I want to continue to be a strong advocate for all teachers in this province.

Public sectors unions are increasingly under attack from both levels of government. Our government seems to be sending mixed messages depending upon the audience. While speaking to the national media, we hear that we are a "have province" with a booming economy. Yet, unions are being warned to brace for cuts because of the fiscal situation we are facing. As a union, we must not buy into this type of rhetoric and we must insist that collective agreements which were bargained in good faith be honored. We have honored our side of the agreement and we expect the employer to do the same.

This round of collective bargaining cannot become a round of contract stripping. I believe that when the employer attempts to attack pensions, group insurance and any other article of our collective agreement we must see it as an individual attack on the professional and personal lives of every teacher and an attempt to break unions in this province. Our only defense is a strong, vocal and united Association which is working to protect the rights of all teachers.

I believe that I have the experience and commitment necessary to make a positive contribution at the Executive Table. I ask for your support and look forward to seeing you at BGM 2013.

### Derek Drover

Dear Colleagues:



Since beginning my teaching career in 1990, I have been an active member of NLTA, previously serving as political action officer, V.P., and the president of the Seagaulher Branch. As a member of Provincial Executive since 2007, I have served as a member of Finance and Property, chairperson of EAP Coordinating Committee, trustee and chairperson of Group Insurance, chairperson of the Pooled Investment Fund, Table Officer, and as a delegate to the CAPTO and CTF AGMs. Currently I am a teaching principal at Victoria Academy in Gaultois teaching French Grades 3-9 and intermediate/high school English.

Colleagues, once again I offer myself as a candidate for Provincial Executive and I humbly seek your support. As we strive everyday to deliver the best education that we can to our students, the message must be loud and clear that each and every teacher deserves the optimal support to deliver her/his best. Our working conditions are indeed students' learning conditions and my commitment is always to improving the working conditions of teachers. We must advocate for and hold fast to the core values we cherish as professional educators to protect our rights as teachers and to strengthen the services we provide to our students.

Yes, significant challenges exist and we continue to be inundated with workload issues, but our resolve must not waiver. Although the employer, through its proposals, has sent a clear message that it is intent on the stripping of our contract, we must be adamant in defending our rights and public education. We must persist in our efforts to attain reasonable class size caps and class composition through seeking improvements to Article 30 of our Collective Agreement; and, among others which are long overdue, we must persist in seeking improvements to Article 18.03. We must remain vigilant as the quality of both our professional and personal lives is at stake through employer proposals to eliminate Schedule E, the protection of pension benefits as specified in Schedule D, severance, Article 29.03(a); and also by the employer reserving the right for further proposals on pensions ...and the list goes on. My fellow teachers, challenges lay ahead, but I am, as always, ready to work with you and for you – to firmly represent you with a strong voice as a member of our executive team. Thank you and see you at BGM.

## Kevin Flynn

### Educational Background

- Memorial University: Currently Pursuing a Masters Degree in Educational Leadership – Expected Graduation Date (Spring 2014)
- Memorial University: Special Education Degree (Fall 2007)
- Memorial University: Bachelor of Education in Elementary with a concentration in Science (Spring 2001)



### Teaching Experience

- 2006-present: Dorset Collegiate, Pilley's Island
- 2005-06: MSB Academy, Middle Arm
- 2003-05: Indian River Middle School, Springdale
- 2001-03: Henry Coaster Memorial School, Marten Falls First Nation, Ontario

### NLTA Experience

- 2012-present: Chair of NCS D School Board-Teacher Liaison Committee
- 2011-present: Green Bay Branch President
- 2009-present: School Representative for Dorset Collegiate

### Election Statement

My name is Kevin Flynn and I have decided to offer myself as a candidate for election to Provincial Executive. Presently, I reside in Triton with my wife and two sons. The foundation of our Association is the classroom teacher who faces significant daily challenges and without hesitation exceeds a normal workday for the sake of the students each school day, often at the sacrifice of family time. It seems that sometimes to be a good teacher, you have to be a bad parent/spouse. This is a significant issue that is causing many teachers to leave the profession.

During the current span of my NLTA involvement within the last four years I have gained an enormous amount of respect and knowledge of the numerous challenges facing our current members. Listening to the several issues brought forth from beginning and seasoned teachers has elicited my inclination to seek election as a member of our Provincial Executive.

In times of significant uncertainty due to the horrendous cuts proposed by the current government, it is imperative that the teachers' of the province are represented with a strong voice and remain united as an Association. I am adamant that I can make a difference and I am sincerely seeking the support of the delegates at the 2013 BGM.

## Craig Hicks

### NLTA Experience

- 2011-Present: Provincial Executive
- 2011-Present: Chair, Communications/Political Action Committee
- 2011-Present: Deferred Salary Leave Committee
- 2011-Present: Pensions Administration Committee
- 2010-11: Chair, SBTL
- 2009: BGM, Hamilton Sound Branch
- 2007: BGM, Hamilton Sound Branch
- 2006-08: Member, SBTL
- 2006-Present: President, SAC Region 6
- 2005-11: President, Hamilton Sound Branch
- 2003-05: MBS Committee
- 2003: BGM, Hamilton Sound Branch
- 2001-05: Vice President, Hamilton Sound Branch
- 2001: BGM, Hamilton Sound Branch
- 1999-2001: MBS Committee
- 1997: AGM, Hamilton Sound Branch
- 1992-2001: PD Officer, Hamilton Sound Branch



### Teaching Experience

- 2005-Present: Vice Principal/Librarian, Phoenix Academy, Carmanville
- 2002-05: Teacher/Librarian, Carmanville School Complex, Carmanville
- 2000-02: Teacher/Librarian, Gill Memorial Academy, Musgrave Harbour
- 1999-2000: Substitute, Lewisporte/Gander School District
- 1991-99: Jr/ Sr. High Teacher, Carmanville School Complex, Carmanville
- 1990-91: Substitute, NCS D

### Qualifications

- M.Ed.: MSVU (2001)
- Library Studies: MUN (1999)
- B.Ed.: MUN (1990)

### Statement

I have had the privilege for the past two years of representing teachers of Newfoundland and Labrador as an executive member of the NLTA. I am again seeking your support to continue my commitment to serve and advocate on your behalf at the Provincial Executive table.

Throughout this round of negotiations I have stressed that solidarity is paramount and our membership remain unified and steadfast. With a resolve of unity we will be positioned to tackle any proposed concessions that will negatively impact teaching and teacher welfare. Our sights must remain focused on the priorities identified in the opening proposal. I firmly believe in a province that is experiencing a time of unprecedented wealth we certainly can make gains in our profession.

Teachers are committed to provide students with a variety of learning opportunities such as after school tutoring, weekend tournaments, chaperoning evening events and accompanying students on out of province trips. The viability of our province relies in our youth and a solid educational foundation engineered by teachers. I am committed to champion the significance that our profession can offer society so that we can remain a “have province.” No doubt, this year marks a challenge for our Association; therefore, we must relentlessly ensure our government that an investment in our profession is a sound investment in our province.

Our Association is at a critical crossroad that requires strong leadership that is knowledgeable and experienced. I offer my commitment, accompanied with years of dedication and passion for our profession, to resolve the issues with integrity which will yield results. I respectfully ask for your continued support at Convention 2013.

## Trent Langdon

### Teaching Experience

- + M.Ed. (Counselling Psychology)
- + C.C.C. (Canadian Certified Counsellor)

### Family & History

- + Husband and father of twin boys
- + Born and raised in Norris Arm, Notre Dame Bay
- + Residing and teaching in Mount Pearl

### Teaching/Professional Experience

- + 2008-present: Guidance Counsellor, St. Peter’s Junior High, Mount Pearl
- + 2005-08: Guidance Counsellor, Amalgamated Academy, Bay Roberts
- + 1998-2005: Program Director, Boys & Girls Clubs of NL / Adolescent Youth Care Worker

### NLTA Involvement

- + 2011-13: Vice-President, Waterford Valley Branch
- + 2011-13: Provincial Membership Benefits & Services Committee
- + 2007, 2011, 2013: BGM Delegate
- + 2011: Recipient – Barnes Award
- + NL Counsellors’ & Psychologists’ Association (NLCPA) – NLTA Special Interest Council:
  - 2010-11: Past-President
  - 2006-10: President (two terms)
  - 2005-06: President-Elect
- + CCPA School Counsellors Chapter President (2012-14) & Vice-President (2010-12)

Colleagues,

I ask for your vote for Provincial Executive during BGM 2013. Thank you to the Waterford Valley Branch for my nomination. My election platform (and daily practice) is rooted in the concepts of:



- i) PERSONAL WELL-BEING
- ii) PROFESSIONAL TEACHER IDENTITY

We are individuals first, with needs for ourselves and our families. We are then proud educators requiring an ever-increasing degree of time and commitment to meet the expectations of our roles. The challenge is to find balance between these two lives, maintaining personal well-being and attaining a true sense of professional teacher identity.

As a member of the Provincial Executive, I commit to:

- + Effectively contribute to the TEAM decision-making of the NLTA.
- + Bring a positive ENERGY & DEDICATION to the role.
- + Represent you with INTEGRITY, PROFESSIONALISM and ACCOUNTABILITY.
- + Utilize my EXPERIENCE in rural and urban school settings to be your voice at the table.
- + Build upon my demonstrated track record of REPRESENTATION (both provincially and nationally) to work for you.
- + Analyze the issues, bringing your concerns forward in a RATIONAL and PROACTIVE manner.
- + Expand my CONNECTIONS with government, school districts, and community agencies in representation of our Association.

The issues are pervasive:

- + Workload
- + ‘Inclusion’
- + Student behavior
- + Teacher safety
- + Leave
- + Pension
- + Technology integration, etc.

We must be cognizant of the immediate needs of teachers at varying stages of their careers. We all have a need to be heard! Connect with your Branch Executive to have a say in your representation.

Looking forward to a cup of tea, a chat, and working on your behalf!

Email: trentlangdon17@gmail.com  
 Twitter: @TrentLangdonNL  
 Blog: http://trentlangdon.blogspot.ca

## Jean Murphy

### Educational Background

- + McGill University: Diploma in Educational Technology
- + Memorial University: Diploma in School Library Services
- + Memorial University: Bachelor of Arts/Education with a major in Math



### Teaching Experience

Western School District  
 Long Range Academy, Cow Head  
 Junior High Math/Numeracy Support K-6



**Award**

- May 2008: Prime Minister’s Award for Teaching Excellence

**NLTA Involvement**

- 2007-Present: NLTA Executive
- 2011-13: Chair, Finance and Property Committee; Chair, Equity Issues Committee; Pooled Investment Committee
- 2009-11: Chair, Curriculum Committee; Teacher Certification Committee
- 2007-09: Chair, Professional Development Committee; Member, Finance Committee
- Other roles at the regional level have included Branch President, Treasurer and Communications Officer.

I have had the honor and privilege of serving you on Provincial Executive for the past six years. In that time I have been a strong voice for teachers. We are facing a critical time in our Association where a strong, experienced voice is necessary. I believe I am that voice.

We benefit today from rights under our Collective Agreement that came into place because of years of hard work of all members, our union and their negotiations since the union was formed. We bargained in good faith. We have kept our side of the bargain. We expect the employer to do the same. We already have these rights and it is unfair that the employer now wants to eliminate articles of our Agreement. That is Contract Stripping. We cannot allow this to happen.

We are not unreasonable in our request to the employer regarding what we would like to see in our new contract. Is it unreasonable to want leave to care for our families in times of illness? To want a decent standard of living in our retirement? To want all teachers of our Association to benefit from the same rights? To want support so the Inclusion Model we are to follow can work? I don’t think so.

It was never more important to stay strong, be united and work together. Together we are a strong voice for all the teachers and students of this province.

I ask for your continued support at Convention 2013. I want to listen to your concerns and provide a strong voice at Executive table. A voice that will present the views of the teachers of our Association – a voice for you.

**Sandra Quigley**

Fellow teachers,

This next term will be an important one in terms of employer-employee relationships, particularly with respect to collective bargaining. We have a big challenge ahead of us. Your Provincial Executive needs strong members who will put teacher’s issues front and center. We have to keep the welfare of teachers at the top of the agenda. We still need fair wages and reasonable family leave, relief from supervision



duties and sensible preparation time. Meaningful input on issues and policies which affect teachers is an absolute must.

Inclusion has been with us awhile now and is still under-resourced. Classroom teachers are in the best position to know how well this model is working. In focus groups conducted all throughout the province by the NLTA, teachers said the same thing... we need more human resources to make inclusion work as it should. Hand in hand with this is the Teacher Allocation Model which also needs a second look. Hard caps, soft caps... the composition of a class... all these things affect our ability to deliver quality education to the children in our classrooms. When working conditions improve for us, learning conditions improve for our students. And after all, the children are the reason we are here in the first place.

Our Association exists for the betterment of teachers. It represents us at the bargaining table, in the public forum and in dealing with workplace issues. If elected, I will work hard to represent you. I will connect with teachers, work to give teachers the opportunity to influence how the Association functions and how it can better respond to your needs. It would be an honor and a privilege to again serve the teachers of Newfoundland and Labrador as a member of the Provincial Executive Council and I ask that you consider me for this important role.

**NLTA Involvement**

- 2011-13: President, Lake Melville Branch
- 2009-11: Provincial Executive Council Member; Chair, Professional Issues Committee; Finance and Property Committee Member
- 2006-09: Branch President, Lake Melville (Happy Valley-Goose Bay)
- 2000-06: Branch Secretary
- 2003, 2007, 2009, 2011: Delegate to BGM
- 2006, 2010, 2011: Delegate to CONTACT

**Employment History**

- 1987- present: Core French/English teacher, Queen of Peace Middle School and Robert Leckie Intermediate School
- 1984-86: MUN Fieldworker, Mary’s Harbour, NL
- 1981-84: Co-ordinator, Native Training and Research Project, Labrador Legal Services, HV-GB

**Education**

- 1996: M.Ed. (TFSL) McGill
- 1980: B.A., B.Ed. MUN
- 1975: Stenography Diploma District Vocational School, Corner Brook

## Sherri Rose

### NLTA Experience

#### Branch Level:

- + 2006-11: Deer Lake Branch President
- + 2006-08: School Board-Teacher Liaison Committee
- + 2005-06: Deer Lake Branch Executive, Member at Large
- + 2005-07: School Rep for Elwood Regional High
- + 2004-07: School Rep for Xavier Junior High



#### Provincial Level:

- + 2011-13: Provincial Executive
- + 2011-13: Chair of Professional Issues Committee
- + 2011-13: Educational Leave Committee
- + 2011-13: Finance and Property Committee
- + 2011-13: Pooled Investment Committee
- + 2009-11: Teacher Health and Wellness Committee
- + 2007, 2009, 2011: Delegate at BGM
- + 2006: CONTACT Planning Committee for Corner Brook
- + 2005, 2008, 2009: Delegate at CONTACT
- + 2004-05, 2007-09: Professional Issues Committee

#### Qualifications

- + M. Ed (Curriculum, Teaching and Learning Studies with a specialization in music) – MUN (2006)
- + B. Mus –MUN (1999)
- + B. Mus.Ed – MUN (1999)

#### Teaching Experience

- + 1999-2012: Xavier Junior High (6-9) and Elwood Regional High (10-12)
- + 2012-13: Xavier Junior High (6-9)

#### Statement

Dear Colleagues,  
I humbly accept the Deer Lake Branch nomination for Provincial Executive. Over the past eight years, I have participated in our Association at both the branch and provincial levels. I have gained a great deal of experience from Joint Council, BGM, branch and provincial meetings and the dedicated staff at 3 Kenmount Road.

The highlight of my involvement has been serving on Provincial Executive for the past two years. With province-wide elections, negotiations, a variety of committee work, and the day to day workload of a classroom teacher, it has been a very busy, yet rewarding time for me. I have met many great people, visited some breathtaking new places in our province and been involved in excellent debate and discussion.

I am very concerned about the many issues that we continue to be faced with. Our workload increases every year and the contract stripping that is being attempted would only further increase the workload demands and stress that we already face on a daily basis. Leave days, seniority, sick leave and

supervision continue to be priorities that we need addressed. We must stand strong and fight for ourselves and future generations of teachers.

I believe in the NLTA. I believe that collectively, we can make a difference. I believe that I can make a difference. I sincerely ask for your support and allow me to continue to put my determination, ambition and passion to work for all of us.

(srose@nlta.nl.ca)

## Gabriel Ryan

Hello again friends and colleagues.  
Whoever first said that time speeds up as we get older had a point. It is hard to believe that two years have passed since the last lead-up to BGM. In fact, the school year will be about 60% done when teachers read from this Bulletin. Amazing!



I want to offer sincere congratulations to Jim Dinn and Dean Ingram, our respective incoming President and Vice-President. I also want to congratulate, in alphabetical order, Derek Drover, Sandra Quigley, and Jeanne Williams on stellar Vice-Presidential campaigns. As well, thank-you to all those teachers who cast their respective ballots for me and to all the teachers I met in many parts of the province who shared their time and experiences.

As we have seen over the past few years, governments and large corporations are targeting unions as scapegoats to explain an economic downturn that was borne from corporate greed and political cronyism. The problem with this orchestrated fallacy is that large swaths of the public have fallen into line to help perpetuate this myth, unaware of the companion benefits provided to all of society from the efforts of unions. The reason so many manufacturers have fled our shores is not due to unreasonable demands from unionized workers, but because of the unsustainable greed of big business as it strives to build inestimable wealth on the backs of workers. Meanwhile, governments and corporations too often work in concert to remove any semblance of fairness and future protection. There will be a significant reckoning in the foreseeable future and recent changes to pensions by the Federal government and the threat of more changes from our own Provincial government can only mean that we will be even less protected in the years to come. Teachers are in the crosshairs. Now is the time to stand as one and refuse to have our legacies eviscerated.

I am offering myself as a candidate for Provincial Executive and seeking to serve a fourth consecutive term because, as I have said so many times, I am a passionate supporter of unionism. In fact, the older I get and the more I see of how our world is turning, I am more fiercely committed than ever in protecting what we have gained and in seeking to forge improvements for current and future teachers.

At BGM, vote RYAN. I will continue to be vocal on your behalf.

## Sean Weir

It is with great pleasure that I accept my nomination for the NLTA Provincial Executive Council 2013-15 from the teachers of the Coastal Labrador South branch. I am truly honoured to be considered again for such an important role within our Association.



Along with serving on the Provincial Executive Council for the past two years, I have been a very active member of our Association. Since becoming a full-time teacher in 1999, and moving to Labrador from Mount Pearl, my activity has steadily increased. After regularly attending branch meetings and serving as a voting delegate at a BGM, I successfully ran for branch president (Coastal Labrador South) in 2007, and held this position until I was elected to the Provincial Executive Council in 2011. During my first branch meeting, I was immediately hooked. Here, teachers had the opportunity to network with their peers, discuss problems affecting the profession, and impact positive change both within the classroom and the work environment for our members. Since 2007, I have had the honour to serve the teachers of this province in various capacities; such as, Chairperson of School Board-Teacher Liaison Committee (Western District, 2010), Teacher Representative for Labrador Benefits Negotiating Committee (2009), member of Finance and Property Committee (2011-13), and as a member of the Group Insurance Trustees Committee (2011-13), all of which have had serious implications for teachers in this province.

Over the past two years, I have learned quite a lot about our Association that I must admit I did not know in my previous role as a branch president. I feel more prepared today to address teachers' concerns than I did two years ago. Teachers are often frustrated with the processes required to affect positive change, but you can rest assured that, if re-elected, I will continue to work diligently towards positive change for the benefit of all of our members. Our journey may consist of small steps, but by re-electing me, you know that our steps will be consistently towards meaningful gains in the following areas: Workload, Job Security/Hiring Practices, and Economic Benefits/Services. As an executive member, I am very much a realist in terms of how policies/procedures affect students and teachers. If policies are deemed to be ineffective, we need to change them!

I consider it a privilege to work on behalf of the teachers of Newfoundland and Labrador, and hope to receive their support again at Convention.

## Jeanne Williams

### NLTA Involvement:

- ♦ Provincial Executive 2005-13
- ♦ Currently – Member of Negotiating Team
- ♦ Committee Experience:
  - Membership Benefits and Services
  - Equity Issues
  - Curriculum
  - Educational Leave
  - Deferred Salary Leave
  - Professional Issues in Teaching
  - Finance and Property
- ♦ Attended Convention since 1991
- ♦ 14 years Branch involvement:
  - Conception Bay Centre
  - Landfall
  - Southern Shore
- ♦ School Board-Teacher Liaison
- ♦ CONTACT Delegate – 4 years
- ♦ 21 years Classroom Teacher Grades 5 to 12



### Election Statement

As I campaigned for NLTA Vice-President this past fall I had the good fortune to visit more than 100 schools throughout the Province and speak with as many teachers as possible. I feel fortunate to have met and exchanged ideas with so many of my colleagues. The kind reception, the hospitality and warm welcome I experienced was greatly appreciated. Even more appreciated was the time teachers took to share their concerns, offer their suggestions, and discuss the issues facing them and the impact on their work and private lives.

The business world uses the term 'scope creep' to describe the expanding expectation of a project beyond the original project specifications. As teachers we are experiencing our own version of 'scope creep' as the myriad demands of the school and classroom continue to increase yearly.

Teachers in Newfoundland Labrador look to our Association to defend teachers' rights, advocate for their professionalism, and stop the 'scope creep' that smothers both. Negotiating a fair Collective Agreement for all teachers will go far to stop our job from creeping further into our personal lives.

We are now negotiating to improve the working conditions for teachers. The employer is negotiating to reduce the benefits teachers receive. Therefore, we must ensure that we hold on to the benefits we have fought for in previous contracts and continue to make further improvements. I am a member of your team and I am committed to a contract that protects all of us.

For the past eight years I have been at the NLTA Provincial Executive table speaking on your behalf. We need an

experienced Executive to advocate for the resources, time and respect teachers deserve as professionals. I have that experience, and I have the conviction to stand up for what we need. I am honoured to have had your support and have been working hard to be worthy of that trust.

For more details please visit my website at [jeannewilliams.info](http://jeannewilliams.info).



*Minutes*  
*of the*  
*2011 Biennial General Meeting*  
*of the*  
*Newfoundland and Labrador*  
*Teachers' Association*

*April 26 - 29, 2011*

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B . . . . .	Proposed Budgets for 2011-12 and 2012-13
C . . . . .	Changes to NLTA Policy

# MINUTES OF THE 2011 BIENNIAL GENERAL MEETING

St. John's

April 26 - 29, 2011

The 2011 Biennial General Meeting of the Newfoundland and Labrador Teachers' Association was held at the Sheraton Hotel Newfoundland, St. John's, April 26-29, 2011. *169 registered – 85 delegates representing Branches; 8 delegates representing Special Interest Councils; 12 Provincial Executive members; 28 official Branch alternates; 5 teacher observers; 2 Faculty of Education observers; 10 special guests/observers; and 20 staff members.*

The following registered:

## Executive

Lily B. Cole.....	President
James Dinn.....	Vice-President
Derek Drover.....	Table Officer
Dean Ingram.....	Table Officer
Jackie Maloney.....	Marystown
Tina Matthews.....	Trout River
Jean Murphy.....	Cow Head
Graydon Pelley.....	Deer Lake
Sandra Quigley.....	Happy Valley-Goose Bay
Gabriel Ryan.....	Holyrood
Paula Smith.....	Bonavista
Jeanne Williams.....	Goulds

## Branches

(A) = Official Alternate

Appalachia.....	Truman Greenham Terence Ball Reg Thorne
Aurora.....	Thomas O'Rielly Charmayne Rumbolt (A)
Baccalieu.....	Maureen Doyle-Gillingham Wendy Clarke-Tizzard (A)
Baie Verte Peninsula.....	Roxie Snow Phyllis Martin (A)
Bay d'Espoir.....	Connie Willcott Jerry Smith (A)



**Branches (contd.)**

Bay Roberts. ....	Clarence Mercer Paul Sheppard Kevin Mercer
Belle Mer. ....	Paul May Dan Smith (A)
Belleoram-Wreck Cove. ....	Derrick Baker Grace Sheppard (A)
Bremco. ....	Mary Foley Jeina Hopkins (A)
Burgeo. ....	Wayne Vivian Chris Byrne (A)
Burin-Marystown. ....	Michael Vivian Allison Murley
Carbonear. ....	Sharon Penney Kelly Loch
Churchill Falls. ....	Barry Noble (A)
Clarenbridge. ....	Art Winsor Carol Budgell Cheryl Barrett
Coastal Labrador South. ....	Sean Weir Bonnie Rumbolt (A)
Conception Bay Centre. ....	Peggy Dunphy (A)
Conception Bay South. ....	Kim Bourgeois Verna Hancock Donna Reddick Joanne Vaters Paul Edwards
Deer Lake. ....	Sherri Rose Cheyanne Biggin

**Branches (contd.)**

Exploits Valley.....	Rick Duffy Stephen Dicks Paul Moore
Fogo Island.....	Dawn Payne Jane March (A)
Ganova.....	John Goobie Tim Goodyear Alice McCarthy
Granforline.....	Glenn Rogers Dale Parsons (A)
Green Bay.....	Keith Russell Jerry Weir (A)
Hamilton Sound.....	Craig Hicks Darren Goodyear (A)
Harton.....	Bill Snook Dominic Ricketts (A)
Humber.....	Linda Chaisson Glenn MacArthur Darren Hatchings Bill Chaisson
Ingornachoix.....	Melanie Young Beverley McKenzie-House (A)
Labrador West.....	Sandy Crowley Ruth Follett (A)
Lake Melville.....	Janet Byrne-Turpin Kerry Matthews
Landfall.....	Heather Rice April Wareham (A)
Long Range.....	Marie Vaters Clement Reid (A)

**Branches (contd.)**

Marconi. ....	Brenda Beresford Mary Jane Maloney Chesley West Wayne Barry Brian Whitty William Doyle Beth Noseworthy Kimberley French
Northern Light. ....	Elaine Halbot Donna O'Brien (A)
Notre Dame. ....	Craig Tucker Peter Bursey
Nutak Labradorimi. ....	Paul Dawe (A)
Placentia. ....	Melvin Critch William Sellars (A)
Port aux Basques. ....	Colin Short Tuesday Seymour (A)
Rameaux. ....	Lisa Hare-Walsh Verna Hatcher (A)
Rushoon-Terrenceville. ....	Patrick Whiffen Lee Masters (A)
St. John's Centre. ....	Colleen Martin-Ward Christina Cox Jamie Jenkins Keith Hollahan
St. Mary's Bay. ....	(The branch was not represented) (A)
Seagaulher. ....	Jonathan Skinner Derek Hunt (A)
Southern Shore. ....	Renee Lynch (A)

## Branches (contd.)

Table Mountain. ....	Graydon Pelley Erica George (A)
Taylor's Brook. ....	Sara Crocker Heather Brake (A)
Trinity-Deadman's Bay.....	Emerson Cooze (A)
Trinity, Trinity Bay.....	Earle Pike Neal Tremblett (A)
Upper Trinity South.....	Kim Siegfriedt (A)
Waterford Valley. ....	Debra Sparkes-Mercer Karen Doyle Marnie Sinnott Joseph Santos Clarence Button Kelly Lucas

## Special Interest Councils

Counsellors and Psychologists .....	Trent Langdon
Intermediate. ....	Walter Hammond
Modern Languages.....	Gennita Bartlett
Music. ....	Sarah Smith
Physical Education.....	Kellie Baker
Primary/Elementary . ....	Patricia Hewitt
School Administrators.....	Robert Matthews
Special Services.....	(No delegate attending)
Technology Education.....	Thomas Sheppard

## Guests/Observers

Canadian Teachers' Federation. ....	Mary-Lou Donnelly John Staple
Ontario English Catholic Teachers' Association. ....	Kevin O'Dwyer
New Brunswick Teachers' Association. ....	Noreen Bonnell
Guest Speaker. ....	Annie Kidder
Chairperson, Electoral Committee. ....	Winston Carter

## Guests/Observers (contd.)

Electoral Committee.....	Linda Crocker Michelle Dinn
Teacher Observers.....	Pamela Osmond Zachary Lane Mary Ward Brenda Jaddore Amanda Ryan
MUN Faculty of Education Observers.....	Ashley Henderson Jessica Williams
Clarenbridge Branch. ....	Colette Oldford-Short

## Staff

Executive Director.....	Edward Hancock
Assistant Executive Director.....	Don Ash
Administrative Staff Officer, Benefits and Economic Services. ....	Stefanie Tuff
Administrative Staff Officer, Benefits and Economic Services. ....	Perry Downey
Administrative Staff Officer, Benefits and Economic Services. ....	Steve Brooks
Senior Administrative Staff Officer, Professional Development. ....	Beverley Park
Administrative Staff Officer, Professional Development.....	George Tucker
Treasurer. ....	Jim Fox
Communications Officer. ....	Lesley-Ann Browne
Employee Assistance Program Officer. ....	Judy McCann-Beranger
Virtual Teacher Centre Coordinator. ....	Jim Murphy
Executive Assistant, Governance.....	Geralyn Costello
Executive Assistant, Administration. ....	Mary Ann Grimes
Assistants, Benefits and Economic Services.....	Colleen Wade
Assistants, Benefits and Economic Services.....	Melanie Jaster Joann Russell
Assistant, Professional Development. ....	Susan Cardoulis
Assistant, Communications.....	Michelle LaMarche
Accountant.....	Rita Tee
Virtual Teacher Centre Programmer.....	Brian Pittman

## Tuesday, April 26, 2011

A number of pre-Convention sessions were held on Tuesday, April 26, as follows:

### A. Orientation Session for New Delegates

During this session, Mr. Ed Hancock, Executive Director, provided information to new delegates on the functioning of the Convention.

### B. Pension and Group Insurance Benefit Statement Information Session

During this session, staff members from the Benefits and Economic Services Division reviewed group insurance and pension benefit statements with participants who had registered for the session.

### C. Pre-Budget Briefing Session

This session was held by the Finance and Property Committee to review and answer questions from delegates on the proposed NLTA Budgets for 2011-13.

### D. "Meet the Candidates" Session

During this session, which was chaired by Mr. Winston Carter, Chairperson of the Electoral Committee, candidates for positions on the Provincial Executive Council for 2011-13 were afforded the opportunity to address Convention delegates.

## Wednesday, April 27, 2011, 8:30 a.m.

*The following change in seated delegates was recorded: Colette Oldford-Short replacing Carol Budgell for the Clarenbridge Branch*

### I. OPENING SESSION

- A. The 2011 Biennial General Meeting was officially opened at 8:30 a.m. on Wednesday, April 27, 2011. The opening session commenced with the singing of "O Canada" and the "Ode to Newfoundland" led by the Macdonald Drive Elementary Performance Choir under the direction of Sarah Smith and accompanied by Cathy Chaulke. Mr. James Dinn, Vice-President, and Chairperson for this session, welcomed delegates and special guests to the BGM. In particular, he welcomed the following special guests who were in attendance:

Ms. Mary-Lou Donnelly, President of the Canadian Teachers' Federation  
Ms. Noreen Bonnell, President of the New Brunswick Teachers' Association  
Mr. John Staple, Deputy Secretary General of the Canadian Teachers' Federation

Mr. Kevin O'Dwyer, President-elect of the Ontario English Catholic Teachers' Association

Mr. Wayne Noseworthy, a Past-President and former Executive Director of NLTA, and currently Staff Relations Officer with the Newfoundland and Labrador School Boards Association

Mr. Peter Sutherland, a Past-President of NLTA  
Parents of the Macdonald Drive Elementary Choir students

#### **B. Greetings from the Department of Education**

The Chairperson introduced Mr. Tom Osborne, Deputy Speaker of the House of Assembly, who brought greetings on behalf of Education Minister Joan Burke who was unable to attend due to a previous commitment. *(Mr. Osborne's remarks are available as a digital recording.)*

#### **C. President's Address**

Following an introduction by the Vice-President, NLTA President Lily B. Cole delivered her address to delegates. *(The speech is available as a digital recording and a copy is attached to the Official Minutes.)*

*The Chairperson recognized the following guests to Convention:*

*Mr. Duncan Ford, a Past Vice-President of NLTA*

*Mr. Gary Bambrick, a former NLTA Branch President*

## **II. FIRST GENERAL SESSION**

*Chairperson: Lily B. Cole, President*

#### **A. Adoption of Agenda**

**Snow-MacArthur:** That the agenda be accepted as presented.

**CARRIED**

#### **B. Appointment of Convention Committees**

Executive recommended appointment of the following Convention committees:

##### **Electoral Committee**

Winston Carter (Chair)  
Linda Crocker  
Michelle Dinn  
Stefanie Tuff (Staff)

##### **Finance Committee**

Gabriel Ryan (Chair)  
Derek Drover  
Graydon Pelley  
Sandra Quigley  
Jim Fox (Staff)

**Scrutineers Committee**

Truman Greenham (Chair)  
 Roxie Snow  
 Bill Snook  
 Colin Short  
 Sarah Smith  
 Beverley Park (Staff)  
 George Tucker (Staff)

**Resolutions Committee**

Paul May (Chair)  
 Art Winsor  
 Lee Masters  
 Natalie Jackson  
 Joe Santos  
 Steve Brooks (Staff)

**Steering Committee**

James Dinn (Chair)  
 Derek Drover  
 Dean Ingram  
 Edward Hancock (Staff & Parliamentarian)

**Publicity Committee**

Graydon Pelley (Chair)  
 Darren Hutchings  
 Lesley-Ann Browne (Staff)

**Bourgeois-L.Chaisson:** That the proposed committee members be accepted.

**CARRIED**

**C. Suggested Duties of Convention Committees**

The suggested duties of Convention Committees, as outlined in the Convention Kit, were accepted.

**D. Convention Policies****1. Rules of Procedure**

The Chairperson noted that all sessions of this Convention will be governed by "Advice on the Conduct of Meetings", published by the Canadian Teachers' Federation, and **Robert's Rules of Order**.

**2. Chairperson of the Finance Committee re Convention Expenses**

Mr. Gabriel Ryan, Chairperson of the Finance Committee, briefly outlined for delegates the various expense guidelines in effect for the Convention.

**3. Processing of Resolutions**

The President reviewed with delegates the procedures in place for BGM resolutions received from branches and special interest councils and for resolutions from the floor.



**E. Minutes of the 2009 Biennial General Meeting****1. Adoption**

**MacArthur-P. Sheppard:** That the Minutes of the 2009 Biennial General Meeting be accepted as presented.

**CARRIED**

**2. Business Arising****a) Report on Resolutions from the 2009 BGM**

Discussion took place on the Report on Resolutions from the 2009 BGM, which contained information on the actioning of resolutions that had been accepted or referred to Executive at that BGM. *(A copy is attached to the Official Minutes.)*

**b) Resolution 5 from the 2009 BGM**

Mr. Hancock, Executive Director, and Ms. Browne, Communications Officer, reviewed with delegates, via a PowerPoint presentation, the “Cost Analysis Between In-House Printing at the NLTA and Outsourcing the Printing”, which was requested by BGM 2009. *(A copy is attached to the Official Minutes.)* They noted that following the analysis the conclusion was that the NLTA should maintain its in-house printing services. A brief discussion followed the presentation.

**The business session recessed at 10:20 a.m. and reconvened at 10:50 a.m.**

*The following change in seated delegates was recorded: Carol Budgell replacing Colette Oldford-Short for the Clarenbridge Branch*

**F. Minutes of the 2009 Biennial General Meeting (contd.)****1. Business Arising (contd.)****a) Actioning of Recommendations from the Report of the Ad Hoc Committee on Internal Review of NLTA's Programs and Services**

The President reviewed with delegates the document which outlined the actioning of recommendations from the Report of the Ad Hoc Committee on Internal Review of NLTA's Programs and Services, which had been approved at the 2009 BGM. *(A copy of the document is attached to these Minutes as Appendix A.)*

**Mr. Dinn took the Chair.**

**b) Review of NLTA Staffing Levels – Recommendation 17 from the 2007-08 Internal Review Committee Report**

The President and Executive Director noted that the 2009 BGM approved Recommendation 17 from the 2007-08 Internal Review Committee which stated that a review of NLTA staffing levels be undertaken by Table Officers, with the Executive Director. The detailed report was forwarded to delegates with their kits for the Convention. *(A copy of the document is attached to the Official Minutes.)* Via a PowerPoint presentation, they then reviewed the report and its conclusions which were as follows:

- Table Officers should continue to investigate the possibility of reducing staff through attrition when a staff member resigns or retires.
- Use the occasion of a retirement/resignation as an opportunity to obtain new or expanded skill sets.
- Maintain current staffing level to effectively deliver all programs and services, and to support governance structures.
- Make every effort to keep staff overtime to a minimum.
- Be proactive in ensuring staff capability to meet demands, through staff training and professional development.
- Undertake succession planning whenever possible.
- Use the results of this analysis for future planning and staffing decisions.

The presentation was followed by questioning from delegates.

**Snook-Biggin:** That Convention rise from closed session.

**CARRIED**

**OPEN SESSION**

*The President welcomed five teacher observers chosen by the Equity Issues in Education Committee who are attending Convention for the first time: Zachary Lane, Brenda Jeddore, Pamela Osmond, Mary Ward and Amanda Ryan.*

**G. Proposed By-Law Changes**

**1. From Provincial Executive**

- a) By-Law XV.A. – Elections re Change of Date for Province-Wide Election for President and Vice-President** (Additions appear in bold print and deletions appear in strike-through.)

**Cole-Ingram:** That By-Law XV.A.– Elections be amended to read as follows:

“Elections for President and Vice-President shall be held on a day selected by the Electoral Committee, as appointed under section B. of this By-Law, ~~in the first week of February~~ **on the first Tuesday in December** in the year **prior to the year** of the expiry of the term of office for that position. Election information will be published in ~~a~~ **The Bulletin** at least one month prior to the date of the elections.”

**CARRIED unanimously**

## 2. From Branches

- a) **By-Law XVA. – Elections and By-Law XII. D.(6) – Balloting and new C. – Nominating and Election Procedures for Officers (Lake Melville Branch)** *[Change of Date for Province-Wide Election and Limitation on Campaign Period]* (Additions appear in bold print and deletions appear in strike-through.)

That By-Law XV.– Elections, Section A., be amended by replacing the word “February” with the word “May” and by replacing the word “a” before the word “Bulletin” with the word “The” and read as follows:

“Elections for President and Vice-President shall be held on a day selected by the Electoral Committee, as appointed under section B. of this By-Law, in the first week of ~~February~~ **May** in the year of the expiry of the term of office for that position. Election information will be published in ~~a~~ **The Bulletin** at least one month prior to the date of the elections.” and

That By-Law XII. – Nominating and Election Procedures for Officers, Section D.(6) – Balloting, be amended by adding the words “newly elected” before the word “Executive” and read as follows:

“In the event of a tie on a ballot with only two candidates, a vote of the **newly elected** Executive Council will decide the issue.”

That By-Law XII. – Nominating and Election Procedures for Officers be amended by adding a new Section C. to read as follows:

“Candidates shall not undertake any campaign activities before the date which is two months prior to the date of the election.” with the remaining sections of the by-law to be re-lettered.

These proposed by-law changes were **WITHDRAWN** by the sponsoring branch.

- b) **By-Law XII.A. (3) and (4) and B. – Nominating and Election Procedures for Officers (Lake Melville Branch) [Nomination Deadline for President and Vice-President to Coincide with the Deadline for Publication of Candidate Information in The Bulletin]** (Additions appear in bold print and deletions appear in strike through.)

**Byrne-Turpin/K. Matthews:** That By-Law XII.A. (3) and (4) and B. – Nominating and Election Procedures for Officers be amended to read as follows:

“A. Any member of the NLTA in good standing, is eligible for nominations and election to the office of President or Vice-President providing:

- (3) That the Electoral Committee, as appointed under By-Law XV.B., receive nominations for the office of President and Vice-President up to ~~thirty (30) days~~ **two months** before the date of the election. Such nominations must be accompanied by **a short biographical sketch, a photograph, an election statement** and a signed statement by the candidate of willingness to serve under conditions from time to time established by the Convention and applicable during the term sought.
- (4) Subject to XII.A.(1), the name of each nominee shall be released by the Electoral Committee, as appointed under By-Law XV.B., within two weeks of receipt of each nomination. ~~For publication in The Bulletin, a nomination, a short biographical sketch and an election statement must be postmarked not later than the date which is two months prior to the date of the election.~~

B. Photographs and information on candidates referred to in XII.A.(4) (3) must be published in *The Bulletin* at least one month prior to the date of the election.”

**DEFEATED**

- c) **Resolution 29 from the 2009 BGM re By-Law III.C. - Active Members - Dues (Appalachia Branch) [Association Fees]** (Additions appear in bold print and deletions appear in strike through.)

**Greenham-Ball:** That, effective September 1, 2011, By-Law III. – Active Membership be amended as follows:

“C. Dues

- (1) For teachers who hold active membership under By-Law III.A.(1), (2), (3), (6) and (7), the annual dues for each member shall be ~~1-25~~

percent of his/her salary including bonuses, \$841.00 with 0.1 eight (8) percent placed directly into the emergency fund.

- (2) Notwithstanding C.(1),
- (a) Teachers employed on a part-time basis shall pay that portion of the annual dues which is in proportion to the part of salary received, and
  - (b) Teachers who hold active membership under By-Law III.A.(7) and who are not in receipt of salary shall have their fees waived.
- (23) Teachers on Leave of Absence or Pursuing Studies as per By-Law III.A.(4) shall pay the following dues:
- (a) Teachers on sabbatical/educational leave and receiving salary shall pay the ~~regular~~ **proportional part** of NLTA dues on the ~~proportional part~~ of salary received.
  - (e) Teachers on Sick Leave and receiving regular sick leave benefits ~~from the Department~~ shall pay the regular NLTA dues ~~on the proportional part of salary received~~.
- (34) Substitute teachers shall pay ~~1.25 percent on annual salary earned~~ **1/195 of the annual dues per day of substitute teaching**, with 0.1 eight (8) percent placed directly into the emergency fund.”

DEFEATED

*The following change in seated delegates was recorded: Maureen Gillingham replacing Wendy Clarke-Tizzard for the Baccalieu Branch.*

**The business session recessed at 12:30 p.m. and reconvened at 1:30 p.m.**

### III. SECOND GENERAL SESSION

*The President was in the Chair*

*The President welcomed to Convention Ashley Henderson and Jessica Williams, two student observers from the Memorial University Faculty of Education. She also welcomed the following guests to Convention:*

*Wayne Russell, Honorary Member and former NLTA Executive Director  
Eric Burry, retired NLTA staff member*

- A. A minute of silence was observed in memory of the following teachers who had died since the 2009 Convention:

Grace Abbott	Arthur Downey	Clarence Loveless
Ann Abraham	Gail Doyle	John Joseph Maddock
Andrew Alexander	Shirley Grace Dube	Andree Martin
Baxter Andrews	Edwin Duggan	Byron Matthews
Doreen Andrews	Robert Eddy	Mary Matthews
David Grenfell Andrews	Shirley Edwards	Michelle Mayo
Brian Aylward	Reverend Heber Elliott	Sister Sheila McCarthy
Walter Roy Babstock	Oscar Elms	George Albert Meade
Donald Bartlett	Pauline Emery	Lloyd Melindy
John Bartlett	Michelle B. Farewell	Earle Merchant
Sr. Katherine Bellamy	Maureen Farrell	Sharon Mills
Gwendolyn Best	Laurie Finn	Clifford Mills
Edgar Best	Alma Fisher	Betti Moore Woodford
Shirley Billard	Mary E. Fitzpatrick	Ralph Moss
Reg Bonnell	Dennis Flynn	Calvert Mullins
Patricia Boulet Doyle	Beverley Foote	Brenda Claire Murphy
Ronald Neil Boyd	Beverley Forward	Viola C. Murphy
Frazer Brown	Ethel Vera Forward	Marie Noel
Monty Brown	Nena Galam	Helen Mary Nolan
Gerald Cranley Budden	Yudhishter Gamhir	Sr. Magdalen O'Brien
William R. Burton	Joseph George	Mary O'Leary
Maxwell Stephen Butt	Judith Gillingham	Judith O'Sheilds Ralph
Sybil Butt	Wesley Gosse	Melvin Oldford
Alvin J. Cassell	Sylvia Griffin	Una Marion Pitt
Laurie Chaulk	Don Halfyard	Raymond Palmer
Harriet Clarke	Joyce Sybil Hall	T.A. Clayton Peach
Kerry Clarke	Magdalen Hamen	Anna Belle Peddle
Roland Clarke	Rita Hann	William J. Peddle
Myrtle Coffin	Fred Holden	Peter F. Phillips
Beth Colbourne	Jamie Hollett	Matthew Pike
Elizabeth M. Collins	Mary Maud House	Edwina Power
James Combden	Mildred Jennings	Sheila Power
Alice Connolly	Newman Kelland	Albert Quinton
Anna Conway	Kevin Thomas Kennedy	Judith Ralph
Wayne Coombs	Sr. M. Adrienne Keough	Kathleen Rees
Judy Cornick	Sister Teresa Keyes	Margaret Rowe
Gladys Costella	Harold Kinden	Leonard James Ryan
Norman Croucher	Maxwell King, Sr.	Patricia Ryan
Harold Dale	Richard King	Gertrude Sellars
Edgar Davis	Patricia LaRoque	Katherine Seymour
Olive Davis	Muriel Legge	Judy Shave
Roy Roland Decker	Marie Leonard	Craig Shute
Dr. David Dibbon	Catherine Linehan	Ned Simms
Michael Dinn	George Lockyer	Leonard J. Small

Reginald Smart	Florence M. Vincent	Kathleen Walsh
Carol Squires	Samuel Walters	Pauline J. Walsh
Clarence Sutton	Roland Warren	Hughina White
Hubert Thomas	Robert Wellon	Nicholas White
Renee Thomas	Gertrude Wells	Isabel Whiteway
Kevin Thomey	Richard Whelan	Marion Winslow
Patricia Thornill	Brian Wall	Ada Yetman
Julia Tucker	Joseph Wall	

**B. Keynote Address – Public Education’s Role in Our Social Ecosystem – How Our Schools Can and Should be Shaping the Citizens of the Future**

The President introduced Ms. Annie Kidder, Executive Director of People for Education, an independent parent-led organization dedicated to the ideal of a publicly-funded education system that guarantees every student access to the education that meets his or her needs. Ms. Kidder spoke to delegates on the topic “Public Education’s Role in Our Social Ecosystem – How Our Schools Can and Should be Shaping the Citizens of the Future”. Her presentation was followed by a question period. *(Ms. Kidder’s presentation is available as a digital recording.)*

**MacArthur-Reddick:** That the Convention move to a closed session.

**CARRIED**

**CLOSED SESSION FOR DELEGATES AND TEACHERS**

**C. Group Insurance Auditor’s Reports and Budgets**

Mr. Derek Drover, Chairperson of the Group Insurance Trustees, informed delegates that the Group Insurance Auditor’s Reports for the years ending August 31, 2009 and August 31, 2010 and the budgets for the Group Insurance Trustees for 2011-12 and 2012-13 were being presented for the information of delegates. *(Copies are attached to the Official Minutes.)* Questions were then entertained on the documents.

**D. Auditor’s Reports and Financial Statement**

**1. Auditor’s Reports**

Mr. Gabriel Ryan, Chairperson of the Finance and Property Committee, informed delegates that the Association’s Auditor’s Reports for the years ending August 31, 2009 and August 31, 2010 were being presented for the information of delegates. *(Copies are attached to the Official Minutes.)* Questions were then entertained on the documents.

## 2. Financial Statement

The Association's Financial Statement to March 31, 2011 was presented for the information of members. *(A copy is attached to the Official Minutes.)*

### E. Tabling of the Proposed Budgets for 2011-12 and 2012-13

**Dinn-Matthews:** That the proposed NLTA Budgets for 2009-10 and 2010-11 be placed on the table.

CARRIED

**Pelley-Blundon:** That Convention rise from closed session.

CARRIED

## OPEN SESSION

### F. Report to Convention

The President reported that the Association's Report to April 2011 was being presented for the information of delegates. *(A copy is attached to the Official Minutes.)* Questions were then entertained on the contents of the Report.

### G. Resolutions to the 2011 BGM

Ms. Cole noted that the Executive recommendations on resolutions to the 2011 BGM had been forwarded to delegates in their Convention kits. She reminded delegates of the current policy of the Association regarding resolutions to BGM in that all resolutions for which the Executive recommendation is to **Carry** or **Amend and Carry** are presented in a block motion. Delegates who wish to discuss any particular resolution within the block must ask to have it removed prior to the motion being passed by the assembly.

**Dinn-Ingram:** That the following resolutions be accepted as per the Executive recommendations to Convention: Resolutions 1 - 4, 6, 8 - 9, 11- 12, 14 - 17, 19 - 28.

It was agreed to remove Resolutions 3, 8, 11, 15, 21, 23, and 27 from the block of motions. It was further agreed, at the request of the sponsoring council, that Resolutions 29 and 30 would be withdrawn and that Resolution 18 would be withdrawn by the sponsoring branch since its intent was covered in Resolution 19.

**MOTION AS EDITED - CARRIED**

The following resolutions were CARRIED or CARRIED AS AMENDED as per the Executive recommendations:



*Resolutions in Category A – Professional Development*

**Resolution 1 –**

That the NLTA seek to have the government provide teachers with curriculum guides and necessary resource materials, in the language of instruction, for courses listed in the Program of Studies. **(Physical Education Council)**

**CARRIED AS AMENDED**

**Resolution 2 –**

That the NLTA seek to have Memorial University's Faculty of Education redefine the degree classification received by Bachelor of Physical Education/Bachelor of Education graduates from a "high school" degree to a "K-12" degree. **(Physical Education Council)**

**CARRIED**

**Resolution 4 –**

That teacher appraisal policies in school boards not include surveys of parents and students. **(Appalachia)**

**CARRIED**

*Resolutions in Category B – Association*

**Resolution 6 –**

That as part of the electoral process for Provincial Executive, candidates for Provincial Executive be invited to provide, in writing, their positions on questions developed by the Electoral Committee, such responses to be circulated to delegates to BGM prior to the election. **(Clarenbridge)**

**CARRIED AS AMENDED**

*Resolutions in Category C – Benefits and Economic Services*

**Resolution 9 –**

That the NLTA develop a policy endorsing a one-day planning session made available for all teachers once in their career (similar to the current pre-retirement seminar) to provide information for financial planning, such session to occur during the regular work day and week with paid leave provided. **(Appalachia)**

**CARRIED AS AMENDED**

**Resolution 12 –**

That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations a bonus to be paid to the position of Department Head for Student Support Services. **(Appalachia)**

CARRIED AS AMENDED

**NOTE:** This resolution was subsequently reconsidered by Convention. See Page 23 of these Minutes for the revised motion.

**Resolution 14 –**

That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations five non-discretionary leave days with pay for needs related to the birth or adoption of a child. **(Humber)**

CARRIED AS AMENDED

**Resolution 16 –**

That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations two non-teaching days to be scheduled by the board for the purposes of preparing term assessment reports for parents. **(Marconi)**

CARRIED AS AMENDED

**Resolution 17 –**

That the NLTA continue discussions with the Department of Education to have French Immersion as a separate teaching unit allocation. **(Appalachia and School Administrators' Council)**

CARRIED AS AMENDED

**Resolution 19 –**

That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations improvements to the existing pension indexing formula and earlier eligibility for pension indexing. **(Hamilton Sound)**

CARRIED AS AMENDED

**NOTE:** This resolution was subsequently reconsidered by Convention. See Page 28 of these Minutes for the revised motion.

**Resolution 20 –**

That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations the provision of 20% preparation time per day for all teachers. **(Hamilton Sound)**

CARRIED AS AMENDED

**Resolution 22 –**

That the NLTA work to lower from 35 to 25 the class size definition which is embedded in Department of Education policy. **(School Administrators' Council)**

CARRIED

**Resolution 24 –**

That the NLTA lobby the Department of Education to adjust the administrative allocations so that schools with 50-174 pupils be entitled to one administrative unit. **(School Administrators' Council)**

CARRIED AS AMENDED

**Resolution 25 –**

That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations full-time replacement for principals and vice-principals when out of the school building on employer business. **(School Administrators' Council)**

CARRIED AS AMENDED

**Resolution 26 –**

That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations a fitness bonus/incentive for all NLTA members. **(School Administrators' Council)**

CARRIED AS AMENDED

**Resolution 28 –**

That the NLTA seek to have government apply class size maximums to all classrooms including music, physical education, art, technology, etc. **(Music Council)**

CARRIED

## H. Resolutions in Category A – Professional Development

### Resolution 3 –

**K. Baker-S. Smith:** That the NLTA seek to have the employer hire staff responsible for the maintenance of fitness equipment. **(Physical Education Council)**

**Quigley-J. Maloney:** That Resolution 3 be amended to read: “That the NLTA seek to have the employer hire staff responsible for the maintenance of school equipment such as fitness equipment used in physical education, equipment used in skilled trades and technology and science laboratory equipment.”

**Martin-Ward/Hollahan:** That the amendment be amended by adding the words “textiles, clothing, art” after the word “technology”.

**CARRIED**

**AMENDMENT AS AMENDED - CARRIED**

**MOTION AS AMENDED - CARRIED**

### Resolution 5 –

**S. Smith-Hammond:** That the NLTA’s Professional Development Fund be extended to provide funding for in-province professional development. **(Music Council)**

**Dinn-Williams:** That Resolution 5 be referred to Executive.

**CARRIED**

## I. Resolutions in Category B – Association

### Resolution 7 –

**Byrne-Turpin/K. Matthews:** That the triennial school representative seminars be open to school representatives and other interested members. **(Lake Melville)**

**DEFEATED**

### Resolution 8 –

**L. Chaisson-B. Chaisson:** That the NLTA pursue with government a provision in the health plan that the government would cover the cost of mobile laboratory services. **(Humber)**

**MacArthur-Hutchings:** That Resolution 8 be amended to read: "That the Group Insurance Trustees explore the option of including the cost of mobile laboratory services under the health plan to be funded 100% by government."

CARRIED

**MOTION AS AMENDED - CARRIED**

*The following change in seated delegates was recorded: Grace Sheppard replacing Derrick Baker for the Belleoram-Wreck Cove Branch.*

**J. Resolutions in Category C – Benefits and Economic Services**

**Resolution 10 –**

**Greenham-Ball:** That the NLTA survey all teachers, prior to the end of October, 2011, to determine how recent and current changes in Student Support Services have impacted on their workload with the results of this survey to be included in the consideration for the opening package for negotiations. (**Appalachia**)

DEFEATED

**Resolution 11 –**

**Ball-Greenham:** That the NLTA negotiate for the recognition of a Lead Teacher position for Student Support Services in every school, regardless of enrolment. (**Appalachia**)

**J. Maloney-Quigley:** That Resolution 11 be amended to read: "That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations a recognition of the position of Department Head for Student Support Services."

DEFEATED

**ORIGINAL MOTION - DEFEATED**

*The following change in seated delegates was recorded: Derrick Baker replacing Grace Sheppard for the Belleoram-Wreck Cove Branch.*

**T. Goodyear-T. Sheppard:** That the edited *Dinn-Ingram* motion to accept resolutions that were recommended as Carried or Carried As Amended be reconsidered.

CARRIED

**K. Resolutions to the 2011 BGM (contd.)**

**Dinn-Ingram:** That the following resolutions be accepted as per the Executive recommendations to Convention: Resolutions 1 - 2, 6, 9, 11 - 12, 14, 16 - 17, 19 - 20, 22, 24-25, 28, with Resolutions 18, 29, and 30 being withdrawn by the sponsoring branch/council.

**T. Goodyear-Jenkins:** That the motion be amended by removing Resolution 12 from resolutions that will be accepted as Carried or Carried as Amended.

**CARRIED**

**MOTION AS EDITED AND AMENDED - CARRIED**

**L. Resolutions in Category C – Benefits and Economic Services (contd.)****Resolution 12 –**

**Greenham-Ball:** That the NLTA negotiate for a bonus to be paid for the Lead Teacher for Student Support Services. (**Appalachia**)

**J. Maloney-Quigley:** That Resolution 12 be amended to read: “That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations a bonus to be paid to the position of Department Head for Student Support Services.”

**CARRIED**

**MOTION AS AMENDED - CARRIED**

**The business sessions for the first day of Convention concluded at 4:00 p.m.**

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**PRESENTATION OF HONORARY MEMBERSHIP**

The Association’s dinner to confer Honorary Membership was held at the Sheraton Hotel Newfoundland. Special guests were welcomed by the President. Following an introduction by Mr. Eric Burry, Honorary Membership in the Newfoundland and Labrador Teachers’ Association was conferred upon Mr. John Staple. Mr. Staple then addressed the group.

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Thursday, April 28, 2011, 8:30 a.m.

#### IV. THIRD GENERAL SESSION

*The President was in the Chair.*

*The following changes in seated delegates were recorded:*

*Dale Parsons replacing Glenn Rogers for the Granforline Branch*

*Dominic Ricketts replacing Bill Snook for the Harton Branch*

*Grace Sheppard replacing Derrick Baker for the Belleoram-Wreck Cove Branch*

##### A. Report of the Electoral Committee – Election of Executive

Mr. Winston Carter, Chairperson of the Electoral Committee, chaired this and all subsequent sessions dealing with the election of Executive. He then introduced the other members of his Committee: Linda Crocker and Michelle Dinn.

Mr. Carter noted that the election of Executive is governed by By-Law XI., subsections A.(2) and D. which state, respectively:

*“The President shall, provided s/he so desires, be an ex officio Executive member for the year following the completion of the President’s term of office.”*

*“Seventeen Executive members shall be elected biennially, and the 10 who have the greatest number of votes shall, with the President, the Vice-President and a person holding office under XI.A.(2), where applicable, form the Executive Council. The remaining Executive members shall be classified as alternate members.”*

He informed delegates that the ex officio Executive member position will not be filled for 2011-12 since there will not be a Past-President. He also noted that no additional candidates had declared themselves as of the deadline for nominations. He then introduced each of the 16 declared candidates to the assembly.

Mr. Carter noted that delegates must vote for not more than 10 candidates of their choice and that there are 106 eligible voters.

Ballots sheets were distributed and the vote was conducted.

*Ms. Cole took the Chair.*

*The Chairperson introduced the following guest to Convention: Shirley Hibbs of Johnson Inc.*

**B. Summary Report on NLTA Priorities for 2009-11**

The President reported that the Association had set five priorities for the 2009-11 school years. They are: Quality of Teachers' Work Life; Technology in Education; Member Involvement/Awareness; Advocacy; and Implementation of Teacher Allocation and ISSP/Pathways Commission Reports. These priorities appear on the agenda of each Executive and Joint Council meeting where an update on the progress on each of the priorities is presented and discussed. Ms. Cole noted that a document summarizing the activities to date relating to each priority had been distributed to delegates. *(A copy is attached to the Official Minutes.)* The document was then reviewed on a page-by-page basis with questions/comments entertained from the assembly.

**C. Resolutions in Category C – Benefits and Economic Services (contd.)****Resolution 13 –**

That the NLTA negotiate with government to have one “shall” leave day added to the collective agreement that will serve the same purpose as annual leave for other government employees. **(Appalachia)**

Resolution 13 was **WITHDRAWN** by the sponsoring branch.

**Resolution 15 –**

**Hicks-Hutchings:** That the NLTA negotiate five personal leave days for teachers. **(Hamilton Sound)**

**J. Maloney-Quigley:** That Resolution 15 be amended to read: “That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations five non-discretionary personal leave days with pay for all teachers.”

It was agreed to add the words “a minimum of” before the word “five”.

AMENDMENT AS EDITED - **CARRIED**

MOTION AS AMENDED - **CARRIED**

**Resolution 21 –**

**R. Matthews-B. Chaisson:** That NLTA negotiate an increased administrative bonus package that ensures parity with counterparts in Atlantic Canada. **(School Administrators' Council)**



**J. Maloney-Quigley:** That Resolution 21 be amended to read: “That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations an increased administrative bonus package. “

CARRIED

**MOTION AS AMENDED - CARRIED**

**Resolution 23 –**

**R. Matthews-MacArthur:** That NLTA negotiate days off in lieu of time worked during the summer for school administrators with up to a maximum of five days to be taken during the school year to compensate for the time worked during the summer recess. **(School Administrators' Council)**

**J. Maloney-Quigley:** That Resolution 23 be amended to read: “That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations up to five days of non-discretionary leave for school administrators to be taken during the school year in lieu of time worked during the summer recess.”

DEFEATED

**ORIGINAL MOTION - DEFEATED**

**D. Report of the Electoral Committee – Election of Executive (contd.)**

Mr. Carter reported that 106 ballots had been cast and that there were no spoiled ballots and no ties.

He then announced the names and vote totals of all candidates for Executive including the newly elected Executive as follows:

Drover, Derek	63
Ryan, Gabriel	63
Ingram, Dean	59
Rose, Sherri	54
Williams, Jeanne	54
Chaisson, Bill	51
Murphy, Jean	51
Weir, Sean	47
Hicks, Craig	44
Penney, Sharon	43

The alternates, in order of votes polled, are as follows:

Smith, Paula	41
Quigley, Sandra	40
Matthews, Tina	39
Pelley, Graydon	36
Edwards, Paul	25
Sheppard, Paul	17

Mr. Carter reported that all elections had been completed. He noted, for the information of candidates, that under Association by-laws a recount procedure is available for up to thirty minutes after the adjournment of the session on the second day of Convention. He thanked the other members of the Electoral Committee and the staff members involved with the Committee for their work prior to and during the Convention.

The President thanked the members of the Electoral Committee for their work on behalf of the Association during this BGM.

*The following change in seated delegates was recorded: Derrick Baker replacing Grace Sheppard for the Belleoram-Wreck Cove Branch*

**E. Resolutions in Category C – Benefits and Economic Services (contd.)**

**Resolution 27 –**

**R. Matthews-MacArthur:** That NLTA members who use fewer sick days be financially compensated. (**School Administrators' Council**)

**J. Maloney-Quigley:** That Resolution 27 be amended to read: “That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations financial compensation for NLTA members who have unused sick leave accumulated.”

Following the vote on the amendment, division was called. Votes were then counted by a show of hands and the ruling of the chair that the *J. Maloney-Quigley* motion had been defeated was upheld.

**AMENDMENT - DEFEATED**

**ORIGINAL MOTION - DEFEATED**

**Hollahan-Whitty:** That the edited and amended *Dinn-Ingram* motion to accept resolutions that were recommended as Carried or Carried As Amended be reconsidered.

**CARRIED**

**F. Resolutions to the 2011 BGM (contd.)**

**Dinn-Ingram:** That the following resolutions be accepted as per the Executive recommendations to Convention: Resolutions 1 - 2, 6, 9, 11, 14, 16 - 17, 19 - 20, 22, 24-25, 28, with Resolutions 18, 29 and 30 being withdrawn by the sponsoring branch/council.

**Hollahan-Whitty:** That the motion be further amended by removing Resolution 19 from resolutions that will be accepted as Carried or Carried as Amended.

**CARRIED**

**MOTION AS EDITED AND AMENDED - CARRIED**

**G. Resolutions in Category C – Benefits and Economic Services (contd.)****Resolution 19 –**

**Hicks-Hutchings:** That NLTA negotiate improvements to Schedule D – Memorandum of Understanding re Pensions of the Collective Agreement. **(Hamilton Sound)**

**J. Maloney-Quigley:** That Resolution 19 be amended to read: “That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations improvements to the existing pension indexing formula and earlier eligibility for pension indexing.”

**T. Sheppard-Cox:** That the amendment be amended by replacing the words “consider for inclusion” with the word “include”.

**CARRIED**

**AMENDMENT AS AMENDED - CARRIED**

**MOTION AS AMENDED - CARRIED**

*The Chairperson recognized the following guests to Convention:*

*Kevin Foley, a Past-President of NLTA*

*Edward Moore, a past NLTA Executive member and recipient of the Allan Bishop Award at this BGM*

*Paul Matthews and Diane Curtis, past NLTA Executive members*

**The business session recessed at 10:30 a.m. and resumed at 11:00 a.m.**

## H. Canadian Teachers' Federation Report

The President introduced Ms. Mary-Lou Donnelly, President of the Canadian Teachers' Federation who brought greetings and addressed the assembly on the work of the Federation on behalf of Canadian teachers. She also presented the Association with a framed print to commemorate the 120<sup>th</sup> anniversary of the NLTA. *(Ms. Donnelly's speech is available as a digital recording.)*

## I. Address by the Retired Teachers' Association of Newfoundland and Labrador

Following an introduction by the President, Ms. Doreen Noseworthy, Executive Member of the Retired Teachers' Association of Newfoundland and Labrador, brought greetings and addressed delegates on behalf of the retired teachers of the province. *(Ms. Noseworthy's remarks are available as a digital recording.)*

## J. Address by the Vice-President-Elect

Mr. James Dinn, Vice-President-elect for 2011-13, addressed delegates. *(Mr. Dinn's remarks are available as a digital recording.)*

**The business session recessed at 12:00 p.m.**

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## PRESENTATION OF ASSOCIATION AWARDS

The Association's luncheon to present provincial awards was held in the Court Garden of the Sheraton Hotel Newfoundland, St. John's. The Vice-President, who chaired the luncheon, informed guests that since the Association has now moved to biennial general meetings, awards for both 2010 and 2011 would be presented to the recipients.

The Allan Bishop Award, established by the Association to recognize outstanding service by an active or life member at the provincial level, was presented by the President to **Edward Moore** of the Placentia Branch for 2010. The Chairperson noted that there was no award recipient for 2011.

The Bancroft Award, established by the Association to recognize outstanding service by active members at the branch level, was presented by the President to **Stella Johnson** of the Baccalieu Branch and Sharon Penney of the Carbonear Branch for 2010 and to **Joseph LaFitte** of the Carbonear Branch for 2011. The Chairperson noted that due to a previous commitment Mr. LaFitte was not present to accept his award.

The Barnes Award, established by the Association to recognize outstanding professional development service by teachers at the special interest council level, was presented by the President to **James Hibbs** of the School Administrators' Council for 2010 and to **David Constantine** of the Physical Education Council for 2011.

The Special Recognition Award, instituted by Johnson Inc. to recognize the 100th anniversary of the Newfoundland and Labrador Teachers' Association, was presented by Mr. Bill Lowe, Senior Vice-President, Consulting, of Johnson Inc., to **Sam Synard** of the Burin-Marystown Branch for 2010 and to **Eleanor Cameron-Stockley** of the Notre Dame Branch for 2011. The award is presented annually to an active member of the NLTA who, while a teacher in the province, made a major contribution to the cultural, social and/or community life of Newfoundland and Labrador. The Chairperson noted that due to a previous commitment Mr. Synard was not present to accept his award.

The Patricia Cowan Award for Support and Promotion of Education is named in honour of the first woman president of the NLTA. Established in 2007 to recognize individuals or groups outside the K-12 school system for their outstanding contribution to teachers and to the teaching profession, either through their role as advocates or through a relationship with the NLTA resulting in a positive impact on teaching and learning, the award is presented at Convention during the final year of a President's term. The President presented the award for 2011 to **Paul Johnson**, the former President and Chief Executive of Johnson Inc., and the founder of the Johnson Family Foundation.

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**The business session reconvened at 2:30 p.m.**

## **V. FOURTH GENERAL SESSION**

*The President was in the Chair.*

*The following changes in seated delegates were recorded:*

*Grace Sheppard replacing Derrick Baker for the Belleoram-Wreck Cove Branch  
Neal Tremblett replacing Earle Pike for the Trinity, T. Bay Branch for the remainder of Convention  
Charmayne Rumbolt replacing Tom O'Rielly for the Aurora Branch*

**Short-MacArthur:** That Convention move to a closed session.

**CARRIED**

### **CLOSED SESSION FOR DELEGATES AND TEACHERS**

#### **A. Proposed Budgets for 2011-12 and 2012-13**

**Bourgeois-Rose:** That the proposed NLTA Budgets for 2011-12 and 2012-13 be lifted from the table.

**CARRIED**

**Ryan-Pelley:** That the proposed NLTA Budgets for 2011-12 and 2012-13 be accepted. *(The Budgets are attached to these Minutes as Appendix A.)*

**CARRIED**

**MacArthur-Short:** That Convention rise from closed session.

CARRIED

## OPEN SESSION

*The following change in seated delegates was recorded: Wendy Clarke-Tizzard replacing Maureen Doyle-Gillingham for the Baccalieu Branch*

### B. Proposed Changes to NLTA Policy

The President informed delegates that the proposed changes to NLTA policy statements will be voted on “in block”, and Convention delegates may alter or reject such policy statements. Changes, if desired, will be by way of an amendment to the motion to accept the policy statements. Included in this motion will be changes in the following policies:

1. Expense Claims (Types of Accommodation)
2. Branch Viability Guidelines
3. Conferences
4. Election of the NLTA President and Vice-President by Province-Wide Vote
5. Education Week
6. Centennial Fund Awards
7. Johnson Incorporated Bursaries

**Dinn-Drover:** That the proposed changes to NLTA policy be accepted as presented.  
*(The wording of the policy changes is attached to these Minutes as Appendix C.)*

CARRIED

### C. Resolutions from the Floor

#### Resolution 1 –

**T. Sheppard-West:** That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations a recognition of the position of Department Head for Technology Education Specialists.

CARRIED

#### Resolution 2 –

**T. Sheppard-Hammond:** That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations that teachers responsible for maintenance and up-keep of technology infrastructure in school

facilities be designated an allocation similar to the allocation for learning resources teachers.

CARRIED

**Resolution 3 –**

**Burse-Tucker:** That members be permitted to serve on the executive of a branch that represents the members' region of permanent residence, provided there is mutual agreement of both branches involved and is overseen by the Membership Benefits and Services Committee.

It was agreed to replace the words “serve on the executive” with the words “be a member”.

**J. Maloney-Williams:** That Resolution 3 be referred to Executive.

DEFEATED

A lengthy discussion took place on the re motion.

**Santos-Hollahan:** That the question be put.

CARRIED

**MOTION AS EDITED - DEFEATED**

**Resolution 4 –**

**MacArthur/Martin-Ward:** That the NLTA examine the per diem amount for meals for retirees when branches host a retirement banquet to determine the amount of increase needed to help support this part of the retirement banquet for all branches, recognizing the difference in cost for a retirement dinner in an area like St. John's and other larger areas versus smaller areas of the island.

CARRIED

*The following change in seated delegates was recorded: Tom O'Rielly replacing Charmayne Rumbolt for the Aurora Branch*

**Resolution 5 –**

**Cox-Jenkins:** That the NLTA seek to have Service Canada Regulations amended to allow for substitute/short-term replacement teachers who have accumulated no holdback to be eligible for Employment Insurance benefits even when they have received notification of work for the fall.

**Penney-Loch:** That Resolution 5 be amended by deleting the words “who have accumulated no holdback”.

CARRIED

**Tremblett-P. Sheppard:** That Resolution 5 be further amended by deleting the words “short-term”.

CARRIED

**MOTION AS AMENDED - CARRIED**

**D. Presentation of the Bancroft Award for 2011**

The President officially presented the 2011 Bancroft Award to Mr. Joseph LaFitte of the Carbonear Branch. Mr. LaFitte had been unable to attend the Awards Luncheon due to a previous commitment.

**The business session recessed at 4:15 p.m. and resumed at 4:45 p.m.**

*The following change in seated delegates was recorded: Colette Oldford-Short replacing Cheryl Barrett for the Clarenbridge Branch*

**Hicks-Hatchings:** That the agenda be amended by changing the adjournment time for this session from 6:00 p.m. to 5:30 p.m.

CARRIED

**E. Resolutions from the Floor (contd.)**

**Resolution 6 –**

**Bourgeois-Edwards:** That a new subsection e) be added to Section 3 – Reporting, of the Policy on Committees of NLTA to read as follows: “All committees chaired by Executive members shall provide updates of their committee work on a regular basis through both Joint Council and *The Bulletin*.”

**Ingram-Drover:** That Resolution 6 be amended by deleting the words “through both Joint Council and *The Bulletin*”.

CARRIED

**MOTION AS AMENDED - CARRIED**

**Resolution 7 –**

**Hollahan/Martin-Ward:** That NLTA review its programs, services, staffing levels and salaries every three to five years to determine cost



effective operations of the organization as enrolments and staffing levels of teachers decline.

**Dinn-Drover:** That Resolution 7 be amended to read: “That the NLTA continue to regularly review its programs and services and regularly update the 2010 Review of Staffing Levels in accordance with the conclusions of the 2010 report.”

CARRIED

**MOTION AS AMENDED - CARRIED**

*The Chairperson recognized the following guest to Convention: Roger Simmons, a Past-President of NLTA.*

**Resolution 8 –**

**Tucker-Hicks:** That the Collective Bargaining Committee seek to include courses taught from K-6 as part of the requirements for department heads.

CARRIED

**Resolution 9 –**

**Duffy-Dicks:** That the Collective Bargaining Committee consider for inclusion in the opening proposals that NLTA members who do not use their allocated sick leave days in their final year of teaching have those days placed in a bank to be used by teachers who have been diagnosed with a long-term critical or terminal illness when their allocated sick leave has been exhausted.

**Ingram-Drover:** That Resolution 9 be amended by replacing the words “in their final year of teaching” with the words “upon superannuation”.

CARRIED

**MOTION AS AMENDED - CARRIED**

**Resolution 10 –**

**Quigley-J. Maloney:** That the Collective Bargaining Committee consider for inclusion in the opening proposals compensation for any teacher who is required to be in school outside the regular school day with pay or with time in lieu of extra hours worked.

**Dinn-Drover:** That Resolution 10 be amended by replacing the word “regular” with the words “instructional”.

**CARRIED**

**MOTION AS AMENDED - CARRIED**

*Mr. Dinn took the Chair.*

**F. Installation of the President**

Mr. Winston Carter, Chairperson of the Electoral Committee, administered the Oath of Office to Ms. Lily Cole, NLTA President for 2011-13, who then briefly addressed delegates.

**The business sessions for the second day of Convention concluded at 5:20 p.m.**

Friday, April 29, 2011, 8:30 a.m.

## VI. SIXTH GENERAL SESSION

*The President was in the Chair.*

*The Chairperson recognized the following guests to Convention:*

*Hazel Hickey, Executive Director of the Newfoundland and Labrador Federation of School Councils  
Phyllis Dyke, a former NLTA Branch President*

### A. Greetings from the Government of Newfoundland and Labrador

The Honourable Charlene Johnson, Minister of Child, Youth and Family Services, addressed delegates on behalf of Premier Kathy Dunderdale who was unable to attend. *(Ms. Johnson's remarks are available as a digital recording.)*

### B. Resolutions from the Floor (contd.)

#### Resolution 11 –

**Vivian-Weir:** That the Collective Bargaining Committee consider for inclusion in the opening proposals the addition of an eighth grade to the current teacher salary scale.

CARRIED

#### Resolution 12 –

**Hatchings-L. Chaisson:** That the Collective Bargaining Committee consider for inclusion in the opening proposals a recognition of a department head position for the primary/elementary divisions in every school regardless of enrolment.

CARRIED

#### Resolution 13 –

**Jenkins-Cox:** That the NLTA investigate the cost of using an electronic voting system during BGM.

CARRIED

*The following change in seated delegates was recorded: Cheryl Barrett replacing Art Winsor for the Clarenbridge Branch*

**Resolution 14 –**

**P. Smith-J. Murphy:** That for future BGMs, the “Meet the Candidates” session be scheduled on the agenda during the Opening Session on the first business day of Convention.

**Dinn-Drover:** That Resolution 14 be amended to read: “That the official business of BGM start at 7:00 p.m. on Tuesday evening.”

**CARRIED**

**MOTION AS AMENDED - CARRIED**

**Resolution 15 –**

**MacArthur-L. Chaisson:** That NLTA pursue with the school boards a March mid-term break to replace the traditional Easter break.

**Ingram-Drover:** That Resolution 15 be amended by replacing the words “pursue with school boards” with the words “poll the membership to determine their views on”.

**CARRIED**

**MOTION AS AMENDED - CARRIED**

**Resolution 16 –**

**Tucker-Burse:** That the Membership Benefits and Services Committee develop possible policy and guideline scenarios along with implications that would allow members of the Association to become members of a branch where they live rather than where they teach, to be presented to BGM 2013.

**CARRIED**

**Resolution 17 –**

**Hatchings-L. Chaisson:** That the Collective Bargaining Committee consider for inclusion in the opening proposals equal preparation time for all teachers in the same school.

**K. Doyle-Jenkins:** That Resolution 17 be amended by adding the word “guaranteed” after the word “proposals” and by deleting the words “in the same school”.

**RULED OUT OF ORDER**

**MOTION - DEFEATED**

**Resolution 18 –**

**T. Goodyear-Jenkins:** That the Collective Bargaining Committee consider for inclusion in the opening proposals reinstatement of sick leave entitlements for all teachers to pre-September 2006 levels.

**Cox/Martin-Ward:** That Resolution 18 be amended by replacing the words “consider for inclusion” with the word “include”.

**CARRIED**

**MOTION AS AMENDED - CARRIED**

**C. New Business Resolutions**

The President noted that in order for New Business resolutions to be dealt with at BGM there must be unanimous consent of the assembly. Consent was obtained and the following resolutions were introduced.

**Resolution 1 –**

**Langdon/Oldford-Short:** That the NLTA explore the policies, protocols and associated construction guidelines pertaining to the physical space utilized by guidance counsellors (particularly in newly-constructed schools) given widespread concerns with size, sound-proofing, lack of privacy and inappropriate physical location.

**CARRIED**

**Resolution 2 –**

**Weir-Vivian:** That the Collective Bargaining Committee consider for inclusion in the opening proposals a gravel road travel rate for all teachers.

**CARRIED**

*The following change in seated delegates was recorded: Phyllis Martin replacing Roxie Snow for the Baie Verte Peninsula Branch*

**Resolution 3 –**

**Halbot-Tucker:** That the Collective Bargaining Committee consider for inclusion in the opening proposals changes to Clause 6.03 so that the criteria for the selection of teachers shall be qualifications, experience and capability.

There was a lengthy discussion on the motion.

J. Maloney-Quigley: That the question be put.

CARRIED

MOTION - CARRIED

**The business session recessed at 10:30 a.m. and resumed at 10:45 a.m.**

## VII. FINAL SESSION

### A. President's Closing Remarks

Ms. Cole thanked delegates and observers for attending the 2011 BGM. She stated that she looked forward to the opportunity of serving teachers and the Association as President for another two years.

### B. Remarks from Retiring Executive Members

Ms. Cole thanked the members of the 2009-11 Provincial Executive who would not be returning to their positions next year – Jackie Maloney, Tina Matthews, Graydon Pelley, Sandra Quigley and Paula Smith – for their service to the Association. They each then briefly addressed the assembly.

### C. Convention Committee Reports

#### 1. Scrutineers

Mr. Truman Greenham, Chairperson of the Scrutineers Committee, reported that the election of Executive had been carried out in accordance with the Association's by-laws and no irregularities had been reported. He thanked the members of his Committee and the Electoral Committee for their work during the Convention.

**Greenham-Short:** That the ballots from the election of Executive be destroyed.

CARRIED

#### 2. Publicity

Mr. Graydon Pelley, Chairperson of the Publicity Committee, briefly reported on the media activity during the Convention including television, print and radio interviews and press releases issued by the Association. He thanked the other members of his Committee for their work during the BGM.

**3. Resolutions**

Mr. Paul May, Chairperson of the Resolutions Committee, reported that all resolutions had been dealt with. He thanked the members of his Committee for their assistance during Convention.

**4. Steering**

Mr. Jim Dinn, Chairperson of the Steering Committee, stated that all business had been completed with the exception of the acceptance of the date for the next BGM and the closing of Convention. He thanked the members of his committee for their assistance during Convention.

**D. Date of the Next Biennial General Meeting**

**Dinn-Ingram:** That the 2013 Biennial General Meeting of the Newfoundland and Labrador Teachers' Association take place from April 2-5, 2013.

**Greenham-Ball:** That the motion be amended by changing "April 5" to "April 4".

DEFEATED

ORIGINAL MOTION - CARRIED

**E. Closing of Convention**

Ms. Cole thanked all delegates for their attendance at the BGM and wished all a safe journey home.

**VIII. ADJOURNMENT**

**Bourgeois-MacArthur:** That the meeting adjourn.

CARRIED

Ms. Cole declared the 2011 Biennial General Meeting of the Newfoundland and Labrador Teachers' Association closed at 12:00 p.m.

CONFIRMED:

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
EXECUTIVE DIRECTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

GMC

NOTE: All sessions of the Biennial General Meeting, including the MEET THE CANDIDATES SESSION on the evening prior to the opening of BGM, were digitally recorded and are on file at the NLTA Office.

## **Actioning of Recommendations from the Report of the Ad Hoc Committee on Internal Review of NLTA's Programs and Services**

The Ad Hoc Committee on Internal Review of NLTA's Programs and Services was established in the Fall of 2007 as a result of a motion carried at BGM 2007. It carried out its deliberations between the Fall of 2007 and the Fall of 2008, and its report was presented to BGM 2009. That BGM carried nine of the Committee's seventeen recommendations. The following information is provided as a report on the actioning of those recommendations since BGM 2009.

### **Recommendation 6**

That the Membership Benefits and Services Committee review and revise the branch viability guidelines to include an additional criterion regarding a minimum number of members.

### **Actioning of Recommendation 6**

This criteria is already included in the branch viability profile. In addition, By-Law IX.A(1) – Formation of a Branch of the NLTA By-Laws requires that there must be at least 10 teachers in order to form a branch.

### **Recommendation 7**

That the viability guidelines for branches include more specific mechanisms for assisting the branch to meet viability criteria or for consolidating with (an)other branch(es) if viability criteria cannot be met.

### **Actioning of Recommendation 7**

In addition to guidelines already outlined in the viability guidelines, the following specific mechanisms to assist branches in meeting these guidelines were included:

- scheduled visits to the school(s) in the branch by the NLTA President;
- a survey of all branch members regarding the continuation of the branch;
- school visitations by NLTA staff and/or Executive members to discuss the branch situation and options with teachers.

### **Recommendation 10**

That greater efforts be made to educate the membership on CTF, its role and the benefits of NLTA involvement.

### **Actioning of Recommendation 10**

*The Bulletin* has been utilized to highlight articles, programs, etc. from the Canadian Teachers' Federation. A brochure was prepared outlining all programs and services provided by CTF, and this was distributed to the membership. In addition, representatives from CTF have provided presentations at several Joint Council meetings.

### **Recommendation 11**

That the viability guidelines be applied to all special interest councils as a review of the council's activities at the end of each council executive's term of office.

### **Actioning of Recommendation 11**

This criteria was disseminated to all special interest council executives. It was also formally discussed with SIC Presidents at the Special Interest Council Leadership meeting held on April 16-17, 2010. The criteria has also been reiterated in numerous follow-up correspondence to council presidents.



**Recommendation 12**

That the NLTA cooperate fully with CDLI in its review of the online professional development model and its various components, including the Virtual Teacher Centre.

**Actioning of Recommendation 12**

The Association's intent to cooperate on this review was discussed with Mr. Jim Tuff, Director of Centre for Distance Learning and Innovation and Dr. Marian Fushell, Assistant Deputy Minister of Education. However, the review, which was to be initiated by the Department of Education, has been cancelled.

**Recommendation 13**

That the Virtual Teacher Centre move toward a model of teacher support for curriculum delivery, linking to the province's curriculum outcomes and cross-referencing these with relevant support material and resources to assist teachers in the delivery of the curriculum.

**Actioning of Recommendation 13**

This recommendation has been a major part of the direction of the VTC over the past two years. A report was prepared by the VTC Coordinator documenting the progress toward the new model. This forms part of the report on Recommendation 14 (see below).

**Recommendation 14**

That the Association undertake a review of the success of the Virtual Teacher Centre in this new direction (see Recommendation 13) and assess its support for the VTC with a report being provided to BGM 2011.

**Actioning of Recommendation 14**

In addition to the report prepared by the VTC Coordinator, the Professional Development Division undertook to obtain input to this review by a sample of VTC users. In February 2011, a random list of 100 recent VTC users was generated. From this list 40 users were contacted in a phone survey. The report on this feedback is included as part of the report attached.

**Recommendation 15**

That every effort be made to have proportional gender representation based on the branch membership and to ensure generational equity on branch executives and branch delegations to BGM.

**Actioning of Recommendation 15**

This recommendation has now been included in the Model Branch By-Laws. Also, branches have been encouraged to implement the recommendation for their delegations to BGM.

**Recommendation 17**

That, following the present round of collective bargaining, a review of NLTA staffing levels be undertaken by Table Officers with the Executive Director, such to be completed within a year of the conclusion of this round of collective bargaining.

**Actioning of Recommendation 17**

This review was undertaken between the Fall of 2009 and the Fall of 2010. The report of the review has been completed and provided to Provincial Executive and Joint Council. It is included with the delegate materials for BGM and will be dealt with on the BGM agenda during Business Arising.

# **Report on Recommendations 13 and 14 from the Internal Review Committee and BGM 2009**

## **Introduction**

Recommendation 13 of the NLTA Internal Review Committee gave direction to the Virtual Teacher Centre to “move toward a model of teacher support for curriculum delivery, linking the province’s curriculum outcomes and cross-referencing these with relevant support material and resources to assist teachers in the delivery of the curriculum.” Recommendation 14 was that a review be carried out to assess the progress of the VTC in this new direction.

This report, in two parts, will respond to both of these recommendations. In Part I the VTC Coordinator has provided documentation of the changes made to the site specifically in response to its becoming a model of teacher support for curriculum delivery. It also outlines areas of future growth and targets.

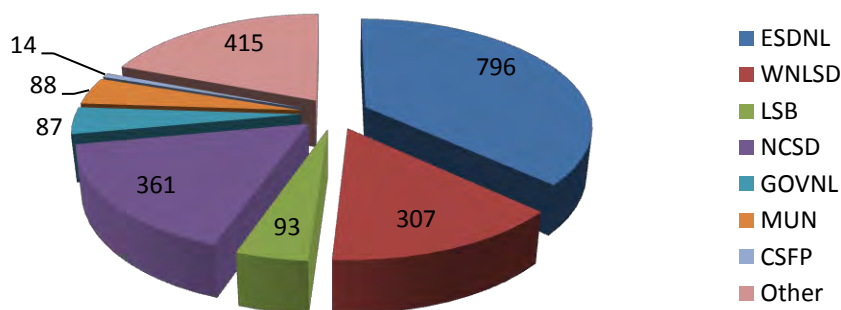
Part II of the report will detail the review process undertaken, the methodology used, the feedback and the conclusions.

## **Part I: VTC Status Report 2009-2011**

The Virtual Teacher Centre (VTC), a collaboration between NLTA and the Department of Education, has been in existence since 2001. Its mandate has been to provide educators with professional supports and resources that can assist in the delivery of curriculum in the Province of Newfoundland and Labrador. The current vision of the VTC is to create an online collaborative network of educators - a place where members can get resources, find colleagues and share ideas.

The three pillars of the VTC are contribute, collaborate and create. In today’s digitally-enhanced world, the means by which we collaborate have changed substantially. How we communicate, how we share and how we interact has been heavily impacted by the introduction of social networking tools, file sharing tools and a vast array of interactive people-centred tools, allowing for collaboration through networks that were not even conceivable in the not-too-distant past. This phenomenon, Web 2.0, is allowing people with common interests to associate freely and share their knowledge; anytime, anywhere. The capacity for these digital tools to support educators in their profession is limited only by the imagination and drive of the educators themselves. It is, then, a vital component of our 21<sup>st</sup> Century reality. As network speeds increase and equipment becomes more and more ubiquitous (not to mention portable), professional learning networks such as MyVTC will progressively enhance professional learning opportunities as they offer just-in-time resources and training through its members and affiliate organizations.

## Registrations per District

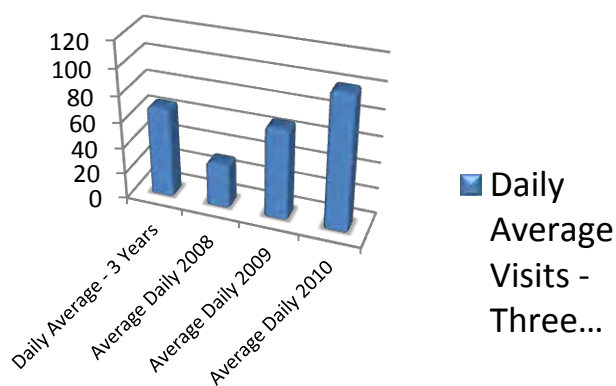


### Quick Facts about the Growth of MyVTC.ca

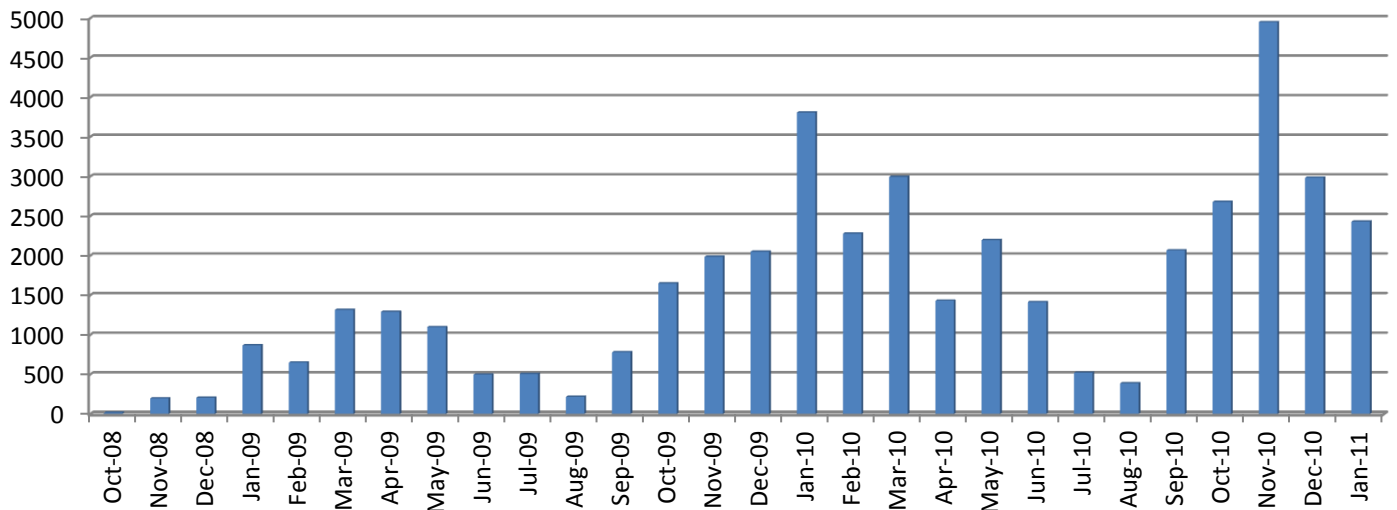
- As of January 25, 2011, the new VTC had been on line for 781 days.
- There were over 2,160 registered users with average daily visits over a three-year period of 68.
- Traffic has nearly tripled from 33 average daily visits in year one to 103 in year three.
- The portal currently hosts over 40 professional learning communities that range in size and scope.
- To date, over 1,100 resources are being shared. Note: These are actual files and do not take into account resources shared in the portal such as URLs, blogs and wikis in the communities.

### Where is the VTC With Respect to the Goal Described in the Recommendation from the Internal Review Committee at BGM in 2009?

What follows outlines the vision, goals and direction of the Virtual Teacher Centre as a response to Recommendation 13 from the Internal Review Committee. In addition, this report is in response to identified educator needs for curricular support, professional learning, virtual professional learning communities and opportunities to collaborate that extend beyond the classroom and the school, through technology-enhanced opportunities.



## Monthly Site Visits Since 2008



### Virtual Teacher Centre – Contribute, Collaborate, Create

The VTC offers two primary methods of delivery of services and resources to educators in the province, asynchronous and synchronous.

The asynchronous component of the operation is delivered through the online portal, available at <http://myVTC.ca>. Here, members avail of the latest in tools for collaborating, contributing and creating content and resources that are subsequently shared through its many site-wide resources and professional learning communities. Through the current platform, we have witnessed a tremendous growth in resources and collaboration among members. This aspect of the operation grows daily and continues to expand as more and more individuals share their skills and pedagogical knowledge. As a result of this, leaders and community champions who recognize the power of this medium are using it to communicate and collaborate in a collegial atmosphere.

This asynchronous aspect of the operation has become more than a mere website. It is more about the individuals and groups that have embraced the latest in Web 2.0 technologies and are using them to enhance pedagogical knowledge and increase the resources available to all educators. There are some rich communities of practice emerging from the Virtual Teacher Centre, such as the Physical Education Community with a membership approaching 500 and the Technology Education Special Interest Council group that is offering live online professional learning opportunities and supporting them with an archive of resources that members can access anytime, anywhere.

The VTC also supports a second mode, that of synchronous communications, so that educators can offer direct supports using available platforms such as videoconferencing and web conferencing. The VTC works with districts, with other divisions of the NLTA and with the Department in support of synchronous delivery of professional learning, wellness and curriculum. The VTC has been involved in many initiatives through the Department of

Education and various divisions of the NLTA in the promotion of technologies for work flow, for collaboration, for meetings and for professional learning. For example, we have been involved in offering training and moderating sessions for personnel in the Department of Education, districts and NLTA and for educators in the field on the utilization of such platforms as Elluminate Live!, Bridgit and Polycom for video conferencing. This has led to a series of live sessions delivered through the VTC that include wellness seminars, assistive technologies and environmental education. As the tools have become more readily available, so too have the opportunities for the Association to strategically offer web-based conferences and professional learning sessions to its members. There is still plenty of room for growth in this area and these will be noted in subsequent pages.

### **The Current Mandate of the Virtual Teacher Centre**

For those unfamiliar with our mandate, the VTC operates under the following guidelines:

#### ***Vision***

The vision of MyVTC.ca is to create an online collaborative network of educators; a place where members can get resources, find colleagues and share ideas.

#### ***Goals***

The following, formulated in the Fall of 2009, are the goals of the Virtual Teacher Centre. As the Centre continues to move forward on its agenda, newly-emerging priorities from the Association can readily be integrated into these goals.

Below are the five goals of the VTC cross-referenced with Association priorities.

Goal	Association Priorities
1. To rebuild the VTC portal so that it will continue to provide rich resources for teachers and administrators.	<ul style="list-style-type: none"> <li>• PD issues</li> <li>• Online professional learning supports</li> <li>• Technology for teaching and learning</li> </ul>
2. To evolve a collaborative learning community in which teachers will be able to share and to mentor using synchronous and asynchronous technologies.	<ul style="list-style-type: none"> <li>• Technology in education</li> <li>• Virtual Teacher Centre</li> <li>• CDLI</li> <li>• Privacy issues</li> <li>• Connectivity</li> <li>• Time issues</li> </ul>
3. To continue to develop and foster relations with partner organizations that will enhance resources and PD opportunities for educators.	<ul style="list-style-type: none"> <li>• Remuneration for use of personal equipment</li> <li>• CDLI</li> <li>• Privacy issues</li> <li>• Time issues</li> <li>• Cyberbullying</li> <li>• Connectivity</li> <li>• Maintenance issues</li> <li>• Security</li> </ul>

<p>4. To research and implement approaches and projects that will enhance resources and PD opportunities for all educators in the province.</p>	<ul style="list-style-type: none"> <li>• PD issues</li> <li>• Hand-held devices</li> <li>• Student use of technology</li> <li>• Security</li> <li>• CDLI ICLT</li> </ul>
<p>5. To provide opportunities for PD for teachers through the use of available asynchronous and synchronous technologies.</p>	<ul style="list-style-type: none"> <li>• Funding for technology in the schools</li> <li>• Provision of hardware and software</li> <li>• Virtual Teacher Centre</li> <li>• 24/7 Technical support for teachers</li> <li>• Connectivity</li> </ul>

### What Specific Changes Have Been Made or Initiatives Taken to Move Toward This Model?

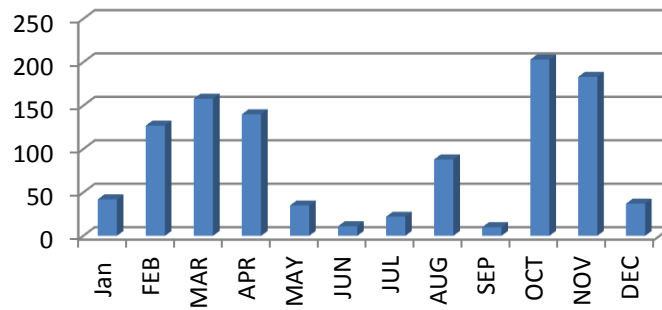
#### 1. Sharing Curriculum Documents and Resources, Linking Outcomes to Pedagogy

Teachers are sharing their work, their assessments and their ideas around pedagogy in various formats. Through various groups and through the site-wide resources, more and more educators are sharing quality work with one another. **These resources are directly related to the outcomes in various curriculums being delivered in classrooms throughout the province.** The site currently contains over a thousand usable resources that have been uploaded since the new version of the site came online in the Winter of 2009. This does not include the hundreds of websites and other online resources cited in many of the groups through wikis, blogs and the various discussion forums. Some other directions that are being explored to increase the number of resources that are linked to the curriculum outcome are:

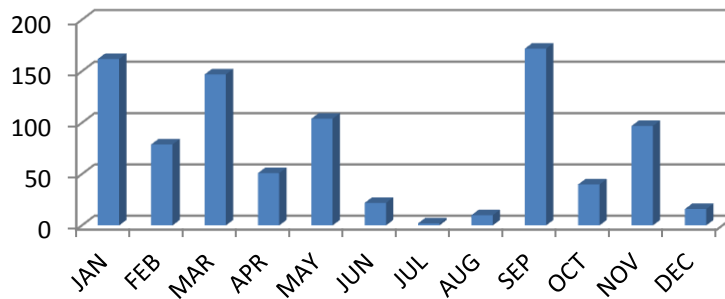
- Contacting districts and availing of resources shared through their networks.
- CDLI teachers sharing assessment resources (much of this is already being done).
- Community development of curriculum supports – some communities have taken it upon themselves to offer wikis of instructional resources.

The charts below indicate trends in registrations for the two complete years the new platform has been in operation.

### Monthly Registrations 2009

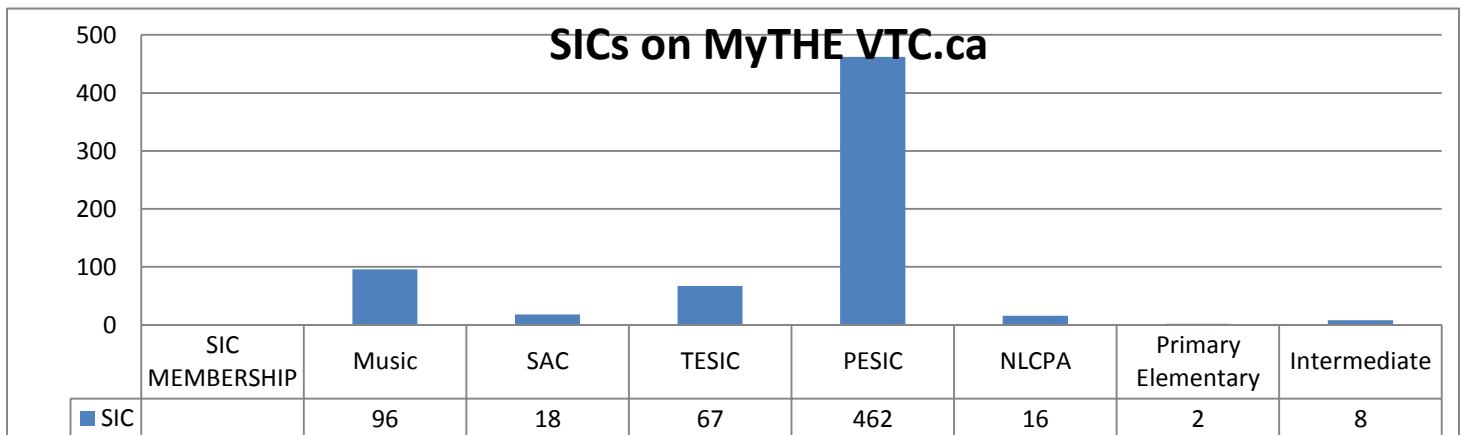


### Monthly Registrations 2010



## 2. Sharing in Communities of Practice

The VTC has had success in the area of promoting and providing communities of practice where educators have been experiencing the power of virtual collaborative networks. Department of Education personnel, school districts and SICs have been using the VTC to communicate and share. The advantages of these virtual networks are many, from providing a legacy of dialogues from which others can learn, to sharing critical resources that can be permanently housed and are available anytime, anywhere and that are **outcome relevant**. This is particularly useful for new teachers who are looking for resources or mentoring from other more seasoned professionals. Included below is a summary of SIC membership on the Virtual Teacher Centre.



### 3. **Providing Opportunities for Professional Learning**

The Coordinator of the VTC works collaboratively with the following in an effort to bring as many services to educators as possible:

- Communications Division
- SICs
- Employee Assistance Program, BES
- PD Division
- Department of Education (CDLI, SSS, Curriculum, Special Projects, Language Programs, CDPI)
- Faculty of Education
- School Districts
- Partners in education (CASLT, MUN)

These services are offered directly through the web portal with the tools and opportunities presented by the community platform. The Coordinator meets with groups, provides information on the potential of the services and follows up by spending a period of time incubating the community in question. Various degrees of success have been attained using this approach; however, the most influential factor in the success of the communities has been with its leadership. The communities that are thriving on the portal are those whose leaders have identified the portal as a strategic means of disseminating information and sharing resources and pedagogies. This will continue to grow as more and more educators are looking to be linked to more than simple district networks and are looking for connections to provincial, national and global networks. As an example, Classroom 2.0, a similar entity, now has a membership of some 53,000 and offers many similar services. By the end of this year, the services offered by the VTC will be accessible by default to every educator in the province. In other words, if you are a member of NLTA, by default you will be a member of MyVTC. This has powerful positive implications for the Association and can eventually become the access point for peer-to-peer sharing and collaboration across the entire spectrum of the curriculum. This is our ultimate goal: to provide all educators with rich opportunities for professional learning and the sharing of **curriculum relevant ideas and resources**, both synchronously and asynchronously.

### 4. **Providing Timely Articles, Links and Information, Through Various Tools**

The Coordinator of the VTC is a regular contributor to The Bulletin, where he provides timely articles on technology and learning. He also promotes educational resources and pedagogies through blogs and discussion forums on the VTC. It is a great way to provide information to portal users without infiltrating inboxes with mail to the point where it becomes spam. The VTC portal users can go to the blogs and forums and decide by subscribing whether or not they want to continue to receive updates. It is also interactive and the VTC receives regular feedback through blogs and discussion forums.

### 5. **Providing a Venue for SICs as a Place to Connect and Empower Teachers**

SICs play a critical function with the ability to access NLTA members with common professional learning needs. MyVTC has given many of them a new presence as they virtually connect with other educators who share common interests and agendas. It has meant the



possibility of uniting individuals in common curriculum areas in new and exciting ways. Through the portal, many SICs are sharing ideas and resources on a daily basis. The advantages of virtual SICs are many: less travel incurred, archiving resources, follow up from live local PD sessions or virtual PD sessions (also supported by the VTC), organizing virtual meetings and discussing timely events are but a few of the activities occurring in some of the more active SICs. This is an area to continue exploring. It can help SICs to meet their viability criteria in terms of having a presence on the web and in sharing resources and information with its membership.

### **Where Can We Grow?**

In many respects, the VTC has surpassed many of its goals by providing asynchronous and synchronous supports to the educational community of Newfoundland and Labrador. There are, however, many areas where it would like to continue to evolve as the “go to” platform for all educators in the province and beyond. Some areas the VTC has identified for future growth are:

#### ***Increased Resources for All Grade Levels***

The VTC recognizes the need to continue to grow the resources available for primary and elementary educators. This has not been an easy hurdle to overcome. For reasons that perhaps can be revealed through some focus groups, many primary and elementary educators rely less heavily on technologies for planning and sharing and are somewhat reticent to share pedagogies in this manner. There have been some successes through communities such as the ICLT Art Group and several Department pilot curriculum groups who have done some sharing of ideas and practices, but there is room to grow here. The Coordinator will be working with various stakeholders to action this item.

#### ***More Utilization of the Tools and Services of the VTC in Various Divisions of the NLTA***

The VTC is keenly interested in partnering with the various divisions of the NLTA in an effort to provide more of our members with a broader array of services. For example, more opportunities to deliver services such as webinars or web conferences on various topics are possible, as is the opportunity to provide continuous support through the VTC portal.

The VTC has the capacity to design and moderate the delivery of timely professional learning opportunities and can offer the supports necessary to ensure a continuous follow up to both face-to-face and online sessions. There are many new provincial initiatives on the horizon in the area of 21<sup>st</sup> Century learning, differentiation and inclusion, assessment, second language learning and leadership, and we need to ensure the Association is playing an integral role and meeting the needs of its members. The VTC is a willing partner in any such initiatives.

#### ***More Partnerships With Districts***

Lastly, the VTC wants to increase its presence in school districts. Although it has made some headway in this area, it plans to continue to actively pursue partnerships with districts and in particular district specialists in order to increase the number of resources available to its members. School districts are relatively protective over teaching resources, learning content and assessments that are being developed “in house.” However, the barriers are slowly descending in this area. We are a small province and we need to share in as many ways as possible so that all will benefit from the vast knowledge base and expertise in all districts.

### **Our Future Targets**

Our future targets include all of the above areas for future growth. In preparation for this growth and to continue to offer our quality services to our members, the following is a list of initiatives that are being actioned or will be moved forward over the coming years:

- A new iteration of our platform was active as of February.
- The NLTA members only site and the VTC will merge databases to provide a single login for all NLTA services.
- The VTC will continue to promote and grow collaborative communities.
- The VTC will continue to promote and grow resources.
- The VTC will continue to work with various divisions in order to provide as many services as possible to the membership.
- The VTC will continue to grow expertise in 21<sup>st</sup> Century learning and tools to share with members.
- The VTC will continue to involve more educational partners in the delivery of synchronous and asynchronous services.
- The VTC will continue to research technological solutions and share them with NLTA members.

In short, the VTC has strived to become a platform of choice for all educators in the province. It is much closer to achieving this goal now than ever before. It recognizes that there is still room for growth, as can be attested by the goal statements throughout this document.

## **Part II**

### **Introduction**

While Part I was an internal reporting on efforts toward the new model, this section of the report will deal with the internal assessment by teacher-users and provide feedback on the perceived success of the VTC in moving in the direction outlined in the report by the Internal Review Committee.

### **Method**

Many options were considered as a means to conduct this assessment. It was determined that those best positioned to speak to whether the VTC was or was not moving in a particular direction were the users themselves. Non-users could only offer speculative responses or report on what they heard through others.

Given that the VTC Coordinator and Programmer needed time to put their plan into action, it was also decided that this assessment could not be carried out until they had had the opportunity to do so. February 2011 was selected as the target date as it provided both the maximum time for the VTC to be redesigned and time to have the assessment done and the report ready for BGM.

A phone survey was selected as our method of feedback collection since it allowed us to immediately collate responses. It also proved to be most time efficient.

One hundred names were generated from which 40 calls were made. These calls were conducted by our in-house Research Assistant and the Assistant for the Professional Development Division. Calls were scripted from a survey questionnaire.

Of the 40 calls initiated, 35 respondents agreed to provide feedback.

## Respondents

The 35 respondents were proportionate representation from all four Anglophone districts with one respondent from the Department of Education.

They represented a variety of teaching and other school assignments as well as a wide range of experience from 1-26 years.

## Responses

### *How frequently do you visit the VTC?*

- 0 more than once a day
- 7 once a day
- 16 once a week
- 4 once a month
- 7 less than once a month
- 1 just started

### *When you do visit, what are you looking for?*

- People's recommendations re information discussed; sessions/discussion groups in VTC.
- General browsing.
- Have own site; go there to maintain.
- TESIC - check to see who has joined; edit content; look at other groups.
- Visit Student Success Group that was set up for me.
- Looking for exams/tests from other teachers.
- New postings re classes in Physical Education; games, activities for Physical Education classes.
- Information on courses – Student Support Services.
- Variety of information re different activities.
- Just started Learning Resources position; another teacher suggested we look up the site.
- Many resources.
- Access current happenings.
- Information re best practices in teaching.
- Student Success Teacher.
- Test, assignment resources.
- Curriculum Resources – Biology.
- Post materials; download materials.
- Student Success Teacher.
- New ideas.
- Student Success Teacher.
- Just checking information on the site to be used.
- Student Success Teacher.
- Groups to respond to.
- Resources.
- To find resources that are done to pass along.
- Physical Education resources.
- To keep in touch with other Student Success Teachers.
- Sharing information on/with Student Success Teachers.

- Checking groups and updates.
- Getting information; go into groups; touch base with peers.
- Members of Student Success Teacher site.
- Only been using it a couple of weeks and used it to register for a session on technology.
- Test assignment materials.
- On a post group set up re Student Success Teacher.
- Physical Education ideas.

*How successful have you been in finding what you are looking for:*

- 1 not at all
- 12 somewhat
- 18 completely
- 1 doesn't apply
- 1 uses own site
- 1 not applicable – recently signed on for a session
- 1 blank – doesn't apply

**Comments:**

- New – haven't had chance to go in as often as I would like.
- Got an email saying something had changed re access; haven't been in since – could have been a password issue.

*Three years ago, the VTC was directed to move “toward a model of teacher support for curriculum delivery, linking to the province’s curriculum outcomes and cross-referencing these with relevant support material and resources to assist teachers in the delivery of the curriculum.” To what extent do you think the VTC has moved toward this model?*

- 0 not at all
- 13 somewhat
- 6 completely
- 16 not sure/don't know

**Comments:**

- Excellent platform; should push to keep contacts current and keep people coming back.
- New on site – couldn't answer.
- New on site – haven't been in it enough to answer. However, I do find it a great place to go and use; would want to go in more often and will try to do so.
- Did some inservice on SmartBoard; not sure if we accessed some material from district or whether it was VTC.
- Very useful.
- I only just found out about it. I can't be the only one; you need to get the word out.
- Good resource.
- Moved somewhat toward the model; I can speak to this as I serve on both the Intermediate and Technology SICs.
  - Very good for resources. I feel teachers underutilize it due to lack of computer or access or another thing to add to their day. I would encourage teachers to access it more as I find it a very good resource.

- To be completely honest, I haven't used it as I should. Teachers are not using it as they should or to its potential. Need to advertise/promote more. Plan on bringing it up at a staff meeting.
- Very useful; achieves goals.
- Great avenue for teachers, especially in isolated areas. Very useful because it expands/encompasses the entire province.
- I find it is more high-school based, and I am in K-6.
- I initially promoted the VTC in my role as program specialist. As an administrator, I have promoted it to teachers; however, 80 percent don't know about it or have ever logged on.
- I like that I can post logs and forum topics.
  - Lots of good information; however, takes a lot of time to manoeuvre and find what you are looking for.
- Not as "user" friendly as it should be. Have posted and then have found trouble finding it. Postings from last year found in a different file.
- Like it; find it user friendly.
- So far, found it easy to get around; user friendly.
- Really good resource. My only complaint is that I didn't find out about it sooner. Is it promoted enough? In talking with teachers there are a few who aren't aware of it.
- Seems user friendly. I only go on group set up so far.
- Good ideas; convenient; good tool for teachers.

## Conclusions

Both the internal perspective provided by personnel in the VTC and the external view of VTC users suggest that there has been compliance with Recommendation 13, and the VTC has, in fact, moved as directed, toward a model of teacher support.

Evidence has been provided showing not only greater numbers of users, but that those users are seeking and finding support for curriculum delivery. There is also strong evidence that where there is leadership, as in the case of the Physical Education Special Interest Council, teachers are embracing the model of "contribute-collaborate-create" for the sharing of resources.

The review revealed that:

- Most people (30) were either somewhat or completely successful in finding what they were looking for on the VTC.
- Nineteen of the respondents said that the VTC has either somewhat or completely moved toward the teacher support model. However, 16 are not sure or do not know. We could speculate that they are new users and do not know the original model and therefore cannot compare.

While there were numerous comments on the need for greater promotion and more usage, it is reasonable to conclude that there is support for the Virtual Teacher Centre by those who are active users.

**Phone Survey to Action Recommendation 14 from BGM  
The Internal Review Committee Report**

We are conducting a brief survey (this should take no more than three minutes) on the Virtual Teacher Centre. The user records show that you have visited the VTC lately. Would you be willing to take a couple of minutes to respond?

Yes (proceed)       No (thank you)

**Person Contacted:**

**Teaching Assignment (Grade/Major courses):**

**District:**

**No. Years Experience:**

**How frequently do you visit the VTC?:**

more than once a day  
 once a day  
 once a week  
 once a month  
 less than once a month

**When you do visit, what are you looking for?**

**How successful have you been in finding what you are looking for:**

not at all  
 somewhat  
 completely

Three years ago the VTC was directed to move “toward a model of teacher support for curriculum delivery, linking to the province’s curriculum outcomes and cross-referencing these with relevant support material and resources to assist teachers in the delivery of the curriculum.”

**To what extent do you think the VTC has moved toward this model?**

not at all  
 somewhat  
 completely

# Newfoundland & Labrador Teachers' Association

Budget: *for 2011-2013*



	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>Revenue</b>				
Fees	5,338,493	5,382,243	5,139,763	5,016,636
Advertising	10,000	10,000	10,000	8,850
Miscellaneous	1,000	1,000	1,000	72
Group Insurance Income (Salary)	201,011	201,011	304,927	198,487
Print Plant Revenue	4,000	4,000	2,000	3,843
Group Insurance (Other)	50,000	50,000	50,000	70,961
Interest Income	2,000	2,000	45,000	933
Contribution from Centennial Trust Fund	89,253	89,253	85,820	82,518
Employee Assistance Program	<u>234,874</u>	<u>234,874</u>	<u>219,722</u>	<u>234,817</u>
<b>1 Total Revenue</b>	<b>5,930,631</b>	<b>5,974,381</b>	<b>5,858,232</b>	<b>5,617,117</b>
<b>Expenses</b>				
Governance and Administration (Schedule A)	2,068,363	1,787,683	1,968,574	1,672,191
Branch Operations (Schedule B)	280,900	280,900	275,020	228,207
Communications (Schedule C)	898,777	894,277	878,428	765,628
Professional Development (Schedule D)	743,068	743,068	715,323	622,096
Benefits and Economic Services (Schedule E)	<u>1,325,483</u>	<u>1,325,483</u>	<u>1,382,256</u>	<u>1,178,689</u>
<b>2 Total Operating Expenses</b>	<b>5,316,591</b>	<b>5,031,411</b>	<b>5,219,601</b>	<b>4,466,811</b>
<b>3 Total Current Surplus (Deficit)(1-2)</b>	<b>614,040</b>	<b>942,970</b>	<b>638,631</b>	<b>1,150,306</b>
<b>4 Less Contribution to Emergency Fund (½ of 3)</b>	<b>307,020</b>	<b>471,485</b>	<b>319,316</b>	<b>575,153</b>
<b>5 Revised Current Surplus (Deficit)(3-4)</b>	<b>307,020</b>	<b>471,485</b>	<b>319,315</b>	<b>575,153</b>
<b>6 Less Non Cash Items (Depreciation)</b>	<b>(71,854)</b>	<b>(71,854)</b>	<b>(71,854)</b>	<b>(74,314)</b>
<b>7 Total Cash Expenditures (2+4-6)</b>	<b>5,551,757</b>	<b>5,431,042</b>	<b>5,467,063</b>	<b>4,967,650</b>
<b>8 Net Cash Surplus (Deficit) Operating (1-7)</b>	<b>378,874</b>	<b>543,339</b>	<b>391,169</b>	<b>649,467</b>
<b>9 Capital Expenditures (Schedule G)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(10,303)</b>
<b>10 Excess of Revenues over Expenditures (8-9)</b>	<b>353,874</b>	<b>518,339</b>	<b>366,169</b>	<b>639,164</b>

## Schedule A: Governance and Administration

	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>Building</b>				
Building Maintenance	36,000	36,000	33,000	42,204
Garbage Collection	7,000	7,000	5,000	6,198
Grounds Maintenance/Snow Clearing	22,000	22,000	18,000	22,254
Hydro	55,000	55,000	55,000	46,151
Insurance on Building	12,000	12,000	12,000	10,098
Property/Water Taxes	60,000	60,000	32,000	46,054
Supplies -Janitorial	7,500	7,500	7,500	6,894
Depreciation -Building	9,661	9,661	9,661	9,661
-Building Renovations '86	6,241	6,241	6,241	6,241
-Office Computerization	3,000	3,000	3,000	6,998
-Roof & Air Quality System	18,314	18,314	18,314	18,314
Elevator -Service Contract	<u>3,200</u>	<u>3,200</u>	<u>3,100</u>	<u>3,136</u>
<b>Sub-Total - Building</b>	<b>239,916</b>	<b>239,916</b>	<b>202,816</b>	<b>224,203</b>
<b>Canadian Teachers' Federation</b>				
Fees	152,224	146,544	151,646	146,770
CTF-AGM	10,000	10,000	6,000	11,644
Overseas Teachers' Association	<u>602</u>	<u>602</u>	<u>602</u>	<u>0</u>
<b>Sub-Total - CTF</b>	<b>162,826</b>	<b>157,146</b>	<b>158,248</b>	<b>158,414</b>
<b>Executive</b>				
Executive Meetings	75,000	75,000	75,000	58,640
<b>Standing Committees</b>				
Table Officers	2,158	2,158	2,158	537
Finance and Property	11,120	11,120	11,120	0
Staff Negotiations	5,394	5,394	5,394	0
Electoral Committee	5,111	5,111	5,111	877
Pooled Investment Fund Committee	1,000	1,000	1,000	231
CTF Committee on Human Rights	<u>0</u>	<u>0</u>	<u>0</u>	<u>25</u>
<b>Sub-Total - Executive and Standing Committees</b>	<b>99,783</b>	<b>99,783</b>	<b>99,783</b>	<b>60,310</b>



## Schedule A: Governance and Administration (Continued),

	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>Office</b>				
Audit Fees	27,000	27,000	27,000	36,314
Bank Charges	12,000	12,000	12,000	9,268
Depreciation -Furniture/Equipment	21,000	21,000	21,000	24,462
Equipment -Computer Service Contract	10,000	10,000	10,000	10,000
-Service/Repair	2,000	2,000	2,000	0
Office Supplies	52,000	52,000	48,000	53,875
Telephone	85,000	85,000	90,000	77,199
Computer Upgrades/Hardware	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>38,556</u>
<b>Sub-Total - Office</b>	<b>249,000</b>	<b>249,000</b>	<b>250,000</b>	<b>249,674</b>
<b>Personnel</b>				
Salaries	502,032	502,032	503,515	473,709
Employer's Share of Deductions	85,566	85,566	90,892	71,602
Car Allowance	720	720	720	720
Casual Labour	4,000	4,000	2,000	4,942
Pension - Retiree Benefits	2,000	2,000	2,861	(105,246)
Staff Replacement	5,000	5,000	5,000	0
Staff Training	10,000	10,000	6,000	8,522
Travel	12,000	12,000	9,500	10,462
Deferred Severance Pay	41,000	41,000	35,000	21,308
Reserve for Annual Leave	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>(3,225)</u>
<b>Sub-Total - Personnel</b>	<b>682,318</b>	<b>682,318</b>	<b>675,488</b>	<b>482,794</b>

## Schedule A: Governance and Administration (Continued)

	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>President's Office</b>				
Salary	157,587	157,587	151,526	146,321
Employer's Share of Deductions	24,295	24,295	25,675	23,331
Accountable Allowance -President	1,500	1,500	1,500	1,496
President's Travel	22,000	22,000	20,000	24,302
Relocation Costs	10,000	0	10,000	0
Accountable Allowance -Vice-President	500	500	500	500
President's House -Depreciation	8,638	8,638	8,638	8,638
-Taxes	2,200	2,200	2,200	1,895
-Repairs and Maintenance	5,000	5,000	4,000	4,546
-Insurance	<u>800</u>	<u>800</u>	<u>800</u>	<u>0</u>
<b>Sub-Total - President's Office</b>	<b>232,520</b>	<b>222,520</b>	<b>224,839</b>	<b>211,029</b>
<b>General</b>				
Messages & Miscellaneous	4,000	4,000	4,000	1,795
Professional Services	5,000	5,000	5,000	50,135
Insurance -Accident	3,000	3,000	3,000	2,228
Public Relations	20,000	20,000	17,000	20,705
Conferences	25,000	25,000	20,000	25,037
Convention	250,000	0	115,000	0
NLTA Medal	2,000	2,000	800	4,280
NLTA Scholarship	4,000	4,000	4,000	4,000
CAPTO	12,000	12,000	12,000	11,540
Contribution to Support Staff Pension Plan	50,000	50,000	154,200	154,200
General Secretaries Conference	6,000	6,000	5,000	5,920
CTF Presidents Meeting	6,000	6,000	2,400	5,927
Educational International	3,000	0	3,000	0
Province Wide Vote	<u>12,000</u>	<u>0</u>	<u>12,000</u>	<u>0</u>
<b>Sub-Total - General</b>	<b>402,000</b>	<b>137,000</b>	<b>357,400</b>	<b>285,767</b>
<b>Total - Governance &amp; Administration</b>	<b>2,068,363</b>	<b>1,787,683</b>	<b>1,968,574</b>	<b>1,672,191</b>

## Schedule B: Branch Operations

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	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>Branches</b>				
Registration	29,400	29,400	26,520	25,160
Membership	28,000	28,000	28,000	24,004
School Board - Teacher Liaison	12,000	12,000	12,000	8,748
Labrador West Branch Office	5,000	5,000	5,000	5,000
Coastal Labrador Branches	15,000	15,000	15,000	14,246
Exceptional Travel	500	500	500	0
Additional Branch Projects	5,000	5,000	1,000	1,050
Branch Retirement Functions	10,000	10,000	10,000	6,390
Branch Visitations	6,000	6,000	6,000	4,431
Joint Council Meetings	115,000	115,000	112,000	109,516
School Representatives Seminars	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>24,718</u>
<b>Sub-Total - Branches</b>	<b>270,900</b>	<b>270,900</b>	<b>261,020</b>	<b>223,263</b>
<b>Membership Services</b>				
Pins and Scrolls	<u>10,000</u>	<u>10,000</u>	<u>14,000</u>	<u>4,944</u>
<b>Sub-Total - Membership Services</b>	<b>10,000</b>	<b>10,000</b>	<b>14,000</b>	<b>4,944</b>
<b>Total - Branch Operations</b>	<b>280,900</b>	<b>280,900</b>	<b>275,020</b>	<b>228,207</b>

## Schedule C: Communications

	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>Publicity and Design</b>				
Internal Imaging	25,000	25,000	25,000	22,318
Photography	1,500	1,500	1,500	1,500
External Projects	35,000	35,000	35,000	29,369
PR Materials	6,500	6,500	6,500	6,522
Media Monitoring	4,000	4,000	3,000	2,350
Public Relations/Education	25,000	25,000	25,000	11,994
Membership Cards	<u>5,000</u>	<u>2,500</u>	<u>5,000</u>	<u>3,366</u>
<b>Sub-Total - Publicity &amp; Design</b>	<b>102,000</b>	<b>99,500</b>	<b>101,000</b>	<b>77,419</b>
<b>Education Week</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>14,932</b>
<b>Communications/Political Action Committee</b>	<b>6,154</b>	<b>6,154</b>	<b>6,154</b>	<b>3,760</b>
<b>Personnel</b>				
Salaries	198,836	198,836	189,927	183,870
Employer's Share of Deductions	32,174	32,174	35,362	27,139
Casual Help	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>
<b>Sub-Total - Personnel</b>	<b>232,010</b>	<b>232,010</b>	<b>226,289</b>	<b>211,009</b>
<b>Travel</b>				
ACE Meetings	4,500	4,500	4,000	4,607
Program Travel	<u>3,500</u>	<u>3,500</u>	<u>2,500</u>	<u>2,468</u>
<b>Sub-Total - Travel</b>	<b>8,000</b>	<b>8,000</b>	<b>6,500</b>	<b>7,075</b>
<b>Technology</b>				
Software Upgrades	5,000	5,000	5,000	2,099
Service & Technical Support	8,000	10,000	8,000	9,972
Online Surveys	0	0	0	656
Webtrends	0	0	1,000	0
Webmaster/Staff Training	1,000	2,000	1,000	0
Service Upgrades	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0</u>
<b>Sub-Total - Technology</b>	<b>19,000</b>	<b>17,000</b>	<b>20,000</b>	<b>12,727</b>

## Schedule C: Communications

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	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>Print Plant</b>				
Service/Repair Contracts	5,000	5,000	5,000	2,076
Postage	75,000	75,000	75,000	57,235
Supplies	55,000	55,000	55,000	42,927
Printers (Outside)	3,000	3,000	3,000	0
Salaries	240,775	240,775	236,017	214,137
Employer's Share of Deductions	45,118	45,118	46,748	37,385
Casual Labour	1,000	1,000	1,000	0
Car Allowance	720	720	720	720
Depreciation -Print Plant	5,000	5,000	5,000	0
Xerox Copier -Lease	56,000	56,000	46,000	55,390
-Service	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>28,836</u>
<b>Sub-Total - Print Plant</b>	<b>516,613</b>	<b>516,613</b>	<b>503,485</b>	<b>438,706</b>
<b>Total - Communications</b>	<b>898,777</b>	<b>894,277</b>	<b>878,428</b>	<b>765,628</b>

## Schedule D: Professional Development

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	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>Standing Committees</b>				
Professional Issues	12,033	12,033	12,033	6,641
Provincial Certification	1,974	1,974	1,974	1,105
Educational Leave	181	181	181	42
Equity Issues in Education	1,598	1,598	1,598	1,877
Curriculum	<u>5,671</u>	<u>5,671</u>	<u>5,671</u>	<u>5,376</u>
<b>Sub-Total - Standing Committees</b>	<b>21,457</b>	<b>21,457</b>	<b>21,457</b>	<b>15,041</b>
<b>Personnel</b>				
Salaries	294,783	294,783	282,161	273,871
Employer's Share of Deductions	<u>47,751</u>	<u>47,751</u>	<u>49,061</u>	<u>42,096</u>
<b>Sub-Total - Personnel</b>	<b>342,534</b>	<b>342,534</b>	<b>331,222</b>	<b>315,967</b>
<b>Conference and Resource Materials</b>				
CONTACT	28,000	28,000	25,000	25,000
Resource Materials	<u>8,000</u>	<u>8,000</u>	<u>6,000</u>	<u>7,085</u>
<b>Sub-Total - Conference &amp; Resource Materials</b>	<b>36,000</b>	<b>36,000</b>	<b>31,000</b>	<b>32,085</b>
<b>Program and Travel</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>38,931</b>
<b>VTC Operations</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Joint Ventures</b>	<b>15,000</b>	<b>15,000</b>	<b>12,000</b>	<b>15,528</b>
<b>Support for Beginning Teachers</b>	<b>30,000</b>	<b>30,000</b>	<b>25,000</b>	<b>26,643</b>
<b>Leadership Initiatives</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>6,144</b>
<b>Transferred to School Administrators PD Fund</b>	<b>23,824</b>	<b>23,824</b>	<b>23,824</b>	<b>23,433</b>

## Schedule D: Professional Development (Continued)

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	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>Special Interest Councils</b>				
Program Budgets	100,000	100,000	100,000	72,082
Leadership Seminar	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>17,157</u>
<b>Sub-Total - Special Interest Councils</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>89,239</b>
<b>Transferred to Virtual Teacher Center</b>	<b>89,253</b>	<b>89,253</b>	<b>85,820</b>	<b>82,518</b>
<b>Total - Professional Development</b>	<b>743,068</b>	<b>743,068</b>	<b>715,323</b>	<b>655,529</b>

## Schedule E: Benefits and Economic Services

	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>Legal</b>				
Teacher Costs	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>715</u>
<b>Sub-Total - Legal</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>715</b>
<b>Standing Committees</b>				
Membership Benefits and Services	5,575	5,575	5,575	2,933
Pensions (Administration)	1,198	1,198	1,198	678
Deferred Salary Leave Plan	130	130	130	0
EAP	973	973	973	6
Employer/Employee Relations	30	30	30	0
Teacher Health and Wellness	<u>8,263</u>	<u>8,263</u>	<u>8,263</u>	<u>6,387</u>
<b>Sub-Total - Standing Committees</b>	<b>16,169</b>	<b>16,169</b>	<b>16,169</b>	<b>10,004</b>
<b>Pre-Retirement Seminars</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>31,037</b>
<b>Mid Career Financial Info Session</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>3,098</b>
<b>Financial Information Seminars</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
<b>Teacher Orientation</b>				
Travel	3,000	3,000	3,000	889
Program Support	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>2,000</u>
<b>Sub-Total - Teacher Orientation</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>2,889</b>
<b>Professional Relations Disputes</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>2,064</b>
<b>Teacher Certification - Review Panel</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>Certification Appeals</b>	<b>2,000</b>	<b>2,000</b>	<b>1,000</b>	<b>2,114</b>
<b>Personnel</b>				
Salaries	647,946	647,946	722,444	571,844
Employer's Share of Deductions	<u>111,641</u>	<u>111,641</u>	<u>128,148</u>	<u>99,388</u>
<b>Sub-Total - Personnel</b>	<b>759,587</b>	<b>759,587</b>	<b>850,592</b>	<b>671,232</b>



## Schedule E: Benefits and Economic Services (Continued)

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	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>Lawyer Fees</b>				
(a) Counsel/Defense	125,000	125,000	125,000	125,000
(b) Research/Opinion	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
<b>Sub-Total - Lawyer Fees</b>	<b>135,500</b>	<b>135,500</b>	<b>135,500</b>	<b>135,500</b>
<b>Research</b>				
Research	2,000	2,000	2,000	1,371
Survey on Abuse	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total - Research</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>1,371</b>
<b>Employee Assistance Program</b>	<b>234,874</b>	<b>234,874</b>	<b>219,722</b>	<b>234,818</b>
<b>Benefits and Economic Services Travel</b>	<b>20,000</b>	<b>20,000</b>	<b>16,000</b>	<b>18,134</b>
<b>Information Centre</b>				
Salary	49,700	49,700	47,621	46,000
Employer's Share of Deductions	8,653	8,653	8,652	7,236
Books and Supplies	9,000	9,000	8,000	9,608
Memberships and Subscriptions	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>2,869</u>
<b>Sub-Total - Information Centre</b>	<b>70,353</b>	<b>70,353</b>	<b>67,273</b>	<b>65,713</b>
<b>Total - Benefits and Economic Services</b>	<b>1,325,483</b>	<b>1,325,483</b>	<b>1,382,256</b>	<b>1,178,689</b>

## Schedule H: Emergency Fund

	<u>Draft Budget 2012-2013</u>	<u>Draft Budget 2011-2012</u>	<u>Budget 2010-2011</u>	<u>Actual 2009-2010</u>
<b>Revenue</b>				
Interest from Investments	200,000	200,000	200,000	167,118
Fees	464,217	468,021	446,936	435,966
½ Surplus from year before	<u>478,485</u>	<u>319,316</u>	<u>275,713</u>	<u>408,725</u>
<b>Total - Revenue</b>	<b>1,142,702</b>	<b>987,337</b>	<b>922,649</b>	<b>1,011,809</b>
<b>Expenses</b>				
Teacher Pensions (1971 Job Action)	200	200	200	0
Bank Charges	<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>
<b>Sub-Total - Expenses</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>0</b>
<b>Negotiations</b>				
Labrador Benefits Negotiations	6,500	6,500	6,500	5,406
Labrador West Negotiations	8,500	8,500	8,500	0
Provincial Negotiations	40,000	40,000	0	0
Branch Visitations	16,000	16,000	0	0
Executive Meetings	20,000	20,000	0	0
Joint Council Meetings	58,000	58,000	0	0
Negotiating Team	30,000	30,000	0	0
Political Action Campaign	25,000	25,000	0	0
Collective Bargaining Preparations	0	15,000	15,000	0
Collective Bargaining Focus Groups	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>0</u>
<b>Sub-Total - Negotiations</b>	<b>204,000</b>	<b>229,000</b>	<b>30,000</b>	<b>5,406</b>
<b>Miscellaneous</b>				
Grievances and Arbitrations	190,000	190,000	190,000	166,491
Collective Bargaining Training	10,000	10,000	0	8,785
Pensions Conference	8,000	8,000	8,000	5,883
Auditors	5,000	5,000	5,000	7,627
Fund Manager's Fees	20,000	20,000	20,000	20,521
Disciplinary Committee	5,000	5,000	5,000	0
Disciplinary Hearings	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>
<b>Sub-Total - Miscellaneous</b>	<b>248,000</b>	<b>248,000</b>	<b>238,000</b>	<b>209,307</b>
<b>Total Expenses</b>	<b>452,300</b>	<b>477,300</b>	<b>268,300</b>	<b>214,713</b>
<b>NET REVENUE (Deficit)</b>	<b>690,402</b>	<b>510,037</b>	<b>654,349</b>	<b>797,096</b>

## Policy Changes Since the 2009 BGM

### Policy on Expense Claims (Excerpt from Policy on NLTA Financial Guidelines)

#### c) Accommodations

##### i) Types of Accommodation

- ~~Executive members, Administrative staff, branch presidents (while attending Joint Council meetings only), Negotiating Team members, Convention delegates, guest speakers, award recipients, and special guests will be accommodated in private rooms. Persons travelling on business for the Association will be accommodated in private rooms.~~
- ~~Except in special circumstances and with the prior approval of the Finance and Property Committee, all other persons will be accommodated in semi-private rooms. A person requesting a single room will pay any difference in cost, barring mitigating circumstances.~~
- ~~One hotel room per family will be provided at NLTA functions where accommodation is required and when single rooms are provided.~~

### Policy on Branch Viability Guidelines (Excerpt from Policy on NLTA Branches)

- i) Branches are required to submit a completed viability profile to the NLTA Head Office prior to the end of each school year in which the Association's Biennial General Meeting is held.
- ii) If the profile is not submitted or if, in the opinion of the committee responsible for branch operations, the branch does not meet the viability criteria, the committee will initiate a consultative process with the branch to determine the branch's continued viability.
- iii) This consultative process will consist of a review of the branch by the committee responsible for branch operations. Such review may include branch/school submissions, briefs, branch/school meetings, input from the assigned branch contact person and input from the branch executive members and school representatives. The Committee may take into account any and all factors affecting the viability of the branch. During this stage, supports and assistance will also be offered to help the branch meet the viability guidelines, **including but not limited to:**
  - **scheduled visits to the school(s) in the branch by the NLTA President;**
  - **a survey of all branch members regarding the continuation of the branch;**
  - **school visitations by NLTA staff and/or Executive members to discuss the branch situation and options with teachers.**

- iv) Following completion of the consultative process, the committee responsible for branch operations will present its report and recommendations to the Provincial Executive and to the members of the branch. The Provincial Executive will then consult with branch members in determining the future status of the branch.
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## Policy on Conferences

### 1. Guidelines Re Selection of NLTA Representatives at Conferences or Seminars

Table Officers will review each ~~application request~~ and make ~~recommendations~~ **decisions** based on the following:

- a) Within budget;
  - b) For the benefit of the Association and for the good the Association can do for other groups;
  - c) If the conference, seminar, etc., is closely related to the work of a particular committee or to the duties of a particular staff member, then the chairperson and/or the ~~secretary~~ **staff consultant** of that committee, ~~or the staff member~~, would be the obvious selection(s);
  - d) Conferences of a general educational nature will lead to a judgement decision by Table Officers based on the future benefit to the Association;
  - e) Staff will provide, as back-up information, names of conferences, dates and places, the cost per delegate, and the amount remaining in the conference budget. Also, staff will identify conferences known to be planned in their areas of interest.
2. **Considering that impending conference deadlines may require decisions on conferences between Table Officers' meetings and that a full report on all conferences funded from the conference budget line is provided at each BGM, Table Officers may delegate the above duties to the Executive Director at their discretion. The Executive Director will update Table Officers regularly on conferences planned and/or attended to date for that budget year.**
23. A Provincial Executive member who represents NLTA at a meeting or conference outside the province shall prepare a brief written report of such meeting or conference ~~to be published in *The Bulletin*.~~
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## Policy on the Election of the President and Vice-President by Province-wide Vote

### 1. Procedures for Conducting the Election

- k) **Announcement of Balloting Results**
  - i) The results of each ballot shall be announced by the Chairperson of the Electoral Committee at a time decided by the Electoral Committee **and communicated to**

the membership. ~~The results shall be published in the next issue of the NLTA Bulletin.~~

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### **Policy on Education Week**

3. ~~The Education Week Committee is to be struck each school year in order to make preparations for Education Week. Education Week is the responsibility of the NLTA Communications Division in consultation with the Communications/Political Action Committee.~~
  4. ~~The activities of the provincial Education Week Committee will consist of:~~ **Education Week activities include:**
    - a) selection of Education Week theme;
    - b) preparation of ~~kit limited to Education Week poster, resource booklet, bookmarks, or stickers~~ **resource materials;**
    - c) ~~preparation of suggestions for schools and local committees for involving community, parents, politicians, etc., in Education Week;~~
    - dc) arrangements for provincial proclamation ceremony;
    - ed) organization of paid advertising and/or public service announcements to highlight Education Week;
    - ge) organization of media coverage of Education Week by the most appropriate and effective means possible.
  5. The date and theme of Education Week is to be announced on or before ~~October 31~~ **November 30** of each school year.
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### **Policy on The Centennial Fund Awards**

(Excerpt from Policy on Professional Development Programs)

- a) **Study Awards**
  - ii) **Criteria**
    - ~~Priority will be given to applications which reflect any of the following:~~
      - ~~important trends and innovations in education;~~
      - ~~provincial, school board and/or school needs;~~
      - ~~a plan for individual professional growth; and~~
      - ~~studies outside the field of education which would be of benefit to members of the NLTA.~~

- Applicants must be (or intend to be) in full-time attendance at a recognized university. ~~Upon proof of registration, 50% of the award monies will be given before. The remaining~~ Fifty percent of the award will be disbursed upon proof of enrollment to full-time study; the remaining fifty percent will be awarded upon receipt of the student's transcript indicating successful completion of courses.
  - Considerations for selection will include:
    - two letters of recommendation from any of the following: ~~supervisors~~ **administrators**, colleagues, branch presidents, special interest council presidents outlining your service to the profession;
  - Applications which are in keeping with current trends in education, **which respond to an identified area of personal growth by the teacher**, and those that express provincial and school board needs, will be given priority.
  - Successful applicants should be willing, upon completion of study, to share their increased knowledge with other teachers **as requested**. ~~through NLTA professional development days or NLTA special interest council activities.~~
- iv) Applications must be submitted to the NLTA on or before March 31. ~~to be considered for the following year.~~ The award is to be used for study ~~undertaken within the 12-month period~~ **in the spring, summer, fall and winter semesters** following ~~the~~ **this** deadline. Incomplete applications will not be considered. Application forms may be obtained from the NLTA Professional Development Division or on NLTA's website.

### **Policy on Johnson Incorporated Bursaries**

(Excerpt from Policy on Professional Development Programs)

To be eligible for a Johnson Incorporated bursary, an individual must be an active member of the NLTA as described by Section I.A.1 of NLTA policy. The bursaries will be awarded as follows:

- f) **Bursaries awarded are to be used for study undertaken in the spring, summer, fall and winter semesters following this deadline.**

# REPORT ON RESOLUTIONS FROM THE 2011 BIENNIAL GENERAL MEETING

[NOTE: Action on each resolution is printed in **bold** text following the resolution.]

## CATEGORY A: PROFESSIONAL DEVELOPMENT

### Resources for Physical Education Teachers

1. That the NLTA seek to have the government provide teachers with curriculum guides and necessary resource materials, in the language of instruction, for courses listed in the Program of Studies. **(Physical Education Council)**

CARRIED AS AMENDED

On May 13, 2011 Association representatives met with Brad Clarke, Director of Program Development., Department of Education, and discussed the resolution, its rationale, etcetera. A status report was requested from Brad re the current status of curriculum guides, etcetera.

### Post-Secondary Degree Classification for Physical Education Teachers

2. That the NLTA seek to have Memorial University's Faculty of Education redefine the degree classification received by Bachelor of Physical Education/Bachelor of Education graduates from a "high school" degree to a "K-12" degree. **(Physical Education Council)**

CARRIED

NLTA staff have been working in collaboration with PESIC to have the concerns clearly delineated. Various letters were exchanged. It was taken to the Teacher Certification Committee (June 28, 2012) since the certificate endorsement was thought to be an issue. The representative of Memorial University felt, however, that it should be dealt with at the university. While the name Bachelor of Physical Education suggests it is an Education degree, it is, in fact, a program within the School of Human Kinetics and Recreation and is a prerequisite for the Bachelor of Education. The President has been corresponding with PESIC to keep them updated. A meeting with the Faculty of Education, the School of Human Kinetics and Recreation and NLTA took place on November 22, 2012.

### Maintenance of Physical Education Fitness Equipment

3. That the NLTA seek to have the employer hire staff responsible for the maintenance of school equipment such as fitness equipment used in physical education, equipment used in skilled trades, and technology, textiles, clothing, art and science laboratory equipment. **(Physical Education Council)**

CARRIED AS AMENDED

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying the main priorities for negotiations and concentrating on the development of a focused, narrow and reasonable opening package, the Collective Bargaining Committee decided not to include a proposal on this particular issue. In particular, the committee did not feel it would be appropriate to address the issue of staffing levels for non-teaching staff in the context of negotiations on a new Collective Agreement for teachers.

### Teacher Appraisal Policies

4. That teacher appraisal policies in school boards not include surveys of parents and students. (Appalachia)

CARRIED

The right of the school boards to establish policy regarding teacher evaluation is legislatively provided in the Schools Act. Article 14 of the Provincial Collective Agreement and Article 38 of the Labrador West Agreement provide protection for teachers and establish the principles of teacher evaluation. These Articles do not prevent school boards from including the use of surveys in their policies. On September 17, 2011, a letter was sent to the Directors of Education requesting copies of each district's teacher appraisal policies and the opportunity to meet on the issue. Meetings were held with the Assistant Directors for Human Resources of each district. At those meetings the Association's concern about the use of information from non-professionals in evaluating teachers was raised. All school districts indicated that the use of these types of surveys was intended only to aid teachers in their personal assessment. It was understood that use of such surveys for summative evaluation purposes would be open to challenge by the Association.

### Professional Development Fund

5. That the NLTA's Professional Development Fund be extended to provide funding for in-province professional development. (Music Council)

REFERRED TO EXECUTIVE

Executive referred this resolution to the Professional Issues Committee. At its June 8, 2011 meeting, the committee considered the history of the fund, the policy governing the fund and the actual accounting figures showing the fund's income and expenditures. It was the conclusion of the committee that the fund would not be viable or sustainable if extended to include grants for in-province travel. It recommended that the resolution be defeated. Executive defeated this resolution at its June 10, 2011 meeting.



## **CATEGORY B: ASSOCIATION**

### **Questions for Provincial Executive Candidates**

6. That as part of the electoral process for Provincial Executive, candidates for Provincial Executive be invited to provide, in writing, their positions on questions developed by the Electoral Committee, such responses to be circulated to delegates to BGM prior to the election. **(Clarenbridge)**

**CARRIED AS AMENDED**

**Teachers were invited to submit questions to the Electoral Committee to which Provincial Executive candidates will be invited to provide a written response. A number of questions were received and were previewed by the committee to determine the questions to be utilized. These questions will be forwarded to candidates and candidates' responses will be circulated to Convention delegates prior to the election.**

### **Group Insurance**

8. That the Group Insurance Trustees explore the option of including the cost of mobile laboratory services under the health plan to be funded 100% by government. **(Humber)**

**CARRIED AS AMENDED**

**On the direction of the Group Insurance Trustees, the Staff Consultant wrote the Director of Insurance with the Department of Finance expressing a desire to explore this option. The response from the Director indicated that Government "will not amend its Group Insurance Program to fully fund the provision of Mobile Laboratory Services".**

## **CATEGORY C: BENEFITS AND ECONOMIC SERVICES**

### **Mid-Career Financial Planning**

9. That the NLTA develop a policy endorsing a one-day planning session made available for all teachers once in their career (similar to the current pre-retirement seminar) to provide information for financial planning, such session to occur during the regular work day and week with paid leave provided. **(Appalachia)**

**CARRIED AS AMENDED**

**The Membership Benefits and Services Committee developed a draft policy which will be presented to Provincial Executive at their February meeting.**

## Department Head for Student Support Services

12. That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations a bonus to be paid to the position of Department Head for Student Support Services. **(Appalachia)**

CARRIED AS AMENDED

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. The NLTA opening package approved by Executive in November 2012 reserved the right for the Association to submit a specific proposal for the inclusion of a recognized department head position in the field of Special Education. This proposal will be presented to the Employer Negotiating Team during the course of negotiations.

## Paid Leaves

14. That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations five non-discretionary leave days with pay for needs related to the birth or adoption of a child. **(Humber)**

CARRIED AS AMENDED

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying the main priorities for negotiations and concentrating on the development of a focused, narrow and reasonable opening package, paid leave, including family leave (which includes leave for needs related to the birth or adoption of a child) and general personal leave were identified as important issues for negotiations. The NLTA opening package approved by Executive in November 2012 included proposals in Article 18: for three guaranteed, non-discretionary paid days for family leave with two additional non-discretionary leave days in cases involving extensive travel or extraordinary circumstances; and two guaranteed, non-discretionary days of paid leave for personal reasons.

15. That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations a minimum of five non-discretionary personal leave days with pay for all teachers. **(Hamilton Sound)**

CARRIED AS AMENDED

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying

the main priorities for negotiations and concentrating on the development of a focused, narrow and reasonable opening package, paid leave, including family leave (which includes leave for needs related to the birth or adoption of a child) and general personal leave were identified as important issues for negotiations. The NLTA opening package approved by Executive in November 2012 included proposals in Article 18 for: three guaranteed, non-discretionary paid days for family leave with two additional non-discretionary leave days in cases involving extensive travel or extraordinary circumstances; and two guaranteed, non-discretionary days of paid leave for personal reasons.

16. That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations two non-teaching days to be scheduled by the board for the purposes of preparing term assessment reports for parents. **(Marconi)**

CARRIED AS AMENDED

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying the main priorities for negotiations and concentrating on the development of a focused, narrow and reasonable opening package, the Collective Bargaining Committee decided not to include a proposal on this particular issue.

#### **Teacher Allocations for French Immersion**

17. That the NLTA continue discussions with the Department of Education to have French Immersion as a separate teaching unit allocation. **(Appalachia and School Administrators' Council)**

CARRIED AS AMENDED

This continues to be one of the issues in the Teacher Allocation Model identified by the NLTA and raised consistently in discussion on the allocation of teaching units, e.g. pre-budget briefs to government.

#### **Pension Indexing**

19. That the Collective Bargaining Committee include in the opening proposals for the next round of negotiations improvements to the existing pension indexing formula and earlier eligibility for pension indexing. **(Hamilton Sound)**

CARRIED AS AMENDED

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. The NLTA opening package approved by Executive in November 2012 reserved the right for the Association to submit a specific proposal for improved pension indexing.

## Teacher Preparation Time

20. That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations the provision of 20% preparation time per day for all teachers. **(Hamilton Sound)**

**CARRIED AS AMENDED**

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying the main priorities for negotiations and concentrating on the development of a focused, narrow and reasonable opening package, guaranteed preparation time was identified as an important issue for negotiations. The NLTA opening package approved by Executive in November 2012 included the following proposal in Article 29 for: "Teachers shall receive regularly scheduled preparation time during the instructional day of a minimum of fifteen (15) percent of their total hours of classroom instruction."

## Administrative Allowances

21. That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations an increased administrative bonus package. **(School Administrators' Council)**

**CARRIED AS AMENDED**

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying the main priorities for negotiations and concentrating on the development of a focused, narrow and reasonable opening package, the need for greater recognition of the increased demands on school administrators was identified as an important issue for negotiations. The NLTA opening package approved by Executive in November 2012 included a proposal in Article 36 for a leave in lieu benefit for principals and vice-principals, and a proposal in Article 50 for defining a "classroom" as 25 students (currently 35) for the purpose of calculating allowances.

22. That the NLTA work to lower from 35 to 25 the class size definition which is embedded in Department of Education policy. **(School Administrators' Council)**

**CARRIED**

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. The NLTA opening package approved by Executive in November 2012 included a proposal in Article 50 for defining a "classroom" as 25 students (currently 35 under Department policy) for the purpose of calculating allowances.

## School Administrators

24. That the NLTA lobby the Department of Education to adjust the administrative allocations so that schools with 50-174 pupils be entitled to one administrative unit. (School Administrators' Council)

CARRIED AS AMENDED

This resolution was discussed with the Deputy Minister and Department officials. The response received was that the Department has followed the recommendation of the Teacher Allocation Commission for these allocations. Further, the NLTA opening package includes in Article 30, a proposal on the allocation of administrative units which would require a full unit for schools with 50-174 students.

25. That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations full-time replacement for principals and vice-principals when out of the school building on employer business. (School Administrators' Council)

CARRIED AS AMENDED

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. The NLTA opening package approved by Executive in November 2012 included a proposal in Article 18 for the guaranteed provision of a substitute teacher when a principal or vice-principal are absent from school in the performance of other duties.

## Fitness Bonus/Incentive for NLTA Members

26. That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations a fitness bonus/incentive for all NLTA members. (School Administrators' Council)

CARRIED AS AMENDED

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying the main priorities for negotiations and concentrating on the development of a focused, narrow and reasonable opening package, the Collective Bargaining Committee decided not to include a proposal on this particular issue. In particular, the Committee had some concern that a bonus or incentive pay related to a teacher's physical condition could potentially have a discriminatory impact.

## Class Size Maximums for Music and Physical Education

28. That the NLTA seek to have government apply class size maximums to all classrooms including music, physical education, art, technology, etc. (Music Council)

CARRIED

A number of proposals re class size were included in the opening proposals for the current round of collective bargaining. However, this specific issue was not included. In discussions with the Department, however, NLTA has consistently lobbied for improved class size caps for teacher allocation purposes.

## **RESOLUTIONS FROM THE FLOOR**

- Fl.1 That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations a recognition of the position of Department Head for Technology Education Specialists.

**CARRIED**

**This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. The NLTA opening package approved by Executive in November 2012 reserved the right for the Association to submit a specific proposal for the inclusion of a department head positions in the field of Technology Education. This proposal will be presented to the Employer Negotiating Team during the course of negotiations.**

- Fl.2 That the Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations that teachers responsible for maintenance and up-keep of technology infrastructure in school facilities be designated an allocation similar to the allocation for learning resources teachers.

**CARRIED**

**This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. The NLTA opening package approved by Executive in November 2012 included a proposal for a specific allocation for Technology teachers based on a student/teacher ratio of 250:1.**

- Fl.4 That the NLTA examine the per diem amount for meals for retirees when branches host a retirement banquet to determine the amount of increase needed to help support this part of the retirement banquet for all branches, recognizing the difference in cost for a retirement dinner in an area like St. John's and other larger areas versus smaller areas of the island.

**CARRIED**

**The Membership Benefits and Services (MBS) Committee at their May 2011 meeting considered this resolution and, in light of the recent changes to the branch rebates and the increase in the branch projects budget, recommended that the amount for meals for retirement banquets be monitored for the next two years. During its December 2012 meeting, the MBS Committee reviewed this resolution and determined that it would not recommend an increase in the per diem at this time.**

- Fl.5 That the NLTA seek to have Service Canada Regulations amended to allow for substitute/replacement teachers to be eligible for Employment Insurance benefits even when they have received notification of work for the fall.

**CARRIED AS AMENDED**

**Service Canada Employment Insurance regulations are federally legislated and are not subject to negotiations with union organizations. In May, 2012 a meeting was held with representatives of the NLTA and CTF along with other teacher organizations with the Commissioner for Workers and Senior national staff members with Service Canada to discuss concerns with the EI system as it affects teachers. This resolution issue was raised at that meeting along with concerns over announcements made in the 2012 Federal Budget concerning employment insurance.**

- Fl.6 That a new subsection e) be added to Section 3 - Reporting of the Policy on Committees of NLTA to read as follows: "All committees chaired by Executive members shall provide updates of their committee work on a regular basis."

**CARRIED AS AMENDED**

**This statement was added to the policy as recommended. Committees continue to provide such updates through minutes of their meetings as provided to Executive. Updates on committee activities are also provided in the publication *Executive Notes* which is forwarded to members following each Executive meeting.**

- Fl.7 That the NLTA continue to regularly review its programs and services and regularly update the 2010 Review of Staffing Levels in accordance with the conclusions of the 2010 report.

**CARRIED AS AMENDED**

**All programs and services are assessed on an ongoing basis. Further, each time a staff vacancy occurs, the situation is assessed in accordance with the conclusions of the Staffing Levels Report.**

- Fl.8 That the Collective Bargaining Committee seek to include courses taught from K-6 as part of the requirements for department heads.

**CARRIED**

**This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying the main priorities for negotiations and concentrating on the development of a focused, narrow and reasonable opening package, the Collective Bargaining Committee decided not to include a proposal on this particular issue. In particular, the committee did not feel that the primary/elementary curriculum is well suited to the department head structure. As well, based on the overall review of submissions, the committee decided to focus efforts in this area on attempting to gain recognition for new department head positions in Special Education and Technology Education.**

- Fl.9 That the Collective Bargaining Committee consider for inclusion in the opening proposals that NLTA members who do not use their allocated sick leave days upon superannuation have those days placed in a bank to be used by teachers who have been diagnosed with a long-term critical or terminal illness when their allocated sick leave has been exhausted.

**CARRIED AS AMENDED**

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying the main priorities for negotiations and concentrating on the development of a focused, narrow and reasonable opening package, the Collective Bargaining Committee did identify sick leave as a significant issue for negotiations. However, there were many submissions seeking varied improvements in paid sick leave benefits. In consideration of all of these and, in particular, the directive from the BGM 2011 delegation contained in Resolution FL.18, the committee decided not to include a proposal on this particular issue. It was felt that, overall, it would be best to focus negotiating efforts with respect to paid sick leave on attempting to reinstate the pre-September 2006 sick leave entitlement for all teachers, and a proposal to this effect was included in the opening package for negotiations approved by Executive in November 2012.

- Fl.10 That the Collective Bargaining Committee consider for inclusion in the opening proposals compensation for any teacher who is required to be in school outside the instructional school day with pay or with time in lieu of extra hours worked.

**CARRIED AS AMENDED**

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying the main priorities for negotiations and concentrating on the development of a focused, narrow and reasonable opening package, the Collective Bargaining Committee did identify workload demands, including those that fall outside the confines of the regular instructional day, as a significant issue. However, there were many submissions seeking varied improvements to the Collective Agreement with respect to workload concerns and the committee felt that a proposal for extra pay or leave in lieu would not be the best way to address the overall substance of the issue. The NLTA opening package approved by Executive in November 2012 reserved the right for the association to submit a specific proposal establishing maximum limits on assigned duties for teachers, including but not limited to supervision of students and meetings. This proposal will be presented to the Employer Negotiating Team during the course of negotiations.



- Fl.11 That the Collective Bargaining Committee consider for inclusion in the opening proposals the addition of an eighth grade to the current teacher salary scale.

**CARRIED**

**This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. The NLTA opening package approved by Executive in November 2012 reserved the right for the association to submit a specific proposal for the inclusion of additional recognized levels of certification. This proposal will be presented to the Employer Negotiating Team during the course of negotiations.**

- Fl.12 That the Collective Bargaining Committee consider for inclusion in the opening proposals a recognition of a department head position for the primary/ elementary divisions in every school regardless of enrolment.

**CARRIED**

**This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying the main priorities for negotiations and concentrating on the development of a focused, narrow and reasonable opening package, the Collective Bargaining Committee decided not to include a proposal on this particular issue. Based on the overall review of submissions, the committee decided to focus efforts in this area on attempting to gain recognition for new department head positions in Special Education and Technology Education.**

- Fl.13 That the NLTA investigate the cost of using an electronic voting system during BGM.

**CARRIED**

**This was evaluated through contact with the Nova Scotia Teachers' Union and with the provider of sound and technology services for BGM. The additional cost would be approximately \$6100. No action was taken to change the voting process for BGM 2013. It was felt that this could be further examined as part of the development of the NLTA Information Technology Strategic Plan.**

- Fl.14 That the official business of BGM start at 7:00 p.m. on Tuesday evening.

**CARRIED AS AMENDED**

**The change has been made in the BGM agenda to put this into effect. The Tuesday evening session will now be part of the official BGM agenda.**

- Fl.15 That NLTA poll the membership to determine their views on a March mid-term break to replace the traditional Easter break.

**CARRIED AS AMENDED**

The membership was polled in November of 2011. Teachers were asked to complete the following: "I would prefer to have a March mid-term break to replace the traditional Easter break." There were 1,778 replies as follows:

Yes 48.5% (863)

No 41.8% (744)

Don't know/don't care 7.9% (140)

There were 260 additional comments noted. The results and comments were provided for review by Provincial Executive.

- Fl.16 That the Membership Benefits and Services Committee develop possible policy and guideline scenarios along with implications that would allow members of the Association to become members of a branch where they live rather than where they teach, to be presented to BGM 2013.

CARRIED

The Membership Benefits and Services Committee developed the following scenarios to be provided to BGM:

**Scenario #1:** Members can choose to be a member of the branch in which they are employed or in which they are a resident during the school year. It would be an individual teacher's responsibility to inform the association in writing if they wish to be a member of the branch in which they live. This would have to be done by October 15 of the current school year.

**Scenario #2:** It would be the individual teacher's responsibility to request in writing to the MBS Committee by October 1 of a given year to be registered in the branch in which they live rather than where they work. MBS would then consult with the affected branches to determine if the transfer of this teacher's branch membership would impact on the branch's viability.

**Scenario #3:** A member obtaining permission from both the branch where they work and the "receiving" branch where they live can transfer their branch membership to the "receiving" branch. Such a transfer would require the consent of both branches and must be completed prior to October 15.

**Scenario #4:** An individual teacher who has expressed an interest in serving and running for election to an executive position on a branch in which they reside can, through the MBS Committee, seek permission to stand for such office. If successful in obtaining an executive position, the teacher will be allowed to transfer branch membership for their term of office.

- Fl.18 That the Collective Bargaining Committee include in the opening proposals reinstatement of sick leave entitlements for all teachers to pre-September 2006 levels.

CARRIED AS AMENDED

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. In identifying the main priorities for negotiations and concentrating on the development of a focussed, narrow and reasonable opening package, the Collective Bargaining Committee did identify sick leave as a significant issue for negotiations. The NLTA opening package approved by Executive in November 2012 included a proposal in Article 15 that would reinstate the pre-September 2006 paid sick leave system for all teachers.

## **NEW BUSINESS RESOLUTIONS**

- NB.1 That the NLTA explore the policies, protocols and associated construction guidelines pertaining to the physical space utilized by guidance counsellors (particularly in newly-constructed schools) given widespread concerns with size, sound-proofing, lack of privacy and inappropriate physical location.

**CARRIED**

The NLTA, through a series of letters and conversations, have been lobbying the districts and Department on this issue. On September 16, 2011 letters were sent to the Director of School Services and the Assistant Directors - Programs requesting information regarding this resolution. On January 27, 2012 a letter was sent to Ms. Ingrid Clarke, Assistant Deputy Minister (Infrastructure) requesting information and raising the concerns of counsellors. A response was received on March 27, 2012. On August 7, 2012 follow-up correspondence was sent to Ms. Clarke who responded on September 25, 2012. Ms. Clarke has informed us that consultation on new school construction was conducted by the school boards and that the concerns raised by NLTA have been noted by the Department. On November 15, 2012 follow up correspondence was sent to all Directors of Education requesting input in the new school construction consultation process.

- NB.2 That the Collective Bargaining Committee consider for inclusion in the opening proposals a gravel road travel rate for all teachers.

**CARRIED**

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. The NLTA opening package approved by Executive in November 2012 included a proposal in Article 25 that would provide for a 25 percent higher mileage rate for travel on unpaved roads.

- NB.3 That the Collective Bargaining Committee consider for inclusion in the opening proposals changes to Clause 6.03 so that the criteria for the selection of teachers shall be qualifications, experience and capability.

**CARRIED**

This resolution was referred to the Collective Bargaining Committee for consideration among the submissions for inclusion in the opening proposals for negotiations. The committee thoroughly reviewed and debated all submissions received. The NLTA opening package approved by Executive in November 2012 included proposals in Article 6 that would remove suitability from the list of criteria for hiring and replace it with capability; and, with respect to experience, require hiring based on seniority or length of service with a school board.

# PROPOSED NLTA BY-LAW AMENDMENTS FOR THE 2013 BIENNIAL GENERAL MEETING

Seven proposed amendments to the NLTA By-Laws from Provincial Executive and branches meet the voting requirements for the 2013 BGM. They are listed below.

**In considering these proposed by-law amendments, you are reminded that a two-thirds majority is required in order for these changes to be carried at BGM.**

[**NOTE:** Throughout this memo additions appear in **bold** print and deletions in **strikeout**.]

## 1. Levels Based Special Interest Councils (Provincial Executive)

### **Motion from Provincial Executive:**

That the levels based special interest council structure be eliminated.

### **Wording of Appropriate By-Law Changes:**

That Section E.(1) – Special Interest Councils of By-Law IX. – Local or Regional Branches and Special Interest Councils be repealed. It reads:

- “(1) There shall be three Special Interest Councils organized along a levels basis as follows:
- (a) Primary/Elementary;
  - (b) Intermediate;
  - (c) Senior High;”

And that Sections E.(2) and (3) be renumbered and amended to read:

- “(2) ~~Other specialized~~ **Special interest** councils may be established by the Provincial Executive Council in accordance with NLTA policy.
- (3) ~~May Each Council may~~ send one delegate ~~from each Council~~ to the Provincial Association’s Convention, the cost of which is to be covered by the Association’s Convention Budget.”

**Recommendation from Provincial Executive: CARRY**

### **Rationale for Executive's Recommendation:**

Levels Councils, since their inception, have struggled to remain viable as per the Special Interest Council Viability Profile which establishes criteria for membership, programming and communications. The Executives of these councils have not been successful in creating "provincial" bodies or hosting provincial events. The Levels Councils were established when five professional development days were added to the provincial collective agreement, and it was hoped that there would be a common professional development day which the SICs would be instrumental in organizing. This common PD day did not occur and this, among other factors, has meant that the Levels Councils have not been effective.

## **2. Successive Terms of Office for the Vice-President (Provincial Executive)**

### **Motion from Provincial Executive:**

That a by-law change be prepared for the 2013 BGM to remove the provision limiting consecutive terms of office for the Vice-President.

### **Wording of Appropriate By-Law Change:**

That Section C. (2) – Office of the Vice-President of By-Law XIII. – Duties of Officers, be repealed and the subsequent subsections renumbered. Subsection C. (2) reads:

"The office shall not be held for more than two successive terms by the same person. A portion of a term shall be considered a full term."

**Recommendation from Provincial Executive:**      **CARRY**

### **Rationale for Executive's Recommendation:**

At the 2009 BGM by-law changes were accepted to permit the President to hold office for two consecutive terms, and the same change was included in the by-law referencing the term of office for the Vice-President. This change limits a person who is Vice-President to two consecutive terms of office, even though prior to the 2009 by-law change there had been no limit on the terms of office which a Vice-President could hold. Provincial Executive reviewed information received from teacher affiliates across Canada regarding the length of the term of office for vice-president in their organizations and noted that only one of the organizations had a limit on consecutive terms of office for the vice-president. Executive is therefore recommending that this restriction be removed from NLTA By-Laws.

### 3. Technical Amendment re Term of Office of the President (Provincial Executive)

That Section A.(1) – Office of the President of By-Law XIII. – Duties of Officers, be amended to read:

“That the term of office shall be for a two-year period from August 1 in the year **following the year** the President was elected to July 31 of the second year following.”

**Recommendation from Provincial Executive:** CARRY

#### **Rationale for Executive’s Recommendation:**

At the 2011 BGM a by-law change was accepted to change the timing of the province-wide election for President and Vice-President from February to December. When this change was made, a corresponding change to By-Law XIII.A.(1) – Duties of Officers should have been made to have the term of office of the President be the two-year period from August 1 in the year *following the year* the President was elected, since the election now takes place in the calendar year preceding the start of the new president’s term. Therefore, Executive is recommending this change to make the by-law consistent with the timing of the election.

### 4. Number of Teachers Required to Form a Branch (Appalachia Branch)

#### **Motion from the Branch:**

That the number of teachers required to form a branch under By-Law IX.A (2) be increased to 20 teachers.

#### **Rationale from the Branch:**

In order to effectively represent the views of a branch, there must be a sufficient number of teachers. This by-law change will assist this representation.

#### **Wording of Appropriate By-Law Change:**

That Section A.(2) of By-Law IX. – Local or Regional Branches and Special Interest Councils be amended as follows:

“A. Formation of a Branch

- (2) A local branch may be set up in any locality where there is an effective membership of at least ~~10~~ 20 teachers and where communication prevents the functioning of a larger branch within that area. In any area where a local or regional branch is functioning, no other branch may be formed unless approval is given by the Executive. Such approval may be given only after the Executive has consulted with the local or regional branch already functioning in that area.”

**Recommendation from Provincial Executive:        DEFEAT**

**Rationale for Executive’s Recommendation:**

This proposed by-law change would cause the forced dissolution of any branch with between 10 and 20 members. It would have a negative impact on rural branches. As well, some of the smaller branches can sometimes be the most active.

**5. Fees for Teachers on Leave of Absence or Pursuing Studies (Appalachia Branch)**

**Motion from the Branch:**

That NLTA increase the monthly and semester dues required under By-Law III.C (2) from \$2 to \$5.

**Rationale from the Branch:**

As the fees for active teachers have increased over the past few years, the fees for all other teachers wishing to remain members of NLTA should also be increased.

**Wording of Appropriate By-Law Changes:**

That Sections C. (2) (b), (c), (d) and (f) of By-Law III. – Active Membership be amended as follows:

“C. Dues

- (2) Teachers on Leave of Absence or Pursuing Studies as per By-Law III.A.(4) shall pay the following dues:



- (b) Teachers on leave for study purposes, and not receiving salary, the dues shall be ~~\$2.00~~ **\$5.00** per semester and the deadline for receipt of such dues shall be two months after the commencement for either of the semesters.
- (c) Teachers on leave as per By-Law III.A.(4)(c) shall pay ~~\$2.00~~ **\$5.00** per month for each completed month of leave.
- (d) Teachers who have resigned, were terminated or laid off, and pursuing studies shall pay dues of ~~\$2.00~~ **\$5.00** per semester and the deadline for receipt of such dues shall be two months after the commencement for either of the semesters.
- (f) Teachers on Parenthood Leave shall pay ~~\$2.00~~ **\$5.00** per month for each complete month of such leave.”

**Recommendation from Provincial Executive:**      **CARRY**

**Rationale for Executive’s Recommendation:**

Although these are nominal fees, they have not been increased in more than 30 years.

**6. Fees for Retired Teachers and Teachers on Long Term Disability (Appalachia Branch)**

**Motion from the Branch:**

That NLTA increase the yearly dues under By-Law IV.C. (2 & 3) from \$5 to \$10.

**Rationale from the Branch:**

As the fees for active teachers have increased over the past few years, the fees for all other teachers wishing to remain members of NLTA should also be increased.

**Wording of Appropriate By-Law Changes:**

That Sections C. (2) and (3) of By-Law IV. – Associate Membership be amended as follows:

“C. Dues

- (2) Retired Teachers – Dues of ~~\$5.00~~ **\$10.00** per year shall be charged. For those with extenuating circumstances, the fee may be waived upon application to the Executive. Retired teachers who substitute shall, however, on days substituting, pay an amount equivalent to the dues required for substitute teachers.
- (3) Teachers on Long Term Disability shall pay ~~\$5.00~~ **\$10.00** per year. For those with extenuating circumstances, the fee may be waived upon application to Executive.”

**Recommendation from Provincial Executive:**      **CARRY**

**Rationale for Executive’s Recommendation:**

Although these are nominal fees, they have not been increased in more than 30 years.

**7. Indebtedness of Branch and Special Interest Councils (Appalachia Branch)**

**Motion from the Branch:**

That By-Law XX regarding branch and special interest council funds be amended to delete “without prior approval of Executive” from the last sentence of the paragraph.

**Rationale from the Branch:**

No branch or special interest council should be permitted to borrow money, and therefore be in debt, or have a credit card at any time. If additional funds are required, those funds should come directly from NLTA to the branch or council.

**Wording of Appropriate By-Law Change:**

That By-Law XX. – Branch and Special Interest Council Funds be amended to read:

“The financial arrangements for NLTA branches and special interest councils shall be determined by the Executive and approved by the Convention in its budget. Such arrangements will not be altered to a greater amount during the period for which such arrangements have been made and approved. Other resources may be sought

and expended without reference to the Executive, except that no branch or special interest council may incur any indebtedness through such things as borrowing or use of credit cards ~~without prior approval of Executive.~~"

**Recommendation from Provincial Executive:**      **DEFEAT**

**Rationale for Executive's Recommendation:**

This is in the control of Provincial Executive Council at present and this added restriction is unnecessary. If such a request was ever received, Executive would determine if such indebtedness is warranted.

## PROCESSING OF RESOLUTIONS TO THE 2013 BGM

A total of 35 resolutions were submitted from branches and special interest councils. The resolutions were then categorized under three main headings – Professional Development, Association, and Benefits and Economic Services – and published in the Convention issue of *The Bulletin* accompanied by the name of the branch/council which submitted the resolution.

Resolutions 6, 20, and 26 are current policy of the Association and will only be voted on if a delegate wishes to change the policy.

All remaining resolutions were then assigned to various standing committees who developed recommendations for the Executive on each of the resolutions. (The recommendations follow the listing of each resolution in Tab 6 of the Convention kit.)

As per current policy, a motion to accept all resolutions which are recommended to be carried or carried as amended will be placed before the delegation at the commencement of the debate on resolutions and can be amended at that time.

For resolutions or proposed by-law changes submitted to the BGM by a branch or special interest council, a registered delegate for that branch/council will be given the privilege of moving the resolution and speaking to it. The right to close the debate will also be granted to the mover.

All speakers to each motion at the Convention will be limited to three minutes per speaker. When three speakers have spoken in succession on one side of a motion, a call will be made for a speaker on the other side and, if there is no speaker, then the vote would take place after the mover of the original motion has had the opportunity to close debate.

During the initial voting on by-law amendments and/or the introduction of new by-laws, the Scrutineers Committee will be required to count the vote (where the vote is close) rather than wait for a division call.

Resolutions From The Floor may be presented for consideration during Convention only if these resolutions have a direct bearing on, or relevancy to, business discussed at Convention. These should be written on the proper motion form provided on your tables and may be submitted to any member of the Resolutions Committee. The committee will review and edit these resolutions as necessary, and steer them through Convention on the last day. At that time, the resolution must be brought to the floor by the person who moved it. If that person is not in attendance as a delegate at that time, then the resolution will not be placed before the Convention. If the original seconder for the motion is not in attendance, then the person moving the resolution must request an alternate seconder from the delegates in attendance in order to place the motion on the floor.

# RESOLUTIONS TO THE 2013 BIENNIAL GENERAL MEETING

## CATEGORY A: PROFESSIONAL DEVELOPMENT

### School Development Model

1. That the NLTA survey its members as to the effectiveness of the school development model. (**Appalachia**)

#### Explanatory Note

Every three or four years schools review their school development model and write a new plan. However, the main topics do not change and if it is not what the board is looking for, they will insist that items are added to the plan to reflect their interests. It then becomes a school board plan and not a school plan for which the teachers take ownership.

**Executive's Recommendation: DEFEAT**

#### Rationale for Executive's Recommendation:

Last year the NLTA undertook an inquiry on the Professional Learning Communities Model which was basically a review of the effectiveness of the School Development Model. The results of a new survey would likely only tell us what we already know – that there is no consensus as to whether the School Development Model is effective. The question then would be what to do with that information and whether or not conducting a survey would effect any change in something which is mandated by the Department of Education. On the advice of the Communications Officer, it is our understanding that the cost to conduct such a survey would be significant, in the range of \$15,000.00 to \$30,000.00.

Additions appear in **bold** and deletions in ~~strikeout~~

## CATEGORY A: PROFESSIONAL DEVELOPMENT (CONT'D)

### Junior High Teacher Workload

2. That the NLTA assess, review and determine appropriate solutions to the expectations on junior high teachers during non-blocked mid-year and year-end examination periods in addition to their regular planning and teaching duties. **(Deer Lake)**

#### Explanatory Note

Junior high schools, at least in Western District, do not have blocked exams. Rather, teachers must administer exams and then continue teaching for the rest of the school day, unlike in high schools where blocked exams allow high school teachers some daytime correcting hours. Junior high teachers therefore have an excessively heavy workload to bear at the end of their instructional day during mid-year and year-end exams.

#### Executive's Recommendation:

**AMEND** to read: "That the NLTA assess **and document cases to demonstrate the unrealistic** ~~review and determine appropriate solutions to the~~ expectations on junior high teachers **to administer and correct exams in** ~~during non-blocked mid-year and year-end~~ examination periods in addition to their regular planning and teaching duties, **and that this be brought to the attention of Department of Education and school district officials."**  
Then **CARRY AS AMENDED**.

#### Rationale for Executive's Recommendation:

The original wording to "determine appropriate solutions" is not the mandate of NLTA, and the solution is obviously to go back to block examinations. This particular amendment calls for a concrete action which respects the intent of the motion.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY A: PROFESSIONAL DEVELOPMENT (CONT'D)**

### **Teacher Responsibility in Student Credit Recovery Program**

3. That the NLTA provide guidelines to teachers regarding their role and responsibility in a student credit recovery program. (**Appalachia**)

#### **Explanatory Note**

The student credit recovery program, especially in Western School District, varies from school to school. Teachers need to know what their rights and responsibilities are as this program has the potential to greatly increase teacher workload to an unmanageable level.

**Executive's Recommendation: CARRY**

#### **Rationale for Executive's Recommendation:**

The explanatory note makes it clear that teachers do not have sufficient information on this topic. The Department of Education has a new section on credit recovery in the High School Certification Handbook, and there is also a credit recovery program as part of the Positive Action for School Success (PASS) Program.

Additions appear in **bold** and deletions in ~~strikeout~~

## CATEGORY A: PROFESSIONAL DEVELOPMENT (CONT'D)

### Inclusion Education

4. That the NLTA revisit and review its support of the Inclusion philosophy as it is now being implemented – without the necessary human resources and supports. **(Lake Melville)**

#### Explanatory Note

The support given to the implementation of inclusion was contingent on the provision of adequate resources to properly implement the philosophy of inclusion. These resources have not been forthcoming and teachers are struggling to meet the needs of students within a framework that is problematic and impractical without proper human resources.

**Executive's Recommendation:** REFER TO EXECUTIVE

#### Rationale for Executive's Recommendation:

The wording in this resolution is problematic in that it asks, in essence, that the Association consider changing support for a particular philosophy. While the wording is problematic, the intent is, we believe, to send a strong message to government about the implementation process which has not been properly resourced. Given that this has been one of the Association's priorities for 2011-2013 and has been reported on at Executive and Joint Council over that two year period, Executive is best positioned to determine whether or not the intent of this resolution should be actioned.

Additions appear in **bold** and deletions in ~~strikeout~~



## **CATEGORY A: PROFESSIONAL DEVELOPMENT (CONT'D)**

### **Special Interest Council for Substitute Teachers**

5. That the NLTA contact substitute teachers in an attempt to create a special interest council for substitute teachers. **(St. John's Centre)**

#### **Explanatory Note**

We believe a special interest council will give a stronger voice to substitute teachers in this province. Contact can be made via an article in *The Bulletin* or through an email done through substitute registration and use of school reps.

**Executive's Recommendation: DEFEAT**

#### **Rationale for Executive's Recommendation:**

This resolution is the repeat of a motion which was brought from Joint Council in March 2012, discussed at the April 30, 2012 meeting of Professional Issues Committee and defeated at the May 2012 Executive meeting. There is concern that the idea of forming a special interest council for substitute teachers is not coming from the substitute teachers themselves. There is certainly a willingness to support any group who takes the initiative to garner teacher support and meet the viability criteria in forming an SIC, and there is a process in place for this to happen.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY A: PROFESSIONAL DEVELOPMENT (CONT'D)**

### **Teacher Training for New Course Implementation**

6. That the NLTA contact all concerned parties and emphasize the importance of proper teacher training for any new course before it is implemented. **(St. John's Centre)**

#### **Explanatory Note**

Some courses are implemented and then teachers receive professional development. This may create an unsafe environment for the teacher and students and cause unnecessary stress for the teacher involved.

**Executive's Recommendation:** **CURRENT POLICY**

#### **Rationale for Executive's Recommendation:**

The Association's Policy on Curriculum states, in part, that "new curriculum and program initiatives should not be implemented until the Department of Education provides adequate personnel, resources, finances, time for the explanation of the rationale and need for the curriculum change, overview of the pedagogical implications of the change, opportunities to experience the new teaching techniques demonstrated in the typical classroom setting, opportunity to practice the new techniques in a classroom setting and the opportunity to receive collaborative feedback on practice utilization."

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY A: PROFESSIONAL DEVELOPMENT (CONT'D)**

### **Fine Arts Graduation Requirements**

7. That the Fine Arts graduation requirements be reviewed and the current courses reclassified based on their relation to the delivery of curriculum. (**Provincial Music Council**)

#### **Explanatory Note**

The "Fine Arts" category in the graduation requirements encompasses a wide variety of unrelated subjects, and we feel it would be beneficial to organize these subjects according to their rightful category or classification.

**Executive's Recommendation:** REFER TO EXECUTIVE

#### **Rationale for Executive's Recommendation:**

Provincial Executive feels that this resolution has merit but requires further clarification from the Provincial Music Council.

Additions appear in **bold** and deletions in ~~strikeout~~

## CATEGORY B: ASSOCIATION

### Public Awareness Campaign

8. That the NLTA initiate a regular, ongoing public awareness/education initiative which promotes a positive image of teachers to the public. **(Lake Melville)**

#### Explanatory Note

This would be especially important during negotiations but should not be limited to times when we are negotiating. The campaign does not have to be through prime time television ads but use all media available such as radio, community channels, community newspapers, etc.

#### Executive's Recommendation:

**AMEND** to read: "That the NLTA **explore initiating** ~~initiate~~ a regular, ongoing public awareness/education initiative which promotes a positive image of teachers to the public." Then **CARRY AS AMENDED**.

#### Rationale for Executive's Recommendation:

It is the opinion of Executive that a public relations campaign just for the sake of doing one is ineffective and can be a waste of money. An effective campaign would involve a public opinion poll to determine how the public views teachers, if there is a need to promote the positive image or if other public views need to be addressed. The cost of any public relations initiative would not be small if it were to have any effect. There are several public relations initiatives that already take place such as Education Week, Teacher Recruitment Fair, Back to School messages, Christmas safety messages and Christmas choirs, advertising award recipients (teachers and students) for excellence in teaching, National Wall of Remembrance sponsorship, Media Awareness Network (Media Literacy Week), Sports NL wall calendar, Crime Prevention Guide with RNC, Children's Safety Guide, to name a few. Nonetheless, exploring an initiative is always an option if and when needed.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY B: ASSOCIATION (CONT'D)**

### **Public Awareness Campaign**

9. That the NLTA investigate the possibility of running a public relations campaign due to stalled negotiations. **(St. John's Centre)**

#### **Explanatory Note**

It may be worth the money to run a public relations campaign to put pressure on the government to negotiate a reasonable contract.

**Executive's Recommendation:**   **REFER TO EXECUTIVE**

#### **Rationale for Executive's Recommendation:**

The procedures regarding the development/initiation of a public relations campaign during negotiations are already in place, and a decision regarding implementation of such a program will be made by Executive at the appropriate time.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY B: ASSOCIATION (CONT'D)**

### **Poll re Easter Break versus March Break**

10. That the NLTA conduct a poll (not a voluntary survey) to determine the level of support among its members to change the current practice of an Easter break to a designated March break (possibly at the end of March) of each school year. **(Humber)**

#### **Explanatory Note**

A March break will consistently give members a well deserved holiday at a more professional and instructional crucial time in the school year. A March break will eliminate scenarios in which teachers have to work from January to late April without a break and then return to work with less than two months of teaching remaining.

**Executive's Recommendation:** REFER TO EXECUTIVE

#### **Rationale for Executive's Recommendation:**

A similar resolution requesting that the NLTA poll the membership on this issue was passed at the 2011 BGM and the results are provided in the "Report on Resolutions from the 2011 BGM", which is located in Tab 4 of the kit for the 2013 BGM.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY B: ASSOCIATION (CONT'D)**

### **NLTA Member Contact Information**

11. That all future forms/correspondence from the NLTA that would normally ask for a member's home school also include a place for contact information for members who do not have a home school. **(St. John's Centre)**

#### **Explanatory Note**

Not all NLTA members have a "home school".

**Executive's Recommendation: CARRY**

#### **Rationale for Executive's Recommendation:**

Every effort will continue to be made to include all teachers/members on all forms and correspondence from the NLTA.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY B: ASSOCIATION (CONT'D)**

### **Leave for School Reps**

12. That the NLTA seek to have paid leave (one-half day) provided to school reps during NLTA elections for president and vice-president in order to facilitate elections.  
**(St. John's Centre)**

#### **Explanatory Note**

With the busy life of a teacher a school rep may have trouble holding the elections in their school especially if it falls on a day when they have no prep periods and have lunch duties. By giving a half day this may make it easier for all NLTA members to vote in the election.

**Executive's Recommendation: REFER TO EXECUTIVE**

#### **Rationale for Executive's Recommendation:**

This resolution needs to be further examined. The obligation of school representatives on the day of provincial votes is recognized. However, in the current collective bargaining climate, where we are seeking improvements in number of leave days available, this would complicate the process. Another factor to be considered is the potential of future electronic voting.

Additions appear in **bold** and deletions in ~~strikeout~~



## **CATEGORY B: ASSOCIATION (CONT'D)**

### **School Representative Seminars**

13. That the NLTA discontinue the practice of allowing School Representative Seminars to be used as an avenue for candidates running for the positions of president and vice-president to campaign. **(Humber)**

#### **Explanatory Note**

The Provincial Executive member assigned to schools represented at the seminar should not have to compete with candidates to have conversations/discussions with the school representatives at the seminar. The volume of campaigning material given to school representatives is an unnecessary burden to the representatives. The specific and valuable purpose of the seminars should be enabling the school representatives to professionally, effectively and efficiently fulfill their role as a school representative. School representatives are the most important grassroots link in the Association so they should not be distracted by election campaigns.

**Executive's Recommendation: DEFEAT**

#### **Rationale for Executive's Recommendation:**

The school rep seminars allow additional opportunities for the membership to become familiar with candidates seeking election as NLTA president and vice-president. Executive members who are not assigned to that particular seminar, or other candidates wishing to attend, do so at their own expense. In feedback received from seminar participants there was no indication that the presence of these candidates is a disruptive influence on the running of the seminars.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY B: ASSOCIATION (CONT'D)**

### **Election of President and Vice-President**

14. That campaigning for the offices of President and Vice-President cease two days prior to the day of the election at 12:00 midnight. **(Humber)**

#### **Explanatory Note**

Teachers need time to reflect on the campaign material distributed to them by school representatives and candidates. This is difficult to do when they keep receiving material right up to the day of the election. School representatives in particular also need time to arrange the vote in their schools; they do not need the added responsibility of ensuring last minute campaign material is distributed to their colleagues.

**Executive's Recommendation: DEFEAT**

#### **Rationale for Executive's Recommendation:**

The intent of this motion would be difficult to enforce considering the technology available today, (i.e. web sites, email and other means to access teachers). We need to maximize opportunities for information to reach the membership. School representatives can decide their priorities re getting ready for the vote or distribution of material and teachers can determine what to do with last minute material.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY B: ASSOCIATION (CONT'D)**

### **Election of President and Vice-President**

15. That the NLTA move to online voting for the provincial President and Vice-President elections. **(Landfall Branch)**

#### **Explanatory Note**

With the advances in technology and the availability of the NLTA member database, the time has come for the provincial vote for President and Vice-President to be completed online. This would cut costs and time involved in our present mailing system.

#### **Executive's Recommendation:**

**AMEND** to read: "That the NLTA **investigate the feasibility of** ~~move to~~ online voting for the provincial President and Vice-President elections." Then **CARRY AS AMENDED**.

#### **Rationale for Executive's Recommendation:**

A number of issues have to be considered including internet connectivity, bandwidth, completeness of membership database, and the impact on voter turnout. This resolution should be considered as part of the development of the NLTA IT Strategic Plan.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY B: ASSOCIATION (CONT'D)**

### **Election of the Provincial Executive**

16. That the BGM Electoral Committee policy on Counting of the Ballots for Executive Council be amended so that delegates vote for exactly 10 candidates. **(Landfall Branch)**

#### **Explanatory Note**

In recent BGMs there has been a notable change in the way delegates are strategically voting for the Executive Council candidates, voting for a lot less than 10, resulting in candidates being elected with less than 50% of ballots cast. At BGM 2007 with 105 eligible voters, only 1/10 candidates received less than 50% of the vote. BGM 2009 had 103 eligible voters with 4/10 candidates polling less than 50%. The last BGM in 2011 saw 106 eligible voters with 5/10 candidates receiving less than 53 votes (50%) and another 2/10 receiving 54 votes. Therefore, we are electing candidates without a clear majority vote. If delegates voted for exactly 10, they can select a group of 10 individuals who a delegate feels is the best combination to work together, giving consideration that our province's teachers are represented geographically, as well as all teaching areas and specialities being represented (primary/elementary teachers, intermediate/high school teachers, administrators, speciality areas, large schools and smaller schools, etc.).

**Executive's Recommendation: DEFEAT**

#### **Rationale for Executive's Recommendation:**

A delegate may legitimately feel that fewer than ten of the candidates are worthy of his/her vote. Forcing delegates to vote for ten could result in delegates voting for candidates whom they do not wish to support and could actually be viewed as votes against those whom they do wish to support. "Strategic voting" is part of democracy.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY B: ASSOCIATION (CONT'D)**

### **Branch Boundaries**

17. That due to school closures and restructuring, the NLTA carry out an investigation into branch boundaries to ensure the needs of teachers are being met. (**Appalachia**)

#### **Explanatory Note**

The NLTA needs to see if changes in branch boundaries are needed to effectively meet the needs of all teachers.

**Executive's Recommendation: DEFEAT**

#### **Rationale for Executive's Recommendation:**

This particular issue has been the subject of investigation and report in the past, most recently at BGM 2009. Whenever the issue of changes to Branch boundaries and/or consolidation has been raised at either Joint Council or BGM, it has been rejected. Adequate investigation has been done in the past and further investigation is not a good use of Association resources. The information has already been gathered, collated and discussed. The Association should now determine what to do with the recommendations from the data already collated.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY B: ASSOCIATION (CONT'D)**

### **Branch Boundaries**

18. That if the NLTA Executive determines that changes to branch boundaries may be required due to school closures and restructuring, those changes be brought to Joint Council for debate. (**Appalachia**)

#### **Explanatory Note**

If changes to branch boundaries are required, it should be debated at Joint Council before approval is given.

**Executive's Recommendation: DEFEAT**

#### **Rationale for Executive's Recommendation:**

Refer to the rationale for Resolution 17. In addition, current policy allows for branch boundary changes in consultation with the existing branch membership.

Additions appear in **bold** and deletions in ~~strikeout~~

## CATEGORY C: BENEFITS AND ECONOMIC SERVICES

### Semesterization of Courses

19. That with the recent direction of the Department of Education to have some pilot schools completely organize their courses on a semester basis, the NLTA take the necessary steps to ensure that this pilot phase does not increase teacher workload with respect to reporting periods, parent-teacher conferences and exam creation in the pilot schools. **(Humber)**

#### Explanatory Note

#### Comparison Chart of Reporting periods; Parent/teacher meetings; Exam periods Current and Semesterized school years

Evaluation Policy requires:	1 <sup>st</sup> reporting	2 <sup>nd</sup> reporting 20% of year/course	3 <sup>rd</sup> reporting Mid- year/course	4 <sup>th</sup> reporting 80% of year/course	5 <sup>th</sup> reporting
<b>Current:</b>	Curriculum Night Late Sept.	Mid-Nov. report cards Late Nov. P/T conference	January Mid-term Exams February P/T Conference	April report cards	June final exams and report card
<b>Semesterized:</b>		<b>First term courses</b>		<b>Second term courses</b>	
	Curriculum Night 20% of course	Mid -Sept. early October report cards & P/T conference		Curriculum Night 20% of course	Mid -Feb. early March report cards & P/T conference
	Mid-term	Mid- Nov exams and report cards Late Nov. P/T conference		Mid-term	Mid- April exams and report cards Late April P/T conference
	80% of course	Dec. report cards		80% of course	May report cards
	Final	Jan. exams and report cards		Final	June exams and report cards

**Executive's Recommendation:** CARRY

#### Rationale for Executive's Recommendation:

The Association has been in contact with the Department of Education, and the Department has no plan to adopt a reporting format for semesterized courses as indicated above. Such decisions would be left to the discretion of the individual school boards.

Additions appear in **bold** and deletions in ~~strikeout~~

## CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)

### Semesterization of Courses

20. That with the recent direction of the Department of Education to have some pilot schools completely organize their courses on a semester basis, the NLTA take the necessary steps to ensure that this pilot phase does not result in a loss of teaching units in the pilot schools. **(Humber)**

#### Explanatory Note

There is a concern that prep time may not be scheduled evenly over the two semesters. The elimination of prep time can result in a reduction of teachers.

**Executive's Recommendation:** CURRENT POLICY

#### Rationale for Executive's Recommendation:

The NLTA has taken the position in its opening proposals in the current round of collective bargaining that there should be provision for guaranteed teacher preparation time in the Collective Agreement. In addition, current NLTA policy outlines the expectation for guaranteed preparation time. As well, in discussions with the Department of Education, the Department has indicated that unbalanced distribution of preparation time would be one of the problems of semesterization that would be identified and resolved through the pilot phase. Teachers retain the right to file grievance under Clause 29.01 if concerned by inequitable distribution of preparation time.

Additions appear in **bold** and deletions in ~~strikeout~~



## **CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)**

### **Viability of School Board-Teacher Liaison Committees**

21. That the NLTA investigate the viability of school board-teacher liaison committees and consider the elimination of said committees if needed. **(Appalachia)**

#### **Explanatory Note**

The effectiveness of the liaison committees needs to be examined to see if it is money well spent or if the money can be put to better use.

**Executive's Recommendation: DEFEAT**

#### **Rationale for Executive's Recommendation:**

The reports of School-Board Teacher Liaison Committees are regularly reviewed by the Membership Benefits and Services Committee, the group that oversees the activities of these committees. The total budget for these committees is \$12,000. The Liaison Committees are the only forum in which teachers have direct access to school board trustees, a right enshrined in the Collective Agreement.

Additions appear in **bold** and deletions in ~~strikeout~~

## CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)

### Role of School Administrators in the NLTA

22. That NLTA develop guidelines for administrators in dealing with their dual roles as school site managers and yet as members of the NLTA. (**Appalachia**)

#### Explanatory Note

Administrators are often caught between being an administrator enforcing the policies of the school board and being an NLTA member. Sometimes the two roles are in conflict. Guidelines are needed to assist administrators, especially new administrators, in this role.

#### Executive's Recommendation:

**AMEND** to read: "That NLTA **consider developing** ~~develop~~ guidelines for administrators in dealing with their dual roles as school site managers and yet as members of the NLTA. Then **CARRY AS AMENDED**."

#### Rationale for Executive's Recommendation:

It would be difficult to develop guidelines which addressed all possible scenarios. The amendment would provide the opportunity to investigate and assess the issue, review current policy and the Code of Ethics, and to consult with the School Administrators' Council.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)**

### **Teacher Appraisal Policies**

23. That the NLTA lobby Western School District to change the language in the performance status section of the professional learning plan reporting form.  
**(Appalachia)**

#### **Explanatory Note**

Western School District states that the performance status section will not be used against tenured teachers. More effective language is needed to improve this section and ensure tenured teachers that it will be used fairly in all schools.

**Executive's Recommendation: CARRY**

#### **Rationale for Executive's Recommendation:**

The Association has lobbied the Western School District to change the language of the performance status section.

Additions appear in **bold** and deletions in ~~strikeout~~

## CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)

### First Aid Training

24. That NLTA lobby the Department of Education to provide mandatory first aid training to all skilled trades teachers, physical education teachers and administrators during the first month of each school year. **(Appalachia)**

#### Explanatory Note

The teachers who most often deal with student injuries are not the ones trained. While the requirements under OHS may be met, it does not meet the safety needs of the school.

#### Executive's Recommendation:

**AMEND** to read: "That NLTA lobby the Department of Education to provide mandatory first aid training to all skilled trades teachers, physical education teachers and administrators ~~during the first month of each school year.~~" Then **CARRY AS AMENDED**.

#### Rationale for Executive's Recommendation:

The one-month period for training to be provided would be too restrictive.

Additions appear in **bold** and deletions in ~~strikeout~~

## CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)

### Parent-Teacher Reporting Sessions

25. That the NLTA push for a common policy for all school districts in which all teachers be given a minimum of two hours during the work day to meet with parents during reporting sessions. (**Appalachia**)

#### Explanatory Note

Some school boards are enforcing a policy of only allowing schools with a student-teacher ratio of 15 or more to close during the school day for reporting sessions. This policy is unfair and does not treat schools equally. It fails to take into account that quite often teachers in smaller schools teach multiple grades and may in fact teach more students than those in a larger school population. There is no easy way to make this system fair for everyone; however there is no need to create a two-tiered system, one that dramatically and unnecessarily places an increased burden on teachers with a student-teacher ratio of less than 15.

#### Executive's Recommendation:

**AMEND** to read: "That the NLTA **lobby school districts to establish** push for a common policy for all school districts in which all teachers be given a minimum of two hours during the work day to meet with parents during reporting sessions." Then **CARRY AS AMENDED**.

#### Rationale for Executive's Recommendation:

The amended language better communicates the intent of the resolution.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)**

### **Teacher Responsibility for Other School Positions**

26. That the NLTA investigate and propose solutions to government for instances when a teacher is required to take on the duties of a student assistant due to lack of qualified individuals available to fulfill this role. **(Appalachia)**

#### **Explanatory Note**

There are numerous instances in which a substitute has not been able to be found for a student assistant and a teacher has been required to take on this role. This has resulted in disruptions for the teacher and the students to whom they would normally be assigned. In some schools this is occurring on a very frequent basis.

**Executive's Recommendation:** CURRENT POLICY

#### **Rationale for Executive's Recommendation:**

Teachers ultimately have the responsibility for health and safety of students and student assistants work under the direction of teachers. The expectation that student assistants be provided when necessary and that limits be placed on the situations in which a teacher could be expected to do the work of a student assistant are already addressed in the Association's policy on student assistants. The policy that school administrators should require students to remain at home when a student assistant is unavailable and it is unsafe for the student to attend school is also covered in that policy.

Additions appear in **bold** and deletions in ~~strikeout~~

## CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)

### Teacher Responsibility for Other School Positions

27. That the NLTA investigate the use of instructional resource teachers being required to cover administrative and/or teacher duties when said person is out on school board business and no substitute has been provided. **(Appalachia)**

#### Explanatory Note

There have been instances where the instructional resource teacher has been required to either fill in at the office because the administrator is absent or to fill in for the teacher covering the office while the administrator is absent. IRTs have been taken away from their regularly scheduled duties because the administrator is absent and no substitute teacher has been provided. This creates disruptions in student schedules and a decrease in services to students.

#### Executive's Recommendation:

**AMEND** to read: "That the NLTA **make efforts to address the problems created by** investigate the use of instructional resource teachers being required to cover administrative and/or teacher duties when said person is out on school board business and no substitute has been provided." Then **CARRY AS AMENDED**.

#### Rationale for Executive's Recommendation:

The amended language better addresses the intent of the resolution.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)**

### **Lunch Time Supervision**

28. That the NLTA continue to work for the abolition of lunch time supervision by teachers.  
(Lake Melville)

#### **Explanatory Note**

This is a huge drain on the energy of teachers. Teachers need a break in their day, time to nourish themselves and re-energize for the rest of the day. Other arrangements should be made to provide student supervision at lunch time.

**Executive's Recommendation:** CARRY

#### **Rationale for Executive's Recommendation:**

This issue is part of the opening proposals for the current round of collective bargaining.

Additions appear in **bold** and deletions in ~~strikeout~~



## **CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)**

### **Professional Development During the Summer**

29. That the NLTA cease participating in district sponsored professional development that occurs during the summer holidays. **(Hamilton Sound)**

**Executive's Recommendation: DEFEAT**

#### **Rationale for Executive's Recommendation:**

The only district-sponsored professional development that the NLTA participates in at present are the Beginning Teacher Orientation sessions. The NLTA only participates in such sessions if they are voluntary for teachers to attend. The NLTA's participation provides much needed information to new teachers on benefits, contract issues, etc. NLTA participation in these circumstances allows for contact with new teachers and an NLTA presence at the session.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)**

### **Issues Relating to the New Student Assessment and Evaluation Policy**

30. That the NLTA seek feedback from its members regarding the additional workload on teachers due to the “new” student evaluation policy. **(St. John’s Centre)**

#### **Explanatory Note**

It seems with the new student evaluation policy the teacher is doing much more work than the student. It also seems the student has less responsibility and the teacher has more responsibility. We would like for the NLTA to poll/question/survey (whatever is best) its members regarding the issue.

**Executive’s Recommendation: CARRY**

#### **Rationale for Executive’s Recommendation:**

In recommending that this resolution be carried, Provincial Executive is supporting the rationale put forward by the sponsoring branch.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)**

### **Issues Relating to the New Student Assessment and Evaluation Policy**

31. That if concerns are expressed by teachers surrounding the "new" student evaluation policy then the NLTA should contact the parties involved to discuss possible solutions for the members concerns. **(St. John's Centre)**

#### **Explanatory Note**

If the NLTA does receive feedback concerning the student evaluation policy then the NLTA should seek a meeting to let the concerns of its members be known and to seek possible solutions to issues raised.

**Executive's Recommendation: CARRY**

#### **Rationale for Executive's Recommendation:**

In recommending that this resolution be carried, Provincial Executive is supporting the rationale put forward by the sponsoring branch.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)**

### **Clarification of Schools Act Statement re Assigned Duties**

32. That the NLTA clarify to its members what the statement "carrying out those duties that are assigned by the principal or the board" means for teachers and administrators.  
**(St. John's Centre)**

#### **Explanatory Note**

We are seeking clarification of the statement in the Schools Act as it pertains to NLTA members' rights and responsibilities (teachers and administrators). We would want teachers to know what duties can be assigned by a school administrator without violating the collective agreement, the Schools Act or the Code of Ethics and what teachers can do if they feel anything assigned to them violates their rights.

**Executive's Recommendation: CARRY**

#### **Rationale for Executive's Recommendation:**

In recommending that this resolution be carried, Provincial Executive is supporting the rationale put forward by the sponsoring branch.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)**

### **Mistreatment of Teachers**

33. That the NLTA, through province-wide focus groups, investigate the forms, frequency and severity of the mistreatment of teachers by students and parents both in the workplace and community at large and report these findings to the membership as the data is compiled and assessed for trends and areas of concern. **(Marconi)**

#### **Explanatory Note**

Over the past number of years there has been a firm/clear stance on bullying/violence among students. At the same time, little focus has been placed on the incidents of students/parents victimizing teachers verbally, emotionally and, in some cases, physically.

**Executive's Recommendation:** REFER TO EXECUTIVE

#### **Rationale for Executive's Recommendation:**

The processes required to identify and organize province-wide focus groups, conduct the sessions, compile and assess for trends and concerns will require dedicated staff time, possibly substitutes for teachers and a travel budget. Since the resolution represents a considerable expenditure of resources it was felt that it requires further study by Provincial Executive.

Additions appear in **bold** and deletions in ~~strikeout~~

## CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)

### Family Leave

34. That the NLTA seek to have “parents” added to the list of family members for which teachers may be granted family leave. **(Marconi)**

#### Explanatory Note

With our progressively aging population, the need for teachers to take time to attend to the needs of elderly parents is greatly increasing. To ensure they are taken care of with the greatest of dignity, we need time.

**Executive’s Recommendation: DEFEAT**

#### Rationale for Executive’s Recommendation:

The current language in Clause 18.03 of the Collective Agreement references the care of a sick family member. Parents fit into the definition of family member. Provincial Executive does not feel it advisable to begin creating a list of eligible family members, thus limiting the application of the clause.

Additions appear in **bold** and deletions in ~~strikeout~~

## **CATEGORY C: BENEFITS AND ECONOMIC SERVICES (CONT'D)**

### **Attendance Requirements During Weather Shutdowns**

35. That the NLTA seek to ensure that teachers who are doing similar jobs not be subject to differing attendance requirements during weather shutdowns relative to their work address. **(Marconi)**

#### **Explanatory Note**

Teachers who are in itinerant roles based out of schools will be off during storm days while those based out of district offices are required to be present.

**Executive's Recommendation: DEFEAT**

#### **Rationale for Executive's Recommendation:**

The Collective Agreement defines a school as any place a teacher works. It is the Schools Act and Clause 28.03 which allow for teachers not to be present when the school is closed subject to the Schools Act. It is important to remember that schools are only closed out of concern for student health and safety. The Association's argument in defence of attacks on Clause 28.03 is that schools are not closed by or for teachers. The Association also argues that when schools are closed for student safety reasons teachers are not off work, rather they are able to do their work (planning, correcting, etc.) from home and do not need to be in attendance at their place of work. If the Association takes the position that teachers should be able to be "off" when their place of work is open it could undermine the defence of Clause 28.03.

Additions appear in **bold** and deletions in ~~strikeout~~

# Newfoundland & Labrador Teachers' Association

Finance Booklet  
BGM 2013



# Finance Booklet

Section	I	Introduction
Section	II	Auditor Reports: 2010-2011 and 2011-2012
Section	III	Historical Data on NLTA Finances
Section	IV	Draft Budgets: 2013-2014 and 2014-2015
Section	V	Financial Statement: January 31, 2013
Section	VI	Group Insurance Trustees Budgets: 2013-2014 and 2014-2015
Section	VII	Group Insurance Trustees Auditor Reports: 2010-2011 and 2011-2012
Section	VIII	NLTA Staff Salaries
Section	IX	Conferences Attended

## **Section I**

### **Introduction**

**A. NLTA Finance and Property Committee 2012-2013: Jean Murphy (Chairperson), Sharon Penney, Sherri Rose, Sean Weir, Wade Rogers and Rita Tee (Staff Consultants)**

**B. Terms of Reference of Finance and Property Committee:**

1. In accordance with By-Law XVII and policies of the Executive Council, the duties of the Finance Committee are:
  - a) To control, under the direction of the Executive, the spending of all funds of the Association.
  - b) To review, under the direction of the Executive, the spending of all funds of the Association.
  - c) To make recommendations to Executive regarding budgetary revisions and adjustments.
  - d) To submit monthly and annual financial reports to the Executive and present the annual financial reports to BGM.
  - e) To prepare an annual budget for presentation in preliminary draft to Executive and in draft to the BGM.
  - f) To recommend to the Executive the allowance for expenses incurred through attendance at BGM.
  - g) To serve in an advisory capacity to the Executive and to BGM in matters of finance and financial policy.
  - h) To invest funds in accordance with the financial policy of the Association.
  - l) To administer the Academic Loans program.
2. To authorize purchase, lease or rental of property and equipment as directed by the Executive Council.
3. To make recommendations to the Executive Council regarding office space, renovations, maintenance, tenancy and the acquisition or disposal of property and equipment.
4. To administer the tendering policies of the Executive Council.

**NOTE:** The administrative staff members, subject to the review of the Finance and Property Committee, are to be responsible for processing expense claims at Convention and at all conferences.

### **C. The Budget Process**

The Terms of Reference of the Finance Committee require that the Committee prepare an Annual Budget for presentation in preliminary draft to the Provincial Executive and in draft to the BGM.

The main elements of the process are as follows:

1. The budget process for the 2013-14 and 2014-15 budgets began with an initial discussion draft prepared and reviewed by NLTA staff in September 2012.
2. Also in September 2012 the discussion draft was reviewed by the Finance and Property Committee prior to presentation to Joint Council.
3. The discussion draft was then presented to Joint Council at the meeting of November 2-3, 2012. Branch Presidents were broken into eight groups with the intent of providing input into the budget documents.
4. At a meeting held on December 1, 2012, the Finance and Property Committee reviewed the input from Joint Council and prepared a revised draft of the budgets for 2013-14 and 2014-15.
5. This draft was then present to the February 15, 2013 meeting of Joint Council for further comment.
6. A final draft of the budgets for 2013-14 and 2014-15 was approved by Executive for presentation to the 2013 BGM.
7. The draft budgets for 2013-14 and 2014-15, as presented, at the 2013 BGM are subject to amendment during the BGM debate.

## **Section II**

### **Auditor Reports 2010-2011 and 2011-2012**



Grant Thornton

Financial Statements

Newfoundland and Labrador Teachers' Association

August 31, 2011

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# Independent auditors' report

To the Members of the

Newfoundland and Labrador Teachers' Association

Grant Thornton LLP  
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We have audited the accompanying financial statements of the Newfoundland and Labrador Teachers' Association, which comprise the statements of financial position as at August 31, 2011, the statements of operations and changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

## **Board Management's responsibility for the financial statements**

Board management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as Board management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Auditor's responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the interim financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Newfoundland and Labrador Teachers' Association, as at August 31, 2011, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



St. John's, Newfoundland and Labrador

December 20, 2011

Chartered Accountants

# Newfoundland and Labrador Teachers' Association

## Statement of Operations

Year Ended August 31	2011		2010	
	General Fund	Restricted Funds	Total	Total
<b>Revenue</b>				
Membership fees	\$ 5,219,485	\$ 453,868	\$ 5,673,353	\$5,452,602
Contributions	246,774	208,256	455,030	465,898
Government grants	222,735	-	222,735	234,817
Interest on investments	18,711	329,283	347,994	269,595
Miscellaneous	33,286	23,824	57,110	36,198
	<u>5,740,991</u>	<u>1,015,231</u>	<u>6,756,222</u>	<u>6,459,110</u>
<b>Expenses</b>				
Administration	2,177,376	214,053	2,391,429	1,860,931
Benefits and economic services	1,246,882	-	1,246,882	1,178,689
Communications	798,116	-	798,116	765,628
Employee assistance program	-	49,965	49,965	59,196
Branch operations	259,767	-	259,767	228,207
Investment fees	-	38,900	38,900	40,775
Professional development	563,457	54,553	618,010	590,383
Grievances and arbitration	-	194,061	194,061	166,491
Negotiations and other lock-out	-	28,290	28,290	20,074
	<u>5,045,598</u>	<u>579,822</u>	<u>5,625,420</u>	<u>4,910,374</u>
Excess of revenue over expenses before other item	695,393	435,409	1,130,802	1,548,736
<b>Other item</b>				
Increase (decrease) in fair value of investments	-	109,273	109,273	201,771
Excess of revenue over expenses	<u>\$ 695,393</u>	<u>\$ 544,682</u>	<u>\$ 1,240,075</u>	<u>\$ 1,750,507</u>

See accompanying notes to the financial statements.

## Newfoundland and Labrador Teachers' Association Statement of Changes in Fund Balances

Year Ended August 31	2011	2010		
	General Fund	Restricted Funds	Total	Total
Fund balances, beginning of year	\$ 3,056,007	\$ 10,373,290	<b>\$ 13,429,297</b>	\$ 11,678,790
Excess of revenue over expenses	695,393	544,682	<b>1,240,075</b>	1,750,507
Interfund transfers	<u>(585,153)</u>	<u>585,153</u>	-	-
Fund balances, end of year	<u><b>\$ 3,166,247</b></u>	<u><b>\$ 11,503,125</b></u>	<u><b>\$ 14,669,372</b></u>	<u><b>\$ 13,429,297</b></u>

See accompanying notes to the financial statements.

# Newfoundland and Labrador Teachers' Association

## Statement of Financial Position

August 31

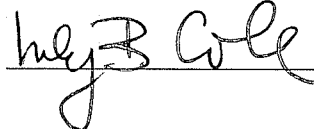
2011

2010

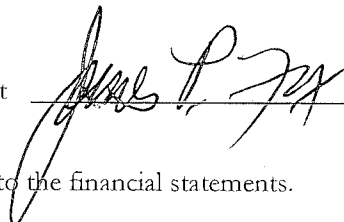
	General Fund	Restricted Funds	Total	Total
<b>Assets</b>				
<b>Current</b>				
Cash and cash equivalents	\$ 1,508,538	\$ -	\$ 1,508,538	\$ 1,755,943
Receivables	30,300	122,307	152,607	38,638
Receivable from				
General fund	-	175	175	34,468
Insurance fund	25,000	-	25,000	18,229
Restricted funds	39,738	73,467	113,205	73,467
Prepays	<u>42,313</u>	<u>-</u>	<u>42,313</u>	<u>69,376</u>
	1,645,889	195,949	1,841,838	1,990,121
Investments (Note 5)	1,377,165	11,432,628	12,809,793	11,640,589
Property and equipment (Note 6)	1,609,944	-	1,609,944	885,964
Deferred pension costs (Note 10)	<u>328,036</u>	<u>-</u>	<u>328,036</u>	<u>253,821</u>
	<u>\$ 4,961,034</u>	<u>\$ 11,628,577</u>	<u>\$ 16,589,611</u>	<u>\$ 14,770,495</u>
<b>Liabilities</b>				
<b>Current</b>				
Payables and accruals	\$ 909,412	\$ 12,071	\$ 921,483	\$ 428,845
Payable to				
General fund	-	39,914	39,914	11,000
Restricted funds	<u>-</u>	<u>73,467</u>	<u>73,467</u>	<u>96,936</u>
	909,412	125,452	1,034,864	536,781
Accrued severance pay	525,913	-	525,913	506,078
Accrued benefit liability (Note 10)	<u>359,462</u>	<u>-</u>	<u>359,462</u>	<u>298,339</u>
	1,794,787	125,452	1,920,239	1,341,198
<b>Members' Equity</b>	<u>3,166,247</u>	<u>11,503,125</u>	<u>14,669,372</u>	<u>13,429,297</u>
	<u>\$ 4,961,034</u>	<u>\$ 11,628,577</u>	<u>\$ 16,589,611</u>	<u>\$ 14,770,495</u>

Commitments (Note 9)

On behalf of the Board



President



Treasurer

See accompanying notes to the financial statements.

# Newfoundland and Labrador Teachers' Association

## Statement of Cash Flows

Year Ended August 31	2011		2010	
	General Fund	Restricted Funds	Total	Total
<b>Operating</b>				
Excess of revenue over expenses	\$ 695,393	\$ 544,682	\$ 1,240,075	\$ 1,750,507
Depreciation	118,225	-	118,225	74,313
Deferred pension costs	(74,215)	-	(74,215)	(150,990)
Accrued severance pay	19,835	-	19,835	21,305
Accrued benefit liability	61,123	-	61,123	45,744
	820,361	544,682	1,365,043	1,740,879
Change in non-cash operating working capital (Note 8)	457,174	(58,230)	398,944	(13,278)
	1,277,535	486,452	1,763,987	1,727,601
<b>Financing</b>				
Advances from general fund	-	575,153	575,153	437,629
Advances to restricted funds	(585,153)	10,000	(575,153)	(437,629)
	(585,153)	585,153	-	-
<b>Investing</b>				
Increase in investments	(97,609)	(1,071,605)	(1,169,214)	(1,057,765)
Purchase of property and equipment	(842,178)	-	(842,178)	(62,509)
	(939,787)	(1,071,605)	(2,011,392)	(1,120,274)
Net (decrease) increase in cash and cash equivalents	(247,405)	-	(247,405)	607,327
Cash and cash equivalents				
Beginning of year	1,755,943	-	1,755,943	1,148,616
End of year	\$ 1,508,538	\$ -	\$ 1,508,538	\$ 1,755,943

See accompanying notes to the financial statements.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2011

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### 1. Purpose of the organization

The Newfoundland and Labrador Teachers' Association is a provincial union, providing services collectively and individually to all teachers in Newfoundland and Labrador. These services include collective bargaining, handling of grievances and arbitrations, professional development, economic services and any other function deemed relevant by the membership. The Association is a not-for-profit corporation and is exempt from paying income tax under Section 149 of the Income Tax Act.

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### 2. Summary of significant accounting policies

#### Use of estimates

In preparing the Association's financial statements in conformity with Canadian generally accepted accounting principles, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and reported amounts of revenue and expenses during the year. Actual results could differ from these estimates.

#### Fund accounting

The Association follows the restricted fund method of accounting for contributions.

The General Fund accounts for the organization's program delivery and administrative activities. The Fund reports all unrestricted resources. During 2011, the General Fund transferred \$575,153 to the Emergency Fund. As well, during 2011, the General Fund paid for operating expenses of \$10,000 related to the Virtual Teacher Centre Fund.

The Emergency Fund is responsible for any matters related to arbitration, negotiations, lock-outs or job actions. The Fund reports on the investments maintained for emergency job actions, as well as the expenses for the same. During 2011, the Emergency Fund received transfers of \$575,153 from the General Fund.

The Professional Development Fund is used to support professional development initiatives and to fund certain specified charitable contributions.

The Centennial Fund is a means of distribution of surplus funds to members through grants and scholarships designed to further professional development. During the year, the Centennial Fund transferred \$85,820 to the Virtual Teacher Centre to help cover operating expenses.

The Reserve Fund is used to cover annual deficits in the General Fund. It is internally restricted to a minimum of 10% of current revenues in the General Fund.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2011

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### 2. Summary of significant accounting policies (cont'd.)

The Outreach Program Fund was established to provide a program which would create a bridge to members entering the teaching profession, assist with training and the professional development needs of teachers in the field, and to assist in the development and promotion of new technologies.

The Virtual Teacher Fund was established to develop a website for the professional development of teachers. During 2011, \$10,000 was transferred from the General Fund and \$85,820 was transferred from the Centennial Fund to help cover operating expenses of the Virtual Teacher Centre. Government grants totalling \$85,949 were received relating to specific payroll expenditures.

The purpose of the Safe Schools Fund is to promote whole-school community involvement in violence prevention activities that contribute to the development of safe and caring learning environment.

The School Administrators' Council Professional Development Fund (SAC Fund) was established to hold a portion of school administrators' membership fees for the use of the Schools Administrators' Council to fund its programs.

#### Revenue

Membership dues are recognized when collected. Investment income is recorded as it is earned.

Government grants and contributions for specific projects are recognized as the related expenses are incurred.

Reimbursements of costs from the Group Insurance Fund to the General Fund are recorded as the related costs are incurred and information to determine the Fund's proportionate share of the costs becomes readily available.

#### Depreciation

Rates of depreciation applied on a straight line basis to write-off the cost of property and equipment over their estimated lives are as follows:

Buildings	2-5%
Building improvements	2.5 - 10%
Equipment	10%
Computer equipment	20%

#### Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks (net of bank overdrafts). Bank borrowings are considered to be financing activities.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2011

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### 2. Summary of significant accounting policies (cont'd.)

#### **Investments**

Investments are classified as held for trading and accounted for at fair value with changes in fair value recorded in excess of revenue over expenses. Fair value is determined using the quoted market value for publicly traded investments.

#### **Accrued severance pay**

Severance pay is calculated based upon years of service and current salary levels. The amount is payable when the employee ceases employment with the Association.

#### **Financial instruments**

CICA Handbook Section 3855, "Financial Instruments – Recognition and Measurement" requires the Association to revalue all of its financial assets and liabilities at fair value on the initial date of implementation and at each subsequent financial reporting date.

Section 3855 also requires the Association to classify financial assets and liabilities according to their characteristics and management's choices and intentions related thereto for the purposes of ongoing measurements. Classification choices for financial assets include: a) held for trading – measured at fair value with changes in fair value recorded in the excess of revenue over expenses; b) held to maturity – recorded at amortized cost with gains and losses recognized in the excess of revenue over expenses for the year that the asset is no longer recognized or impaired; c) available for sale – measured at fair value with changes in fair value recognized in net assets; and d) receivables – recorded at amortized cost with gains and losses recognized in the excess of revenue over expenses in the year that the asset is no longer recognized or impaired.

Classification choices for financial liabilities include: a) held for trading - measured at fair value with changes in fair value recorded in excess of revenue over expenses and b) other - measured at amortized cost with gains and losses recognized in excess of revenue over expenses in the year that the liability is no longer recognized. Subsequent measurement for these assets and liabilities are based on either fair value or amortized cost using the effective interest method, depending upon their classification. Any financial asset or liability can be classified as held for trading as long as its fair value is reliably determinable.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2011

### 2. Summary of significant accounting policies (cont'd.)

In accordance with the standard, the Association's financial assets and liabilities are generally classified and measured as follows:

<u>Asset/Liability</u>	<u>Classification</u>	<u>Measurement</u>
Cash and cash equivalents	Held for trading	Fair value
Receivables	Receivables	Amortized cost
Investments	Held for trading	Fair value
Payables and accruals	Other financial liabilities	Fair value

Other statement of financial position accounts, such as prepaids, property and equipment and deferred pension costs are not within the scope of these accounting standards as they are not financial instruments.

#### Employee future benefits

Accrual of the costs of the Association's defined benefit pension plans are recorded monthly and adjusted annually based on actuaries' reports. Pension expense includes the net of management's best estimate of the cost of benefits provided, interest cost of projected benefits, return on pension plan assets, and amortization of experience gains or losses and plan amendments. Adjustments arising from plan amendments, experience gains or losses and changes in assumptions are amortized on a straight-line basis over the expected average remaining service life of the employee group covered by the plan. Pension fund assets are valued at market values.

Other post retirement benefits have been accrued for and adjusted annually based on actuaries' estimate.

#### Impairment of long-lived assets

Long-lived assets are reviewed for impairment upon the occurrence of events or changes in circumstances indicating that the value of the assets may not be recoverable, as measured by comparing their net book value to the estimated undiscounted cash flows generated by their use. Impaired assets are recorded at fair value, determined principally using discounted future cash flows expected from their use and eventual disposition.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2011

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### 3. Risk management

The Association's policy for managing significant risks includes policies, procedures and oversight designed to reduce the risks identified to an appropriate threshold. Management and the Board of Directors manage its investment portfolio in accordance with its long term investment policy. The investment risk inherent in its investment portfolio is managed through diversification in both asset classes and investments held. The Board is provided with timely and relevant reports on the management of significant risks. Significant risks managed by the Association include liquidity, credit, and market risks.

#### *Liquidity risk*

Liquidity risk is the risk that the Association will be unable to meet its contractual obligations and financial liabilities. The Association manages liquidity risk by monitoring its cash flows and ensuring that it has sufficient cash and marketable securities available to meet its obligations and liabilities.

#### *Credit risk*

Credit risk is the risk of loss associated with a counterparty's inability to fulfill its payment obligations. The Association's credit risk is attributable to receivables. Management believes that the credit risk concentration with respect to financial instruments included in receivables is remote.

#### *Market risk*

Market risk is the risk of loss that may arise from changes in market factors such as interest rates, foreign exchange rates and equity prices.

##### i) Interest rate risk

Interest rate risk is the risk that the value of a financial security will fluctuate due to changes in market interest rates. The Association is exposed to interest rate risk through investment in fixed income securities. The Association holds fixed income securities totaling approximately 33% of its investment in the UBS Canada Balanced Fund and having a market value of \$3,484,984. The bonds held in the UBS Canada Balanced Fund outperformed the DEX Universe Index by 1.12% for the calendar year ended December 31, 2010.

##### ii) Foreign exchange risk

The Association is exposed to foreign exchange risk on fluctuations related to equity investments that are denominated in a foreign currency. The Association manages this risk through diversification of its investment portfolio. The Association held foreign equities totaling approximately 27.5% of its investment in the UBS Canada Balanced Fund and having a market value of \$2,904,153 at year end. These foreign equities underperformed the MSCI World Index by 0.69% for the calendar year ended December 31, 2010.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2011

### 3. Risk management (cont'd.)

#### iii) Price risk

The Association has exposure to price risk with respect to equity prices. Equity price risk is defined as the potential adverse impact on the Association's earnings due to movements in individual equity prices or general movements in the level of the stock market. The Association manages price risk through diversification of its investment portfolio. Its investment in the UBS Canada Balanced Fund, with a market value of \$10,560,557 at year end, had a rate return of 9.2% for the calendar year ended December 31, 2010, lower than the benchmark of 10.39% by 1.19% or \$125,671. One standard deviation change in the UBS Canada Balanced Fund would result in a rate of return of 4.72% which would be a 4.48% decrease from the current return or a \$472,796 decrease in market value.

### 4. Capital management

The capital structure of the Association consists of a number of restricted funds and an unrestricted general fund. The primary objective of the Association's capital management is to provide adequate funding to ensure efficient operations.

The purposes of the restricted funds are disclosed in Note 2 to the financial statements.

The unrestricted general fund is available for future operations and is preserved so the Association can have financial flexibility in the future.

5. Investments	<u>Cost</u>	<u>Market Value</u>
General fund	\$ 1,377,165	\$ 1,377,165
Restricted fund	<u>11,434,228</u>	<u>11,432,628</u>
	<u>\$ 12,811,393</u>	<u>\$ 12,809,793</u>

Fair value amounts represent estimates of the consideration that would currently be agreed upon between knowledgeable and willing parties who are under no compulsion to act.

Fair value is best evidenced by quoted market prices in an active market. Where quoted market prices are not available, the quoted prices of similar instruments with observable market based inputs are used to estimate fair value using valuation models. These valuation models may use multiple observable market inputs, including observable interest rates, foreign exchange rates, index levels, credit spreads, equity prices, counterparty credit quality, and corresponding market volatility levels. Minimal management judgement is exercised for fair values calculated using quoted market prices or observable market inputs for models. The calculation of estimated fair value is based on market conditions at a specific point in time and may not be reflective of future fair values.

# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2011

### 5. Investments (cont'd.)

The Fund employs a fair value hierarchy to categorize the inputs it uses in valuation techniques to measure the fair value. The extent of use of (Level 1) quoted prices in active markets for identical assets or liabilities, (Level 2) inputs other than quoted prices included in Level 1 that are observable for the assets or liabilities either directly or indirectly, and (Level 3) inputs for the assets or liabilities that are not based on observable market data on the valuation of securities as at August 31, 2011 are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Value</u>
Cash	\$ 1,377,165	\$ -	\$ -	\$ 1,377,165
Mutual funds	<u>11,432,628</u>	<u>-</u>	<u>-</u>	<u>11,432,628</u>
Total	<u>\$ 12,809,793</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,809,793</u>

The carrying value of all other financial instruments approximates their fair value due to the short term to maturity of those financial instruments.

### 6. Property and equipment

			<u>2011</u>	<u>2010</u>
	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Land	\$ 24,875	-	\$ 24,875	\$ 24,875
Buildings	655,825	\$ 327,404	<b>328,421</b>	346,720
Building improvements	1,641,325	521,108	<b>1,120,217</b>	346,481
Equipment	928,874	803,823	<b>125,051</b>	149,512
Computer equipment	<u>875,001</u>	<u>863,621</u>	<u><b>11,380</b></u>	<u>18,376</u>
	<u>\$ 4,125,900</u>	<u>\$ 2,515,956</u>	<u><b>\$ 1,609,944</b></u>	<u>\$ 885,964</u>

### 7. Bank indebtedness

The Association has a line of credit of \$250,000. The balance owing as at August 31, 2011 was \$Nil.

# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2011

8. Change in non-cash operating working capital			<u>2011</u>	<u>2010</u>
	General Fund	Restricted Funds	Total	Total
Receivables	\$ 8,338	\$ (122,307)	\$ (113,969)	\$ (14,419)
Receivable from				
General funds	-	34,293	34,293	(34,292)
Insurance fund	(6,771)	-	(6,771)	12,594
Restricted funds	(39,738)	-	(39,738)	117,109
Prepays	27,063	-	27,063	(12,845)
Payables and accruals	491,768	870	492,638	1,391
Payable to general fund	-	28,914	28,914	(106,109)
Payable to restricted fund	(23,486)	-	(23,486)	23,293
	<u>\$ 457,174</u>	<u>\$ (58,230)</u>	<u>\$ 398,944</u>	<u>\$ (13,278)</u>

### 9. Commitments

The Association has commitments under leases for office and printing equipment to make rental payments as follows: 2012 - \$79,769; 2013 - \$79,769; 2014 - \$70,054; 2015 - \$54,840 and 2016 - \$53,007.

The Association has also committed to contract for legal services whereby they will make minimum annual payments of \$239,560 for 2012.

The Association has entered into a contract for renovations to the building in the amount of \$1,232,125, of which \$628,240 remains to be completed in fiscal 2012.

### 10. Employee future benefits

#### Defined benefit pension plan

The Association maintains a defined benefit pension plan for its support staff. The plan provides benefits based on length of service and average earnings.

Based on an actuarial valuation of the plan, completed as at December 31, 2008, the following results have been extrapolated for August 31, 2011.

	<u>2011</u>	<u>2010</u>
Accrued benefits obligation	\$ 2,937,157	\$ 2,935,758
Fair value of plan assets	<u>2,567,600</u>	<u>2,429,706</u>
Funded status – plan deficit	(369,557)	(506,052)
Unamortized net actuarial loss	755,863	825,427
Unamortized transitional asset	<u>(58,270)</u>	<u>(65,554)</u>
Deferred pension costs	<u>\$ 328,036</u>	<u>\$ 253,821</u>

# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2011

### 10. Employee future benefits (cont'd.)

The accrued benefit asset (obligation) noted above was computed using the Projected Benefit Method Prorated on Services as defined in CICA Handbook Section 3461.

	<u>2011</u>	<u>2010</u>
Association contributions during the year	\$ 193,077	\$ 207,517
Employee contributions during the year	57,477	53,317
Benefits paid during the year	237,338	82,616
Net pension expense	<b>118,862</b>	56,527

The excess of the unamortized net actuarial loss over 10% of the greater of the benefit obligation and the fair value of plan assets is amortized over the average years of future service of the employee group (11 years). The amount of amortization for 2011 was \$48,350 (2010 - \$7,988).

The unamortized transitional asset is being amortized over the average remaining service life of the employee group (9 years). The amount of amortization for 2011 was \$7,284 (2010 - \$7,284).

Significant actuarial assumptions used in calculating the net pension expense for the Association's funded pension plan were as follows:

	<u>2011</u>	<u>2010</u>
Discount rate	5.70%	6.80%
Long term rate of return on plan assets	6.25%	6.50%
Rate of increase in compensation levels	3.75%	3.75%

### Other post employment benefits

The Association provides for coverage under the group life and group health plans upon retirement from active service for its employees. Based on an actuarial valuation of the plans, completed as at August 31, 2009, the following results have been extrapolated for August 31, 2011.

	<u>2011</u>	<u>2010</u>
Accrued benefits obligation	\$ 565,289	\$ 520,840
Fair value of plan assets	-	-
Funded status – plan deficit	(565,289)	(520,840)
Unamortized net actuarial loss	153,866	164,045
Unamortized transitional obligation	<u>51,961</u>	<u>58,456</u>
Accrued benefit liability	<u>\$ (359,462)</u>	<u>\$ (298,339)</u>

The accrued benefit liability was computed using the Projected Benefit Method Prorated on Services as defined in CICA Handbook Section 3461.

# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2011

### 10. Employee future benefits (cont'd.)

The excess of the unamortized net actuarial loss over 10% of the greater of the benefit obligation and the fair value of plan assets is amortized over the average years of future service of the employee group (11 years). The amount of amortization for 2011 was \$10,179 (2010 - \$2,068).

The unamortized transitional obligation is being amortized over the average remaining service life (9 years). The amount of amortization for 2011 was \$6,495 (2010 - \$6,495).

The benefit expense for these plans for the fiscal year ended August 31, 2011 was \$64,650 (2010 - \$47,845). Benefits paid during 2011 totalled \$3,527 (2010 - \$2,102).

Significant actuarial assumptions used in calculating the accrued benefit liability and expense for these plans were as follows:

<u>Group Life</u>	<u>2011</u>	<u>2010</u>
Discount rate	6.00%	7.10%
Rate of increase in compensation levels	3.75%	3.75%
<u>Group Health</u>		
Discount rate	6.00%	7.10%
Medical inflation rate	7.85% in 2011 decreasing 0.15% per year for 20 years to 5.0% per year thereafter	8.00% in 2010 decreasing 0.15% per year for 20 years to 5.0% per year thereafter

The use of a health care trend of 1% per year above the assumptions used in the valuation as noted above would result in an increase to the accrued benefit obligation of approximately 25%.

### 11. Related party transactions

Revenue includes \$57,126 (2010 - \$70,962) from the Insurance Fund for its share of building operating expenses and pre-retirement seminars and \$189,648 (2010 - \$198,427) from the Insurance Fund for reimbursement of salaries.

These related party transactions were in the normal course of operations and were measured at their exchange amounts, which are the amounts of consideration established and agreed to by the related parties.

# Newfoundland and Labrador Teachers' Association

## Schedule of Expenses

Year Ended August 31, 2011	2011	2010
<b>Administration</b>		
Building	\$ 257,409	\$ 224,203
Canadian Teachers' Federation	153,854	158,414
Conferences	28,540	36,577
Conventions	269,515	-
Executive	92,061	60,310
General	236,115	249,190
Office	250,515	249,674
Personnel	656,020	482,794
President's office	<u>233,347</u>	<u>211,029</u>
	<b><u>\$ 2,177,376</u></b>	<b><u>\$ 1,672,191</u></b>
<b>Benefits and economic services</b>		
Employee assistance program	\$ 225,435	\$ 234,818
Lawyers fees	135,500	136,215
Non-program travel	12,769	18,134
Personnel	742,544	674,330
Pre-retirement sessions	47,983	31,037
Research	1,842	1,371
Resource Centre	66,762	65,713
Standing committees	13,147	12,893
Workshops	<u>900</u>	<u>4,178</u>
	<b><u>\$ 1,246,882</u></b>	<b><u>\$ 1,178,689</u></b>
<b>Communications</b>		
Committees	\$ 1,860	\$ 3,760
Education week	16,410	14,932
Personnel	220,028	211,009
Print plant	467,636	438,706
Publicity and design	77,137	77,419
Travel	7,832	7,075
Technology	<u>7,213</u>	<u>12,727</u>
	<b><u>\$ 798,116</u></b>	<b><u>\$ 765,628</u></b>



# Newfoundland and Labrador Teachers' Association

## Restricted Funds' Statement of Operations

Year Ended August 31

2011

2010

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	Virtual Teacher Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Total	Total
<b>Revenue</b>										
Membership fees	\$ 453,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 453,868	\$ 435,966
Contributions	-	-	122,307	-	-	85,949	-	-	208,256	196,450
Interest on investments	207,140	25,438	23,125	72,480	182	672	34	212	329,283	268,662
Miscellaneous	-	-	-	-	-	-	-	23,824	23,824	23,433
	<u>661,008</u>	<u>25,438</u>	<u>145,432</u>	<u>72,480</u>	<u>182</u>	<u>86,621</u>	<u>34</u>	<u>24,036</u>	<u>1,015,231</u>	<u>924,511</u>
<b>Expenses</b>										
Administration	7,978	1,561	1,561	1,561	1,399	181,328	63	18,602	214,053	188,740
Employee assistance program	-	-	49,965	-	-	-	-	-	49,965	59,196
Investment fees	18,632	5,690	5,462	9,116	-	-	-	-	38,900	40,775
Professional development	-	33,803	10,750	-	10,000	-	-	-	54,553	50,805
Grievances and arbitrations	194,061	-	-	-	-	-	-	-	194,061	166,491
Negotiations and other lock-out	28,290	-	-	-	-	-	-	-	28,290	20,074
	<u>248,961</u>	<u>41,054</u>	<u>67,738</u>	<u>10,677</u>	<u>11,399</u>	<u>181,328</u>	<u>63</u>	<u>18,602</u>	<u>579,822</u>	<u>526,081</u>
Excess of revenue over expenses (expenses over revenue) before other item	412,047	(15,616)	77,694	61,803	(11,217)	(94,707)	(29)	5,434	435,409	398,430
Other item Increase (decrease) in fair value of investments	55,830	10,517	9,382	33,544	-	-	-	-	109,273	201,771
Excess of revenue over expenses (expenses over revenue)	<u>\$ 467,877</u>	<u>\$ (5,099)</u>	<u>\$ 87,076</u>	<u>\$ 95,347</u>	<u>\$ (11,217)</u>	<u>\$ (94,707)</u>	<u>\$ (29)</u>	<u>\$ 5,434</u>	<u>\$ 544,682</u>	<u>\$ 600,201</u>

# Newfoundland and Labrador Teachers' Association

## Restricted Funds' Statement of Changes in Fund Balances

Year Ended August 31

2011

2010

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	Virtual Teacher Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Total	Total
Fund balances, beginning of year	\$ 6,308,088	\$ 871,655	\$ 845,776	\$ 2,148,723	\$ 39,411	\$ 129,863	\$ 5,694	\$ 24,080	\$ 10,373,290	\$ 9,335,460
Excess of revenue over expenses (expenses over revenue)	467,877	(5,099)	87,076	95,347	(11,217)	(94,707)	(29)	5,434	544,682	600,201
Interfund transfers	575,153	-	(85,820)	-	-	95,820	-	-	585,153	437,629
Fund balances, end of year	<u>\$ 7,351,118</u>	<u>\$ 866,556</u>	<u>\$ 847,032</u>	<u>\$ 2,244,070</u>	<u>\$ 28,194</u>	<u>\$ 130,976</u>	<u>\$ 5,665</u>	<u>\$ 29,514</u>	<u>\$ 11,503,125</u>	<u>\$ 10,373,290</u>

# Newfoundland and Labrador Teachers' Association

## Restricted Funds' Statement of Financial Position

August 31

2011

2010

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	Virtual Teacher Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Total	Total
<b>Assets</b>										
Current										
Receivables	\$ -	-	\$ 122,307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,307	\$ -
Receivable from general fund	-	-	-	175	-	-	-	-	175	34,468
Receivable from restricted funds	-	-	-	-	-	73,467	-	-	73,467	73,467
	-	-	122,307	175	-	73,467	-	-	195,949	107,935
Investments (Note 5)	7,391,044	870,805	801,078	2,246,781	28,194	59,547	5,665	29,514	11,432,628	10,361,023
	<u>\$ 7,391,044</u>	<u>\$ 870,805</u>	<u>\$ 923,385</u>	<u>\$ 2,246,956</u>	<u>\$ 28,194</u>	<u>\$ 133,014</u>	<u>\$ 5,665</u>	<u>\$ 29,514</u>	<u>\$ 11,628,577</u>	<u>\$ 10,468,958</u>
<b>Liabilities</b>										
Current										
Payables and accruals	\$ 6,379	\$ 2,806	\$ 1,443	\$ 1,443	\$ -	\$ -	\$ -	\$ -	\$ 12,071	\$ 11,201
Payable to general fund	33,547	1,443	1,443	1,443	-	2,038	-	-	39,914	11,000
Payable to restricted fund	-	-	73,467	-	-	-	-	-	73,467	73,467
	39,926	4,249	76,353	2,886	-	2,038	-	-	125,452	95,668
Members' Equity	7,351,118	866,556	847,032	2,244,070	28,194	130,976	5,665	29,514	11,503,125	10,373,290
	<u>\$ 7,391,044</u>	<u>\$ 870,805</u>	<u>\$ 923,385</u>	<u>\$ 2,246,956</u>	<u>\$ 28,194</u>	<u>\$ 133,014</u>	<u>\$ 5,665</u>	<u>\$ 29,514</u>	<u>\$ 11,628,577</u>	<u>\$ 10,468,958</u>





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Financial Statements

Newfoundland and Labrador Teachers' Association

August 31, 2012

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## Independent auditors' report

To the Members of the

Newfoundland and Labrador Teachers' Association

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We have audited the accompanying financial statements of the Newfoundland and Labrador Teachers' Association, which comprise the statements of financial position as at August 31, 2012, the statements of operations and changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### **Board Management's responsibility for the financial statements**

Board management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as Board management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's responsibility**

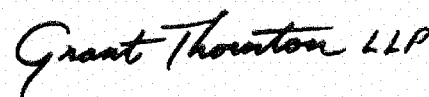
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the interim financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Newfoundland and Labrador Teachers' Association, as at August 31, 2012, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



St. John's, Newfoundland and Labrador

February 6, 2013

Chartered Accountants



# Newfoundland and Labrador Teachers' Association

## Statement of Operations

Year Ended August 31

2012

2011

	General Fund	Restricted Funds	Total	Total
<b>Revenue</b>				
Membership fees	\$ 5,485,793	\$ 477,023	\$ 5,962,816	\$ 5,673,353
Contributions	285,081	220,819	505,900	455,030
Government grants	229,805	-	229,805	222,735
Interest on investments	15,883	727,582	743,465	347,994
Miscellaneous	84,075	24,648	108,723	57,110
	<u>6,100,637</u>	<u>1,450,072</u>	<u>7,550,709</u>	<u>6,756,222</u>
<b>Expenses</b>				
Administration	1,886,074	226,039	2,112,113	2,391,429
Benefits and economic services	1,282,665	-	1,282,665	1,246,882
Communications	911,499	-	911,499	798,116
Employee assistance program	-	60,415	60,415	49,965
Branch operations	245,298	-	245,298	259,767
Investment fees	-	58,538	58,538	38,900
Professional development	573,602	76,721	650,323	618,010
Grievances and arbitration	-	184,674	184,674	194,061
Negotiations and other lock-out	-	109,473	109,473	28,290
	<u>4,899,138</u>	<u>715,860</u>	<u>5,614,998</u>	<u>5,625,420</u>
Excess of revenue over expenses before other item	1,201,499	734,212	1,935,711	1,130,802
Other item (Decrease) increase in fair value of investments	-	(265,612)	(265,612)	109,273
Excess of revenue over expenses	<u>\$ 1,201,499</u>	<u>\$ 468,600</u>	<u>\$ 1,670,099</u>	<u>\$ 1,240,075</u>

See accompanying notes to the financial statements.

## Newfoundland and Labrador Teachers' Association

### Statement of Changes in Fund Balances

Year Ended August 31	2012	2011		
	General <u>Fund</u>	Restricted <u>Funds</u>	<u>Total</u>	<u>Total</u>
Fund balances, beginning of year	\$ 3,166,247	\$ 11,503,125	<b>\$ 14,669,372</b>	\$ 13,429,297
Excess of revenue over expenses	1,201,499	468,600	<b>1,670,099</b>	1,240,075
Interfund transfers	<u>(357,697)</u>	<u>357,697</u>	<u>-</u>	<u>-</u>
Fund balances, end of year	<u>\$ 4,010,049</u>	<u>\$ 12,329,422</u>	<u><b>\$ 16,339,471</b></u>	<u>\$ 14,669,372</u>

See accompanying notes to the financial statements.

# Newfoundland and Labrador Teachers' Association

## Statement of Financial Position

August 31

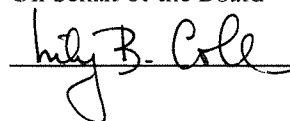
2012

2011

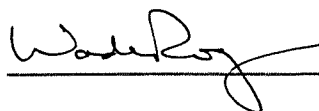
	General Fund	Restricted Funds	Total	Total
<b>Assets</b>				
Current				
Cash and cash equivalents	\$ 1,013,100	\$ -	\$ 1,013,100	\$ 1,508,538
Receivables	9,156	-	9,156	152,607
Receivable from				
General fund	-	175	175	175
Insurance fund	19,083	-	19,083	25,000
Restricted funds	50,036	73,467	123,503	113,205
Prepays	<u>51,362</u>	-	<u>51,362</u>	<u>42,313</u>
	1,142,737	73,642	1,216,379	1,841,838
Investments (Note 5)	1,357,367	12,390,925	13,748,292	12,809,793
Property and equipment (Note 6)	2,653,479	-	2,653,479	1,609,944
Deferred pension costs (Note 10)	<u>349,834</u>	-	<u>349,834</u>	<u>328,036</u>
	<u>\$ 5,503,417</u>	<u>\$ 12,464,567</u>	<u>\$ 17,967,984</u>	<u>\$ 16,589,611</u>
<b>Liabilities</b>				
Current				
Payables and accruals	\$ 564,198	\$ 11,642	\$ 575,840	\$ 921,483
Payable to				
General fund	-	50,036	50,036	39,914
Restricted funds	<u>175</u>	<u>73,467</u>	<u>73,642</u>	<u>73,467</u>
	564,373	135,145	699,518	1,034,864
Accrued severance pay	506,466	-	506,466	525,913
Accrued benefit liability (Note 10)	<u>422,529</u>	-	<u>422,529</u>	<u>359,462</u>
	1,493,368	135,145	1,628,513	1,920,239
<b>Members' Equity</b>	<u>4,010,049</u>	<u>12,329,422</u>	<u>16,339,471</u>	<u>14,669,372</u>
	<u>\$ 5,503,417</u>	<u>\$ 12,464,567</u>	<u>\$ 17,967,984</u>	<u>\$ 16,589,611</u>

Commitments (Note 9)

On behalf of the Board



President



Treasurer

See accompanying notes to the financial statements.

# Newfoundland and Labrador Teachers' Association

## Statement of Cash Flows

Year Ended August 31

2012

2011

	General Fund	Restricted Funds	Total	Total
<b>Operating</b>				
Excess of revenue over expenses	\$ 1,201,499	\$ 468,600	\$ 1,670,099	\$ 1,240,075
Depreciation	178,258	-	178,258	118,225
Deferred pension costs	(21,798)	-	(21,798)	(74,215)
Accrued severance pay	(19,447)	-	(19,447)	19,835
Accrued benefit liability	63,067	-	63,067	61,123
	1,401,579	468,600	1,870,179	1,365,043
Change in non-cash operating working capital (Note 8)	(337,325)	132,000	(205,325)	398,944
	1,064,254	600,600	1,664,854	1,763,987
<b>Financing</b>				
Advances from general fund	-	347,697	347,697	575,153
Advances to restricted funds	(357,697)	10,000	(347,697)	(575,153)
	(357,697)	357,697	-	-
<b>Investing</b>				
Increase in investments	19,798	(958,297)	(938,499)	(1,169,214)
Purchase of property and equipment	(1,221,793)	-	(1,221,793)	(842,178)
	(1,201,995)	(958,297)	(2,160,292)	(2,011,392)
Net (decrease) increase in cash and cash equivalents	(495,438)	-	(495,438)	(247,405)
Cash and cash equivalents				
Beginning of year	1,508,538	-	1,508,538	1,755,943
End of year	<u>\$ 1,013,100</u>	<u>\$ -</u>	<u>\$ 1,013,100</u>	<u>\$ 1,508,538</u>

See accompanying notes to the financial statements.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2012

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### 1. Purpose of the organization

The Newfoundland and Labrador Teachers' Association is a provincial union, providing services collectively and individually to all teachers in Newfoundland and Labrador. These services include collective bargaining, handling of grievances and arbitrations, professional development, economic services and any other function deemed relevant by the membership. The Association is a not-for-profit corporation and is exempt from paying income tax under Section 149 of the Income Tax Act.

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### 2. Summary of significant accounting policies

#### Use of estimates

In preparing the Association's financial statements in conformity with Canadian generally accepted accounting principles, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and reported amounts of revenue and expenses during the year. Actual results could differ from these estimates.

#### Fund accounting

The Association follows the restricted fund method of accounting for contributions.

The General Fund accounts for the organization's program delivery and administrative activities. The Fund reports all unrestricted resources. During 2012, the General Fund transferred \$347,697 to the Emergency Fund. As well, during 2012, the General Fund paid for operating expenses of \$10,000 related to the Virtual Teacher Centre Fund.

The Emergency Fund is responsible for any matters related to arbitration, negotiations, lock-outs or job actions. The Fund reports on the investments maintained for emergency job actions, as well as the expenses for the same. During 2012, the Emergency Fund received transfers of \$347,697 from the General Fund.

The Professional Development Fund is used to support professional development initiatives and to fund certain specified charitable contributions.

The Centennial Fund is a means of distribution of surplus funds to members through grants and scholarships designed to further professional development. During the year, the Centennial Fund transferred \$89,253 to the Virtual Teacher Centre to help cover operating expenses.

The Reserve Fund is used to cover annual deficits in the General Fund. It is internally restricted to a minimum of 10% of current revenues in the General Fund.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2012

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### 2. Summary of significant accounting policies (cont'd.)

The Outreach Program Fund was established to provide a program which would create a bridge to members entering the teaching profession, assist with training and the professional development needs of teachers in the field, and to assist in the development and promotion of new technologies.

The Virtual Teacher Fund was established to develop a website for the professional development of teachers. During 2012, \$10,000 was transferred from the General Fund and \$89,253 was transferred from the Centennial Fund to help cover operating expenses of the Virtual Teacher Centre. Government grants totalling \$89,387 were received relating to specific payroll expenditures.

The purpose of the Safe Schools Fund is to promote whole-school community involvement in violence prevention activities that contribute to the development of safe and caring learning environment.

The School Administrators' Council Professional Development Fund (SAC Fund) was established to hold a portion of school administrators' membership fees for the use of the Schools Administrators' Council to fund its programs.

#### Revenue

Membership dues are recognized when collected. Investment income is recorded as it is earned.

Government grants and contributions for specific projects are recognized as the related expenses are incurred.

Reimbursements of costs from the Group Insurance Fund to the General Fund are recorded as the related costs are incurred and information to determine the Fund's proportionate share of the costs becomes readily available.

#### Depreciation

Rates of depreciation applied on a straight line basis to write-off the cost of property and equipment over their estimated lives are as follows:

Buildings	2-5%
Building improvements	2.5 - 10%
Equipment	10%
Computer equipment	20%

#### Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks (net of bank overdrafts). Bank borrowings are considered to be financing activities.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2012

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### 2. Summary of significant accounting policies (cont'd.)

#### Investments

Investments are classified as held for trading and accounted for at fair value with changes in fair value recorded in excess of revenue over expenses. Fair value is determined using the quoted market value for publicly traded investments.

#### Accrued severance pay

Severance pay is calculated based upon years of service and current salary levels. The amount is payable when the employee ceases employment with the Association.

#### Financial instruments

CICA Handbook Section 3855, "Financial Instruments – Recognition and Measurement" requires the Association to revalue all of its financial assets and liabilities at fair value on the initial date of implementation and at each subsequent financial reporting date.

Section 3855 also requires the Association to classify financial assets and liabilities according to their characteristics and management's choices and intentions related thereto for the purposes of ongoing measurements. Classification choices for financial assets include: a) held for trading – measured at fair value with changes in fair value recorded in the excess of revenue over expenses; b) held to maturity – recorded at amortized cost with gains and losses recognized in the excess of revenue over expenses for the year that the asset is no longer recognized or impaired; c) available for sale – measured at fair value with changes in fair value recognized in net assets; and d) receivables – recorded at amortized cost with gains and losses recognized in the excess of revenue over expenses in the year that the asset is no longer recognized or impaired.

Classification choices for financial liabilities include: a) held for trading - measured at fair value with changes in fair value recorded in excess of revenue over expenses and b) other - measured at amortized cost with gains and losses recognized in excess of revenue over expenses in the year that the liability is no longer recognized. Subsequent measurement for these assets and liabilities are based on either fair value or amortized cost using the effective interest method, depending upon their classification. Any financial asset or liability can be classified as held for trading as long as its fair value is reliably determinable.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2012

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### 2. Summary of significant accounting policies (cont'd.)

In accordance with the standard, the Association's financial assets and liabilities are generally classified and measured as follows:

<u>Asset/Liability</u>	<u>Classification</u>	<u>Measurement</u>
Cash and cash equivalents	Held for trading	Fair value
Receivables	Receivables	Amortized cost
Investments	Held for trading	Fair value
Payables and accruals	Other financial liabilities	Fair value

Other statement of financial position accounts, such as prepaids, property and equipment and deferred pension costs are not within the scope of these accounting standards as they are not financial instruments.

#### **Employee future benefits**

Accrual of the costs of the Association's defined benefit pension plans are recorded monthly and adjusted annually based on actuaries' reports. Pension expense includes the net of management's best estimate of the cost of benefits provided, interest cost of projected benefits, return on pension plan assets, and amortization of experience gains or losses and plan amendments. Adjustments arising from plan amendments, experience gains or losses and changes in assumptions are amortized on a straight-line basis over the expected average remaining service life of the employee group covered by the plan. Pension fund assets are valued at market values.

Other post retirement benefits have been accrued for and adjusted annually based on actuaries' estimate.

#### **Impairment of long-lived assets**

Long-lived assets are reviewed for impairment upon the occurrence of events or changes in circumstances indicating that the value of the assets may not be recoverable, as measured by comparing their net book value to the estimated undiscounted cash flows generated by their use. Impaired assets are recorded at fair value, determined principally using discounted future cash flows expected from their use and eventual disposition.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2012

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### 3. Risk management

The Association's policy for managing significant risks includes policies, procedures and oversight designed to reduce the risks identified to an appropriate threshold. Management and the Board of Directors manage its investment portfolio in accordance with its long term investment policy. The investment risk inherent in its investment portfolio is managed through diversification in both asset classes and investments held. The Board is provided with timely and relevant reports on the management of significant risks. Significant risks managed by the Association include liquidity, credit, and market risks.

#### *Liquidity risk*

Liquidity risk is the risk that the Association will be unable to meet its contractual obligations and financial liabilities. The Association manages liquidity risk by monitoring its cash flows and ensuring that it has sufficient cash and marketable securities available to meet its obligations and liabilities.

#### *Credit risk*

Credit risk is the risk of loss associated with a counterparty's inability to fulfill its payment obligations. The Association's credit risk is attributable to receivables. Management believes that the credit risk concentration with respect to financial instruments included in receivables is remote.

#### *Market risk*

Market risk is the risk of loss that may arise from changes in market factors such as interest rates, foreign exchange rates and equity prices.

##### i) Interest rate risk

Interest rate risk is the risk that the value of a financial security will fluctuate due to changes in market interest rates. The Association is exposed to interest rate risk through investment in fixed income securities. The Association holds fixed income securities totaling approximately 34.02% of its investment in the UBS Canada Balanced Fund and having a market value of \$3,899,332. The bonds held in the UBS Canada Balanced Fund outperformed the DEX Universe Index by 0.78% for the calendar year ended December 31, 2011.

##### ii) Foreign exchange risk

The Association is exposed to foreign exchange risk on fluctuations related to equity investments that are denominated in a foreign currency. The Association manages this risk through diversification of its investment portfolio. The Association held foreign equities totaling approximately 30.60% of its investment in the UBS Canada Balanced Fund and having a market value of \$3,507,336 at year end. These foreign equities underperformed the MSCI World Index by 3.30% for the calendar year ended December 31, 2011.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2012

### 3. Risk management (cont'd.)

#### iii) Price risk

The Association has exposure to price risk with respect to equity prices. Equity price risk is defined as the potential adverse impact on the Association's earnings due to movements in individual equity prices or general movements in the level of the stock market. The Association manages price risk through diversification of its investment portfolio. Its investment in the UBS Canada Balanced Fund, with a market value of \$11,461,881 at year end, had a rate return of -2.60% for the calendar year ended December 31, 2011, lower than the benchmark of -0.15% by 2.45% or \$280,816. One standard deviation change in the UBS Canada Balanced Fund would result in a 5.03% decrease from the current return or a \$874,542 decrease in market value.

### 4. Capital management

The capital structure of the Association consists of a number of restricted funds and an unrestricted general fund. The primary objective of the Association's capital management is to provide adequate funding to ensure efficient operations.

The purposes of the restricted funds are disclosed in Note 2 to the financial statements.

The unrestricted general fund is available for future operations and is preserved so the Association can have financial flexibility in the future.

5. Investments	<u>Cost</u>	<u>Market Value</u>
General fund	\$ 1,357,367	\$ 1,357,367
Restricted fund	<u>12,776,391</u>	<u>12,390,925</u>
	<u>\$ 14,133,758</u>	<u>\$ 13,748,292</u>

Fair value amounts represent estimates of the consideration that would currently be agreed upon between knowledgeable and willing parties who are under no compulsion to act.

Fair value is best evidenced by quoted market prices in an active market. Where quoted market prices are not available, the quoted prices of similar instruments with observable market based inputs are used to estimate fair value using valuation models. These valuation models may use multiple observable market inputs, including observable interest rates, foreign exchange rates, index levels, credit spreads, equity prices, counterparty credit quality, and corresponding market volatility levels. Minimal management judgement is exercised for fair values calculated using quoted market prices or observable market inputs for models. The calculation of estimated fair value is based on market conditions at a specific point in time and may not be reflective of future fair values.

# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2012

### 5. Investments (cont'd.)

The Fund employs a fair value hierarchy to categorize the inputs it uses in valuation techniques to measure the fair value. The extent of use of (Level 1) quoted prices in active markets for identical assets or liabilities, (Level 2) inputs other than quoted prices included in Level 1 that are observable for the assets or liabilities either directly or indirectly, and (Level 3) inputs for the assets or liabilities that are not based on observable market data on the valuation of securities as at August 31, 2012 are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Value</u>
Cash	\$ 1,357,367	\$ -	\$ -	\$ 1,357,367
Mutual funds	<u>12,387,841</u>	<u>-</u>	<u>-</u>	<u>12,387,841</u>
Total	<u>\$ 13,745,208</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,745,208</u>

The carrying value of all other financial instruments approximates their fair value due to the short term to maturity of those financial instruments.

### 6. Property and equipment

			<u>2012</u>	<u>2011</u>
	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Land	\$ 24,875	-	\$ 24,875	\$ 24,875
Buildings	655,825	\$ 345,703	310,122	328,421
Building improvements	2,860,042	650,524	2,209,518	1,120,217
Equipment	931,684	828,283	103,401	125,051
Computer equipment	<u>875,001</u>	<u>869,438</u>	<u>5,563</u>	<u>11,380</u>
	<u>\$ 5,347,427</u>	<u>\$ 2,693,948</u>	<u>\$ 2,653,479</u>	<u>\$ 1,609,944</u>

### 7. Bank indebtedness

The Association has a line of credit of \$250,000. The balance owing as at August 31, 2012 was \$nil.

# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2012

8. Change in non-cash operating working capital			<u>2012</u>	<u>2011</u>
	General Fund	Restricted Funds	<u>Total</u>	<u>Total</u>
Receivables	\$ 21,144	\$ 122,307	\$ 143,451	\$ (113,969)
Receivable from				
General funds	-	-	-	34,293
Insurance fund	5,917	-	5,917	(6,771)
Restricted funds	(10,122)	-	(10,122)	(39,738)
Prepays	(9,049)	-	(9,049)	27,063
Payables and accruals	(345,215)	(429)	(345,644)	492,638
Payable to general fund	-	10,122	10,122	28,914
Payable to restricted fund	-	-	-	(23,486)
	<u>\$ (337,325)</u>	<u>\$ 132,000</u>	<u>\$ (205,325)</u>	<u>\$ 398,944</u>

### 9. Commitments

The Association has commitments under leases for office and printing equipment to make rental payments as follows: 2013 - \$79,769; 2014 - \$70,054; 2015 - \$54,840; 2016 - \$53,007; and, 2017 - \$14,060.

### 10. Employee future benefits

#### Defined benefit pension plan

The Association maintains a defined benefit pension plan for its support staff. The plan provides benefits based on length of service and average earnings.

Based on an actuarial valuation of the plan, completed as at December 31, 2008, the following results have been extrapolated for August 31, 2012.

	<u>2012</u>	<u>2011</u>
Accrued benefits obligation	\$ 3,596,954	\$ 2,937,157
Fair value of plan assets	<u>2,530,484</u>	<u>2,567,600</u>
Funded status – plan deficit	(1,066,470)	(369,557)
Unamortized net actuarial loss	1,467,290	755,863
Unamortized transitional asset	<u>(50,986)</u>	<u>(58,270)</u>
Deferred pension costs	<u>\$ 349,834</u>	<u>\$ 328,036</u>

# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2012

### 10. Employee future benefits (cont'd.)

The accrued benefit asset (obligation) noted above was computed using the Projected Benefit Method Prorated on Services as defined in CICA Handbook Section 3461.

	<u>2012</u>	<u>2011</u>
Association contributions during the year	\$ 138,301	\$ 193,077
Employee contributions during the year	61,217	57,477
Benefits paid during the year	333,978	237,338
Net pension expense	116,503	118,862

The excess of the unamortized net actuarial loss over 10% of the greater of the benefit obligation and the fair value of plan assets is amortized over the average years of future service of the employee group (11 years). The amount of amortization for 2012 was \$42,014 (2011 - \$48,350).

The unamortized transitional asset is being amortized over the average remaining service life of the employee group (9 years). The amount of amortization for 2012 was \$7,284 (2011 - \$7,284).

Significant actuarial assumptions used in calculating the net pension expense for the Association's funded pension plan were as follows:

	<u>2012</u>	<u>2011</u>
Discount rate	5.85%	5.70%
Long term rate of return on plan assets	6.00%	6.25%
Rate of increase in compensation levels	3.75%	3.75%

### Other post employment benefits

The Association provides for coverage under the group life and group health plans upon retirement from active service for its employees. Based on an actuarial valuation of the plans, completed as at August 31, 2009, the following results have been extrapolated for August 31, 2012.

	<u>2012</u>	<u>2011</u>
Accrued benefits obligation	\$ 768,492	\$ 565,289
Fair value of plan assets	<u>-</u>	<u>-</u>
Funded status – plan deficit	(768,492)	(565,289)
Unamortized net actuarial loss	300,497	153,866
Unamortized transitional obligation	<u>45,466</u>	<u>51,961</u>
Accrued benefit liability	<u>\$ (422,529)</u>	<u>\$ (359,462)</u>

The accrued benefit liability was computed using the Projected Benefit Method Prorated on Services as defined in CICA Handbook Section 3461.

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# Newfoundland and Labrador Teachers' Association

## Notes to the Financial Statements

August 31, 2012

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### 10. Employee future benefits (cont'd.)

The excess of the unamortized net actuarial loss over 10% of the greater of the benefit obligation and the fair value of plan assets is amortized over the average years of future service of the employee group (11 years). The amount of amortization for 2012 was \$8,849 (2011 - \$10,179).

The unamortized transitional obligation is being amortized over the average remaining service life (9 years). The amount of amortization for 2012 was \$6,495 (2011 - \$6,495).

The benefit expense for these plans for the fiscal year ended August 31, 2012 was \$66,822 (2011 - \$64,650). Benefits paid during 2012 totalled \$3,755 (2011 - \$3,527).

Significant actuarial assumptions used in calculating the accrued benefit liability and expense for these plans were as follows:

<u>Group Life</u>	<u>2012</u>	<u>2011</u>
Discount rate	6.00%	6.00%
Rate of increase in compensation levels	3.75%	3.75%
 <u>Group Health</u>		
Discount rate	6.00%	6.00%
Medical inflation rate	7.70% in 2012 decreasing 0.15% per year for 20 years to 5.0% per year thereafter	7.85% in 2011 decreasing 0.15% per year for 20 years to 5.0% per year thereafter

The use of a health care trend of 1% per year above the assumptions used in the valuation as noted above would result in an increase to the accrued benefit obligation of approximately 25%.

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### 11. Related party transactions

Revenue includes \$72,282 (2011 - \$57,126) from the Insurance Fund for its share of building operating expenses and pre-retirement seminars and \$218,717 (2011 - \$189,648) from the Insurance Fund for reimbursement of salaries.

These related party transactions were in the normal course of operations and were measured at their exchange amounts, which are the amounts of consideration established and agreed to by the related parties.

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Newfoundland and Labrador Teachers' Association  
 General Fund  
 Schedule of Expenses

Year Ended August 31

2012

2011

**Administration**

Building	\$ 327,773	\$ 257,409
Canadian Teachers' Federation	161,586	153,854
Conferences	41,428	28,540
Conventions	700	269,515
Executive	78,435	92,061
General	103,096	236,115
Office	222,232	250,515
Personnel	724,132	656,020
President's office	<u>226,692</u>	<u>233,347</u>
	<u>\$ 1,886,074</u>	<u>\$ 2,177,376</u>

**Benefits and economic services**

Employee assistance program	\$ 225,899	\$ 225,435
Lawyers fees	135,805	135,500
Non-program travel	19,455	12,769
Personnel	783,316	742,544
Pre-retirement sessions	47,430	47,983
Research	855	1,842
Resource Centre	64,209	66,762
Standing committees	5,245	13,147
Workshops	<u>451</u>	<u>900</u>
	<u>\$ 1,282,665</u>	<u>\$ 1,246,882</u>

**Communications**

Committees	\$ 5,972	\$ 1,860
Education week	16,416	16,410
Personnel	236,883	220,028
Print plant	530,394	467,636
Publicity and design	104,448	77,137
Travel	7,862	7,832
Technology	<u>9,524</u>	<u>7,213</u>
	<u>\$ 911,499</u>	<u>\$ 798,116</u>

Newfoundland and Labrador Teachers' Association  
 General Fund  
 Schedule of Expenses

Year Ended August 31	2012	2011
<b>Branch operations</b>		
Branches	\$ 237,387	\$ 247,930
Membership services	<u>7,911</u>	<u>11,837</u>
	<u>\$ 245,298</u>	<u>\$ 259,767</u>
<b>Professional development</b>		
Conferences and resource materials	\$ 30,829	\$ 29,033
Personnel	362,396	324,818
Professional development programs	28,258	38,317
Program and travel	40,413	46,741
Special interest councils	91,310	109,813
Standing committees	<u>20,396</u>	<u>14,735</u>
	<u>\$ 573,602</u>	<u>\$ 563,457</u>



# Newfoundland and Labrador Teachers' Association

## Restricted Funds' Statement of Operations

Year Ended August 31

2012

2011

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	Virtual Teacher Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Total	Total
<b>Revenue</b>										
Membership fees	\$ 477,023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 477,023	\$ 453,868
Contributions	-	-	131,432	-	-	89,387	-	-	220,819	208,256
Interest on investments	468,859	57,335	52,358	147,928	105	667	36	294	727,582	329,283
Miscellaneous	-	-	-	-	-	-	-	24,648	24,648	23,824
	<u>945,882</u>	<u>57,335</u>	<u>183,790</u>	<u>147,928</u>	<u>105</u>	<u>90,054</u>	<u>36</u>	<u>24,942</u>	<u>1,450,072</u>	<u>1,015,231</u>
<b>Expenses</b>										
Administration	5,726	1,317	1,317	1,317	7,165	200,697	-	8,500	226,039	214,053
Employee assistance program	-	-	60,415	-	-	-	-	-	60,415	49,965
Investment fees	32,089	6,906	6,595	12,948	-	-	-	-	58,538	38,900
Professional development	-	33,523	32,000	-	10,000	1,198	-	-	76,721	54,553
Grievances and arbitrations	184,674	-	-	-	-	-	-	-	184,674	194,061
Negotiations and other lock-out	109,473	-	-	-	-	-	-	-	109,473	28,290
	<u>331,962</u>	<u>41,746</u>	<u>100,327</u>	<u>14,265</u>	<u>17,165</u>	<u>201,895</u>	<u>-</u>	<u>8,500</u>	<u>715,860</u>	<u>579,822</u>
Excess of revenue over expenses (expenses over revenue) before other item	613,920	15,589	83,463	133,663	(17,060)	(111,841)	36	16,442	734,212	435,409
Other item										
Increase (decrease) in fair value of investments	(165,296)	(25,126)	(23,257)	(51,933)	-	-	-	-	(265,612)	109,273
Excess of revenue over expenses (expenses over revenue)	<u>\$ 448,624</u>	<u>\$ (9,537)</u>	<u>\$ 60,206</u>	<u>\$ 81,730</u>	<u>\$ (17,060)</u>	<u>\$ (111,841)</u>	<u>\$ 36</u>	<u>\$ 16,442</u>	<u>\$ 468,600</u>	<u>\$ 544,682</u>

# Newfoundland and Labrador Teachers' Association

## Restricted Funds' Statement of Changes in Fund Balances

Year Ended August 31

2012

2011

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	Virtual Teacher Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Total	Total
Fund balances, beginning of year	\$ 7,351,118	\$ 866,556	\$ 847,032	\$ 2,244,070	\$ 28,194	\$ 130,976	\$ 5,665	\$ 29,514	\$ <b>11,503,125</b>	\$ 10,373,290
Excess of revenue over expenses (expenses over revenue)	448,624	(9,537)	60,206	81,730	(17,060)	(111,841)	36	16,442	<b>468,600</b>	544,682
Interfund transfers	<u>347,697</u>	-	<u>(89,253)</u>	-	-	<u>99,253</u>	-	-	<b><u>357,697</u></b>	<u>585,153</u>
Fund balances, end of year	<u>\$ 8,147,439</u>	<u>\$ 857,019</u>	<u>\$ 817,985</u>	<u>\$ 2,325,800</u>	<u>\$ 11,134</u>	<u>\$ 118,388</u>	<u>\$ 5,701</u>	<u>\$ 45,956</u>	<b><u>\$ 12,329,422</u></b>	<u>\$ 11,503,125</u>

# Newfoundland and Labrador Teachers' Association

## Restricted Funds' Statement of Financial Position

								2012	2011	
	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	Virtual Teacher Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Total	Total
<b>Assets</b>										
<b>Current</b>										
Receivables	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,307
Receivable from general fund	-	-	-	175	-	-	-	-	175	175
Receivable from restricted funds	-	-	-	-	-	73,467	-	-	73,467	73,467
	-	-	-	175	-	73,467	-	-	73,462	195,949
Investments (Note 5)	8,192,470	862,176	895,655	2,329,828	11,134	48,005	5,701	45,956	12,390,925	11,432,628
	<u>\$ 8,192,470</u>	<u>\$ 862,176</u>	<u>\$ 895,655</u>	<u>\$ 2,330,003</u>	<u>\$ 11,134</u>	<u>\$ 121,472</u>	<u>\$ 5,701</u>	<u>\$ 45,956</u>	<u>\$ 12,464,567</u>	<u>\$ 11,628,577</u>
<b>Liabilities</b>										
<b>Current</b>										
Payables and accruals	\$ 6,548	\$ 2,334	\$ 1,380	\$ 1,380	\$ -	\$ -	\$ -	\$ -	\$ 11,642	\$ 12,071
Payable to general fund	38,483	2,823	2,823	2,823	-	3,084	-	-	50,036	39,914
Payable to restricted fund	-	-	73,467	-	-	-	-	-	73,467	73,467
	45,031	5,157	77,670	4,203	-	3,084	-	-	135,145	125,452
Members' Equity	8,147,439	857,019	817,985	2,325,800	11,134	118,388	5,701	45,956	12,329,422	11,503,125
	<u>\$ 8,192,470</u>	<u>\$ 862,176</u>	<u>\$ 895,655</u>	<u>\$ 2,330,003</u>	<u>\$ 11,134</u>	<u>\$ 121,472</u>	<u>\$ 5,701</u>	<u>\$ 45,956</u>	<u>\$ 12,464,567</u>	<u>\$ 11,628,577</u>



## **Section III**

### **Historical Data on NLTA Finances**

**A.**

**General Fund  
Income & Expenditures  
1981/82 - 2011/12**

<b>Year</b>	<b>Total Income</b>	<b>Total Expenditures</b>	<b>Yearly Surplus (Deficit)</b>	<b>Less: Interfund Transfers</b>	<b>Accumulated Surplus/Deficit</b>
2011-2012	\$6,100,637	\$4,899,138	\$1,201,499	(\$357,697)	\$4,010,049
2010-2011	5,740,991	5,045,598	695,393	(585,153)	3,166,247
2009-2010	5,534,599	4,384,293	1,150,306	(437,629)	3,056,007
2008-2009	5,456,702	4,639,252	817,450	(418,484)	2,343,330
2007-2008	4,966,867	4,149,900	816,967	(517,267)	1,944,364
2006-2007	4,719,138	4,233,167	485,971	(959,451)	1,644,664
2005-2006	4,619,308	3,980,011	639,297	(7,000)	2,118,144
2004-2005	3,872,163	4,077,890	(205,727)		1,485,847
2003-2004	3,960,752	3,881,407	79,345		1,581,574
2002-2003	3,871,108	4,109,828	(238,720)		1,632,229
2001-2002	3,739,317	3,580,184	159,133		2,056,949
2000-2001	3,565,396	3,544,238	(306,572)		1,997,816
1999-2000	3,503,356	3,169,095	334,261		2,304,388
1998-1999	3,618,210	3,504,109	114,101		1,970,127
1997-1998	3,530,531	3,197,846	332,685		1,856,026
1996-1997	3,747,531	3,598,940	148,591		1,523,341
1995-1996	3,797,298	3,614,351	182,947		1,374,750
1994-1995	4,126,069	3,593,644	532,425		1,413,159
1993-1994	3,521,820	3,758,975	(237,155)		880,734
1992-1993	4,178,277	3,880,021	298,256		1,117,889
1991-1992	3,718,009	3,781,052	(63,043)		958,811
1990-1991	3,503,498	3,549,432	(45,934)		1,031,995
1989-1990	3,329,786	3,403,001	(73,215)		1,138,562
1988-1989	3,054,607	3,149,472	(94,865)		1,173,117
1987-1988	3,039,221	2,973,837	65,384		1,251,634
1986-1987	2,728,378	2,537,303	191,075		1,003,135
1985-1986	2,419,186	2,211,300	207,886		797,551
1984-1985	2,167,484	2,099,468	68,016		579,052
1983-1984	2,178,935	2,262,172	(83,237)		504,106
1982-1983	1,819,029	2,018,283	(199,254)		581,259
1981-1982	1,766,197	1,750,158	16,039		780,513

**B.**

**General Fund  
NLTA Expenditures by Program Area  
2005/06 – 2011/12**

**(All dollars are in thousands)**

Program Area		2005-2006		2006-2007		2007-2008		2008-2009		2009-2010		2010-2011		2011-2012	
		\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
A	Administration	1,525	38.3	1,776	41.9	1,542	36.5	1,983	42.7	1,672	38.1	2,177	43.2	1,886	38.5
B	Branch Operations	225	5.7	222	5.2	264	6.3	224	4.8	228	5.2	260	5.2	245	5.0
C	Communications	713	17.9	691	16.3	692	16.4	742	16.0	766	17.5	798	15.8	912	18.6
D	Professional Development	499	12.5	499	11.8	593	14.0	532	11.5	540	12.3	563	11.2	574	11.7
E	Benefits and Economic Services	1,019	25.6	1,045	24.8	1,132	26.8	1,158	25.0	1,179	26.9	1,247	24.6	1,283	26.2

**C.**

**Emergency Fund  
1979/80 – 2011/12**

Year	Revenue	Expenses	Interfund Transfers & New Accounting Policy	Accumulated Surplus (Deficit)
2011-2012	\$945,882	\$331,962	\$182,401	\$8,147,439
2010-2011	661,008	248,961	630,983	7,351,118
2009-2010	603,084	214,713	529,751	6,308,088
2008-2009	554,792	344,146	126,644	5,389,966
2007-2008	1,194,846	205,113	523,613	5,052,676
2006-2007	555,567	613,260	127,859	3,539,330
2005-2006	491,961	428,110		3,469,164
2004-2005	297,581	253,847		3,405,313
2003-2004	318,047	498,259		3,361,579
2002-2003	383,730	230,588		3,541,791
2001-2002	318,306	592,013		3,388,649
2000-2001	440,103	326,837		3,662,356
1999-2000	331,282	365,217		3,549,090
1998-1999	323,094	292,941		3,583,025
1997-1998	417,608	450,224		3,552,872
1996-1997	358,968	371,821		3,585,488
1995-1996	371,369	215,605		3,598,341
1994-1995	367,810	192,745		3,221,221
1993-1994	575,648	7,724,684		3,046,156
1992-1993	809,171	1,228,664		10,195,192
1991-1992	960,488	403,115		10,614,685
1990-1991	1,063,151	1,494,875		10,057,352
1989-1990	1,688,120	547,686		10,489,076
1988-1989	1,586,222	226,383		9,437,482
1987-1988	1,335,850	234,360		8,077,643
1986-1987	1,174,825	142,431		6,979,700
1985-1986	1,206,728	779,878		5,954,500
1984-1985	1,237,912	343,493		5,559,946
1983-1984	1,144,989	236,359		4,701,863
1982-1983	1,117,062	2,416,744		3,793,233
1981-1982	1,202,638	170,178		5,092,915
1980-1981	941,841	205,189		4,060,455
1979-1980	739,144	1,145		3,323,803



**D.**

**Reserve Fund  
Income & Expenditure  
1989/90 – 2011/12**

Year	Total Income	Total Expenditures	Transfers & New Accounting Policy	Accumulated Surplus (Deficit)
2011-2012	\$147,928	\$14,265	(\$51,933)	\$2,325,800
2010-2011	72,480	10,677	33,544	2,244,070
2009-2010	61,837	9,815	50,929	2,148,723
2007-2008	409,715	12,291	(282,430)	2,138,486
2006-2007	42,293	11,804	800,000	2,023,492
2005-2006	40,269	6,226		1,193,003
2004-2005	17,735	966		1,158,960
2003-2004	19,602	932		1,142,191
2002-2003	200,160	949		1,123,521
2001-2002	135,257	1,014		924,310
2000-2001	350,389	863		790,067
1999-2000	100,209	905		440,541
1998-1999	16,279	120,191		341,237
1997-1998	104,811	31,557		445,149
1996-1997	9,194	77,502		371,895
1995-1996	20,202	803		440,203
1994-1995	8,405	803		420,804
1993-1994	1,491	800		413,202
1992-1993	246,394	205,684		412,511
1991-1992	207,127	150,851		371,801
1990-1991	279,005	52,320		315,525
1989-1990				88,840

**E.**

**Professional Development Fund  
Income & Expenditure  
1996/97 – 2011/12**

Year	Total Income	Total Expenditures	Transfers & New Accounting Policy	Accumulated Surplus (Deficit)
2011-2012	\$57,335	\$41,746	(\$25,126)	\$857,019
2010-2011	25,438	41,054	10,517	866,556
2009-2010	20,192	26,123	15,743	871,655
2008-2009	16,576	41,214	(47,929)	861,843
2007-2008	177,724	24,501	10,006	934,410
2006-2007	32,278	30,001		771,181
2005-2006	27,469	27,634		768,904
2004-2005	25,291	19,765		769,069
2003-2004	25,389	34,652		763,543
2002-2003	41,131	31,320		772,806
2001-2002	177,453	79,351		762,995
2000-2001	55,946	121,323		664,893
1999-2000	35,130	113,119		730,270
1998-1999	34,118	129,076		808,259
1997-1998	52,094	97,138		903,217
1996-1997				948,261

**F.**

**Centennial Trust Fund  
Income & Expenditure  
1989/90 – 2011/12**

Year	Total Income	Total Expenditures	Transfers & New Accounting Policy	Accumulated Surplus (Deficit)
2011-2012	\$183,790	\$100,327	(\$112,510)	\$817,985
2010-2011	145,432	67,738	(76,438)	847,032
2009-2010	133,406	86,814	(68,445)	845,776
2008-2009	122,704	83,887	(122,655)	867,629
2007-2008	269,038	83,266	(63,386)	951,467
2006-2007	133,802	83,450	(81,000)	829,081
2005-2006	128,148	154,498		859,729
2004-2005	126,046	81,470		886,079
2003-2004	99,831	77,760		841,503
2002-2003	167,749	83,956		819,432
2001-2002	29,290	247,699		735,639
2000-2001	182,587	63,643		954,048
1999-2000	37,580	67,201		835,104
1998-1999	317,580	37,471		864,725
1997-1998	38,504	17,154		584,616
1996-1997	23,168	28,500		563,266
1995-1996	34,513	16,084		568,598
1994-1995	199,479	14,500		550,169
1993-1994	18,638	28,709		365,190
1992-1993	163,490	15,725		375,261
1991-1992	18,359	28,500		227,496
1990-1991	15,989	8,641		237,637
1989-1990	53,602			230,289

## **Section IV**

### **Draft Budgets**

**2013-2014 and 2014-2015**

# Newfoundland Labrador Teachers' Association

Draft Budget: for 2013-2014 and 2014-2015

	Draft Budget 2014-2015	Draft Budget 2013-2014	Budget 2012-2013	2011-2012	
				Budget 2011-2012	Unaudited Actual 31-Aug-12
<b>Revenue</b>					
Fees	\$ 5,240,993	\$ 5,289,743	\$ 5,338,493	\$ 5,382,243	\$ 5,485,793
Advertising	10,000	10,000	10,000	10,000	7,350
Miscellaneous	1,000	1,000	1,000	1,000	-
Group Insurance Income (Salary)	202,282	202,282	201,011	201,011	218,717
Print Plant Revenue	4,000	4,000	4,000	4,000	4,270
Group Insurance (Other)	60,000	55,000	50,000	50,000	72,282
Interest Income	12,000	12,000	2,000	2,000	15,752
Contribution from Centennial Trust Fund	-	-	89,253	89,253	89,253
Employee Assistance Program	242,155	241,915	234,874	239,464	236,416
Sponsorship Agreement	72,725	72,725	-	-	71,135
<b>1 Total Revenue</b>	<b>5,845,155</b>	<b>5,888,665</b>	<b>5,930,631</b>	<b>5,978,971</b>	<b>6,200,968</b>
<b>Expenses</b>					
Governance and Administration (Schedule A)	2,209,913	1,897,371	2,068,363	1,791,626	1,831,142
Branch Operations (Schedule B)	313,900	313,900	280,900	280,900	245,099
Communications (Schedule C)	915,978	926,192	898,777	892,907	918,790
Professional Development (Schedule D)	663,391	663,391	748,068	753,756	690,213
Benefits and Economic Services (Schedule E)	1,358,340	1,350,708	1,325,483	1,326,960	1,309,124
<b>2 Total Operating Expenses</b>	<b>5,461,521</b>	<b>5,151,562</b>	<b>5,321,591</b>	<b>5,046,148</b>	<b>4,994,368</b>
<b>3 Total Current Surplus (Deficit)(1-2)</b>	<b>383,634</b>	<b>737,104</b>	<b>609,040</b>	<b>932,823</b>	<b>1,206,600</b>
<b>4 Less Contribution to Emergency Fund (1/2 of 3)</b>	<b>191,817</b>	<b>368,552</b>	<b>304,520</b>	<b>466,411</b>	<b>603,300</b>
<b>5 Revised Current Surplus (Deficit)(3-4)</b>	<b>191,817</b>	<b>368,552</b>	<b>304,520</b>	<b>466,411</b>	<b>603,300</b>
<b>6 Less Non Cash Items (Depreciation)</b>	<b>(178,314)</b>	<b>(176,268)</b>	<b>(71,854)</b>	<b>(71,854)</b>	<b>(157,691)</b>
<b>7 Total Cash Expenditures (2+4-6)</b>	<b>5,475,024</b>	<b>5,343,845</b>	<b>5,554,257</b>	<b>5,440,706</b>	<b>5,439,977</b>
<b>8 Net Cash Surplus (Deficit) Operating (1-7)</b>	<b>370,131</b>	<b>544,820</b>	<b>376,374</b>	<b>538,265</b>	<b>760,991</b>
<b>9 Capital Expenditures</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(1,218,717)</b>
<b>10 Excess of Revenues over Expenditures (8-9)</b>	<b>330,131</b>	<b>504,820</b>	<b>351,374</b>	<b>513,265</b>	<b>(457,726)</b>

**Schedule A: Governance and Administration**

	<b>Draft Budget 2014-2015</b>	<b>Draft Budget 2013-2014</b>	<b>Budget 2012-2013</b>	<b>2011-2012 Unaudited Actual 31-Aug-12</b>	
<b>Building</b>					
Building Maintenance	\$ 40,000	\$ 40,000	\$ 36,000	\$ 36,000	\$ 38,313
Garbage Collection	8,000	7,500	7,000	7,000	7,177
Grounds Maintenance/Snow Clearing	25,000	25,000	22,000	22,000	24,724
Hydro	55,000	55,000	55,000	55,000	45,383
Insurance on Building	12,500	12,000	12,000	12,000	11,024
Property/Water Taxes	60,000	60,000	60,000	60,000	51,776
Supplies - Janitorial	7,500	7,500	7,500	7,500	5,234
Depreciation - Building	134,931	134,931	34,216	34,216	133,638
Depreciation - Computer Equipment	14,044	11,998	3,000	3,000	2,954
Elevator - Service Contract	3,600	3,400	3,200	3,200	3,210
<b>Sub-Total: Building</b>	<b>360,575</b>	<b>357,329</b>	<b>239,916</b>	<b>239,916</b>	<b>323,433</b>
<b>Canadian Teachers' Federation</b>					
Fees	158,400	159,840	152,224	152,853	152,853
CTF-AGM	10,000	10,000	10,000	10,000	7,160
Overseas Teachers Association	-	-	602	602	-
<b>Sub-Total: CTF</b>	<b>168,400</b>	<b>169,840</b>	<b>162,826</b>	<b>163,455</b>	<b>160,013</b>
<b>Executive</b>					
Executive Meetings	80,000	80,000	75,000	75,000	76,983
<b>Standing Committees</b>					
Table Officers	1,500	1,500	2,158	1,445	209
Finance and Property	5,000	5,000	11,120	11,120	-
Staff Negotiations	5,394	5,394	5,394	3,741	-
Electoral Committee	5,111	5,111	5,111	5,111	1,435
Pooled Investment Fund Committee	1,000	1,000	1,000	1,000	-
CTF Committee on Human Rights	-	-	-	-	(647)
<b>Sub-Total: Executive and Standing Committees</b>	<b>98,005</b>	<b>98,005</b>	<b>99,783</b>	<b>97,417</b>	<b>77,980</b>
<b>Office</b>					
Audit Fees	41,200	40,000	27,000	27,000	40,000
Bank Charges	8,000	8,000	12,000	12,000	4,869
Depreciation - Furniture/Equipment	11,717	11,717	21,000	21,000	11,817
Equipment - Computer Service Contract	11,500	11,000	10,000	10,000	10,396
- Service/ Repair	2,000	2,000	2,000	2,000	-
Office Supplies	45,000	45,000	52,000	52,000	36,154
Telephone	80,000	80,000	85,000	85,000	74,858
Computer Upgrades/ Hardware	25,000	25,000	40,000	40,000	37,359
<b>Sub-Total: Office</b>	<b>224,417</b>	<b>222,717</b>	<b>249,000</b>	<b>249,000</b>	<b>215,453</b>

**Schedule A: Governance and Administration (Continued)**

	<b>Draft Budget 2014-2015</b>	<b>Draft Budget 2013-2014</b>	<b>Budget 2012-2013</b>	<b>2011-2012</b>	
				<b>Budget 2011-2012</b>	<b>Unaudited Actual 31-Aug-12</b>
<b>Personnel</b>					
Salaries	\$ 461,309	\$ 457,205	\$ 502,032	\$ 502,032	\$ 511,582
Employer's Share of Deductions	78,240	77,784	85,566	85,566	75,003
Car Allowance	720	720	720	720	765
Casual Labor	4,000	4,000	4,000	4,000	4,688
Pension - Retiree Benefits	2,000	2,000	2,000	2,000	-
Staff Replacement	5,000	5,000	5,000	5,000	15,996
Staff Training	10,000	10,000	10,000	10,000	10,710
Travel	12,000	12,000	12,000	12,000	8,732
Deferred Severance Pay	46,000	46,000	41,000	41,000	46,171
Reserve for Annual Leave	20,000	20,000	20,000	20,000	20,000
<b>Sub-Total: Personnel</b>	<b>639,269</b>	<b>634,709</b>	<b>682,318</b>	<b>682,318</b>	<b>693,647</b>
<b>President's Office</b>					
Salary	157,587	157,587	157,587	157,587	160,619
Employer's Share of Deductions	23,962	23,962	24,295	24,295	22,545
Accountable Allowance - President	1,500	1,500	1,500	1,500	1,179
President's Travel	22,000	22,000	22,000	22,000	13,896
Relocation Costs	10,000	-	10,000	-	-
Accountable Allowance - Vice President	500	500	500	500	-
President's House - Depreciation	12,622	12,622	8,638	8,638	12,236
- Taxes	3,975	3,600	2,200	2,200	3,001
- Repairs and Maintenance	6,000	6,000	5,000	5,000	8,223
- Insurance	1,000	900	800	800	-
<b>Sub-Total: President's Office</b>	<b>239,146</b>	<b>228,671</b>	<b>232,520</b>	<b>222,520</b>	<b>221,699</b>
<b>General</b>					
Messages & Miscellaneous	4,000	4,000	4,000	4,000	1,513
Professional Services	5,000	5,000	5,000	5,000	-
Insurance - Accident	3,000	3,000	3,000	3,000	2,664
Public Relations	20,000	20,000	20,000	20,000	16,515
Conferences	25,000	25,000	25,000	25,000	23,222
Convention	275,000	-	250,000	-	700
NLTA Medal	2,000	2,000	2,000	2,000	500
NLTA Scholarship	6,000	6,000	4,000	4,000	4,000
CAPTO	15,000	14,000	12,000	12,000	14,113
Contribution to Support Staff Pension Plan	95,100	95,100	50,000	50,000	69,900
General Secretaries Conference	6,000	6,000	6,000	6,000	4,104
CTF Presidents' Meeting	6,000	6,000	6,000	6,000	1,686
Education International	3,000	-	3,000	-	-
Province-Wide Vote	15,000	-	12,000	-	-
<b>Sub-Total: General</b>	<b>480,100</b>	<b>186,100</b>	<b>402,000</b>	<b>137,000</b>	<b>138,917</b>
<b>Total: Governance and Administration</b>	<b>2,209,913</b>	<b>1,897,371</b>	<b>2,068,363</b>	<b>1,791,626</b>	<b>1,831,142</b>

**Schedule B: Branch Operations**

	Draft Budget 2014-15	Draft Budget 2013-2014	Budget 2012-2013	2011-2012	
				Budget 2011-2012	Unaudited Actual 31-Aug-12
<b>Branches</b>					
Registration	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400
Membership	26,000	26,000	28,000	28,000	24,624
School Board - Teacher Liaison	12,000	12,000	12,000	12,000	11,225
Labrador West Branch Office	5,000	5,000	5,000	5,000	5,000
Coastal Labrador Branches	15,000	15,000	15,000	15,000	9,510
Exceptional Travel	500	500	500	500	-
Additional Branch Projects	5,000	5,000	5,000	5,000	500
Branch Retirement Functions	10,000	10,000	10,000	10,000	7,675
Branch Visitations	6,000	6,000	6,000	6,000	2,329
Joint Council Meetings	150,000	150,000	115,000	115,000	120,009
School Representatives Seminars	45,000	45,000	45,000	45,000	26,916
<b>Sub-Total: Branches</b>	<b>303,900</b>	<b>303,900</b>	<b>270,900</b>	<b>270,900</b>	<b>237,188</b>
<b>Membership Services</b>					
Pins and Scrolls	10,000	10,000	10,000	10,000	7,911
<b>Sub-Total: Membership Services</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>7,911</b>
<b>Total: Branch Operations</b>	<b>313,900</b>	<b>313,900</b>	<b>280,900</b>	<b>280,900</b>	<b>245,099</b>



**Schedule C: Communications**

	Draft Budget 2014-2015	Draft Budget 2013-2014	Budget 2012-2013	2011-2012	
				Budget 2011-2012	Unaudited Actual 31-Aug-12
<b>Publicity and Promotion</b>					
Internal Projects	\$ 30,000	\$ 30,000	\$ 25,000	\$ 25,000	\$ 23,123
Photography	-	-	1,500	1,500	-
External Projects	35,000	35,000	35,000	35,000	43,284
Promotional Materials	7,000	7,000	6,500	6,500	7,088
Media Monitoring	6,000	6,000	4,000	4,000	5,448
Public Relations/Education	25,000	25,000	25,000	25,000	23,250
Membership Cards	-	-	5,000	2,500	2,254
<b>Sub-Total: Publicity and Promotion</b>	<b>103,000</b>	<b>103,000</b>	<b>102,000</b>	<b>99,500</b>	<b>104,447</b>
<b>Education Week</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>16,416</b>
<b>Communications/Political Action Committee</b>	<b>6,154</b>	<b>6,154</b>	<b>6,154</b>	<b>4,784</b>	<b>5,972</b>
<b>Personnel</b>					
Salaries	207,246	207,246	198,836	198,836	208,488
Employer's Share of Deductions	39,305	39,305	32,174	32,174	31,294
Casual Help	1,000	1,000	1,000	1,000	-
<b>Sub-Total: Personnel</b>	<b>247,550</b>	<b>247,550</b>	<b>232,010</b>	<b>232,010</b>	<b>239,782</b>
<b>Travel</b>					
ACE Meetings	4,500	4,500	4,500	4,500	3,641
Program Travel	4,000	4,000	3,500	3,500	4,221
<b>Sub-Total: Travel</b>	<b>8,500</b>	<b>8,500</b>	<b>8,000</b>	<b>8,000</b>	<b>7,862</b>
<b>Technology</b>					
Software Upgrades	5,000	5,000	5,000	5,000	1,209
Service & Technical Support	8,000	8,000	8,000	10,000	7,537
Online Surveys	-	-	-	-	514
Webmaster/Staff Training	-	-	1,000	2,000	265
Server Upgrades	5,000	-	5,000	-	-
<b>Sub-Total: Technology</b>	<b>18,000</b>	<b>13,000</b>	<b>19,000</b>	<b>17,000</b>	<b>9,525</b>
<b>Print Plant</b>					
Service/Repair Contracts	5,000	5,000	5,000	5,000	1,834
Postage	70,000	70,000	75,000	75,000	66,835
Supplies	50,000	50,000	55,000	55,000	31,108
Printers (Outside)	4,000	4,000	3,000	3,000	4,297
Salaries	240,775	240,775	240,775	240,775	237,087
Employer's Share of Deductions	51,439	51,439	45,118	45,118	43,234
Casual Labor	1,000	1,000	1,000	1,000	-
Car Allowance	720	720	720	720	765
Depreciation - Print Plant	5,000	5,000	5,000	5,000	-
Copier - Lease	54,840	70,054	56,000	56,000	76,838
- Service	35,000	35,000	30,000	30,000	72,788
<b>Sub-Total: Print Plant</b>	<b>517,774</b>	<b>532,988</b>	<b>516,613</b>	<b>516,613</b>	<b>534,786</b>
<b>Total: Communications</b>	<b>915,978</b>	<b>926,192</b>	<b>898,777</b>	<b>892,907</b>	<b>918,790</b>

**Schedule D: Professional Development**

	<b>Draft Budget 2014-2015</b>	<b>Draft Budget 2013-2014</b>	<b>Budget 2012-2013</b>	<b>2011-2012 Unaudited Budget Actual 31-Aug-12</b>	
<b>Standing Committees</b>					
Professional Issues	\$ 12,059	\$ 12,059	\$ 12,033	\$ 12,040	\$ 10,953
Provincial Certification	228	228	1,974	1,974	73
Education Leave	1,530	1,530	181	181	691
Equity Issues in Education	5,000	5,000	1,598	8,960	4,426
Comm for Student Support Service	500	500	-	-	439
Curriculum	3,538	3,538	5,671	3,165	2,427
Teacher Certification - Review Panel	-	-	-	-	1,386
<b>Sub-Total: Standing Committees</b>	<b>22,855</b>	<b>22,855</b>	<b>21,457</b>	<b>26,320</b>	<b>20,395</b>
<b>Personnel</b>					
Salaries	296,538	296,538	294,783	294,783	316,377
Employer's Share of Deductions	49,213	49,213	47,751	47,751	46,018
<b>Sub-Total: Personnel</b>	<b>345,752</b>	<b>345,752</b>	<b>342,534</b>	<b>342,534</b>	<b>362,395</b>
<b>Conference and Resource Materials</b>					
CONTACT	32,000	32,000	28,000	28,000	28,000
Developing Successful Schools (DSS)	10,000	10,000			
Resource Materials	8,000	8,000	8,000	8,000	3,228
<b>Sub-Total: Conference &amp; Resource Materials</b>	<b>50,000</b>	<b>50,000</b>	<b>36,000</b>	<b>36,000</b>	<b>31,228</b>
<b>Program and Travel</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>40,413</b>
<b>VTC Operations</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Joint Ventures</b>	<b>10,000</b>	<b>10,000</b>	<b>15,000</b>	<b>15,000</b>	<b>9,523</b>
<b>Support for Beginning Teachers</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>18,236</b>
<b>Leadership Initiatives</b>	<b>5,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
<b>Transferred to School Administrators PD Fund</b>	<b>24,784</b>	<b>24,784</b>	<b>23,824</b>	<b>24,649</b>	<b>24,649</b>
<b>Special Interest Councils</b>					
Program Budgets	100,000	100,000	100,000	100,000	75,331
Leadership Seminar	20,000	20,000	20,000	20,000	3,790
<b>Sub-Total: Special Interest Councils</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>79,121</b>
<b>Transferred to Virtual Teacher Centre</b>	<b>-</b>	<b>-</b>	<b>89,253</b>	<b>89,253</b>	<b>89,253</b>
<b>International Programs - Special Projects</b>	<b>10,000</b>	<b>10,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total: Professional Development</b>	<b>663,391</b>	<b>663,391</b>	<b>748,068</b>	<b>753,756</b>	<b>690,213</b>

**Schedule E: Benefits and Economic Services**

	Draft Budget 2014-2015	Draft Budget 2013-2014	Budget 2012-2013	2011-2012	
				Budget 2011-2012	Unaudited Actual 31-Aug-12
<b>Legal</b>					
Teacher Costs	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
<b>Standing Committees</b>					
Membership Benefits & Services	5,575	5,575	5,575	2,449	1,245
Pensions (Administration)	1,198	1,198	1,198	665	-
Deferred Salary Leave Plan	130	130	130	675	-
EAP	973	973	973	973	-
Employer/Employee Relations	30	30	30	30	-
Teacher Health & Wellness	-	-	8,263	8,263	-
<b>Sub-Total: Standing Committees</b>	<b>7,906</b>	<b>7,906</b>	<b>16,169</b>	<b>13,056</b>	<b>1,245</b>
<b>Pre-Retirement Seminars</b>	<b>55,000</b>	<b>55,000</b>	<b>50,000</b>	<b>50,000</b>	<b>47,429</b>
<b>Mid Career Financial Info Sessions</b>	<b>2,000</b>	<b>2,000</b>	<b>4,000</b>	<b>4,000</b>	<b>360</b>
<b>Teacher Orientation</b>					
Travel	5,000	5,000	3,000	3,000	4,208
Program Support	10,000	10,000	12,000	12,000	4,000
<b>Sub-Total: Teacher Orientation</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>8,208</b>
<b>Financial Information Seminars</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>8,406</b>
<b>Professional Relations Disputes</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>250</b>
<b>Teacher Certification Review Panel</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>200</b>
<b>Certification Appeals</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>Personnel</b>					
Salaries	658,190	655,184	647,946	647,946	676,366
Employer's Share of Deductions	116,529	116,330	111,641	111,641	106,618
<b>Sub-Total: Personnel</b>	<b>774,719</b>	<b>771,513</b>	<b>759,587</b>	<b>759,587</b>	<b>782,984</b>
<b>Lawyer Fees</b>					
(a) Counsel/Defense	132,613	128,750	125,000	125,000	125,000
(b) Research/Opinion	11,139	10,815	10,500	10,500	10,500
<b>Sub-Total: Lawyer Fees</b>	<b>143,752</b>	<b>139,565</b>	<b>135,500</b>	<b>135,500</b>	<b>135,500</b>
<b>Research</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>855</b>
<b>Employee Assistance Program</b>	<b>242,155</b>	<b>241,915</b>	<b>234,874</b>	<b>239,464</b>	<b>236,416</b>
<b>Benefits and Economic Services Travel</b>	<b>25,000</b>	<b>25,000</b>	<b>20,000</b>	<b>20,000</b>	<b>19,455</b>
<b>Information Centre</b>					
Salary	49,997	49,997	49,700	49,700	46,860
Employer's Share of Deductions	9,811	9,811	8,653	8,653	7,907
Books and Supplies	10,000	10,000	9,000	9,000	10,590
Memberships and Subscriptions	3,000	3,000	3,000	3,000	2,459
<b>Sub-Total: Information Centre</b>	<b>72,808</b>	<b>72,808</b>	<b>70,353</b>	<b>70,353</b>	<b>67,816</b>
<b>Total: Benefits and Economic Services</b>	<b>1,358,340</b>	<b>1,350,708</b>	<b>1,325,483</b>	<b>1,326,960</b>	<b>1,309,124</b>

**Schedule H: Emergency Fund**

	<b>Draft Budget 2014-2015</b>	<b>Draft Budget 2013-2014</b>	<b>Budget 2012-2013</b>	<b>2011-2012 Unaudited Actual 31-Aug-12</b>	
<b>Revenue</b>					
Interest from Investments	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 593,174
Fees	456,417	460,317	464,217	468,021	477,023
1/2 Prior Year Surplus	368,552	304,520	478,485	319,316	347,697
<b>Total Revenue</b>	<b>1,024,969</b>	<b>964,837</b>	<b>1,142,702</b>	<b>987,337</b>	<b>1,417,894</b>
<b>Expenses</b>					
Teacher Pensions (1971 Job Action)	-	-	200	200	-
Bank Charges	-	-	100	100	-
<b>Sub-Total: Expenses</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>300</b>	<b>-</b>
<b>Negotiations</b>					
Labrador Benefits Negotiations	6,500	-	6,500	6,500	-
Labrador West Negotiations	8,500	8,500	8,500	8,500	5,903
Provincial Negotiations	-	40,000	40,000	40,000	8,123
Branch Visitations	-	16,000	16,000	16,000	-
Executive Meetings	-	20,000	20,000	20,000	-
Joint Council Meetings	-	58,000	58,000	58,000	-
Negotiating Team	-	30,000	30,000	30,000	7,218
Political Action Campaign	-	25,000	25,000	25,000	70,876
Collective Bargaining Preparations	20,000	-	-	15,000	7,745
Collective Bargaining Focus Groups	10,000	-	-	10,000	-
<b>Sub-Total : Negotiations</b>	<b>45,000</b>	<b>197,500</b>	<b>204,000</b>	<b>229,000</b>	<b>99,865</b>
<b>Miscellaneous</b>					
Grievances and Arbitrations	195,000	195,000	190,000	190,000	184,017
Collective Bargaining Training	10,000	10,000	10,000	10,000	6,335
Pensions Conference	8,000	8,000	8,000	8,000	3,272
Auditors	6,000	6,000	5,000	5,000	6,000
Fund Manager Fees	26,000	26,000	20,000	20,000	25,902
Disciplinary Committee	5,000	5,000	5,000	5,000	-
Disciplinary Hearings	10,000	10,000	10,000	10,000	-
<b>Sub-Total: Miscellaneous</b>	<b>260,000</b>	<b>260,000</b>	<b>248,000</b>	<b>248,000</b>	<b>225,526</b>
<b>Total Expenses</b>	<b>305,000</b>	<b>457,500</b>	<b>452,300</b>	<b>477,300</b>	<b>325,391</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>719,969</b>	<b>507,337</b>	<b>690,402</b>	<b>510,037</b>	<b>1,092,503</b>

**Section V**

**Financial Statement**

**January 31, 2013**



	<b>Addit. Funding Approved By Exec./J. Council</b>	<b>Budget 2012-2013</b>	<b>Actual 01/31/13</b>	<b>Percentage of Budget</b>
<b>Revenue</b>				
Fees	\$ -	\$ 5,338,493	\$ 2,317,919	43.42%
Advertising	-	10,000	4,325	43.25%
Miscellaneous	-	1,000	146	14.60%
Group Insurance Income (Salary)	-	201,011	85,280	42.43%
Print Plant Revenue	-	4,000	14,097	352.42%
Group Insurance (Other)	-	50,000	-	0.00%
Interest Income	-	2,000	6,652	332.60%
Contribution from Centennial Trust Fund	-	89,253	-	0.00%
Employee Assistance Program	1,590	239,464	120,000	50.11%
Sponsorship Agreement	-	-	75,000	-
<b>1 Total Revenue</b>	<b>1,590</b>	<b>5,935,221</b>	<b>2,623,419</b>	<b>44.20%</b>
<b>Expenses</b>				
Governance and Administration (Schedule A)	8,007	2,076,370	770,361	37.10%
Branch Operations (Schedule B)	-	280,900	191,785	68.28%
Communications (Schedule C)	-	898,777	404,755	45.03%
Professional Development (Schedule D)	(300)	742,768	261,262	35.17%
Benefits and Economic Services (Schedule E)	(4,777)	1,323,706	512,418	38.71%
<b>2 Total Operating Expenses</b>	<b>2,930</b>	<b>5,322,521</b>	<b>2,140,582</b>	<b>40.22%</b>
<b>3 Total Current Surplus (Deficit)(1-2)</b>	<b>(1,340)</b>	<b>612,700</b>	<b>482,838</b>	
<b>4 Less Contribution to Emergency Fund (1/2 of 3)</b>	<b>-</b>	<b>306,350</b>	<b>-</b>	
<b>5 Revised Current Surplus (Deficit)(3-4)</b>	<b>(1,340)</b>	<b>306,350</b>	<b>482,838</b>	
<b>6 Less Non Cash Items (Depreciation)</b>	<b>-</b>	<b>(71,854)</b>	<b>(66,363)</b>	92.36%
<b>7 Total Cash Expenditures (2+4-6)</b>	<b>2,930</b>	<b>5,557,017</b>	<b>2,074,219</b>	
<b>8 Net Cash Surplus (Deficit) Operating (1-7)</b>	<b>(1,340)</b>	<b>378,204</b>	<b>549,201</b>	
<b>9 Capital Expenditures (Schedule G)</b>	<b>-</b>	<b>(25,000)</b>	<b>(18,402)</b>	73.61%
<b>10 Excess of Revenues over Expenditures (8-9)</b>	<b>(1,340)</b>	<b>353,204</b>	<b>530,799</b>	

## Schedule A: Governance and Administration

	Addit. Funding Approved By Exec./J. Council	Budget 2012-2013	Actual 01/31/13	Percentage of Budget
<b>Building</b>				
Building Maintenance	\$ -	\$ 36,000	\$ 16,986	47.18%
Garbage Collection	-	7,000	2,762	39.46%
Grounds Maintenance/Snow Clearing	-	22,000	6,444	29.29%
Hydro	-	55,000	18,810	34.20%
Insurance on Building	-	12,000	6,446	53.72%
Property/Water Taxes	-	60,000	31,587	52.65%
Supplies - Janitorial	-	7,500	3,287	43.83%
Depreciation - Building	-	34,216	54,671	159.78%
Depreciation - Computer Equipment	-	3,000	1,996	66.52%
Elevator - Service Contract	-	3,200	3,649	114.03%
<b>Sub-Total Building</b>	<b>-</b>	<b>239,916</b>	<b>146,638</b>	<b>61.12%</b>
<b>Canadian Teachers' Federation</b>				
Fees	-	152,224	95,141	62.50%
CTF-AGM	-	10,000	-	0.00%
Overseas Teachers Association	-	602	-	0.00%
<b>Sub-Total - CTF</b>	<b>-</b>	<b>162,826</b>	<b>95,141</b>	<b>58.43%</b>
<b>Executive</b>				
Executive Meetings	-	75,000	19,879	26.51%
<b>Standing Committees</b>				
Table Officers	(713)	1,445	2,237	154.82%
Finance and Property	373	11,493	4,848	42.19%
Staff Negotiations	(1,653)	3,741	-	0.00%
Electoral Committee	-	5,111	220	4.31%
Pooled Investment Fund Committee	-	1,000	-	0.00%
CTF Committee on Human Rights	-	-	-	-
<b>Sub-Total - Executive and Standing Committees</b>	<b>(1,993)</b>	<b>97,790</b>	<b>27,185</b>	<b>27.80%</b>
<b>Office</b>				
Audit Fees	-	27,000	-	0.00%
Bank Charges	-	12,000	1,632	13.60%
Depreciation - Furniture/Equipment	-	21,000	4,595	21.88%
Equipment - Computer Service Contract	-	10,000	-	0.00%
Equipment - Service/ Repair	-	2,000	-	0.00%
Office Supplies	-	52,000	10,135	19.49%
Telephone	-	85,000	22,253	26.18%
RFP/IT Strategic Plan	10,000	10,000	10,085	100.85%
Computer Upgrades/ Hardware	-	40,000	10,629	26.57%
<b>Sub-Total - Office</b>	<b>10,000</b>	<b>259,000</b>	<b>59,329</b>	<b>22.91%</b>

## Schedule A: Governance and Administration (Continued)

	Addit. Funding Approved By Exec./J. Council	Budget 2012-2013	Actual 01/31/13	Percentage of Budget
<b>Personnel</b>				
Salaries	\$ -	\$ 502,032	\$ 176,134	35.08%
Employer's Share of Deductions	-	85,566	27,299	31.90%
Car Allowance	-	720	285	39.58%
Casual Labor	-	4,000	-	0.00%
Pension - Retiree Benefits	-	2,000	-	0.00%
Staff Replacement	-	5,000	1,177	23.53%
Staff Training	-	10,000	780	7.80%
Travel	-	12,000	3,462	28.85%
Deferred Severance Pay	-	41,000	-	0.00%
Reserve for Annual Leave	-	20,000	-	0.00%
<b>Sub-Total - Personnel</b>	<b>-</b>	<b>682,318</b>	<b>209,137</b>	<b>30.65%</b>
<b>President's Office</b>				
Salary	-	157,587	63,641	40.38%
Employer's Share of Deductions	-	24,295	8,651	35.61%
Accountable Allowance - President	-	1,500	350	23.32%
President's Travel	-	22,000	9,966	45.30%
Relocation Costs	-	10,000	-	0.00%
Accountable Allowance - Vice President	-	500	554	110.73%
President's House - Depreciation	-	8,638	5,101	59.06%
- Taxes	-	2,200	-	0.00%
- Repairs and Maintenance	-	5,000	2,152	43.05%
- Insurance	-	800	267	33.33%
<b>Sub - Total President's Office</b>	<b>-</b>	<b>232,520</b>	<b>90,681</b>	<b>39.00%</b>
<b>General</b>				
Messages & Miscellaneous	-	4,000	555	13.89%
Professional Services	-	5,000	-	0.00%
Insurance - Accident	-	3,000	1,503	50.09%
Public Relations	-	20,000	10,253	51.26%
Conferences	-	25,000	9,197	36.79%
Convention	-	250,000	-	0.00%
NLTA Medal	-	2,000	-	0.00%
NLTA Scholarship	-	4,000	6,000	150.00%
CAPTO	-	12,000	4,818	40.15%
Contribution to Support Staff Pension Plan	-	50,000	95,100	190.20%
General Secretaries Conference	-	6,000	-	0.00%
CTF Presidents' Meeting	-	6,000	-	0.00%
Education International	-	3,000	-	0.00%
Province-wide Vote	-	12,000	14,824	123.53%
<b>Sub-Total - General</b>	<b>-</b>	<b>402,000</b>	<b>142,250</b>	<b>35.39%</b>
<b>Total - Governance and Administration</b>	<b>8,007</b>	<b>2,076,370</b>	<b>770,361</b>	<b>37.10%</b>



## Schedule B: Branch Operations

	Addit. Funding Approved By Exec./J. Council	Budget 2012-2013	Actual 01/31/13	Percentage of Budget
<b>Branches</b>				
Registration	\$ -	\$ 29,400	\$ 28,800	97.96%
Membership	-	28,000	16,952	60.54%
School Board - Teacher Liaison	-	12,000	3,493	29.11%
Labrador West Branch Office	-	5,000	5,000	100.00%
Coastal Labrador Branches	-	15,000	1,292	8.61%
Exceptional Travel	-	500	-	0.00%
Additional Branch Projects	-	5,000	450	9.00%
Branch Retirement Functions	-	10,000	1,420	14.20%
Branch Visitations	-	6,000	1,673	27.88%
Joint Council Meetings	-	115,000	85,420	74.28%
School Representatives Seminars	-	45,000	42,213	93.81%
<b>Sub-Total Branches</b>	<b>-</b>	<b>270,900</b>	<b>186,713</b>	<b>68.92%</b>
<b>Membership Services</b>				
Pins and Scrolls	-	10,000	5,073	50.73%
<b>Sub-Total - Membership Services</b>	<b>-</b>	<b>10,000</b>	<b>5,073</b>	<b>50.73%</b>
<b>Total - Branch Operations</b>	<b>-</b>	<b>280,900</b>	<b>191,785</b>	<b>68.28%</b>

## Schedule C: Communications

	Addit. Funding Approved By Exec./J. Council	Budget 2012-2013	Actual 01/31/13	Percentage of Budget
<b>Publicity and Promotion</b>				
Internal Projects	\$ -	\$ 25,000	\$ 8,887	35.55%
Photography	-	1,500	737	49.16%
External Projects	-	35,000	34,852	99.58%
Promotional Materials	-	6,500	2,310	35.54%
Media Monitoring	-	4,000	1,500	37.50%
Public Relations/Education	-	25,000	23,014	92.05%
Membership Cards	-	5,000	65	1.30%
<b>Sub-Total Publicity and Promotion</b>	<b>-</b>	<b>102,000</b>	<b>71,366</b>	<b>69.97%</b>
<b>Education Week</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>0.00%</b>
<b>Communications/Political Action Committee</b>	<b>-</b>	<b>6,154</b>	<b>3,584</b>	<b>58.24%</b>
<b>Personnel</b>				
Salaries	-	198,836	83,329	41.91%
Employer's Share of Deductions	-	32,174	11,519	35.80%
Casual Help	-	1,000	-	0.00%
<b>Sub-Total Personnel</b>	<b>-</b>	<b>232,010</b>	<b>94,848</b>	<b>40.88%</b>
<b>Travel</b>				
ACE Meetings	-	4,500	1,284	28.52%
Program Travel	-	3,500	1,778	50.81%
<b>Sub-Total Travel</b>	<b>-</b>	<b>8,000</b>	<b>3,062</b>	<b>38.28%</b>
<b>Technology</b>				
Software Upgrades	-	5,000	1,230	24.60%
Service & Technical Support	-	8,000	-	0.00%
Online Surveys	-	-	-	
Webtrends	-	-	-	
Webmaster/Staff Training	-	1,000	-	0.00%
Server Upgrades	-	5,000	-	0.00%
<b>Sub-Total Technology</b>	<b>-</b>	<b>19,000</b>	<b>1,230</b>	<b>6.47%</b>
<b>Print Plant</b>				
Service/Repair Contracts	-	5,000	-	0.00%
Postage	-	75,000	51,840	69.12%
Supplies	-	55,000	21,245	38.63%
Printers (Outside)	-	3,000	-	0.00%
Salaries	-	240,775	91,611	38.05%
Employer's Share of Deductions	-	45,118	16,016	35.50%
Casual Labor	-	1,000	-	0.00%
Car Allowance	-	720	285	39.58%
Depreciation - Print Plant	-	5,000	-	0.00%
Xerox Copies - Lease	-	56,000	28,486	50.87%
- Service	-	30,000	21,181	70.60%
<b>Sub-Total - Print Plant</b>	<b>-</b>	<b>516,613</b>	<b>230,665</b>	<b>44.65%</b>
<b>Total - Communications</b>	<b>-</b>	<b>898,777</b>	<b>404,755</b>	<b>45.03%</b>

## Schedule D: Professional Development

	Addit. Funding Approved By Exec./J. Council	Budget 2012-2013	Actual 01/31/13	Percentage of Budget
<b>Standing Committees</b>				
Professional Issues	\$ 26	\$ 12,059	\$ 3,270	27.11%
Provincial Certification	(1,746)	228	-	0.00%
Education Leave	1,349	1,530	733	47.88%
Equity Issues in Education	7,204	8,802	3,006	34.15%
Comm for Student Support Service	-	-	-	
Curriculum	(2,133)	3,538	584	16.50%
Teacher Certification - Review Panel	-	-	-	
<b>Sub-Total - Standing Committees</b>	<b>4,700</b>	<b>26,157</b>	<b>7,592</b>	<b>29.03%</b>
<b>Personnel</b>				
Salaries		294,783	120,051	40.73%
Employer's Share of Deductions		47,751	17,119	35.85%
<b>Sub-Total - Personnel</b>	<b>-</b>	<b>342,534</b>	<b>137,169</b>	<b>40.05%</b>
<b>Conference and Resource Materials</b>				
CONTACT	-	28,000	-	0.00%
Resource Materials	-	8,000	1,998	24.97%
<b>Sub-Total - Conference &amp; Resource Materials</b>	<b>-</b>	<b>36,000</b>	<b>1,998</b>	<b>5.55%</b>
<b>Program and Travel</b>	<b>-</b>	<b>45,000</b>	<b>18,586</b>	<b>41.30%</b>
<b>VTC Operations</b>	<b>(10,000)</b>	<b>-</b>	<b>-</b>	
<b>Joint Ventures</b>		<b>15,000</b>	<b>3,252</b>	<b>21.68%</b>
<b>Support for Beginning Teachers</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>0.00%</b>
<b>Induction of Teacher Candidates</b>	<b>-</b>	<b>-</b>	<b>2,467</b>	
<b>Leadership Initiatives</b>		<b>10,000</b>	<b>1,377</b>	<b>13.77%</b>
<b>Transferred to School Administrators PD Fund</b>	<b>-</b>	<b>23,824</b>	<b>24,784</b>	<b>104.03%</b>
<b>Special Interest Councils</b>				
Program Budgets	-	100,000	58,352	58.35%
Leadership Seminar	-	20,000	686	3.43%
<b>Sub-Total - Special Interest Councils</b>	<b>-</b>	<b>120,000</b>	<b>59,038</b>	<b>49.20%</b>
<b>Transferred to Virtual Teacher Centre</b>	<b>-</b>	<b>89,253</b>	<b>-</b>	<b>0.00%</b>
<b>International Program - TOGO</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>100.00%</b>
<b>Total - Professional Development</b>	<b>(300)</b>	<b>742,768</b>	<b>261,262</b>	<b>35.17%</b>

## Schedule E: Benefits and Economic Services

	Addit. Funding Approved By Exec./J. Council	Budget 2012-2013	Actual 01/31/13	Percentage of Budget
<b>Legal</b>				
Teacher Costs	\$ -	\$ 2,000	\$ 672	33.58%
<b>Standing Committees</b>				
Membership Benefits & Services	(3,116)	2,459	785	31.94%
Pensions (Administration)	(533)	665	-	0.00%
Deferred Salary Leave Plan	545	675	-	0.00%
EAP	-	973	-	0.00%
Employer/Employee Relations	-	30	-	0.00%
Educational Leave	-	-	20	
Teacher Health & Wellness	(3,263)	5,000	155	3.10%
<b>Sub-Total Standing Committees</b>	<b>(6,367)</b>	<b>9,802</b>	<b>961</b>	<b>9.80%</b>
<b>Pre-Retirement Seminars</b>	<b>-</b>	<b>50,000</b>	<b>43,510</b>	<b>87.02%</b>
<b>Mid Career Financial Info Sessions</b>	<b>-</b>	<b>4,000</b>	<b>-</b>	<b>0.00%</b>
<b>Teacher Orientation</b>				
Travel	-	3,000	-	0.00%
Program Support	-	12,000	-	0.00%
<b>Sub-Total Teacher Orientation</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>0.00%</b>
<b>Financial Information Seminars</b>	<b>-</b>	<b>10,000</b>	<b>4,863</b>	<b>48.63%</b>
<b>Professional Relations Disputes</b>	<b>-</b>	<b>3,000</b>	<b>383</b>	<b>12.75%</b>
<b>Teacher Certification Review Panel</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>0.00%</b>
<b>Certification Appeals</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>0.00%</b>
<b>Personnel</b>				
Salaries	-	647,946	261,743	40.40%
Employer's Share of Deductions	-	111,641	39,644	35.51%
<b>Sub-Total Personnel</b>	<b>-</b>	<b>759,587</b>	<b>301,387</b>	<b>39.68%</b>
<b>Lawyer's Fees</b>				
(a) Counsel/Defense	-	125,000	-	0.00%
(b) Research/Opinion	-	10,500	-	0.00%
<b>Sub-Total - Lawyer's Fees</b>	<b>-</b>	<b>135,500</b>	<b>-</b>	<b>0.00%</b>
<b>Research</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>0.00%</b>
<b>Employee Assistance Program</b>	<b>1,590</b>	<b>239,464</b>	<b>120,000</b>	<b>50.11%</b>
<b>Benefits and Economic Services Travel</b>	<b>-</b>	<b>20,000</b>	<b>11,719</b>	<b>58.59%</b>
<b>Information Centre</b>				
Salary	-	49,700	18,130	36.48%
Employer's Share of Deductions	-	8,653	3,195	36.93%
Books and Supplies	-	9,000	5,254	58.38%
Memberships and Subscriptions	-	3,000	2,345	78.16%
<b>Sub-Total - Information Centre</b>	<b>-</b>	<b>70,353</b>	<b>28,924</b>	<b>41.11%</b>
<b>Total - Benefits and Economic Services</b>	<b>(4,777)</b>	<b>1,323,706</b>	<b>512,418</b>	<b>38.71%</b>

## **Schedule F: Benefits and Economic Services - EAP**

(April 01, 2012 - March 31, 2013) (not included in page 1)

	<b>Addit. Funding Approved By Exec./J. Council</b>	<b>Budget 2012-2013</b>	<b>Actual 01/31/13</b>
<b>Revenue</b>			
Government Grant	\$ -	\$ 239,464	\$ 60,000
<b>Expenses</b>			
<b>Personnel</b>			
Salaries	-	171,514	145,491
Employer's Share of Deductions	-	29,400	25,352
Car Allowance	-	3,600	3,150
<b>Sub-Total - Personnel</b>	<b>-</b>	<b>204,514</b>	<b>173,992</b>
<b>Publicity</b>	<b>0</b>	<b>2,000</b>	<b>-</b>
<b>Subscriptions</b>	<b>0</b>	<b>200</b>	<b>-</b>
<b>Postage</b>	<b>0</b>	<b>2,000</b>	<b>-</b>
<b>Telephone</b>	<b>0</b>	<b>5,000</b>	<b>-</b>
<b>Professional Services (Audit, Legal &amp; Consultation)</b>	<b>0</b>	<b>1,000</b>	<b>-</b>
<b>Travel - Professional Development</b>	<b>0</b>	<b>6,000</b>	<b>2,572</b>
- Program	<b>0</b>	<b>17,000</b>	<b>14,658</b>
<b>Memberships</b>	<b>0</b>	<b>750</b>	<b>124</b>
<b>Equipment and Supplies</b>	<b>0</b>	<b>1,000</b>	<b>316</b>
<b>Total Expenses - EAP</b>	<b>-</b>	<b>239,464</b>	<b>191,662</b>
<b>Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>(131,662)</b>

## Schedule G: Capital Expenditures

	<b>Budget</b>	<b>Actual</b>
	<b>2012-2013</b>	<b>01/31/13</b>
<b>Capital Purchases</b>		
Furniture & Equipment (Note 1)		\$ 6,272
Office Computerization (Note 2)		12,129
		-
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ 18,402</b>

Note 1 - 2 desks and chairs required as a result of ergonomic study

Note 2 - 6 laptops in accordance with computer replacement schedule

## Schedule H: Emergency Fund

	Addit. Funding Approved By Exec./J. Council	Budget 2012-2013	Actual 01/31/13	Percentage of Budget
<b>Revenue</b>				
Interest from Investments	\$ -	\$ 200,000	\$ 1,270	0.63%
Fees	-	464,217	182,413	39.29%
1/2 2011-2012 Surplus	-	478,485	-	0.00%
<b>Total - Revenue</b>	<b>-</b>	<b>1,142,702</b>	<b>183,683</b>	<b>16.07%</b>
<b>Expenses</b>				
Teacher Pensions (1971 Job Action)	-	200	-	0.00%
Bank Charges	-	100	-	0.00%
<b>Sub-Total Expenses</b>	<b>-</b>	<b>300</b>	<b>-</b>	<b>0.00%</b>
<b>Negotiations</b>				
Labrador Benefits Negotiations	-	6,500	-	0.00%
Labrador West Negotiations	-	8,500	2,369	27.87%
Provincial Negotiations	-	40,000	18,581	46.45%
Branch Visitations	-	16,000	11,809	73.81%
Executive Meetings	-	20,000	4,750	23.75%
Joint Council Meetings	-	58,000	49,975	86.16%
Negotiating Team	-	30,000	22,314	74.38%
Political Action Campaign	-	25,000	-	0.00%
Collective Bargaining Preparations	-	-	-	
Collective Bargaining Focus Groups	-	-	-	
<b>Sub-Total - Negotiations</b>	<b>-</b>	<b>204,000</b>	<b>109,798</b>	<b>53.82%</b>
<b>Miscellaneous</b>				
Grievances and Arbitrations	-	190,000	43,867	23.09%
Collective Bargaining Training	-	10,000	-	0.00%
Pensions Conference	-	8,000	974	12.18%
Pension Negotiations	-	-	-	
School Representatives Seminar	-	-	282	
Auditors	-	5,000	-	0.00%
Fund Manager's Fees	-	20,000	7,334	36.67%
Disciplinary Committee	-	5,000	-	0.00%
Disciplinary Hearings	-	10,000	-	0.00%
Food and Fuel Loans	-	-	-	
<b>Sub-Total - Miscellaneous</b>	<b>-</b>	<b>248,000</b>	<b>52,458</b>	<b>21.15%</b>
<b>Total Expenses</b>	<b>-</b>	<b>452,300</b>	<b>162,256</b>	<b>35.87%</b>
<b>NET Surplus/(Deficit)</b>	<b>-</b>	<b>690,402</b>	<b>21,427</b>	<b>3.10%</b>

**Schedule H: Emergency Fund Investments**

**INVESTMENTS**

Total - Investments @ January 31, 2012 *	\$ 8,163,097
Cash in Bank	<u>508,157</u>
<b>Total - Cash and Investments</b>	<b><u><u>\$ 8,671,254</u></u></b>

\*Market Value = \$8,270,627



## Schedule I: Reserve Fund

### INVESTMENTS

Total - Investments @ January 31, 2012 \* \$ 2,730,908

Cash in Bank 14,924

**Total - Cash and Investments** \$ 2,745,832

\*Market Value = \$2,480,766

## **Section VI**

### **Group Insurance Fund**

#### **Budgets**

**2013-2014 and 2014-2015**

# Group Insurance Trustees Budgets

## 2013 - 2014 and 2014 - 2015



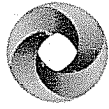
	<b>Budget</b>		<b>Budget</b>	
	<b>May 1, 2013</b>		<b>May 1, 2014</b>	
	<b>April 30, 2014</b>		<b>April 30, 2015</b>	
<b>Revenue</b>				
Interest	\$	450,000	\$	450,000
Sponsorship Agreement		2,500		2,500
<b>Total Revenue</b>	<b>\$</b>	<b>452,500</b>	<b>\$</b>	<b>452,500</b>
<b>Expenses</b>				
Meetings	\$	25,000	\$	27,500
Bank Charges		100		100
Salaries and Benefits		202,282		202,282
Program Travel		15,000		15,000
Services Rendered by NLTA		55,000		60,000
Professional Fees		9,000		9,000
Communications - NLTA		20,000		20,000
Office Supplies & Equipment		5,000		5,000
Conferences & In-Service		40,000		45,000
Memberships		1,000		1,000
Article 26 Committee		800		800
Fidelity Bond		1,400		1,400
Pre-retirement Contribution		8,000		8,000
Fund Manager's Fee		45,000		45,000
<b>Sub-Total: Operational Expenses</b>	<b>\$</b>	<b>427,582</b>	<b>\$</b>	<b>440,082</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$</b>	<b>24,918</b>	<b>\$</b>	<b>12,418</b>

**Section VII**

**Group Insurance Fund**

**Auditor Reports**

**2010-2011 and 2011-2012**



Grant Thornton

Financial Statements

Newfoundland and Labrador Teachers'

Association - Insurance Fund

April 30, 2011

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# Grant Thornton

## Independent auditors' report

To the Trustees of the

Newfoundland and Labrador Teachers' Association – Insurance Fund

Grant Thornton LLP  
187 Kenmount Road  
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We have audited the accompanying financial statements of the Newfoundland and Labrador Teachers' Association – Insurance Fund, which comprise the statements of financial position as at April 30, 2011, the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### **Fund management's responsibility for the financial statements**

Fund management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as Fund management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the interim financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Newfoundland and Labrador Teachers' Association – Insurance Fund, as at April 30, 2011, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



St. John's, Newfoundland and Labrador

March 13, 2012

Chartered Accountants



# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Statement of Operations

Year Ended April 30

2011

2010

	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
Earnings (loss) from insurance programs					
Health	\$ 640,413			\$ 640,413	\$ 584,808
Dental	(35,011)			(35,011)	(13,897)
Life	93,366			93,366	465,683
Long term disability	(425,675)	\$ -	\$ -	(425,675)	158,067
	273,093	-	-	273,093	1,194,661
Investment income	531,253	-	86,976	618,229	462,424
Basic/life dependent surplus	231,346	-	-	231,346	-
Refund of long term disability premiums	758,454	-	-	758,454	630,958
Long term disability premium holiday	(248,841)	-	-	(248,841)	(649,499)
Health premium holiday	(1,116,409)	-	-	(1,116,409)	-
Other income	154,441	-	-	154,441	126,884
Premiums Post 65 life	44,687	-	192,000	236,687	192,000
	628,024	-	278,976	907,000	1,957,428
Increase in Claims Fluctuation Reserve	116,771	-	-	116,771	235,372
Expenses (Page 14)	546,388	-	108,503	654,891	540,432
	663,159	-	108,503	771,662	775,804
(Loss) earnings before other item	(35,135)	-	170,473	135,338	1,181,624
Other item					
Increase in fair value of investments	913,468	-	174,032	1,087,500	1,507,809
Net earnings	\$ 878,333	\$ -	\$ 344,505	\$ 1,222,838	\$ 2,689,433

See accompanying notes to the financial statements.

# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Statement of Changes in Net Assets

Year Ended April 30

2011

2010

	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
Surplus, beginning of year	\$ 9,157,584	\$ 3,000,000	\$ 2,580,783	<b>\$ 14,738,367</b>	\$11,727,212
Reclassification of Province of Ontario Bond	-	-	-	-	321,722
Net earnings	<u>878,333</u>	<u>-</u>	<u>344,505</u>	<u><b>1,222,838</b></u>	<u>2,689,433</u>
Surplus, end of year	<u>\$ 10,035,917</u>	<u>\$ 3,000,000</u>	<u>\$ 2,925,288</u>	<u><b>\$ 15,961,205</b></u>	<u>\$ 14,738,367</u>

See accompanying notes to the financial statements.

# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Statement of Financial Position

April 30

2011

2010

	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
<b>Assets</b>					
Cash and cash equivalents	\$ 609,017		\$ 3,029	\$ 612,046	\$ 184,275
Restricted deposits - underwriter	1,720,186		-	1,720,186	1,578,449
Receivable from Program Fund	-		-	-	150,000
Receivable from Post 65 Life Fund	41,919		-	41,919	10,124
Receivables (Note 5)	316,234		-	316,234	591,135
Investments (Note 6)	<u>10,436,997</u>	<u>3,000,000</u>	<u>2,964,178</u>	<u>16,401,175</u>	<u>15,252,938</u>
	<u>\$ 13,124,353</u>	<u>\$ 3,000,000</u>	<u>\$ 2,967,207</u>	<u>\$ 19,091,560</u>	<u>\$ 17,766,921</u>
<b>Liabilities</b>					
Payables and accruals (Note 7)	\$ 180,001			\$ 180,001	\$ 22,486
Payable to					
Program Fund	-		\$ 41,919	41,919	10,124
Emergency Fund	-		-	-	150,000
NLTA - General Fund	34,548		-	34,548	44,142
Deferred revenue	<u>69,131</u>		<u>-</u>	<u>69,131</u>	<u>113,817</u>
	<u>283,680</u>		<u>41,919</u>	<u>325,599</u>	<u>340,569</u>
<b>Net assets</b>					
Restricted net assets - Claims Fluctuation					
Reserve (Note 9)	2,804,756		-	2,804,756	2,687,985
Surplus	<u>10,035,917</u>	<u>\$ 3,000,000</u>	<u>2,925,288</u>	<u>15,961,205</u>	<u>14,738,367</u>
	<u>12,840,673</u>	<u>3,000,000</u>	<u>2,925,288</u>	<u>18,765,961</u>	<u>17,426,352</u>
	<u>\$ 13,124,353</u>	<u>\$ 3,000,000</u>	<u>\$ 2,967,207</u>	<u>\$ 19,091,560</u>	<u>\$ 17,766,921</u>

On Behalf of the Insurance Fund

Bill Anon Trustee      Marlene Curran Trustee

See accompanying notes to the financial statements.

# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Statement of Cash Flows

Year Ended April 30

2011

2010

	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
<b>Operating</b>					
Net earnings	\$ 878,333		\$ 344,505	\$ 1,222,838	\$ 2,689,433
Change in claims fluctuation reserve	<u>116,771</u>		<u>-</u>	<u>116,771</u>	<u>235,372</u>
	995,104		344,505	<b>1,339,609</b>	2,924,805
Change in non-cash operating working capital (Note 10)	<u>54,604</u>	<u>\$ 150,000</u>	<u>31,795</u>	<u>236,399</u>	<u>(172,519)</u>
	<u>1,049,708</u>	<u>150,000</u>	<u>376,300</u>	<b>1,576,008</b>	<u>2,752,286</u>
<b>Investing</b>					
Increase in investments	<u>(605,716)</u>	<u>(150,000)</u>	<u>(392,521)</u>	<b>(1,148,237)</b>	<u>(2,738,762)</u>
<b>Financing</b>					
Advances to Emergency Fund	-	-	-	-	(150,000)
Advances from Program Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>150,000</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net increase (decrease) in cash and cash equivalents	443,992	-	(16,221)	<b>427,771</b>	13,524
Cash and cash equivalents					
Beginning of year	<u>165,025</u>	<u>-</u>	<u>19,250</u>	<b>184,275</b>	<u>170,751</u>
End of year	<u>\$ 609,017</u>	<u>\$ -</u>	<u>\$ 3,029</u>	<b>\$ 612,046</b>	<u>\$ 184,275</u>

See accompanying notes to the financial statements.

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# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2011

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### 1. Purpose of the organization

The Newfoundland and Labrador Teachers' Association - Insurance Fund is a trust between the Association and its members to administer the group insurance activities of the members. The Fund is responsible for reporting the results of the insurance programs and the selection of an underwriter to provide insurance coverage and pay claims.

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### 2. Summary of significant accounting policies

#### Use of estimates

In preparing the Fund's financial statements in conformity with Canadian generally accepted accounting principles, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and reported amounts of revenue and expenses during the year. Actual results could differ from these estimates.

#### Fund accounting

The Fund follows the restricted fund method of accounting for contributions.

The Program Fund accounts for the organization's program delivery and administrative activities, as well as the operating activity in the underwriting accounts of the insurance programs.

The Emergency Fund was established by the Trustees for the following purposes:

- a) to pay to a maximum of one month's group insurance premiums for insured members during a job action; and
- b) to pay other emergency costs related to insurance that the Insurance Fund deems justified and within the parameters of the trust agreement.

The Post 65 Life Fund was established for the purpose of recording activity related to the Post 65 Life insurance option and is governed in accordance with a Post 65 Life Agreement with the Government of Newfoundland and Labrador.

#### Claims fluctuations reserve

The trustees have established a claims fluctuations reserve (CFR) to a maximum of the CFR objective for health, dental and life as determined by an insurance underwriter annually at April 30 each year and long term disability as determined annually at December 31 each year. This reserve is reported as restricted net assets of the Program Fund. The purpose of this reserve is to assist in maintaining the financial stability of the insurance fund and to offset deficits in the various insurance programs.

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# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2011

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### 2. Summary of significant accounting policies (cont'd.)

#### Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks and investment brokers, net of bank overdrafts.

#### Investments

Investments are classified as held for trading and accounted for at fair value with changes in fair value recorded in net earnings. The Province of Ontario Bond that was previously recorded as available for sale was sold during the year.

#### Deferred revenue

Deferred revenue consists of premiums collected in advance from members related to the Post 65 Life Insurance Plan. These premiums will be recognized as revenue as the related premiums are charged to members.

#### Revenue recognition

The Trustees of the Insurance Fund recognize annual earnings (losses) in the underwriting accounts of the insurance programs on an accrual basis. Investment income is recorded as it is earned. Refunds of premiums related to insurance programs are recorded as they are received. Government subsidies are recognized in accordance with the period to which they relate.

#### Financial instruments

The Fund classifies financial assets and liabilities according to their characteristics and management's choices and intentions related thereto for the purposes of ongoing measurements. Classification choices for financial assets include: a) held for trading - measured at fair value with changes in fair value recorded in net earnings; b) held to maturity - recorded at amortized cost with gains and losses recognized in net earnings in the year that the asset is no longer recognized or impaired; c) available for sale - measured at fair value with changes in fair value recognized in net assets until realized through disposal or impairment; and d) receivables - recorded at amortized cost with gains and losses recognized in net earnings in the year that the asset is no longer recognized or impaired.

Classification choices for financial liabilities include: a) held for trading - measured at fair value with changes in fair value recorded in net earnings and b) other - measured at amortized cost with gains and losses recognized in net earnings in the period that the liability is no longer recognized. Subsequent measurement for these assets and liabilities are based on either fair value or amortized cost using the effective interest method, depending upon their classification. Any financial asset or liability can be classified as held for trading as long as its fair value is reliably determinable.

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# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2011

### 2. Summary of significant accounting policies (cont'd.)

In accordance with this standard, the Insurance Fund's financial assets and liabilities are generally classified and measured as follows:

<u>Asset/Liability</u>	<u>Classification</u>	<u>Measurement</u>
Cash and cash equivalents	Held for trading	Fair value
Receivables	Receivables	Amortized cost
Investments	Held for trading	Fair value
Payables and accruals	Other liabilities	Fair value

The fair value of investments is based upon quoted market values from active markets. The estimated fair value of cash and cash equivalents, receivables, and payables and accruals approximates carrying values due to the relatively short term nature of the instruments.

### 3. Risk management

The Fund's policy for managing significant risks includes policies, procedures and oversight designed to reduce the risks identified to an appropriate threshold. Management and the Trustees manage its investment portfolio in accordance with its long term investment policy. The investment risk inherent in its investment portfolio is managed through diversification in both asset classes and investments held. The Trustees are provided with timely and relevant reports on the management of significant risks. Significant risks managed by the Fund include liquidity, credit, and market risks.

#### *Liquidity risk*

Liquidity risk is the risk that the fund will be unable to meet its contractual obligations and financial liabilities. The Fund manages liquidity risk by monitoring its cash flows and ensuring that it has sufficient cash and marketable securities available to meet its obligations and liabilities.

#### *Credit risk*

Credit risk is the risk of loss associated with a counterparty's inability to fulfill its payment obligations. The Fund's credit risk is attributable to receivables and fixed income securities. Management believes that the credit risk concentration with respect to financial instruments included in receivables is remote, and does not anticipate any issuers of fixed income securities will fail to meet their obligations.

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# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2011

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### 3. Risk management (cont'd.)

#### *Market risk*

Market risk is the risk of loss that may arise from changes in market factors such as interest rates, foreign exchange rates and equity prices.

i) Interest rate risk

Interest rate risk is the risk that the value of a financial security will fluctuate due to changes in market interest rates. The Fund is exposed to interest rate risk through investment in fixed income securities. Interest rate risk is managed through diversification of fixed income securities through sector allocation and security duration. The Fund held fixed income securities totaling approximately 33.94% of its investment in the UBS Canada Balanced Fund and having a market value of \$5,566,559 at year end. The bonds held in the UBS Canada Balanced Fund outperformed the DEX Universe Index by 1.12% for the calendar year ended December 31, 2010.

ii) Foreign exchange risk

The Fund is exposed to foreign exchange risk on fluctuations related to equity investments that are denominated in a foreign currency. The Fund manages this risk through diversification of its investment portfolio. The Fund held foreign equities totaling approximately 27.39% of its investment in the UBS Canada Balanced Fund and having a market value of \$4,492,282 at year end. These foreign equities underperformed the MSCI World Index by 0.69% for the calendar year ended December 31, 2010.

iii) Price risk

The Fund has exposure to price risk with respect to equity prices. Equity price risk is defined as the potential adverse impact on the Fund's earnings due to movements in individual equity prices or general movements in the level of the stock market. The Fund manages price risk through diversification of its investment portfolio. Its investment in the UBS Canada Balanced Fund, with a market value of \$16,401,175 at year end, had a rate return of 9.2% for the calendar year ended December 31, 2010, lower than the benchmark of 10.39% by 1.19% or \$195,174. One standard deviation change in the UBS Canada Balanced Fund would result in a rate of return of 4.72% which would be a 4.48% decrease from the current return or a \$734,773 decrease in market value.

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### 4. Capital management

The capital structure of the Fund consists of a number of restricted funds. The primary objective of the Fund's capital management is to provide adequate funding to ensure efficient operations.

The purposes of the restricted funds are disclosed in Note 2 to the financial statements.

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# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2011

5. Receivables	<u>2011</u>	<u>2010</u>
Insurance administrator	\$ 195,993	\$ 147,427
Insurance carrier	<u>120,241</u>	<u>443,708</u>
	<u>\$ 316,234</u>	<u>\$ 591,135</u>

6. Investments	<u>Cost</u>	<u>Carry Value/ Market Value</u>
Program/Emergency Fund RT Pooled Capital Fund	\$ 13,344,606	\$ 13,436,997
Post 65 Life Fund - Money Market Fund	<u>3,014,873</u>	<u>2,964,178</u>
	<u>\$ 16,359,479</u>	<u>\$ 16,401,175</u>

Fair value amounts represent estimates of the consideration that would currently be agreed upon between knowledgeable and willing parties who are under no compulsion to act.

Fair value is best evidenced by quoted market prices in an active market. Where quoted market prices are not available, the quoted prices of similar instruments with observable market based inputs are used to estimate fair value using valuation models. These valuation models may use multiple observable market inputs, including observable interest rates, foreign exchange rates, index levels, credit spreads, equity prices, counterparty credit quality, and corresponding market volatility levels. Minimal management judgement is required for fair values calculated using quoted market prices or observable market inputs for models. The calculation of estimated fair value is based on market conditions at a specific point in time and may not be reflective of future fair values.

The Fund employs a fair value hierarchy to categorize the inputs it uses in valuation techniques to measure the fair value. The extent of use of (Level 1) quoted prices in active markets for identical assets or liabilities, (Level 2) inputs other than quoted prices included in Level 1 that are observable for the assets or liabilities either directly or indirectly, and (Level 3) inputs for the assets or liabilities that are not based on observable market data on the valuation of securities as at April 30, 2011 are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total Fair Value</u>
Mutual funds	<u>16,401,175</u>	<u>-</u>	<u>-</u>	<u>16,401,175</u>

The carrying value of all other financial instruments approximates their fair value due to the short term to maturity of those financial instruments.

# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2011

7. Payables and accruals	<u>2011</u>	<u>2010</u>
Insurance administrator	\$ 37,615	\$ 2,286
Insurance carrier	125,386	3,200
Other	<u>17,000</u>	<u>17,000</u>
	<u>\$ 180,001</u>	<u>\$ 22,486</u>

### 8. Interest from insurance administrator

The Trustees of the Insurance Fund have entered into an agreement with Johnson Inc. to administer the teachers' insurance plans. Insurance premiums are received in advance by the administrator and invested until required to be remitted to the insurance carrier.

9. Claims fluctuation reserve	<u>2011</u>	<u>2010</u>
Balance, beginning of the year	\$ 2,687,985	\$ 2,452,613
Net transfer (from) to reserve during the year	<u>116,771</u>	<u>235,372</u>
Balance, end of the year	<u>\$ 2,804,756</u>	<u>\$ 2,687,985</u>

Desjardins and Manulife Financial, the insurance carriers, have established specific objectives for the level of the Claim Fluctuation Reserve for each of the options under the plan as follows:

	<u>2011</u>	<u>2010</u>
Dental	\$ 291,459	\$ 263,371
Life	356,381	383,256
Health	1,842,762	1,746,957
Long term disability	<u>314,154</u>	<u>294,401</u>
	<u>\$ 2,804,756</u>	<u>\$ 2,687,985</u>

# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2011

### 10. Supplemental cash flow information

	Program Fund	Emergency Fund	Post 65 Life Fund	2011 Total	2010 Total
Change in non-cash operating working capital					
Prepays				\$	215,066
Deposits - underwriter	\$ (141,737)			\$ (141,737)	(619,033)
Receivable from Program Fund	-	\$ 150,000		150,000	400,000
Receivable from Post 65 Life Fund	(31,795)	-		(31,795)	(10,124)
Receivables	274,901	-		274,901	107,779
Payables and accruals	157,515	-		157,515	3,352
Payable to Program Fund	-	-	\$ 31,795	31,795	10,124
Payable to Emergency Fund	(150,000)	-	-	(150,000)	(400,000)
Payable to General Fund	(9,594)	-	-	(9,594)	6,500
Deferred revenue	(44,686)	-	-	(44,686)	113,817
	<u>\$ 54,604</u>	<u>\$ 150,000</u>	<u>\$ 31,795</u>	<u>\$ 236,399</u>	<u>\$ (172,519)</u>

### 11. Related party transactions

During the year the Insurance Fund paid \$269,759 (2010 - \$279,778) to the Newfoundland and Labrador Teachers' Association for incurred costs relating to the group insurance plan. These transactions were in the normal course of operations and were measured at their exchange amount, which is the amount of consideration established and agreed to by the related parties.

Newfoundland and Labrador Teachers' Association -  
 Insurance Fund  
 Schedules of Expenses

Year Ended April 30

2011

2010

	<u>Program Fund</u>	<u>Post 65 Life Fund</u>	<u>Total</u>	<u>Total</u>
Communications	\$ 46,281		\$ 46,281	\$ 18,814
Contribution to the operating expenses of the general fund	54,031		54,031	65,000
Interest, underwriting accounts	31,236		31,236	18,271
Meetings and in-service	65,741		65,741	39,251
Miscellaneous	835		835	4,610
Pre-retirement seminars	9,597		9,597	5,962
Post 65 Life subsidy	44,687	\$ 93,737	138,424	75,372
Professional fees	87,848	14,766	102,614	74,226
Salary and benefits	206,132	-	206,132	196,017
Teacher Health & Wellness Program	-	-	-	42,909
	<u>\$ 546,388</u>	<u>\$ 108,503</u>	<u>\$ 654,891</u>	<u>\$ 540,432</u>



Grant Thornton

Financial Statements

Newfoundland and Labrador Teachers'

Association - Insurance Fund

April 30, 2012

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Grant Thornton

## Independent auditors' report

To the Trustees of the

Newfoundland and Labrador Teachers' Association – Insurance Fund

We have audited the accompanying financial statements of the Newfoundland and Labrador Teachers' Association – Insurance Fund, which comprise the statements of financial position as at April 30, 2012, the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

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### **Fund management's responsibility for the financial statements**

Fund management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as Fund management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the interim financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Newfoundland and Labrador Teachers' Association – Insurance Fund, as at April 30, 2012, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

St. John's, Newfoundland and Labrador

January 7, 2013



Chartered Accountants



# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Statement of Operations

Year Ended April 30

2012

2011

	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
Earnings (loss) from insurance programs					
Health	\$ (6,852)			\$ (6,852)	\$ 640,413
Dental	(155,299)			(155,299)	(35,011)
Life	868,440			868,440	93,366
Long term disability	<u>(563,594)</u>			<u>(563,594)</u>	<u>(425,675)</u>
	142,695			142,695	273,093
Investment income	773,479		\$ 138,562	912,041	618,229
Basic/life dependent surplus	299,950		-	299,950	231,346
Refund of long term disability premiums	767,957		-	767,957	758,454
Long term disability premium holiday	(753,548)		-	(753,548)	(248,841)
Health premium holiday	(2,232,797)		-	(2,232,797)	(1,116,409)
Other income	210,687		-	210,687	154,441
Premiums Post 65 life	<u>52,073</u>		<u>192,000</u>	<u>244,073</u>	<u>236,687</u>
	<u>(739,504)</u>		<u>330,562</u>	<u>(408,942)</u>	<u>907,000</u>
Decrease (increase) in Claims Fluctuation Reserve	(707,527)		-	(707,527)	116,771
Expenses (Page 14)	<u>478,099</u>		<u>152,869</u>	<u>630,968</u>	<u>654,891</u>
	<u>(229,428)</u>		<u>152,869</u>	<u>(76,559)</u>	<u>771,662</u>
(Loss) earnings before other item	(510,076)		177,693	(332,383)	135,338
Other item					
(Decrease) increase in fair value of investments	<u>(721,044)</u>		<u>(144,703)</u>	<u>(865,747)</u>	<u>1,087,500</u>
Net (loss) earnings	<u>\$ (1,231,120)</u>	<u>\$ -</u>	<u>\$ 32,990</u>	<u>\$ (1,198,130)</u>	<u>\$ 1,222,838</u>

See accompanying notes to the financial statements.

# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Statement of Changes in Net Assets

Year Ended April 30

2012

2011

	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
Surplus, beginning of year	\$ 10,035,917	\$ 3,000,000	\$ 2,925,288	<b>\$ 15,961,205</b>	\$ 14,738,367
Interfund transfer	(100,000)	100,000	-	-	-
Net (loss) earnings	(1,231,120)	-	32,990	<b>(1,198,130)</b>	1,222,838
Surplus, end of year	<u>\$ 8,704,797</u>	<u>\$ 3,100,000</u>	<u>\$ 2,958,278</u>	<b><u>\$ 14,763,075</u></b>	<u>\$ 15,961,205</u>

See accompanying notes to the financial statements.

# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Statement of Financial Position

April 30

2012


2011

	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
<b>Assets</b>					
Cash and cash equivalents	\$ 639,323		\$ 1,723	\$ 641,046	\$ 612,046
Restricted deposits - underwriter	1,488,714		-	1,488,714	1,720,186
Receivable from Program Fund	-	\$ 100,000	350,199	450,199	-
Receivable from Post 65 Life Fund	-	-	-	-	41,919
Receivables (Note 5)	1,202,531	-	-	1,202,531	316,234
Investments (Note 6)	<u>8,694,340</u>	<u>3,000,000</u>	<u>2,606,356</u>	<u>14,300,696</u>	<u>16,401,175</u>
	<u>\$ 12,024,908</u>	<u>\$ 3,100,000</u>	<u>\$ 2,958,278</u>	<u>\$ 18,083,186</u>	<u>\$ 19,091,560</u>
<b>Liabilities</b>					
Payables and accruals (Note 7)	\$ 736,543			\$ 736,543	\$ 180,001
Payable to					
Program Fund	-			-	41,919
Emergency Fund	100,000			100,000	
Post 65 Life Fund	350,199			350,199	-
NLTA - General Fund	19,082			19,082	34,548
Deferred revenue	<u>17,057</u>			<u>17,057</u>	<u>69,131</u>
	<u>1,222,881</u>			<u>1,222,881</u>	<u>325,599</u>
<b>Net assets</b>					
Restricted net assets - Claims Fluctuation					
Reserve (Note 9)	2,097,230			2,097,230	2,804,756
Surplus	<u>8,704,797</u>	<u>\$ 3,100,000</u>	<u>\$ 2,958,278</u>	<u>14,763,075</u>	<u>15,961,205</u>
	<u>10,802,027</u>	<u>3,100,000</u>	<u>2,958,278</u>	<u>16,860,305</u>	<u>18,765,961</u>
	<u>\$ 12,024,908</u>	<u>\$ 3,100,000</u>	<u>\$ 2,958,278</u>	<u>\$ 18,083,186</u>	<u>\$ 19,091,560</u>

On Behalf of the Insurance Fund



Trustee



Trustee

See accompanying notes to the financial statements.

# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Statement of Cash Flows

Year Ended April 30

2012

2011

	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
<b>Operating</b>					
Net (loss) earnings	\$ (1,231,120)		\$ 32,990	\$ (1,198,130)	\$ 1,222,838
Change in claims fluctuation reserve	<u>(707,527)</u>		<u>-</u>	<u>(707,527)</u>	<u>116,771</u>
	(1,938,647)		32,990	<b>(1,905,657)</b>	1,339,609
Change in non-cash operating working capital (Note 10)	<u>326,295</u>	<u>\$ (100,000)</u>	<u>(392,118)</u>	<u>(165,823)</u>	<u>236,399</u>
	<u>(1,612,352)</u>	<u>(100,000)</u>	<u>(359,128)</u>	<u>(2,071,480)</u>	<u>1,576,008</u>
<b>Investing</b>					
Decrease (increase) in investments	<u>1,742,658</u>	<u>-</u>	<u>357,822</u>	<u>2,100,480</u>	<u>(1,148,237)</u>
<b>Financing</b>					
Advances to Emergency Fund	(100,000)	-	-	<b>(100,000)</b>	-
Advances from Program Fund	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>-</u>
	<u>(100,000)</u>	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net increase (decrease) in cash and cash equivalents	30,306	-	(1,306)	<b>29,000</b>	427,771
Cash and cash equivalents					
Beginning of year	<u>609,017</u>	<u>-</u>	<u>3,029</u>	<u>612,046</u>	<u>184,275</u>
End of year	<u>\$ 639,323</u>	<u>\$ -</u>	<u>\$ 1,723</u>	<u>\$ 641,046</u>	<u>\$ 612,046</u>

See accompanying notes to the financial statements.

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# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2012

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### 1. Purpose of the organization

The Newfoundland and Labrador Teachers' Association - Insurance Fund is a trust between the Association and its members to administer the group insurance activities of the members. The Fund is responsible for reporting the results of the insurance programs and the selection of an underwriter to provide insurance coverage and pay claims.

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### 2. Summary of significant accounting policies

#### Use of estimates

In preparing the Fund's financial statements in conformity with Canadian generally accepted accounting principles, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and reported amounts of revenue and expenses during the year. Actual results could differ from these estimates.

#### Fund accounting

The Fund follows the restricted fund method of accounting for contributions.

The Program Fund accounts for the organization's program delivery and administrative activities, as well as the operating activity in the underwriting accounts of the insurance programs.

The Emergency Fund was established by the Trustees for the following purposes:

- a) to pay to a maximum of one month's group insurance premiums for insured members during a job action; and
- b) to pay other emergency costs related to insurance that the Insurance Fund deems justified and within the parameters of the trust agreement.

The Post 65 Life Fund was established for the purpose of recording activity related to the Post 65 Life insurance option and is governed in accordance with a Post 65 Life Agreement with the Government of Newfoundland and Labrador.

#### Claims fluctuations reserve

The trustees have established a claims fluctuations reserve (CFR) to a maximum of the CFR objective for health, dental and life as determined by an insurance underwriter annually at April 30 each year and long term disability as determined annually at December 31 each year. This reserve is reported as restricted net assets of the Program Fund. The purpose of this reserve is to assist in maintaining the financial stability of the insurance fund and to offset deficits in the various insurance programs.

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# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2012

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### 2. Summary of significant accounting policies (cont'd.)

#### **Cash and cash equivalents**

Cash and cash equivalents include cash on hand and balances with banks and investment brokers, net of bank overdrafts.

#### **Investments**

Investments are classified as held for trading and accounted for at fair value with changes in fair value recorded in net earnings.

#### **Deferred revenue**

Deferred revenue consists of premiums collected in advance from members related to the Post 65 Life Insurance Plan. These premiums will be recognized as revenue as the related premiums are charged to members.

#### **Revenue recognition**

The Trustees of the Insurance Fund recognize annual earnings (losses) in the underwriting accounts of the insurance programs on an accrual basis. Investment income is recorded as it is earned. Refunds of premiums related to insurance programs are recorded as they are received. Government subsidies are recognized in accordance with the period to which they relate.

#### **Financial instruments**

The Fund classifies financial assets and liabilities according to their characteristics and management's choices and intentions related thereto for the purposes of ongoing measurements. Classification choices for financial assets include: a) held for trading - measured at fair value with changes in fair value recorded in net earnings; b) held to maturity - recorded at amortized cost with gains and losses recognized in net earnings in the year that the asset is no longer recognized or impaired; c) available for sale - measured at fair value with changes in fair value recognized in net assets until realized through disposal or impairment; and d) receivables - recorded at amortized cost with gains and losses recognized in net earnings in the year that the asset is no longer recognized or impaired.

Classification choices for financial liabilities include: a) held for trading - measured at fair value with changes in fair value recorded in net earnings and b) other - measured at amortized cost with gains and losses recognized in net earnings in the period that the liability is no longer recognized. Subsequent measurement for these assets and liabilities are based on either fair value or amortized cost using the effective interest method, depending upon their classification. Any financial asset or liability can be classified as held for trading as long as its fair value is reliably determinable.

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# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2012

### 2. Summary of significant accounting policies (cont'd.)

In accordance with this standard, the Insurance Fund's financial assets and liabilities are generally classified and measured as follows:

<u>Asset/Liability</u>	<u>Classification</u>	<u>Measurement</u>
Cash and cash equivalents	Held for trading	Fair value
Receivables	Receivables	Amortized cost
Investments	Held for trading	Fair value
Payables and accruals	Other liabilities	Fair value

The fair value of investments is based upon quoted market values from active markets. The estimated fair value of cash and cash equivalents, receivables, and payables and accruals approximates carrying values due to the relatively short term nature of the instruments.

### 3. Risk management

The Fund's policy for managing significant risks includes policies, procedures and oversight designed to reduce the risks identified to an appropriate threshold. Management and the Trustees manage its investment portfolio in accordance with its long term investment policy. The investment risk inherent in its investment portfolio is managed through diversification in both asset classes and investments held. The Trustees are provided with timely and relevant reports on the management of significant risks. Significant risks managed by the Fund include liquidity, credit, and market risks.

#### *Liquidity risk*

Liquidity risk is the risk that the fund will be unable to meet its contractual obligations and financial liabilities. The Fund manages liquidity risk by monitoring its cash flows and ensuring that it has sufficient cash and marketable securities available to meet its obligations and liabilities.

#### *Credit risk*

Credit risk is the risk of loss associated with a counterparty's inability to fulfill its payment obligations. The Fund's credit risk is attributable to receivables and fixed income securities. Management believes that the credit risk concentration with respect to financial instruments included in receivables is remote, and does not anticipate any issuers of fixed income securities will fail to meet their obligations.

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# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2012

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### 3. Risk management (cont'd.)

#### *Market risk*

Market risk is the risk of loss that may arise from changes in market factors such as interest rates, foreign exchange rates and equity prices.

#### i) Interest rate risk

Interest rate risk is the risk that the value of a financial security will fluctuate due to changes in market interest rates. The Fund is exposed to interest rate risk through investment in fixed income securities. Interest rate risk is managed through diversification of fixed income securities through sector allocation and security duration. The Fund held fixed income securities totaling approximately 36.32% of its investment in the UBS Canada Balanced Fund and having a market value of \$5,194,013 at year end. The bonds held in the UBS Canada Balanced Fund underperformed the DEX Universe Index by 0.78% for the calendar year ended December 31, 2011.

#### ii) Foreign exchange risk

The Fund is exposed to foreign exchange risk on fluctuations related to equity investments that are denominated in a foreign currency. The Fund manages this risk through diversification of its investment portfolio. The Fund held foreign equities totaling approximately 28.21% of its investment in the UBS Canada Balanced Fund and having a market value of \$4,034,226 at year end. These foreign equities underperformed the MSCI World Index by 3.30% for the calendar year ended December 31, 2011.

#### iii) Price risk

The Fund has exposure to price risk with respect to equity prices. Equity price risk is defined as the potential adverse impact on the Fund's earnings due to movements in individual equity prices or general movements in the level of the stock market. The Fund manages price risk through diversification of its investment portfolio. Its investment in the UBS Canada Balanced Fund, with a market value of \$14,300,696 at year end, had a rate return of -2.60% for the calendar year ended December 31, 2011, lower than the benchmark of -0.15% by 2.45% or \$350,367. One standard deviation change in the UBS Canada Balanced Fund would result in a 5.03% decrease from the current return or a \$719,182 decrease in market value.

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### 4. Capital management

The capital structure of the Fund consists of a number of restricted funds. The primary objective of the Fund's capital management is to provide adequate funding to ensure efficient operations.

The purposes of the restricted funds are disclosed in Note 2 to the financial statements.

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# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2012

5. Receivables	<u>2012</u>	<u>2011</u>
Insurance administrator	\$ 264,770	\$ 195,993
Insurance carrier	<u>937,761</u>	<u>120,241</u>
	<u>\$ 1,202,531</u>	<u>\$ 316,234</u>

6. Investments	<u>Cost</u>	<u>Carry Value/ Market Value</u>
Program/Emergency Fund RT Pooled Capital Fund	\$ 12,322,993	\$ 11,694,340
Post 65 Life Fund - Money Market Fund	<u>2,801,754</u>	<u>2,606,356</u>
	<u>\$ 15,124,747</u>	<u>\$ 14,300,696</u>

Fair value amounts represent estimates of the consideration that would currently be agreed upon between knowledgeable and willing parties who are under no compulsion to act.

Fair value is best evidenced by quoted market prices in an active market. Where quoted market prices are not available, the quoted prices of similar instruments with observable market based inputs are used to estimate fair value using valuation models. These valuation models may use multiple observable market inputs, including observable interest rates, foreign exchange rates, index levels, credit spreads, equity prices, counterparty credit quality, and corresponding market volatility levels. Minimal management judgement is required for fair values calculated using quoted market prices or observable market inputs for models. The calculation of estimated fair value is based on market conditions at a specific point in time and may not be reflective of future fair values.

The Fund employs a fair value hierarchy to categorize the inputs it uses in valuation techniques to measure the fair value. The extent of use of (Level 1) quoted prices in active markets for identical assets or liabilities, (Level 2) inputs other than quoted prices included in Level 1 that are observable for the assets or liabilities either directly or indirectly, and (Level 3) inputs for the assets or liabilities that are not based on observable market data on the valuation of securities as at April 30, 2012 are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total Fair Value</u>
Mutual funds	<u>14,300,696</u>	<u>-</u>	<u>-</u>	<u>14,300,696</u>

The carrying value of all other financial instruments approximates their fair value due to the short term to maturity of those financial instruments.

# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2012

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7. Payables and accruals	<u>2012</u>	<u>2011</u>
Insurance administrator	\$ 11,741	\$ 37,615
Insurance carrier	704,998	125,386
Other	<u>19,804</u>	<u>17,000</u>
	<u>\$ 736,543</u>	<u>\$ 180,001</u>

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### 8. Interest from insurance administrator

The Trustees of the Insurance Fund have entered into an agreement with Johnson Inc. to administer the teachers' insurance plans. Insurance premiums are received in advance by the administrator and invested until required to be remitted to the insurance carrier.

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9. Claims fluctuation reserve	<u>2012</u>	<u>2011</u>
Balance, beginning of the year	\$ 2,804,756	\$ 2,687,985
Net transfer (from) to reserve during the year	<u>(707,526)</u>	<u>116,771</u>
Balance, end of the year	<u>\$ 2,097,230</u>	<u>\$ 2,804,756</u>

Desjardins and Manulife Financial, the insurance carriers, have established specific objectives for the level of the Claim Fluctuation Reserve for each of the options under the plan as follows:

	<u>2012</u>	<u>2011</u>
Dental	\$ 195,100	\$ 291,459
Life	356,512	356,381
Health	1,210,706	1,842,762
Long term disability	<u>334,912</u>	<u>314,154</u>
	<u>\$ 2,097,230</u>	<u>\$ 2,804,756</u>

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# Newfoundland and Labrador Teachers' Association - Insurance Fund

## Notes to the Financial Statements

April 30, 2012

### 10. Supplemental cash flow information

	Program Fund	Emergency Fund	Post 65 Life Fund	2012 Total	2011 Total
Change in non-cash operating working capital					
Deposits - underwriter	\$ 231,472			\$ 231,472	\$ (141,737)
Receivable from Program Fund	-	(\$100,000)	\$ (350,199)	(450,199)	150,000
Receivable from Post 65 Life Fund	41,919	-	-	41,919	(31,795)
Receivables	(886,297)	-	-	(886,297)	274,901
Payables and accruals	556,542	-	-	556,542	157,515
Payable to Program Fund	-	-	(41,919)	(41,919)	31,795
Payable to Emergency Fund	100,000	-	-	100,000	(150,000)
Payable to Post 65 Life Fund	350,199	-	-	350,199	-
Payable to General Fund	(15,466)	-	-	(15,466)	(9,594)
Deferred revenue	(52,074)	-	-	(52,074)	(44,686)
	<u>\$ 326,295</u>	<u>\$ (100,000)</u>	<u>\$ (392,118)</u>	<u>\$ (165,823)</u>	<u>\$ 236,399</u>

### 11. Related party transactions

During the year the Insurance Fund paid \$279,165 (2011 - \$269,759) to the Newfoundland and Labrador Teachers' Association for incurred costs relating to the group insurance plan. These transactions were in the normal course of operations and were measured at their exchange amount, which is the amount of consideration established and agreed to by the related parties.

Newfoundland and Labrador Teachers' Association -  
Insurance Fund  
Schedules of Expenses

Year Ended April 30

2012

2011

	Program Fund	Post 65 Life Fund	Total	Total
Communications	\$ 11,522		\$ 11,522	\$ 46,281
Contribution to the operating expenses of the general fund	47,331		47,331	54,031
Interest, underwriting accounts	55,538		55,538	31,236
Meetings and in-service	27,187		27,187	65,741
Miscellaneous	920		920	835
Pre-retirement seminars	9,486		9,486	9,597
Post 65 Life subsidy	52,073	\$ 115,412	167,485	138,424
Professional fees	76,645	37,457	114,102	102,614
Salary and benefits	197,397	-	197,397	206,132
	<u>\$ 478,099</u>	<u>\$ 152,869</u>	<u>\$ 630,968</u>	<u>\$ 654,891</u>

**Section VIII**

**Administrative Staff Salaries  
and  
Support Staff Salaries**

**2012-2013**

**Administrative Staff Salaries  
2012-2013**

Lily Cole	President	top of Grade VII plus 79.5%	\$157,587
Edward Hancock	Executive Director	top of Grade VII plus 72.6%	\$151,529
Don Ash	Assistant Executive Director responsible for Benefits and Economic Services	top of Grade VII plus 49.5%	\$131,249
Steve Brooks	Administrative Officer Benefits & Economic Services	top of Grade VII plus 32.0%	\$115,886
Perry Downey	Administrative Officer Benefits & Economic Services	top of Grade VII plus 36.0%	\$119,397
Stefanie Tuff	Administrative Officer Benefits & Economic Services	top of Grade VII plus 36.0%	\$119,397
Gail Carroll	Coordinator Employee Assistance Program	Step 25 of Government Scale HL22	\$85,757
Judy McCann-Beranger	Coordinator Employee Assistance Program	Step 25 of Government Scale HL22	\$85,757
Beverley Park	Senior Administrative Officer Professional Development	top of Grade VII plus 42.5%	\$125,104
George Tucker	Administrative Officer Professional Development	top of Grade VII plus 36.0%	\$119,397
Lesley Ann Browne	Communications Officer	top of Grade VII plus 13%	\$99,205
Wade Rogers	Manager of Finance and Administration	top of Grade VII plus 2.0%	\$89,548

**Support Staff Salaries  
2012-2013**

*Executive Assistant, Administration	\$67,432
Accountant/ Assistant (Finance & Human Resources)	\$57,188
*Manager, Printing Services	\$67,432
Supervisor, Printing Operations	\$52,523
Graphic Designer	\$52,523
Information/ Mailroom	\$48,797
Information Services/ Receptionist	\$48,797
Benefits & Economic Services Senior Assistant	\$56,250
Benefits & Economic Services Assistant	\$48,797
Benefits & Economic Services Assistant	\$48,797
Benefits & Economic Services Clerical Assistant	\$45,070
Communications Assistant	\$52,523
Professional Development Assistant	\$48,797
Co-ordinator Building Operations	\$45,070

\*Positions are not compensated for overtime

## **Section IX**

### **Conferences Attended**

**2010-2011 and 2011-2012**



**Conferences  
2010-2011**

September 13-14,2010	Lily Cole Toronto, Ontario Building Blocks for Education	\$2,128.08
September 13-14,2010	Edward Hancock Toronto, Ontario Building Blocks for Education	\$1,703.33
September 27, 2010	Lily Cole St. John's, NL Edge Conference	\$752.35
November 19 -22,2010	Elliott Green Toronto, Ontario Print World	\$1,103.57
February 3 - 5, 2011	Jeanne Williams Moncton, NB CTF Women's Symposium	\$1,382.92
May 1 - 3, 2011	George Tucker St.John's, NL CAPSLE Conference	\$570.65
May 1 - 3, 2011	Steve Brooks St.John's, NL CAPSLE Conference	\$570.65
May 13 - 17, 2011	Beverley Park Winnipeg, Manitoba Conference des Associations Francophones en Education	\$2,150.46
May 1 - 3, 2011	Stefanie Tuff St. John's, NL CAPSLE Conference	\$447.08
June 19 - 21, 2011	Don Ash Montreal, QC National Collective Bargaining Conference	\$1,760.77
July 10 - 13, 2011	George Tucker Portland, Oregon Assessment Training Institute	\$2,840.29
TOTAL		\$15,410.15

**Conferences  
2011-2012**

September 14 -16 ,2011	Don Ash Charlottetown, PEI Canadian Pensions and Benefits Institute - Atlantic Conference	\$2,176.92
September 14 -16, 2011	Edward Hancock Charlottetown, PEI Canadian Pensions and Benefits Institute - Atlantic Conference	\$2,282.99
January 9 - 12, 2012	Lesley-Ann Browne On-line Seminar Developing and Implementing an Integrative Approach to Social Media.	\$1,038.64
March 8 - 10, 2012	Beverley Park Winnipeg, Manitoba CTF/CAPTO Women's Symposium	\$ 1,761.52
March 8 - 10, 2012	Jean Murphy Winnipeg, Manitoba CTF/CAPTO Women's Symposium	\$ 2,167.90
April 3 -5, 2012	Steve Brooks Toronto, Ontario Human Rights and Accommodation Conference	\$3,331.73
April 29 - May 1, 2012	Edward Hancock Ottawa, Ontario CAPSLE	\$ 1,757.66
April 29 - May 1, 2012	Stefanie Tuff Ottawa, Ontario CAPSLE	\$1,512.10
April 29 - May 1, 2012	Don Ash Ottawa, Ontario CAPSLE	\$1,069.46
May 15 - 17, 2012	Don Ash Montreal, Quebec Canadian Pensions and Benefits Institute - Forum 2012	\$2,802.97
June 24 - 27, 2012	George Tucker San Diego, CA International Society for Technology in Education	\$3,319.64
TOTAL		\$23,221.53

**Newfoundland and Labrador  
Teachers' Association**



**Priorities for 2011-13**

**Summary Report**

# **INTRODUCTION**

At its first meeting in August 2011, your 2011-13 Provincial Executive established four priorities for 2011-13. Contained within each of these priorities were goals, as follows:

## **Priority #1: Quality of Teacher Work Life/Collective Bargaining**

- Goal A:** To negotiate improvements and maintain existing rights under the collective agreements
- Goal B:** To improve working conditions and quality of teacher work life through NLTA initiatives beyond the collective agreement
- Goal C:** To ensure that teachers have professional development and wellness opportunities, resources, and supports necessary for teaching and learning

## **Priority #2: Membership Awareness and Engagement**

- Goal A:** To maintain and enhance awareness of NLTA services, programs, initiatives, and activity on educational issues
- Goal B:** To continue and enhance existing programs for specific audiences and promote new programs as necessary

## **Priority #3: Inclusion**

- Goal A:** To monitor the implementation of the new model and to document successes/concerns of teachers
- Goal B:** To maintain communication between the Department of Education and NLTA so that teacher concerns are known and initiatives are shared
- Goal C:** To keep teachers informed on the new inclusionary model and its implementation
- Goal D:** To obtain adequate human and material resources and in service/professional development to support teachers in implementing the new model of inclusion

## **Priority #4: Technology in Education**

- Goal A:** To ensure teachers have the necessary technical resources; e.g., hardware/software, etc., and supports; e.g., technical assistance, PD for teaching and learning
- Goal B:** To address teacher concerns re technology-related issues; e.g. cyberconduct, hand-held devices, cyberbullying, privacy concerns, etc.
- Goal C:** To evolve collaborative learning communities in which teachers will be able to share and learn using synchronous and asynchronous technologies

The purpose of this report is to provide a summary of the activities on each of these priorities and goals from September 2011 to March 2013.

# **PRIORITY #1: QUALITY OF TEACHER WORK LIFE/ COLLECTIVE BARGAINING**

## **A. To negotiate improvements and maintain existing rights under the collective agreements**

- The Provincial Collective Agreement expired on August 31, 2012. The NLTA Opening Proposals for the Provincial Agreement were developed by the Collective Bargaining Committee and approved by Provincial Executive on November 25, 2011. On March 22, 2012, notice was served to the Employer to open negotiations.

The NLTA Provincial Negotiating Team was appointed by Provincial Executive, and initial training and planning sessions took place on April 24 -26, 2012. The NLTA team consists of: Jim Dinn, Chairperson (NLTA Vice-President, District #4); Jeanne Williams (Provincial Executive, District #4); Stewart Ralph (Junior High School, District #4); Tina Matthews (K-12 School Administrator, District #2); Debbie Turner (Program Specialist, District #3); Michelle Packwood (Primary/Elementary School, District #1); Robert Matthews (School Administrators' Council, District #2); Don Ash (Assistant Executive Director, Chief Negotiator); and Stefanie Tuff (Administrative Officer, Staff Consultant).

The NLTA Provincial Negotiating Team met on September 10-12, 2012 and exchanged Opening Proposals with the Employer Negotiating Team on September 10. Both sides explained their respective proposals. Following the exchange of opening packages, all teachers were provided with a copy of both the NLTA and the Employer's Opening Proposals. A series of branch meetings was arranged to allow for presentation and discussion of these opening proposals. Negotiating sessions with the Employer took place on October 10, 11, 12, and 31. Detailed discussion and debate occurred on all opening proposals of both the Association and the Employer. The NLTA identified a number of proposals put forth by the Employer which would increase management rights, stripping out contract provisions affecting working conditions which have existed for decades. The Employer presented a response proposal on November 1 that not only maintained the original contract stripping proposals, but also proposed further contract stripping. Consequently, the Employer was informed that there was no basis for further talks until the Employer removed a number of proposals identified by the Association team as inhibiting meaningful discussions and prohibiting successful negotiation of a collective agreement. The Employer team was informed that the Association would await a further response proposal that addressed the identified concerns.

A number of scheduled negotiating sessions in November did not take place, and up to the writing of this report in February, no further talks occurred or are scheduled.

The NLTA negotiating team met on November 28 - 30 and January 23 - 25 to continue preparations and strategy planning.

A meeting was held on December 21, 2012 with the then Minister of Finance Tom Marshall to receive a presentation from Government on pensions and post retirement benefits. A meeting is scheduled with the current Minister of Finance Jerome Kennedy for the week of February 25 to discuss the status of collective bargaining and other matters of concern to the NLTA, including pensions and the provincial budget.

- The NLTA President and the Chief spokesperson for the Negotiating Team have been meeting regularly with the Presidents and chief negotiators for most of the major public sector unions (NLNU, NAPE, CUPE, AAHP and RNC). The latest of these meetings occurred on January 10, January 25 and February 28, 2013 to discuss collective bargaining, potential common issues and pensions.
- The Labrador West Collective Agreement also expired on August 31, 2012 and notice was also served to the Employer on March 22, 2012 to open negotiations on the Labrador West Agreement. The Opening Proposals for the Labrador West Agreement were developed by the Labrador West Collective Bargaining Committee in late November 2012 and approved by Provincial Executive on February 14, 2013.
- A vote on a new Labrador Benefits Agreement was conducted on October 25, 2011 with final ratification announced on December 8, 2011. All adjustments and retroactive payments were made for allowance increases under the new Agreement. This Agreement expires on March 31, 2013 and a letter is being drafted on behalf of the various unions to serve notice this spring to open negotiations on the Labrador Benefits Agreement.
- An Arbitration Board has upheld the NLTA policy grievance with the Provincial Government with respect to Government's refusal to pay their portion of group insurance premiums for Basic Life/Dependent Life and Health for the 2012-13 insurance year. Payment of the outstanding premiums with interest is being pursued by the Association.

## **B. To improve working conditions and quality of teacher work life through NLTA initiatives beyond the collective agreement**

- The NLTA attempts to effect positive outcomes for teachers through a variety of lobbying efforts with the Department of Education. The following are some of those initiatives over the last two years. The President and senior staff have met with the Minister of Education Clyde Jackman, along with the Deputy Minister and Assistant Deputy Minister, on several occasions. Key issues discussed include inclusion, teacher allocations, substitute days/teacher leaves, and student supervision. The

Association continues to lobby for improvements in teacher allocations in those specific areas that have been identified as needing further attention. Minister Jackman, accompanied by the Deputy Minister and ADM, spoke with Joint Council at the March 2012 meeting. Senior NLTA staff provided feedback and input at a meeting with the Deputy Minister and two Directors of the Department of Education regarding efforts to combat bullying and potential changes to legislation, regulations, and/or policy in relation to bullying. Discussion with the Director of School Services has occurred requesting an adjustment to the ministerial guidelines in relation to the basis for payment of the guidance allowance. The desire is to expand the type of Master's degree accepted for payment of the allowance. Discussions are ongoing.

- Lobbying efforts also occur through the Minister of Finance and his senior staff. The NLTA presents a submission each year at the budget consultations and meets with the Minister to lobby on relevant issues, such as allocations, pensions, and collective bargaining climate.
- The Association, through the President and the NLTA staff, engage in lobbying efforts and discussion with the districts to attempt to effect positive results for teachers. Letters have been written to the Directors of the School Districts informing them of the negative implications of changes in EI regulations on substitute teachers and encouraging districts to lobby on this issue from the Employer perspective. Letters have been sent to the districts requesting increased opportunities for teachers to avail of first aid training, in excess of OHS requirements.
- The Association was very active in lobbying the ESD regarding their new administrative regulations regarding the Assessment and Evaluation Policy with a view to addressing teacher concerns identified by the NLTA and teachers. The ESD agreed to put in place a committee of teachers to review the new administrative regulations. The committee met a number of times and identified three priorities, namely Professional Autonomy, Late Assignments/Missed Evaluation, and Cheating. Some changes in the regulations related to these priorities were put in place. The Executive Director and Assistant Executive Director of NLTA receive updates from the ESD on the progress of revisions to the assessment and evaluation regulations and have had the opportunity to provide feedback as the regulations were being reviewed.
- As a result of NLTA insistence, schools that we have been aware of within the ESD which have been banking time have been directed by the AD - Personnel to cease the practise as of January 2013. Discussions are ongoing with the AD - Human Resources with the ESD to replace the requirement for a certificate of conduct each year for non-permanent employees (established substitutes and replacement teachers from the previous year) with a Criminal Offense Declaration by the employee.



- A letter was written to all school district directors seeking increased information and support for teachers re duty to report suspicions regarding child abuse/neglect.
- Several meetings have been held with the AD (Programs) with the WSD to highlight concerns with that district's policy on Assessment and Evaluation. A meeting was held with teachers at Corner Brook High, NLTA staff, and district management to discuss issues and concerns with WSD assessment and evaluation policies and procedures, as well as concerns with logistics around exam scheduling. A letter was sent to the AD - Programs with suggestions for review and changes to the policy, such requested review to involve teachers in WSD. Discussions continue with the district as the NLTA attempts to effect change to address teacher concerns.
- Staff has been very active in addressing individual issues with school districts and the Department that arise regarding teacher redundancies, reassignments and layoffs, hiring, teaching assignments, professional relations disputes, and payroll issues to name a few.
- A number of policy grievances have been filed and arbitrations held during the last two years. As a result of an arbitration award in NLTA's favour regarding the WSD policy on mandatory car-pooling and sharing of accommodations when required to attend in-services, all outstanding individual grievances regarding the WSD Travel Policy were resolved by payment of the outstanding claims cited in the grievances. An arbitration hearing over a grievance filed with WSD regarding teachers being required to attend school when school is closed pursuant to the Schools Act for weather or other reasons was settled with the principles of the Collective Agreement maintained and further clarified. Three groups of teachers in three schools filed individual/group grievances regarding teachers being required to attend school when school was closed pursuant to the Schools Act and these grievances were upheld by the district with relief provided by way of additional compensation for the time that teachers were required to be in attendance on the day in question. A policy grievance was filed with the Labrador School Board regarding an Attendance Management Policy instituted by the Board. The grievance was upheld and the policy was rescinded. A policy grievance was filed against the Government of NL, Insurance Division regarding a refusal to pay the premium rates calculated by an independent consultant for the 2012-13 group insurance year. The arbitration board ruled in favour of NLTA and ordered the Government to pay the appropriate premium with interest. The Association has filed a policy grievance with the NCSD regarding Article 10 of the Provincial Collective Agreement and the nature of what constitutes a teacher's personal file. Discussions are ongoing regarding a possible settlement that satisfies the Association's concerns.
- A number of memoranda and Bulletin articles have been written to deal with issues related to working conditions and quality of teacher worklife, including a memorandum clarifying that alternate assessments are part of the instructional day

and that teachers cannot be required to teach or assess during the lunch period nor after school; a memorandum regarding teacher rights and obligations in relation to overnight and other student excursions that involve an extended workday; a memorandum explaining the NLTA position on whether teachers can be required to travel on business for the Employer on evenings and weekends; a memorandum regarding substitute teacher days and leave requests; an article to communicate to members the types of supports that are available to assist teachers who find themselves the subject of criticisms and complaints; and an article to provide information to teachers re WHSCC rules and claims processes.

- The EAP coordinators are working with the school districts to increase awareness of, and implement components of, Respectful Workplace Policy within individual schools. The EAP coordinators have provided many workshops in schools promoting teacher wellness and health, in addition to the ongoing work with individual assessment, support, and referral to counselling. In addition, Bulletin articles are written promoting teacher wellness and work life balance. Ms. Gail Carroll was hired as an NLTA EAP Coordinator effective November 1, 2012 to replace Claudette Coombs who retired effective October 31, 2012 after 17 years of service as an NLTA EAP Coordinator.
- In order to gauge the interest and desires of teachers with respect to the Health and Wellness Program, an online survey of membership was conducted. The major focus for teacher health and wellness will continue through the delivery of webinars and other professional development sessions on health and wellness topics. The NLTA Staff Consultant, EAP Coordinator, and Chairperson of the Teacher Health and Wellness Advisory Committee met on November 7, 2012 to discuss the purpose and future direction for the role of the Advisory Committee on Teacher Health and Wellness. A recommendation was made to the Provincial Executive at its February meeting that given the insufficient level of funding and human resources available to provide an effective teacher health and wellness program, as well as the apparent lack of teacher interest in said program, the Teacher Health and Wellness Advisory Committee will be discontinued.

**C. To ensure that teachers have professional development and wellness opportunities, resources, and supports necessary for teaching and learning**

- Meetings with Department of Education personnel occur each year regarding curriculum and resources. The Director of the Program Development Division, Department of Education provides an update on the programming changes (K-12) for the coming year.
- The seven specialist councils have held a large number of conferences, workshops, and other professional learning experiences during the last two years. Information

regarding these offerings is provided and updated regularly on the NLTA website at the link, *Professional Development Opportunities...* [www.nlta.nl.ca/pd\\_opportunities](http://www.nlta.nl.ca/pd_opportunities). Collectively, the Special Interest Councils provide professional development to some 2,000 NLTA members annually.

- As in past years, the NLTA partnered with ACCC to host a number of conferences. For example, a leadership conference featuring internationally renowned author, Dr. Andy Hargreave was held on November 13 at the Holiday Inn in St. John's. Approximately 200 educators participated in the valuable learning experience.
- There has been increased demand for the PD Fund for out-of-province activities during this school year necessitating a review of the awards for 2012-13.
- The Association continues to advocate for adequate substitute days for professional development.
- The Teacher Librarians of Newfoundland and Labrador (TLNL) have reestablished the former Learning Resources Special Interest Council.
- The Modern Languages Special Interest Council has a new Executive.
- As a consequence of the struggles of the levels-based councils, delegates will be asked to discuss and vote on a proposed By-Law change at BGM 2013. *The proposed By-Law change, if passed, will see the dissolution of the current levels-based Special Interest Councils (SICs) and the creation of new SICs that are subject or speciality based.* In other words, the goal is to build on the success of the eight current "specialist" SICs. Interested, energetic, focussed, like-minded educators with common interests will have an opportunity to establish new SICs to meet their unique professional learning needs.
- A meeting took place on February 11, 2013 with the Deputy Minister and the Director of School Services to discuss the embargoed Report of the Intermediate Curriculum Review and the recommended time allotments for courses as contained within the Program of Studies.

## **PRIORITY #2: MEMBERSHIP AWARENESS AND ENGAGEMENT**

### **A. To maintain and enhance awareness of NLTA services, programs, initiatives, and activity on educational issues**

- Whenever possible, each issue of The Bulletin continued to be utilized to provide information on the programs and services offered to the membership as well as collective agreement issues and/or concerns. Other NLTA publications were utilized for the same purpose as well as the website and electronic communication. These communications vehicles were redesigned and revamped as necessary.
- The internal database continues to be updated on a regular basis. Teachers were asked to renew their membership cards, which expired at the end of December 2012, by registering for the members only website and thus were included on the database.
- Sessions on wellness continue to be offered to schools and groups as needed/requested. The major focus for teacher health and wellness continued through the delivery of webinars and other sessions on health and wellness topics.
- Sessions on the Opening Proposals took place at Provincial Executive meetings. Joint Council meetings and Branch meetings throughout the province. (See priority 1)
- Contact with school reps and branch presidents continued through the email groups, regular mail, branch updates, and meetings. The email groups and contact information is updated regularly. Executive members reported to each meeting of Provincial Executive on activities and contact with branches. Branch Presidents have the opportunity to provide agenda items for the Joint Council meetings. Information is sent regularly to branch presidents via email as well as the Branch Update. School representatives and branch presidents were provided with a Christmas card and gift (pocket calender/planner) as appreciation for their support and work on behalf of the Association.
- The Group Insurance Market Study and tender was completed, and Group Insurance Trustees awarded all of the NLTA insurance policies to the various insurance carriers, as the insurance renewal for the 2012 -13 year. Details of the renewal and changes in premium and benefits were communicated to all insured members via memorandum. An updated Program Booklet is being developed and will be mailed to all insured members.

- School Board-Teacher Liaison Committees were set up in all school districts. Posters outlining the purpose of these committees and the members of the committees for each region/district were forwarded to school reps.
- The province-wide vote for NLTA President and Vice-president took place in December 2012. Teachers were kept informed of the election and the list of candidates through election newsletters and the election issue of The Bulletin. Information on all declared candidates was posted on the NLTA website and a candidates forum took place on November 3.

**B. To continue and enhance existing programs for specific audiences and promote new programs as necessary**

- Staff in the various Divisions continue to work with the membership and educational partners to deliver sessions to beginning teachers, students in the Faculty of Education, school districts, and special interest councils, on NLTA programs and services. Sessions were and continue to be delivered to Joint Council and BGM on teacher issues and topics. The NLTA, school districts, and the Faculty of Education continue to co-sponsor conferences for beginning teachers.
- The Pre-Retirement Seminars continued to be held throughout the province and Financial Information Sessions are now provided as well. Other sessions by various staff to teachers focussed on financial matters, respectful workplace, collective bargaining, wellness, pension benefits, and group insurance to name a few.
- The series of School Representatives' seminars continued with sessions held throughout across the province. The new series of seminars was revamped and allowed for the gathering of information on NLTA communications and feedback on same. Branches were invited to have an additional member from the branch executive attend the seminars along with the branch president.
- The annual Teacher Recruitment Fairs have continued in partnership with the Faculty of Education, the Department of Education, and the school districts. The purpose of the fair is to allow graduates and/or those considering entering the profession with information on career opportunities throughout the province.
- The NLTA also continues its partnership with the annual Sharing Our Cultures events. The NLTA Communications Officer is President of the Provincial Board of Directors and an advisory committee directs the work of SOC between meetings of the Board of Directors and assists in planning the events. The 2012 and 2013 events took place at The Rooms in St. John's and were organized by the SOC committee.
- Ceremonies of Induction into the teaching profession, hosted by the NLTA and MUN Faculty of Education, were held in Corner Brook and St. John's, in conjunction with regular Convocation activities.

## **PRIORITY #3: INCLUSION**

### **A. To monitor the implementation of the new model and to document successes/concerns of teachers**

- A series of focus groups were held throughout the province in the Winter and Spring of 2011-12 to afford teachers the opportunity of providing feedback on their experiences – positive and negative – on the implementation process. Before completing the reporting, teachers were also given the opportunity to submit individual responses. A summary report was presented to Executive in the Fall of 2012. Following that it was shared with key personnel in the Department of Education.
- Through regular reporting of this priority at Executive and Joint Council, this topic has remained on the agenda and further issues and concerns have been brought to the attention of staff who have then made Department of Education officials aware of them.
- In Spring 2012 a classroom profile was developed to collect specific examples of the implementation process in action.
- Following on the relationship built between the Association and the Department of Education – specifically the Division of Student Support Services – there has been ongoing contact throughout 2011-12 and 2012-13 through phone and email along with face-to-face meetings when necessary and practical.

### **B. To maintain communication between the Department of Education and NLTA so that teacher concerns are known and initiatives are shared**

- As noted above (3.A.), the lines of communication have been maintained and improved over this period. Two major initiatives were undertaken by the Department during this time, and NLTA requested and was granted either briefing sessions (re: implementation of the new model for inclusion of students with special needs) or seats at Department-sponsored in service (re: the safe inclusion of LGBTTT students and staff in the school environment).
- While the rollout of these initiatives primarily involve a Department → District → school model, NLTA put in place feedback mechanisms (focus groups, call for feedback, school/class profiles), and there were opportunities (individual contact with NLTA staff, priorities reporting at Executive and Joint Council) to hear teacher concerns. These were regularly communicated to appropriate personnel at districts or the Department of Education.

- NLTA, along with all other teacher organizations across the country, endorsed a study on Canadian Teachers' Perspectives and Experiences of Gender and Sexual Diversity Education conducted by researchers at the University of Winnipeg. The online survey was completed October 2012 – February 2013. This provided our teachers an opportunity to share their experiences on this topic and to be part of the national voice. It should be noted that despite various efforts to promote this study, researchers noted that responses from this province were notably lower than expected.
- On the LGBTTT initiatives, which the Department is supporting as part of the Inclusion agenda, NLTA has been active through ongoing contact with EGALE Canada and EGALE's Newfoundland and Labrador chapter, NGALE. NLTA's Equity Issues in Education Committee has been monitoring this and when at Joint Council concerns were expressed re: inadequate teacher preparedness/confidence, resources were provided.

**C. To keep teachers informed on the new inclusionary model and its implementation**

- Given that "Inclusion" was determined to be one of the Association's four priorities for 2011-2013, there were regular updates to Provincial Executive at each of its meetings during this period. Reports were also a regular part of Joint Council agendas during this time.
- Following up on our requests to the Department of Education, we now receive "Exceptional News," the Department of Education's Student Support Services Division Newsletter which provides updates on initiatives from that division.

**D. To obtain adequate human and material resources and in service/professional development to support teachers in implementing the new model of inclusion**

- Following concerns expressed at Joint Council in the Fall of 2012 re: lack of confidence and knowledge in implementing gay-straight alliances in schools, which was part of the inclusion plan for LGBTTT youth and staff, NLTA has created a special section on the website to inform teachers of resources available.
- One of the greatest concerns expressed by teachers was the inadequate human resources (teachers) to support the proposed model of inclusion. This was a consistent message expressed at every opportunity including:
  - the focus group report presented to Department of Education officials;
  - the liaison meetings between NLTA staff and the President and key Department of Education officials (Deputy Minister, Assistant Deputy Minister and Directors);

- ▶ the pre-budget briefs to government; and
- ▶ public lobbying and advocacy efforts such as CBC Radio Noon, Cross Talk, topical interviews with various other media.

Ultimately, this becomes a collective bargaining issue.

- As noted in 3.B., NLTA was successful in being represented at Inclusion briefings and LGBTT in service.



## **PRIORITY #4: TECHNOLOGY IN EDUCATION**

### **A. To ensure that teachers have the necessary technical resources; e.g., hardware/software, etc. and supports, e.g., technical assistance, PD for teaching and learning**

- The need for greater investment in technical resources and supports for education has been a major item in the NLTA's pre-budget briefs to government.
- Government has invested millions of dollars in hardware and software acquisition during the last two years. Included in that list are interactive white boards and desktop computers. The NLTA continues to lobby for a greater investment in teacher in service to assist teachers in implementing the new technologies.
- NLTA staff provided information and input to ESD staff working on a school district policy on technology, use of social media, etc.
- Lobbying efforts continue on issues concerning resources and supports for technology.
- The school districts have been cooperative in providing updates re the implementation of PowerSchool. Although all school districts have begun the implementation, they are in different phases of the process.

### **B. To address teacher concerns re technology-related issues; e.g. cyberconduct, hand-held devices, cyberbullying, privacy concerns, etc.**

- The NLTA is a full partner with MUN and the Red Cross in organizing the EDGE Conference scheduled to be held at the Bruneau Centre at Memorial University on August 21-23, 2013. The conference will focus on many social justice issues. For conference details and to register, contact George Tucker at [gtucker@nlta.nl.ca](mailto:gtucker@nlta.nl.ca).
- The NLTA policy on Cyberconduct and Cyberbullying was adopted by Provincial Executive at its November 2011 meeting.
- The NLTA InfoSheet on CyberConduct and Electronic Communications has been updated and an article on this topic was published in *The Bulletin*.
- A presentation on CyberConduct and Electronic Communications was made to Joint Council and has been made available for branch meetings.
- Issues and advice on professional concerns related to cyberconduct have been addressed during presentations by BES staff to MUN Faculty of Education classes.

**C. To evolve collaborative learning communities in which teachers will be able to share and learn using synchronous and asynchronous technologies**

- The Provincial Government terminated its funding for the VTC in its 2012 budget. Consequently, the Provincial Executive made a decision in May 2012 to terminate the operations of the VTC. The VTC ceased operations on August 31, 2012.
- Provincial Executive passed a motion in May 2012 calling for the development of an NLTA Technology Plan. NLTA Administrative Staff initiated a review process including discussions with an external consultant. A preliminary report was presented to Executive in September 2012. Through a Request for Proposals (RFP), a number of proposals were received from interested IT companies for the development of an NLTA IT Strategic Plan. Provincial Executive has selected the successful proponent, and a contract will now be signed for the development of the Strategic Plan.

# *Changes in Policy Statements*

*Since the 2011 Biennial General Meeting*



*Presented to the 2013 BGM*

*April 2013*

# Introduction

The Association maintains an extensive policy handbook occupying some 250 pages. Its purpose is to provide direction for continuity of decisions and guidance to those who take positions on behalf of the Association.

Because of the change from annual to biennial general meetings, Joint Council has now been given the authority to approve policy changes proposed by Provincial Executive between Conventions.

A list of changes in various policy statements since the 2011 BGM are noted, followed by the text of the policies where the changes occurred. We use the format whereby **additions** to previous policy statements appear in **bold print** and ~~deletions~~ appear in ~~strike-through~~.

Only the changes proposed in the policy statements will be voted on “in block” at this meeting.

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## **Policy on Capital Equipment**

**[Excerpt from Policy on NLTA Financial Guidelines]**

- a) All equipment costing **\$1000** ~~\$400~~ or more and having an estimated useful life of more than one (1) year will be considered a capital equipment purchase.
  - c) All computer equipment (hardware and software) will be depreciated over a **three** ~~(3) five (5)~~ year period.
- 

## **Policy on NLTA Special Interest Councils**

The NLTA Provincial Executive Council may approve the formation of special interest councils provided they meet appropriate viability criteria and have a minimum of 75 members.

### **4. ~~Provincial Special Interest Councils~~**

- a) ~~There shall be three special interest councils representing levels of the K-12 education system, as follows:~~
  - i) ~~Primary/Elementary Special Interest Council~~
  - ii) ~~Intermediate Special Interest Council~~
  - iii) ~~Senior High Special Interest Council~~
- b) ~~In addition to the levels-based special interest councils, the NLTA Provincial Executive Council will allow for the existence of certain specialized councils, provided they meet appropriate viability criteria and have a minimum of 75 members.~~

### **4.5: Membership in Councils**

- a) Membership in a council(s) shall be open to all NLTA active members subject to the membership requirements of the council(s) **the member wishes to join and provided membership dues are paid to those councils.**
- b) ~~All members of the association shall automatically be granted NLTA-sponsored membership in one of the three levels-based councils: Primary/Elementary, Intermediate, or Senior High.~~
- c) ~~In cases of multi-level assignments, teachers can choose NLTA-sponsored membership in one of the levels-based councils.~~

~~d) Any active member of the Association may choose to become a member of other levels-based or specialist councils, provided membership dues are paid to those councils.~~

f) c) Notwithstanding a) and b) ~~e)~~ above, any person who has written out of the Newfoundland and Labrador Teachers' Association shall not be eligible for either active or associate membership within any special interest council.

#### 5.6. The Executive

b) **The core executive shall comprise the positions of President, Vice-President, Secretary, Treasurer, and Communications Officer.**

c) **Additional subject-based members of provincial executives may be from any region of the province.**

~~d) b)~~ The term of office for a provincial ~~special interest council~~ executive shall be two years.

e) ~~c)~~ Any provincial ~~special interest council~~ executive may stand for re-election for additional terms.

f) ~~d)~~ At the end of the first year of a provincial ~~special interest council~~ executive's term of office, voting for a successor executive-elect should take place.

g) ~~e)~~ Whenever possible, the provincial ~~special interest council~~ executives should rotate geographically to various regions around the province.

#### ~~f) Levels-Based Councils~~

~~i) Levels-based councils shall have provincial executives with representation from the subject areas not covered by the specialized councils.~~

~~ii) Each levels-based council shall have a core executive which is based regionally in accordance with the geographic parameters as defined in the NLTA Policy on Committees.~~

~~iii) The core executive shall comprise the positions of President, Vice-President, Secretary, Treasurer, and Communications Officer.~~

~~iv) Additional subject-based members of special interest council provincial executives may be from any region of the province.~~

## 6.7. Affiliates

- ~~g) Subject-based affiliates that cross more than one level may negotiate association with more than one provincial levels-based special interest council.~~

## 10.11. Grant Allocations and Provincial Conference Funds

### a) Membership Fees in Councils

- ~~i) No fees shall be levied for NLTA-sponsored membership in the Primary/Elementary, Intermediate, or Senior High special interest councils.~~
- ~~ii) The Primary/Elementary, Intermediate, or Senior High special interest councils may charge membership fees to those who voluntarily choose to become members.~~

## 11.12. Funding

### a) ~~Primary/Elementary, Intermediate, and Senior High Councils~~

- ~~i) Based upon submission of appropriate budgets, financial statements, and program plans, each of the levels-based councils will receive a grant from NLTA to a maximum of \$12.00 per automatic member.~~
- ~~ii) The levels-based councils may charge membership fees to voluntary members to a maximum of \$100.00 per year.~~

### a) ~~b) Specialized Councils Grants~~

- ~~i) Based upon submission of appropriate budgets, financial statements, and program plans, each of the specialized councils will receive an administrative grant from NLTA to a maximum of \$10,000.00.~~
- ~~ii) The specialized councils may charge membership fees to members to a maximum of \$100.00 per year.~~

(All remaining sections will be re-numbered and re-lettered to incorporate the changes.)

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# Policy on Committees of NLTA

## 1. General

- g) In the Fall of **the fiscal year following an election year** ~~each year~~ all committees are to submit to Executive an operating budget for **both the that current and next fiscal year**. No expense claims will be processed for committee members if the committee budget is not submitted by October 31st. Any committee must make a presentation to Executive for expenditure of any funds additional to the allocated budget amount.
- 

## **Policy on *The Bulletin*** [Excerpt from Policy on Publications]

- b) *The Bulletin* will be printed a minimum of five times per year. Every issue of *The Bulletin* will contain article(s) regarding teacher welfare issues. ~~There shall be three issues of *The Bulletin* published during the September to December period and five during the January to June period. During a Convention year, one of these issues will be entirely an election issue.~~
- 

## **Policy on Centennial Fund Awards - Study Awards** [Excerpt from Policy on Professional Development Programs]

### ii) Criteria

- Applicants must be ~~(or intend to be)~~ in full-time attendance at a recognized university. **The award will be paid** ~~Fifty percent of the award will be disbursed upon proof of enrollment to full-time study; the remaining fifty percent will be awarded~~ upon receipt of the student's transcript indicating successful completion of courses.
-



## **Policy on Centennial Fund Awards - Presenters at International Conferences**

[Excerpt from Policy on Professional Development Programs]

### **ii) Conference/Presenter**

- ~~The presenter must request funding not later than March 31.~~ **Applications will be accepted on an ongoing basis and will be considered by the Professional Issues Committee at its next regularly scheduled meeting, with disbursements dependent on the availability of funds at that time.** Retroactive funding is not available.
- 

## **Policy on Johnson Incorporated Bursaries**

[Excerpt from Policy on Professional Development Programs]

To be eligible for a Johnson Incorporated bursary, an individual must be an active member of the NLTA as described by Section I.A.1 of NLTA policy. The bursaries will be awarded as follows:

- d) ~~The bursary Bursaries will be paid upon receipt of the student's transcript indicating successful completion of courses when the successful applicant has notified the Professional Development Division of official registration.~~
- 

## **Policy on Cyberconduct and Cyberbullying**

### **1. Definitions**

- a) **Appropriate cyberconduct involves a set of guidelines for behaving appropriately online including all forms of electronic communication. In an educational setting, examples of appropriate cyberconduct include:**
- i) maintaining professional standards when communicating with teachers, students, parents, and administrators;**
  - ii) maintaining the confidentiality of information about students, parents, teachers, or administrators;**
  - iii) respecting the rights of all members of the online community and acting in a manner that facilitates the orderly functioning of that community;**
  - iv) ensuring that appropriate safeguards and privacy protection measures are in place prior to posting personal or professional data.**

- b) **Cyberbullying:** The use of information and communication technology to bully, embarrass, threaten or harass another. It also includes the use of information and communication technology to engage in conduct or behaviour that is derogatory, defamatory, degrading, illegal, and/or abusive.
- c) **Information and Communication Technology (ICT):** Equipment including, but not limited to, current and emerging stationary or wireless technologies or systems that can be used by individuals or groups for the purpose of communication, entertainment, data management, word processing, internet access, image capture/recording, sound recording and information transmitting/receiving/storing.
- d) **Safe School Environment:** Within the context of cyberconduct, it is an environment where teaching and learning takes place while accessing and utilizing all the educational opportunities, influence and potential of information and communication technology. Furthermore, it is a setting that is equitable and free from hazards and abuses directed at, or occurring from, users of information and communication technology.

## 2. Guiding Principles

- a) Safe and caring schools that promote healthy workplaces for teachers and healthy learning environments for children and youth should be a provincial and school district priority.
- b) Collectively, society shares the responsibility for creating positive learning environments that include cyberspaces which foster respect and understanding, and are free from inappropriate cyberconduct including cyberbullying.
- c) Individual rights to freedom of information, thought, belief, opinion and expression, should be balanced with the rights and responsibilities of parents, guardians and the education community. These include the right to guide individuals in the responsible use of information and communication technology.
- d) Any response to cybermisconduct and/or cyberbullying should focus on protection of students, teachers, and the school community.
- e) Cybermisconduct, including cyberbullying, negatively influences student learning and teacher workplaces and should be viewed as a significant occupational health and safety issue.

- f) **Cybermisconduct that originates from the school or from the community at large, which ultimately has a negative impact on the school climate and/or culture, warrants immediate and decisive action by the school board/district, including the imposition of sanctions, when appropriate, on the offender(s).**
- g) **Swift, decisive action is necessary to effectively respond to cybermisconduct and/or cyberbullying. Varied strategies and responses are required to address this complex, multifaceted problem.**

### **3. Education**

- a) **Education, the most effective preventative measure to combat cybermisconduct and/or cyberbullying within school communities, is a shared responsibility of students, teachers, parents, administrators, school districts, communities, site administrators and the NLTA.**
- b) **Education for cyberbullying prevention is a necessary and key element in addressing and preventing cyber-related harm. It promotes positive, rewarding cyberexperiences and constructive interactions in an educational setting.**
- c) **Anti-bullying principles form the basis for appropriate cyberconduct and cyberbullying prevention. Education should involve:**
  - i) **modeling and demonstrating appropriate cyberconduct;**
  - ii) **utilizing a whole school/whole community approach;**
  - iii) **focusing on prevention, protection and intervention and, where possible, a restorative justice approach for violations.**
- d) **Teachers and members of the school community, including parents, should have ongoing access to learning opportunities that provide current, relevant education about evolving information and communication technology resources, appropriate cyberconduct and cyberbullying prevention strategies. Programs should be offered by multiple stakeholders.**
- e) **Principles, processes and actions for effective cyberconduct and anti-cyberbullying education include:**
  - i) **developing educational materials in partnership with all stakeholders;**
  - ii) **disseminating educational materials about appropriate cyberconduct to the school community in its entirety;**
  - iii) **recognizing that educators, teachers, students, parents and the entire school community, including service/site providers, have a**

- responsibility in working to eliminate cybermisconduct and cyberbullying from the teaching and learning environment;
  - iv) ensuring materials and information contain details that recommend guidelines for safe and appropriate cyberconduct, and outline recommendations for response if targeted by cybermisconduct;
  - v) establishing consequences for engaging in cybermisconduct and/or cyberbullying that negatively affects the school climate and/or culture.
- f) **Teacher preparation programs should include:**
- i) comprehensive and current information about appropriate cyberconduct and cyberbullying prevention measures. This should include data, facts and realistic examples of occurrences;
  - ii) lesson plans and strategies that assist teachers to recognize and address cybermisconduct and cyberbullying in classrooms and school communities;
  - iii) information and practical experience with new and emerging information and communication technology, including instruction regarding the appropriate educational use of ICT and professional conduct in all forms of electronic communications.

#### **4. Roles and Responsibilities**

a) **Students**

- i) At home, at school and anywhere outside the school, students should follow principles of appropriate cyberconduct and adhere to principles and policies of acceptable use.
- ii) Students should advise the appropriate adult if they observe/know about another person being bullied or experience bullying themselves.
- iii) Students are encouraged to actively participate in and contribute to school districts' cyberconduct and anti-cyberbullying activities including policy development and education programs.

b) **Parents and Guardians**

- i) **Parents are encouraged to:**
  - promote appropriate cyberconduct and anti-cyberbullying behaviour at home;
  - familiarize themselves with the information and communication technology and websites used by their child;

- have an acceptable use agreement for the use of information and communication technology at home, which includes clearly identified and consistently enforced consequences;
  - keep computers and other information and communication technology devices in an open, common area and have filter software installed;
  - determine if the school district has a cyberconduct and/or anti-cyberbullying policy and review its contents. If such policies are not in place, parents should pursue having one adopted through their local school council;
  - actively participate in and contribute to school district cyberconduct and anti-cyberbullying activities including policy development and education programs;
  - maintain open communication with children about appropriate cyberconduct and/or cyberbullying and treat any report(s) of bullying as a serious matter;
  - become familiar with and be alert for indicators that a child may be the target of a bully.
- ii) If a child is the target of a bully, parents should assist him/her in determining the best response. Consult with the school district re the district's cyberconduct and anti-cyberbullying policy and with the school staff for assistance.

c) Teachers

Teachers should:

- i) model appropriate cyberconduct;
- ii) teach appropriate cyberconduct as it pertains to any ICT used in their classrooms;
- iii) adhere to the NLTA Code of Ethics, and the school district's appropriate cyberconduct and cyberbullying prevention policy;
- iv) always maintain a professional demeanor in electronic communications with students, parents, colleagues and administrators;
- v) exercise extreme caution in any use of home computers, personal e-mail accounts and/or other personal ICT for work related contact with students or parents;
- vi) maintain appropriate professional boundaries at all times in electronic communications with students or parents;
- vii) exercise extreme caution with respect to participating in and sharing personal information and images electronically through blogs, chat rooms, social networking sites and all other forms of electronic communications/ICT;

- viii) **participate in available professional development opportunities regarding appropriate cyberconduct, cyberbullying prevention and responses to cybermisconduct and cyberbullying;**
- ix) **assess and appropriately respond to incidents of cybermisconduct and/or cyberbullying among students or between student(s) and the teacher.**

**d) Schools, School Districts**

**Schools, school districts should:**

- i) **collaborately develop and adopt appropriate cyberconduct and anti-cyberbullying policies and procedures and fully communicate them to all members of the school community;**
- ii) **enable students and teachers to actively participate in and contribute to school district cyberconduct and anti-cyberbullying activities including policy development and education programs;**
- iii) **develop principles of effective, appropriate cyberconduct and cyberbullying prevention policies and procedures that include:**
  - **an “Acceptable Use Agreement” with an attendant monitoring, evaluation, and complaints process;**
  - **clear, comprehensive definitions of appropriate and inappropriate cyberconduct, established access privileges and identifiable consequences for those who engage in cybermisconduct;**
  - **an explanation of the responsibilities of students, teachers, parents, and school boards with respect to appropriate cyberconduct;**
  - **a statement that policies and procedures shall apply to any and all cybermisconduct and cyberbullying that negatively affects the school environment regardless of whether it originated from the school;**
  - **dedicated timelines for policy and procedures to be updated regularly.**

**e) Department of Education**

**The Department of Education should promote and publicly advocate for appropriate cyberconduct and anti-cyberbullying behaviour in the school community by:**

- i) **developing and providing curriculum documents, training programs, policy and directives, and public education resources about appropriate cyberconduct and evolving information and communication technology;**
- ii) **amending the Schools Act, 1997 and regulations to recognize the influence of ICT and to provide explicit protection for teachers and students against cybermisconduct and cyberbullying;**

- iii) providing sufficient resources to enable school communities to combat cybermisconduct and cyberbullying;
  - iv) conducting its own research, or collaborating with ongoing research, about appropriate cyberconduct and cyberbullying.
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## **Policy on Financial Planning Sessions**

1. The NLTA will make provision for an ongoing program of financial planning sessions, through the involvement of Benefits and Economic Services staff in branch workshops, branch meetings, and school staff sessions as requested. Elements of the Benefits and Economic Services program relating to financial planning will be communicated through the use of the NLTA Bulletin, Infosheets, and special publications.
2. Teachers who attend the financial planning sessions under Section 1 of this policy on a Saturday or on a non-paid/work day will have individual teacher travel expenses reimbursed in accordance with the following provisions:
  - a) participants shall be reimbursed for travel to the session from their place of residence, provided that the session occurs in the branch in which they are a member.
  - b) payment for private vehicle shall be at the rate which is 15% of the average cost of self-serve regular gasoline as determined on the first day of each fiscal quarter for the return trip from residence to seminar site.
  - c) travel by ferry, or other public transportation where deemed necessary, shall be reimbursed at the rate of 80 percent of fare. Receipts shall be required for all reimbursement.
  - d) no expenses will be paid to participants living in the community where the session is held.
  - e) all other expenses, such as meals, accommodation, and child care, are not covered. These expenses are the responsibility of the participating teacher.
3. The NLTA will provide, upon request, a program of financial planning to teachers in the form of a teacher professional development session. Such professional development would be in accordance with Article 28.01 (b) of the Provincial Collective Agreement and Article 16.01 (b) of the Labrador West Collective Agreement.

4. **The NLTA will endeavour to secure, through collective bargaining, contractual language that will provide a one day financial planning workshop during the regular instructional day for all teachers once during their career.**



