



Branch Update

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Introduction

Welcome back to another school year and the resumption of NLTA branch activity. I trust that you all had a relaxing summer vacation and are ready for the year ahead. A special welcome is extended to all newly elected branch officers! Your involvement through your local branch is very important to the operation of your Association.

This newsletter is a communications vehicle between the NLTA Office and our 49 branch executives. Along with the Branch Operations Manual available to Branch Presidents, the three issues of this newsletter published during this year will contain important news, reminders, and items of interest to branch executive members.

Geralyn Costello
Executive Assistant, Governance

Branch Operations Manual

The **Branch Operations Manual** is available online via the NLTA website at www.nlta.nl.ca. Just click on "Publications" and then go under "B" for Branch Operations Manual. **If any branch president would prefer to have a paper copy of the Manual, please contact me and I will forward one to you.**

Joint Council Meetings

The first Joint Council meeting for this year will take place Friday (full day) and Saturday (until

1 PM), November 25 and 26, 2011 at the **Capital Hotel**, St. John's.

Information on the meeting, including a registration form, will be sent to you one month prior to the meeting. Please ensure that your form is returned to the NLTA Office as soon as possible and that you contact us if you wish to have your travel arrangements made by the NLTA Office.

The second regularly scheduled Joint Council meeting for this school year will take place on Friday (full day) and Saturday (until 1 PM), March 23 and 24, 2012 at the Holiday Inn, St. John's.

NLTA Kilometrage Rate

For those of you who travel on NLTA business, please note that the kilometrage rate from September 1 to November 30, 2011 is 52 cents per kilometre.

Branch Viability Profile

Please ensure that your Branch Viability Profile, which was to have been completed at the end of the last school year, has been submitted to the NLTA Office. Branch rebates will not be sent if the profile has not been received. **The profile can be completed and submitted online at the NLTA website. Just click on "Online Forms" and go to "B" for Branch Viability Profile.**

Branch Registration/Audit

If you have not already done so, please forward the Official Branch Registration Form for 2011-12 and your Branch Audit Form for 2010-11 to the NLTA Office. Your membership rebate for this year can only be forwarded after these forms are received, and, in accordance with Association policy, the registration form should be received at the NLTA Office by **November 1** and the audit form by **December 31**.

(The Branch Registration form can be completed online and submitted to the NLTA Office. Check the "Online Forms" section of the website.)

The policy on branch financing provides that a portion of the branch registration and membership rebates will be forwarded as the registration forms are received. When the Preliminary Registration form is received from the branch, the first \$200 of the branch registration rebate is forwarded to the branch. The remainder of the \$600 registration rebate (*an increase for this budget year from the previous \$520*) is forwarded to the branch upon receipt of the Official Branch Registration Form. Finally, the branch membership rebate (\$4.00 per member) is forwarded to the branch after the previous year's audit is received. All completed registration forms should be sent to me at the NLTA Office. Thank you for your attention to these branch registration matters.

Branch Executive Members

For those of you new to branch executive positions, please note that an NLTA By-Law change made at the 1999 BGM requires that only active teachers be permitted to hold office

in the Association. Therefore, retired teachers can no longer be members of a branch executive.

Branch Financing Requests

Just a reminder that the NLTA Treasurer and the Finance Committee are responsible for responding to requests from branches for additional funding. Please use the *Request for Additional Funding Form* included in your Branch Operations Manual when making such requests, and forward them to the NLTA Office. **This form can also be completed and submitted on line. Check the Online Forms section of the NLTA website.**

Contact with Substitutes

The procedure for registering your substitute teacher members, and receiving the \$4.00 membership rebate for them, is included in your Branch Operations Manual. These members have to be contacted and registered individually and the forms designed for that purpose are included in the "Forms" section of the Manual (and can also be found online at the NLTA website). Please try to complete the registration process by the deadline date of **January 15**.

School Board-Teacher Liaison

School Board-Teacher Liaison Committees were set up last year for a two-year period from September 2010 to August 2012. For the 2011-12 school year, there will be several changes in committee members. An information sheet outlining information on the operation of these committees and listing committee members for the respective district/region will be forwarded

to schools reps in the near future to place on the staff room bulletin board. Please ensure that teacher concerns from your branch are brought to the attention of the liaison committee members.

Association Awards

You are reminded once again of the nominating procedure for the Bancroft, Barnes, Allan Bishop and Special Recognition Awards. The policy for each of these awards is outlined in the Branch Operations Manual, and the nomination forms are included in the "Forms" section at the back of the Manual. (Nomination forms are also online at the NLTA website -- just go to the "Online Forms" section to download the pdf version.) If your branch will be nominating any deserving individual(s) for either of these awards, it is important that the nominating process be put in place immediately so that complete information on the individual is included on the nomination form. Note application deadlines in the section of this newsletter entitled "Important Dates and Deadlines for 2011-12".

You should note that for the Bancroft, Barnes and Special Recognition Awards unsuccessful nominees in any year may be re-nominated for the two subsequent years following the original nomination. Please check your Branch Operations Manual for details.

Important Dates/Deadlines

November 1, 2011

Deadline for receipt of final branch registration form.

December 31, 2011

- Deadline for registration of substitute teachers for 2011-12
- Deadline for receipt of 2010-11 branch audit

January 15, 2012

- Nominations for the Bancroft, Allan Bishop, Barnes and Special Recognition Awards must be **received** at the NLTA Office by this date.
- Deadline date for sending branch registration of substitute teachers to the NLTA Office.

March 4-10, 2012

Education Week

May 6-12, 2012

Branch Election Week

Provincial Executive 2011-13

Table Officers

Lily Cole – [President] – On leave from her position as Special Services Grades 8 & 9 teacher at Pearce Junior High in Salt Pond.

James Dinn – [Vice-President] – Level I-III English teacher at Holy Heart High School in St. John's.

Derek Drover – Teaching Principal (French and English) at Victoria Academy in Gaultois.

Dean Ingram – Biology eTeacher with CDLI.

Executive Members

Bill Chaisson – Principal at St. Gerard's Elementary in Corner Brook.

Craig Hicks – Vice-Principal/Librarian/Grades 6 & 7 Math at Phoenix Academy in Carmanville.

Jean Murphy – Junior High Mathematics and Grades K-6 Numeracy support teacher at Long Range Academy in Cow Head.

Sharon Penney – Instructional Resources Teacher at Carbonear Collegiate.

Sherri Rose – Grade 6-9 band, Grade 9 Social Studies at Xavier Junior High and Music 2206 and Consumer Studies 1202 at Elwood Regional High in Deer Lake.

Gabriel Ryan – Grade 9 French Immersion teacher (science, religion, history and English) at Crescent Collegiate in Dildo.

Sean Weir – Grades 4-5 Math; Grades 4-9 French; Grades 7-9 Physical Education and Language Arts; Grade 9 Health; and 1/4 Literacy/Numeracy Support at Bayside Academy in Port Hope Simpson.

Jeanne Williams – Learning Resources and Grade 5 teacher at St. Bernard's Elementary in Witless Bay.

Branch Contact Program

Specific details of the branch visitation/contact program are contained in the Branch Visitation section of your Branch Operations Manual. The purpose of this program is to give every branch a direct contact with a member of the Provincial Executive who is assigned as contact person for a number of branches each year. Your Executive contact should be your first line of contact for information and assistance with branch operations and will assist you with any concerns relative to your branch, or for purposes of discussing any issues that are

pertinent to you and your branch members. A minimum of monthly phone/e-mail contact is suggested in the policy on branch visitation.

Please note that requests for Provincial Executive members to attend year-end branch dinners or retirement banquets should be made through President Lily Cole's office.

The branch assignments for Provincial Executive for 2011-13 are as follows:

EXECUTIVE MEMBER	BRANCHES
Lily Cole President	All Branches
Jim Dinn Vice-President	Burin-Marystown GranForLine Rushoon-Terrenceville St. John's Centre
Derek Drover	Bay d'Espoir Belleoram-Wreck Cove Harton Seagaulher
Dean Ingram	Clarenbridge Labrador West Landfall Trinity, T. Bay
Bill Chaisson	Appalachia Burgeo Humber Port aux Basques Rameaux
Craig Hicks	Fogo Island Ganova Hamilton Sound Notre Dame Trinity-Deadman's Bay

EXECUTIVE MEMBER	BRANCHES
Jean Murphy	Aurora Belle Mer Bremco Ingornachoix Long Range
Sharon Penney	Baccalieu Bay Roberts Carbonear St. Mary's Bay
Sherri Rose	Baie Verte Peninsula Deer Lake Green Bay Table Mountain Taylor's Brook
Gabriel Ryan	Exploits Valley Placentia Upper Trinity South Waterford Valley
Sean Weir	Churchill Falls Coastal Labrador South Lake Melville Northern Light Nutak Labradorimi
Jeanne Williams	Conception Bay Centre Conception Bay South Marconi Southern Shore

Provincial Executive Meetings

The following schedule for Provincial Executive Meetings for 2011-12 has been established. To avoid the possibility of travel/schedule commitments conflicting with an Executive meeting where their attendance may be

required, administrative staff will not normally be available for branch visitation, workshops or other branch activities on the day immediately prior to an Executive meeting, or on the days of an Executive meeting. The dates are:

Friday, October 28
 Thursday, November 24
 Friday & Saturday, January 20 & 21
 Thursday, March 22
 Friday & Saturday, May 25 & 26

Branch Update is published three times a year by the Branch Operations Office of the NLTA. For further information on any items dealt with in this publication, please contact: GERALYN COSTELLO, Executive Assistant, Governance, NLTA.

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