



1999-2000 Annual Report



**Newfoundland and Labrador
Teachers' Association**



1999-2000 ANNUAL REPORT
of the
Newfoundland and Labrador Teachers' Association

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PRESIDENT'S MESSAGE



In its 110th year of operation the Newfoundland and Labrador Teachers' Association is both a union and a professional association, and we take very seriously our mandate to serve our teachers as well as their students and schools. The 1999-2000 Annual Report summarizes the activities and challenges of the Newfoundland and Labrador Teachers' Association on behalf of the teachers of this province.

Last year we advocated for changes to the teacher allocation formula and as a result the Ministerial Panel on the Delivery of Education in the Classroom was established. We presented conclusions and evidence about the conditions faced by teachers and are pleased that this collaborative approach is starting to pay dividends.

The loss of 68 teaching units is going to present a challenge to all our members, teachers and administrators, as they attempt to deliver education at the local level. There are now substantially fewer teachers, larger classes, more combined classes, more examples of limited program offerings, and fewer resources.

Fundraising in the schools has become more of an issue each year. It is increasingly clear that fundraising is taking place for school supplies and basic needs within the school environment and for the regular school program. The grant system is inadequate for the schools to be able to maintain their supplies, equipment and materials.

Teacher workloads have increased dramatically and are now beyond sustainable limits. Increasing demands in the areas of individualized curriculum and instruction, enrichment programs, supplementing resources, providing supporting documentation for Special Needs children, and larger class sizes (to name but a few) are combining with declines in teacher allocations, support services and school resources to create intolerable work situations.

Salaries for beginning teachers are among, if not, the lowest in Canada. Teacher salaries have been frozen at lower levels than those salaries of other professionals. Fewer and fewer graduates of

Education faculties are choosing teaching, more and more mid-career teachers burn out and/or select other careers. The take up rate for retirement under the 30 and out clause remains at an all-time high. The quality of a teacher's work life has deteriorated so drastically that few are entering the profession and many are choosing to leave the profession early.

It is very clear what the nature of the upcoming collective bargaining package must be and these issues, as well as those of Pathways, professional development, and administrator concerns must be positively and satisfactorily addressed during the upcoming round of negotiations.

Your President, Provincial Executive and Staff will put all their energies and skills towards a successful resolution to these issues.

Executive Director's Message

Our Annual Report summarizes the ambitions and undertakings of the Newfoundland and Labrador Teachers' Association on your behalf during the 1999-2000 operating year.

For the most part, this has been a year relatively free of conflict, although we have had to deal with a number of continuing and contentious issues. The ongoing controversy with respect to the issue of Pathways to Programming and Graduation has dominated much of our time and attention. However, it is fair to say that by January 2000 some tangible progress was being realized, even though many challenges still remained.

NLTA has been a major catalyst for education reform throughout the past decade and more. We have seen the complete revision of our schooling system. Although many improvements are yet to be realized, a number of advancements have been introduced and progress is continuing.

With the overhaul of governance matters just about complete, it was time to turn attention to the realities of the school environment. Our Association, in the spring of 1999, was a dominant advocate for the revamping of how education was delivered at the local level. In particular, we were most vocal in urging government to develop an entirely new system of teacher allocation that would bring a sense of balance and realism to the work lives of teachers and the learning conditions for students. In response, the provincial government established the Ministerial Panel on Educational Delivery in the Classroom.

NLTA has been extremely involved throughout the year developing positions to place before the Ministerial Panel and ensuring that our perspectives are received and understood by those in authority. With astute planning, we have been able to meet with the principal panelists on a number of occasions and have presented a comprehensive brief for their consideration.

However, the real work of NLTA will begin with the release of the Panel's report. It will contain things that we must support and lobby government to implement. But, like all such documents, it will fall short of perfection, and collectively we will be required to identify continuing obligations for government and school boards if our children are to get the quality education that this century will demand. As I said in my message a year ago –; second best will never equip our children, and their children, to excel in the twenty-first century.

As a key component of the infrastructure of NLTA, the professional staff at 3 Kenmount Road –; both administrative and support –; are dedicated to making your Association the best that it can be and a leader amongst equals across Canada. Your Association is extremely well respected across Canada, and we pledge our best efforts to continue that proud legacy.

Governance

There are various levels of governance of the NLTA –; from elected office at the Provincial Executive Council to Branch Presidents in the field. The groups that provide governance are:

Provincial Executive Council

The Constitution and By-Laws place full and complete authority for the direction of the Association between Conventions with the Provincial Executive Council. The Executive is elected biennially at Convention and consists of 12 members, inclusive of the president and vice-president. In addition, the immediate past-president, by virtue of the position, is an executive



member for the year immediately following his/her term of office. The decisions and recommendations of Provincial Executive are reflected throughout the Annual Report.

Joint Council

The Joint Council is comprised of Branch Presidents and members of Provincial Executive. It began as a liaison/discussion group and has now evolved into a decision-making body that assists in directing the work of the Association between Conventions. Governance of the

Association, in reality, has become a shared responsibility of the Biennial Convention, Joint Council, and Provincial Executive. Joint Council usually meets twice during a school year.

Branches

An effective and efficient Branch structure is essential to the success of the Association. Branches appoint their own officers and executive, manage their own affairs and set their own rules and by-laws subject to the laws and policies of the Provincial Association. There are presently 52 Branches of the NLTA.

Special Interest Councils

There are presently 21 Special Interest Councils (SICs) of the NLTA. The Councils are formed by a group of teachers, at least 25, who have an interest in an established subject area, a service area, an interdisciplinary group, or a particular area approved by the Provincial Executive Council. The Councils are also governed by established Association policy.

One indicator of revitalized activity of Special Interest Councils is the number of very successful provincial and national conferences hosted during the 1999-2000 school year. Approximately 12 conferences were held in various locations throughout the province. As well, some councils responded to curriculum documents and policies, maintained active web sites, and communicated to teachers through newsletters and other means.



Standing Committees

All committees are governed by the NLTA By-Laws and are appointed by the Provincial Executive Council. The Standing Committees are responsible to the Executive unless there is a specific direction to the

contrary from Convention.

FINANCE AND PROPERTY

The Finance and Property Committee is comprised of Executive members only. Its purpose is to control and monitor all spending of the Association, and to maintain all properties of the Association. Activities of the committee for the past year were:

- monitored the investments of the Association;
- coordinated the sale of the Presidential home in St. John's.

COMMUNICATIONS / POLITICAL ACTION

This committee is responsible for making recommendations to the Provincial Executive Council on all issues relating to communications and political action. This year's committee dealt with several motions referred from the previous year, oversaw the radio and television advertising, had input into the communications survey and other communications issues. The committee also had input into dealing with the Youth News Network (YNN) and made several recommendations to provincial Executive concerning this issue. The committee also explored options available to the Association concerning NLTA's involvement re: fundraising for various local and provincial charities. They were charged with the responsibility of monitoring the development of the NLTA web site with the intent for growth and improvement in response to teacher needs. In conjunction with the Professional Issues in Teaching Committee (PITCOM), the Communications/Political Action Committee investigated the feasibility and practicality of creating a display promoting teachers and the profession.

PROFESSIONAL ISSUES IN TEACHING COMMITTEE

The Professional Issues in Teaching Committee makes recommendations to Provincial Executive



on Professional Development issues. The committee makes decisions respecting the Barnes Award, the Centennial Fund projects and Project Overseas. It also develops guidelines for any new programs to be administered through the Professional Development Division and oversees the work of the PD Division and its programs.

CURRICULUM

This committee maintains responsibility for the Association's involvement in all matters related to curriculum and programming. A major ongoing issue is Pathways, the provincial policy on inclusion. The committee has continued to coordinate a lobby for adequate resourcing for this framework and committee members have been involved in several forums and working groups with Department of Education personnel and school district program specialists.

More recently, the committee has coordinated the Association's response to a draft Special Education Policy. Other issues to be addressed include testing and assessment, APEF involvement, education for gifted students, and business intrusion in our schools.

EQUITY ISSUES IN EDUCATION

Located in Hopedale, Labrador, the committee carried out much of its business via tele-conference. The first face-to-face meeting was held January 21-22 in Hopedale. At that time the committee addressed such topics as: access to professional development by teachers on the coast; Northern issues in the NLTA context; and representation of minority groups in the Association.

There is also some concern about the imbalance of males and females offering themselves for leadership positions both in schools and in the organization. Also, there have been a number of inquiries from across Canada on dealing with homophobia.

MEMBERSHIP BENEFITS AND SERVICES

The current Membership Benefits and Services Committee is serving its first year of a two-year term and consists of teachers from the geographic region of Happy Valley-Goose Bay, Labrador. It oversees issues related to Branch Operations and Benefits and Economic Services. The Committee has dealt with such issues as appointments to School Board-Teacher Liaison Committees, recommendations on Bancroft, Allan Bishop, and Special Recognition Awards, Pre-Retirement Seminars, and review on policies on auxiliary personnel, teacher transfers and membership assistance. Recommendations from this committee go to the Provincial Executive for ratification and actioning.

GROUP INSURANCE

The Group Insurance Committee consists of:

Trustees –; a seven person Board of Trustees, appointed and answerable to the Provincial Executive of the Association. Under the terms of the legal Deed of Trust, the Trustees are given the mandate and responsibility for overseeing the operation of all aspects of the Group Insurance Plan.

Johnson Incorporated –; as Plan Administrator and consultant, Johnson Incorporated advises Trustees on the status of various insurance options, provides recommendations on improvements/changes to plan options and accepts bids from insurance underwriters at the direction of Trustees.

Staff Consultant –; performs the administrative and financial duties assigned by Trustees, and acts in an advisory capacity to the Committee.

For the major areas of the Committee's activities over the past year, see the section on Group Insurance, under Benefits and Economic Services, later in this report.

Administration

The Administration Division oversees the operation of all programs of the Newfoundland and Labrador Teachers' Association. Administration has responsibility to coordinate the work of all divisions within NLTA and to ensure that the organization is responsive to the needs of its members.



The President and the Executive Director represent the Association on various boards and liaison groups - nationally, with the Canadian Teachers' Federation (CTF) and the Conference of Atlantic Provinces Teacher Organizations (CAPTO) and, internationally, through Education International (EI). Provincially, the President and Executive Director represent NLTA in liaison meetings with organizations such as the Department of Education and other government departments and agencies, the Newfoundland and Labrador School Boards Association, the Newfoundland and Labrador Association

of Directors of Education, Memorial University of Newfoundland, the Newfoundland and Labrador Federation of School Councils and public sector unions.

The members of the division are responsible for the overall functioning of the Biennial General Meeting (Convention), the Provincial Executive Council, and Joint Council.

President's Office

The NLTA President is elected for a two-year term at the Association's Biennial General Meeting (Convention) and holds office in accordance with the NLTA Constitution and By-Laws. The office of President is a full-time position and the occupant is recognized as the political head of the organization. In addition to other duties associated with the role, the President is recognized as the Association's official spokesperson on all educational matters and organizational issues.

The President is an ex officio member of all Association committees and chairs meetings of the Provincial Executive Council, Table Officers, and the Convention.

A predominant function of the role of the President is to remain in constant communication with the general membership. This is accomplished through visits in the field and liaison with school staffs and our local branches.

The Assistant to the President is the confidential assistant to the President of the NLTA and to the Provincial Executive Council. Other duties include responsibility for branch operations and for the maintenance of the Association's policy handbook/operations manual and acting as a staff consultant to committees.

Executive Director's Office

The Executive Director is the Chief Administrative Officer of the Association and is responsible for the coordination and implementation of all NLTA programs. This includes examining trends in social developments, both nationally and provincially, and assessing their impact upon the education scene. The Executive Director also has overall responsibility for the operation of the Association's head office.

The Assistant to the Executive Director is the confidential assistant to the Executive Director and Table Officers and is responsible for the maintenance of all personnel records and for the administration of the collective agreements for support and administrative staffs in consultation with the Executive Director and Assistant Executive Director. The Assistant to the Executive Director is also the network administrator for the Association's computer system and is responsible for all required upgrades and hardware/software maintenance of the PC and Macintosh network environment.

Highlights for the President's and Executive Director's Offices for 1999-2000:

- Continued a review of evaluation procedures for staff members.
- Initiated a series of visitations to schools and branches throughout the province by the President, at times accompanied by the Executive Director and other administrative staff members.
- Attended meetings of the CAPTO Executive and the CAPTO Annual Meeting in PEI.
- The President was appointed as member of the CTF Finance Committee, the Staff Negotiating Committee, the National Issues Committee, and the work group re: BGMs.
- Appointed as delegates to the Canadian Teachers' Federation Annual General Meeting, Charlottetown, July 13-15, 2000.
- Hosted Annual Meetings of the National Presidents and General Secretaries of CTF and Affiliates, June 4-6, 2000.
- Re-established Department of Education Liaison Meetings in the fall of 1999.
- Established ad hoc committee re: Poll on Province-Wide Voting, prepared support documentation (for the membership) and conducted the poll on April 4, 2000.
- Submitted brief to the Ministerial Panel on Jobs and Growth, December 1999.
- Submitted brief to Ministerial Panel on the Delivery of Education in the Classroom, December 1999.
- Submitted brief to government's Pre-budget Consultation Committee, February 2000.

School Rep Seminars

During the early fall of 1999, NLTA, for the first time in its history, organized a series of nine seminars, bringing together school/board office representatives from the entire province. The seminars enabled representatives to become familiar with the structure and entire program offerings of the Newfoundland and Labrador Teachers' Association.

More importantly perhaps, these nine workshops helped the participants gain a new awareness of their own organization and a sense of identity with and even allegiance to the Association they are continually helping to build and nurture.

Extensive recommendations for action have grown from the seminars. Many have already been implemented and others are being costed and considered for future budget allocation. Reaction from participants was extremely positive and Executive is actively examining how this extremely positive venture can be offered again.

Table Officers

Table Officers consist of the President, Vice-President, Past President and one other member appointed by the Provincial Executive Council from among the members of the Council. In the absence of a past president in 1999-2000, a second member was elected from the Executive Council.

The mandate of Table Officers includes making recommendations to Executive on issues such as: appointment of NLTA representatives; establishment and composition of committees; revisions to policy and program; and organizing. The committee also prepares agendas for Provincial Executive, Joint Council and Biennial General Meetings.

Table Officers act as a staffing committee of the Executive Council for vacant senior staff positions and appointments.

Some of the issues undertaken by Table Officers during the 1999-2000 year were as follows:

- continuing liaison with the Retired Teachers' Association of Newfoundland and Labrador to discuss future long-term relationships between NLTA and the RTANL;
- examination of new and different approaches with respect to the operation of professional relations inquiries and membership discipline;
- monitoring changes and updates to the Strategic Plan of NLTA;
- monitoring the implementation of a series of meetings with school representatives in September of 1999;
- reviewing all policies relating to the operations of the Association;
- co-ordinated the development of policies re: private/public partnerships in Education;
- established ad hoc group to examine issues and establish policies regarding school construction guidelines;
- appointed staff responsibilities to the Search Committee for Dean of Education, Memorial University of Newfoundland;
- investigated the possible reactivation of a Branch at Memorial University for Education students;
- established formal liaison with Johnson Inc. leading to the development of special funding arrangements for Association programs; and
- attended the Annual Meeting and Conference of the American Educational Research Association, New Orleans, April 2000.

Branch Operations

The main focus of the branch operations program is the providing of services to teachers through the Association's local branch structure. This involves all aspects of branch organization as well as membership services not directly related to the branch structure, including official registration of the 52 local branches and allocation of funds as per Association policy, review of yearly branch audits, registration of substitute teachers, processing requests regarding the Association membership categories, and the operations of school board-teacher liaison committees. Responsibility for branch operations is assigned to the Assistant to the President.

An additional function of the branch operations program is continuous communication with the NLTA branches. This is accomplished through telephone, fax, and e-mail communications, through the Branch Operations Manual, published annually, and the Branch Update, a newsletter for branch executive members, published three times per year.



Highlights for 1999-2000

- Prepared, to date, over 150 retirement scrolls and pins for teachers retiring during the 1999-2000 school year.

- Processed nominations for the Allan Bishop, Bancroft and Special Recognition Awards presented annually by the Association. This year's recipient of the Allan Bishop Award is Beverley Butler of the Exploits Valley Branch; the recipients of the Bancroft Award are Cecil (Randy) Smith of the Port aux Basques Branch and Barry Pearce of the Trinity, Trinity Bay Branch; and the recipient of the Special Recognition Award is Harold Mallowney of the Waterford Valley Branch. These recipients will receive their awards at a function organized by their local branch and will also be honoured at an awards luncheon during the 2001 BGM.
- Received nominations from branches for School Board-Teacher Liaison Committees for 1999-2000 and, in consultation with the Membership Benefits and Services Committee, appointed committees. The school board-teacher liaison structure includes one committee for each of the 11 school districts in the province plus a separate committee operating under the Labrador West Collective Agreement. To date, the majority of committees have met at least twice and positive comments have been received from both NLTA and school board members involved in the process.
- Oversaw the amalgamation of the Mount St. Margaret and Belle Mer branches to become the new Belle Mer Branch.

Benefits and Economic Services

Activities within the Benefits and Economic Services Division of the NLTA are designed to promote and enhance the welfare of Newfoundland and Labrador teachers through the establishment and administration of specified services; providing advice, assistance and legal protection in matters relating to teachers' duties, responsibilities and professional relationships; and negotiating collective agreements which regulate salaries, working conditions and other terms and conditions of employment.

A large part of this work is undertaken through daily contact and consultation with teachers to provide advice and information on the various benefits and services available to them.

The Benefits and Economic Services Division has available a selection of InfoSheets and other brochures and pamphlets designed to enhance teachers' understanding of Collective Agreement provisions and other benefits. The Division also publishes the BES Bulletin (two to three times annually) and provides a variety of articles in The Bulletin on various topics.

Collective Bargaining

Contract negotiations are a key component of the Association's responsibilities as bargaining agent for teachers and, while they are ongoing, demand a significant proportion of time and resources in the Benefits and Economic Services Division.

PROVINCIAL COLLECTIVE AGREEMENT

The current Provincial Collective Agreement expires on August 31, 2001. However, the negotiating process can begin as early as November 1, 2000. As a means of preparing for face-to-face negotiations, the Provincial Executive has appointed its Collective Bargaining Committee with an expectation that the Committee would have surveyed the membership and have developed a comprehensive set of opening proposals prior to the October 2000 Joint Council Meeting.

During late Fall 1999 and early Winter 2000, the Collective Bargaining Committee began the process of gathering the input of the entire membership. Individual teachers, special interest groups, and NLTA Committees were encouraged to submit issues and concerns they wished to have addressed in the upcoming round of negotiations. These submissions are organized and collated into a database file as they are received. An overview of submissions received to the end of February 2000 clearly indicates that the five major areas of concern to date are: Salaries and Bonuses; Workload; Class Size; Pensions and Pension Indexing; and Employment of Teachers.

LABRADOR WEST COLLECTIVE AGREEMENT

In the 1999 Annual Report, it was reported that the Labrador West Branch of the Newfoundland and Labrador Teachers' Association was involved in negotiating a new Collective Agreement and thus the teachers of Labrador West continued to operate under the provisions outlined in both their 1993 Collective Agreement and a negotiated MOU of 1996. In April 1999, the negotiation of a new collective agreement concluded with a tentative agreement being reached at the table. This ended a very lengthy process. The tentative agreement was accepted on April 22, 1999 by the members of the Labrador West Bargaining Unit with a 93% vote in favor of acceptance.

Since the Provincial Executive has already begun the process of gathering submissions in preparation for the upcoming round of negotiations on a new Provincial Collective Agreement, collective bargaining activities are expected to begin in Labrador West in the very near future.

The Labrador West Collective Agreement will expire on August 31, 2001.

LABRADOR BENEFITS PACKAGE (SCHEDULE J)

Labrador Benefits are negotiated with Treasury Board jointly by six unions representing public service employees in Labrador (NLTA, NAPE, CUPE, NLNU, RNCA, and AAHP). Negotiations began in January 1999, and faced with the fact that no progress was being made in actual negotiating sessions, the unions first sought the services of a Conciliation Officer from the Department of Labour and eventually requested the appointment of a Conciliation Board. While awaiting the appointment of the Conciliation Board, there was an indication from Treasury Board of greater flexibility on the part of Government. The appointment of a Conciliation Board was then suspended and negotiations resumed in the Fall with a tentative agreement being reached in November 1999. That agreement provides for significant improvements in the Labrador allowance and travel allowance. Voting on the agreement was conducted by all unions in December 1999 and January 2000 with the result that all six unions voted in favour of accepting the agreement. The agreement was formally signed on February 9, 2000 and is now incorporated as part of each of the collective agreements in question.

Collective Agreement Administration

As in past years, general administration of the collective agreement(s) has demanded a large proportion of time and resources in Benefits and Economic Services over the past 12 months. Administrative Officers have been involved on a continual basis in daily contact with members to provide advice and guidance in relation to situations in the workplace. This involves interpreting articles of the collective agreement for teachers, interceding on teachers' behalf with school boards and government departments, preparing necessary documentation and arranging legal support for grievance meetings and arbitration hearings, meeting with representatives of the other parties to the collective agreement (government and school boards) to clarify interpretation of collective agreement articles and numerous other activities.

PENSIONS

Up to the end of February 1999, many members took advantage of the new provisions in the Teachers' Pensions Act for purchase of approved leaves without pay in order to purchase past periods of such leave. Teachers who now encounter such periods of leave have the option, within six months of returning from the leave, to purchase the leave for pension purposes based on the salary at the start of the leave period.

Over the past year, staff of the BES Division have provided detailed information to the membership on the revised provisions of the Pension Plan particularly as they relate to CPP integration. In the Fall of 1999, as a result of ongoing discussions among the NLTA, the Provincial Department of Finance and Revenue Canada, approval was granted by Revenue Canada for an amendment to the Teachers' Pensions Act to permit the reporting of a retroactive increase in the RRSP deduction room for teachers for the calendar years 1991 through 1997. This increased RRSP room was reported to teachers by way of a Pension Adjustment Reversal (PAR) issued by Teacher Payroll in December 1999.



At the present time, a full actuarial valuation of the Teachers' Pension Plan is ongoing by the Pension Plan actuaries, William M. Mercer Ltd. This will constitute the first complete valuation of the TPP since the changes to the plan in 1998 and will be conducted based on the status of the plan as of August 31, 1999. The results of this valuation will be available by late Spring or early

Summer this year.

The NLTA/Government Pensions Administration Committee has continued to examine and discuss a number of ongoing issues related to the administration of the Teachers' Pension Plan including inter-provincial reciprocal agreements, substitute service and the Substitute Teacher Pension Plan, processing of disability pension applications, indexing of pension benefits, flexible survivor benefits, etc. The issue of pension indexing was brought forward by way of a resolution carried at BGM 1999 and, through the Pensions Administration Committee, the Pensions Division at the Department of Finance has been requested to obtain financial information regarding the costing of an indexing provision for all plan members whose benefits have been integrated with the CPP.

The Association, of course, continues to be directly involved in representing teachers' interests on pensions and in general administration of the plan. This includes communicating to the membership on the pension plan and the recent changes, working through the Pensions Administration Committee to ensure consistent management and administration of the plan, seeking improvements through general negotiations and committee efforts and interceding on teachers' behalf with department officials when difficulties arise.

GROUP INSURANCE

Premium increases in September 1998 prevented deficits from occurring in the Health and Dental plan options during 1998-1999. Despite a Basic Life premium rate increase in September 1998, claims exceeded premiums by 58% (\$580,000) for 1998-1999. The negative impact of this catastrophic claims experience in Basic Life was lessened by a 125% Stop Loss Protection on the Life plan.

The plan options were renewed for the 1999-2000 year with the various insurance underwriters in June 1999. Partial payment from the NLTA Group Insurance Trust Fund of \$647,217 on past deficits was required leaving a total outstanding deficit on all options under the NLTA Group Insurance Plan of approximately \$1.5M. Premium increases were required in Basic Life, Voluntary Life, Health, Dental, and Long-Term Disability (Salary Continuance) options to prevent further deficits during 1999-2000. The NLTA filed a grievance with Government over their refusal to pay the required premium increase in September. The grievance was successfully resolved prior to moving to arbitration when Government agreed to pay the premium increase in return for detailed financial information on the operating results of the cost-shared options under the Group Insurance Trust Fund.



Trustees made the following decisions in the June policy renewals:

- Increase premiums in Basic Life (20%), Health (8.5%), Dental (5%), Long-Term Disability (19%), and Voluntary Life (38%).
- Pay the 38% Voluntary Life premium increase from the Group Insurance Trust Fund.
- Increase the Stop Loss Protection under Basic Life to 115%.
- Pay from the Group Insurance Trust Fund approximately 20% of the accrued past deficits (\$647,217).
- Change the transportation benefit for medically necessary reasons under the Health Plan by including a deductible of 200 kilometers round trip.

- Extend the coverage for hearing aids to include the cost of two hearing aids, one per ear, to a maximum of \$600 per hearing aid in any two consecutive calendar years.
- Continue to base dental claims on the 1998 Suggested Fee Guide for Dental Services.
- Maintain current premium rates for all other Group Insurance Plan options.

Other Actions

- Trustees commissioned a major analysis of the operating results of the Group Insurance Trust Fund (1974-1998) by Grant Thornton, Chartered Accountants and received the final report in February 2000.
- Trustees approved a voluntary enrolment in A4 –; Accidental Death and Dismemberment which will take place in March 2000.



Financial stability of the Group Insurance Plan will continue to be a concern for 2000-2001 due to increased cost trends in health and dental insurance, increasing stress-related disability claims, and the demographics of the Newfoundland and Labrador teaching population. The probability of future premium rate increases in the foreseeable future is high. Information on claims experience will be communicated to the membership on an ongoing basis through 2000.

Grievance/Arbitration

Assisting teachers through the grievance and arbitration process continues to be an important service of the BES Division. During the past 12 months there have been 50 grievances filed, 19 of which are ongoing. Of those remaining, 22 were resolved for the grievor or by mutual agreement, eight were withdrawn or not pursued and one was denied for non-compliance of timelines. These numbers are significantly smaller than last year. Especially significant in the reduction was the fact that the number of reassignment/layoff grievances was significantly less than in previous years.

The major area of grievance continues to be layoff/reassignment with 18 cases arising on this issue. As well, 10 cases centered on Schedule E - Class Size and Workload while six dealt with discipline. The remainder includes, but is not limited to, such areas as travel, discrimination, advertising and the length of the school year.

There were six grievances which proceeded to arbitration. Three have dates set for formal hearings, one was resolved for the teacher during the hearing process, one has been placed on hold by mutual agreement and one is awaiting the decision of the Arbitration Board.

Employee Assistance Program (EAP)

The ongoing changes in the educational system have continued to impact on the teaching force. In order to assist teachers in maintaining their health and well-being, the Employee Assistance Program has continued to be available for teachers throughout the province. During the eleven-month period from April 1, 1999 to February 29, 2000, the EAP managed a total of 336 cases as compared with 401 cases during the previous twelve-month period.

The EAP operates on an April 1 to March 31 fiscal year. For the 1999-2000 fiscal year, 204 cases were carried over from the previous year; in addition to that, 132 cases were new or re-opened. During this period, 94 cases were closed. Teachers entering the EAP reported personal stress

being the most significant issue for them followed closely by marital relationships. Family relationships and work stress were identified as third and fourth major problem areas.

As with previous years, the EAP Coordinators continued to offer workshops to schools, NLTA branches and school boards. Topics included: Health and Wellness, Stress Management, Improving Relationships, Managing the Effects of Change, Improving Attitudes, Bereavement, and Conflict Resolution. New topics included Emotional Intelligence and Spiritual Health. Twenty Wellness workshops were held from February 1, 1999 to February 29, 2000 reaching a total of 394 NLTA members. Plans continue for expanded Wellness programming.



The past year the EAP had two policy changes which were approved by Executive and Joint Council. These were:

- a) A change in the Association policy that would allow substitute teachers, who do not meet the normal eligibility requirements because an ongoing medical illness or injury is preventing them from engaging in teaching, to access the Membership Assistance Fund that helps teachers in the EAP with the costs of counselling.
- b) The deletion of Section 2 (d) which states: teachers registered under the Membership Assistance Program will not be referred to counsellors employed by the same school board as the teacher to be counselled because of a real or perceived conflict of interest.

Implemented in 1989, the EAP is a confidential service that teachers can voluntarily access on their own behalf when they are coping with personal or work-related issues that can negatively affect work performance. It is a jointly sponsored program between the NLTA, Government and the NLSBA. The EAP provides help and assistance for a wide range of issues that can include but not be limited to workplace and personal stress, marital and family issues, financial problems, emotional, and substance abuse issues. Counselling services include: timely assessment, referrals for professional counselling and follow-up services. The program also includes a teacher wellness component which provides assistance and information on topics related to health determinants in teachers' lives, through personal skills development, group presentations, workshops and printed materials.

Legal Assistance

The Association provides free legal assistance to any member when the request arises from a situation that is contingent on the person's role as a teacher and prior approval is given. During the past year, 45 requests for legal assistance were referred to legal counsel. A significant portion of these -17- involved complaints of physical assault and three more involved complaints of sexual assault. In addition to these types of issues, the Association has also responded to questions related to confidentiality, liability, harassment/discrimination, teacher rights and other similar concerns.

The Association's solicitors also represent teachers at various levels of appeal with other agencies. During the past year, there were two appeals of CPP disability rulings and one of a Workers' Compensation ruling. A major area of appeal has been with respect to Employment Insurance rulings. There were 17 EI appeals and from these rulings, teachers have been successful in obtaining EI benefits while accessing Salary Continuance Benefits. Teachers have also been successful in qualifying for summer EI when a term contract ends and a permanent contract is signed for the following year.

Any teacher who faces a situation contingent on his/her role as a teacher which requires legal assistance, should immediately contact the Association for help. A copy of the Legal Aid Policy is provided to members whenever assistance is requested. This year there have been changes made

to this policy, specifically sections 4 [Employment Insurance, Workers' Compensation, TPP Disability, and CPP Disability Appeals], 5 [Certification Appeals Board] and 6 [Appeal Procedures]. These policy statements appear in the Policy Handbook, are available on the NLTA web site and they can be provided to members upon request.

Professional Relations / Disciplinary Procedures

The Professional Relations/Disciplinary Procedures are currently under review. Poster copies of the NLTA Code of Ethics were sent to all schools in 1999-2000. As a result of disciplinary complaints in 1998-1999, two disciplinary hearings were held in January 2000. Assistance and advice is regularly provided to members who experience difficulties in their professional relationships with colleagues.

Employment Insurance

The Association continues to make available to members copies of a 1998 publication "Teachers' Guide to Employment Insurance" which addresses many of the concerns related to EI.

As reported under "Legal Assistance", the Association represented 17 teachers in EI appeals and in the vast majority was successful in obtaining rulings favorable to teachers. One of the areas of difficulty which has occurred is the improper reporting of income by teachers on term contracts who have opened EI claims. If the proper earnings, i.e., 1/190 of the annual pay scale, is not reported for each day worked, claimants may be overpaid on their EI claims and have to repay funds at a later date. This issue has been addressed in an article in the January/February 2000 issue of The Bulletin.

Workers' Compensation

During the past year, there has been an increase in the number of teachers who have contacted the Benefits and Economic Services Division because of a work-related accident and/or injury. Overall, there has also been an increase in the number of Workers' Compensation claims in other occupations and professions throughout the province. As a result, many employers have experienced increases in their WCC ratings, resulting in an increase in premiums to Workers' Compensation.

The increase in injuries has resulted in more consultation and additional assistance to teachers who have requested such. During the past year, the Association has provided legal advice and assistance to teachers who have been involved in external appeals to the Chief Review Commissioner of the Workplace, Health, Safety and Compensation Commission (WHSCC). Such appeals often focus around the level of medical assistance and/or monetary benefits the Commission had previously adjudicated. The Association has also collaborated with officials at WHSCC in developing two new information brochures: "What To Do If You Are Injured at Work"; and "Benefits Available to An Injured Worker".

The Benefits and Economic Services Division continues to provide the following assistance to teachers in ensuring that their best interests are a priority with WHSCC:

- Assist teachers with applications and appropriate medical documentation;
- Intercede on teachers' behalf where problems or delays exist;
- Arrange appeal hearings and necessary legal assistance;
- Liaise with Workplace Health, Safety and Compensation Commission on interpretation of policy and procedures.

Teacher Health Assistance Program [THAP]

The NLTA has continued its program of making contact with teachers who have fewer than 60 days sick leave remaining and who may be in danger of running out of sick leave. These teachers are provided with information packages which contain an outline of the benefits and services available to them as NLTA members after the expiry of sick leave. The purpose of the mailout is to alert such teachers, well in advance, that they should look at all of the options available to them while still in receipt of salary. Four hundred and fifty-one teachers were sent THAP packages from March 1, 1999, to the end of February 2000.

Workload Committee

Negotiated into the Provincial Collective Agreement in 1998 was a Memorandum of Understanding re: Workload (Schedule P). Since then a Committee has been established with representation from the Government of Newfoundland and Labrador, the Newfoundland and Labrador School Boards Association, and the NLTA for the purpose of conducting a study of and analyzing data related to activities involved in a teacher's workday/year.

To date there have been seven meetings and the Committee is at the stage of considering draft Terms of Reference and selecting a group to conduct the study. It is hoped that this study will be concluded before the end of the 1999-2000 school year and that the results will be available to assist the Collective Bargaining Committee and the Negotiating Team in their work toward achieving a new collective agreement that addresses teachers' workload issues.

School Administrators' Issues Committee

Since the signing of the last collective agreement, the then Minister of Education established a committee of representatives from the Department of Education to work with representatives of the NLTA and the School Administrators' Council in dealing with issues of a non-collective bargaining nature related to positions of school administration.

The Committee has met several times and, while hampered by the narrow scope of its mandate, has had major discussions on some of the key issues of administrators. At present a sub-committee of Government, School Board and NLTA representatives is busy developing a job description for the role of the school principal/vice-principals and this is due in the spring of 2000. As well, administrator concerns have been forwarded to the Collective Bargaining Committee for inclusion in the next round of negotiations.

Deferred Salary Leave Plan

The Benefits and Economic Services Division liaises with School Board officials and Department of Education officials with respect to the Deferred Salary Leave Plan and assists members where problems exist. As of December 1999, there were 240 teachers enrolled in the DSLP. Thirty-eight teachers are currently on leave and 33 teachers cancelled their plan in 1999.

Communications

The Communications Division manages all aspects of the Association's internal and external communications/public relations programs—including advertising, publications, media relations, news releases, member and public attitude research.

Throughout the past year the Communications Division has continued its focus on providing resources and information which teachers require in their daily professional activities. This is accomplished by collaborating with the various divisions within the NLTA to meet the varied and distinct needs of teachers.

Publications

The Communications Division has direct responsibility for writing and publishing eight issues of The Bulletin each year. The Bulletin has undergone several changes in the last year including a new cover and the addition of a new section called Research which highlights research that may be of interest to some teachers. Other changes and additions are also planned for upcoming issues.



Other publications originating from the Communications Division include the NLTA Annual Report, Executive Notes, Wall Calendar, Pocket Calendar, NLTA and You, Guide to Reading and Language Difficulties, Home Reading Guide, School Activities Handbook, the Public Relations Handbook as well as a series of pamphlets and brochures on various topics.

Internal/External Imaging

All internal/external imaging is designed to promote the teaching profession –; to teachers and to various publics. All public relations campaigns, including advertising, radio and television commercials, have the dual purpose of boosting teacher morale, and informing the public of the great work performed by teachers.

The Communications Division has completed the production of a new television commercial which aired in February. As well, three other commercials have been scripted and storyboarded and will be produced in coming months. Radio advertisements were also aired in the Fall which promoted individual teachers and the work performed on behalf of students in this province. These advertisements were extremely well received but were unable to be continued throughout the winter months due to budget constraints. New and up-to-date advertisements will continue to be forthcoming, within budget limitations, and will allow the public to get a better understanding of what goes on in our classrooms and the work carried out by the teachers of Newfoundland and Labrador.



On-line Services

The Communications Division continues to provide its services and resources on line. The NLTA web site is updated regularly and contains in-depth information about the Association, its divisions, staff, the

services available to teachers, and various links to other sites that may be of interest to teachers and visitors to the site.

As new publications are prepared, the information is posted on the NLTA web site often before it is in print. Other documents such as the Group Insurance Booklets, the Policy and Procedures Handbook of the NLTA and the Collective Agreement, are accessible on the web site and only need to be reprinted when absolutely necessary. These, and other documents, can be accessed, downloaded, or printed from our web site. Other on-line services for Branch Presidents and Executive members have proven to be efficient and cost effective.

School Representatives now have a link on the web site and can access information about their roles and responsibilities. This past year, other sites which may be of interest to teachers were added to the "Other Links" section. These include Education Law, Johnson's Incorporated, and Memorial University. The web site has also been useful in gathering information from teachers about Collective Bargaining issues.

Atlantic Communicators in Education (ACE)

The Atlantic Communicators in Education (ACE) Committee, made up of communications officers from the five Atlantic teacher associations, set out to design, produce, and implement a long-range, pro education public relations program. The ACE Committee meets at a minimum of three times a year to work on the Public Education Project (PEP) and to cost-share programs and resources.

The teacher associations of Atlantic Canada have worked together on the Public Education Project since it first began in the summer of 1995. Although the PEP has continued to be a joint effort for most of the project, associations have found it necessary to do "their own thing" at times. Costs have been divided whenever possible and ideas are often shared for impact throughout the Atlantic region.

Education Week

The Communications staff has direct responsibility for Education Week and works directly with a Provincial Committee to prepare materials and plan the Opening Ceremonies. The theme for Education Week 2000, "Get Together! Give Together!", was selected to be part of the "Our Millennium" celebrations, an initiative of the Community Foundations of Canada. The committee was able to access a "Catalogue of Possibilities" for teachers to use as a supplement to our own resource materials. The other resource materials included an activity booklet, poster, stickers, bookmark, and promotional materials for schools to order.



The 2000 Opening Ceremonies were held at Anthony Paddon Elementary in Musgravetown and it was the first time the event was held outside the greater St. John's area. The event was also webcast for the second year in a row and all schools who wished could view the Opening Ceremonies. A new committee will be formed for Education Week 2001 and plans will be underway as soon as the committee is selected and in place.

Communications Survey

This past year the Communications Division, through the school representatives, surveyed teachers about the various NLTA publications available to them. Most publications received a high rating and review; however, many facts emerged from the survey. It became clear that several publications, including pamphlets and various information that may be of interest to

teachers, does not reach the targeted audience. Teachers reported that they have never seen many of the publications. This issue of ensuring that all teachers are aware of what information is currently available is being addressed within the Communications Division.

STEM~Net Policy Advisory Board

The Communications Officer represents NLTA on the Stem~Net Policy Advisory Board that is directly involved with determining and advising STEM~Net staff on future directions.

This past year the Communications Officer has been part of a five-member committee directly involved in the development of a three year strategic plan for STEM~Net and its refocus on access, content and professional development.

The Communications Officer was also co-chair of the STEM~Net Access Committee looking at access issues and the interests of teachers. A final report from this committee was submitted to the policy board in February 2000.

Computers for Schools

Computers for Schools (CFS), co-founded in 1993 by Industry Canada and the Telephone Pioneers, is a national volunteer based initiative that collects, repairs and delivers surplus computers to schools and public libraries across Canada.

CFS was established in Newfoundland and Labrador in 1994 and operates depots in St. John's, Labrador, Corner Brook and Spaniard's Bay. The Communications Officer represents NLTA on the local CFS Board of Directors.

To date, CFS has shipped over 3,000 refurbished computers, 470 printers and thousands of software packages to schools and libraries in Newfoundland and Labrador. The goal is to increase the total to 5,000 computers by March 31, 2001.

Printing Services

Printing Services continues to provide the following products and services to the membership:

PROVINCIAL EXECUTIVE AND HEAD OFFICE –; The President's Digest and items required by Executive are given top priority for printing, followed by The Bulletin and work for the Communications Division, then PD News, the BES Bulletin and work for various divisions at Head Office.

BRANCHES –; Letterhead and envelopes, agendas and programs for professional development and retirement functions, are printed for branches.

SPECIAL INTEREST COUNCILS –; Letterhead and envelopes, agendas and programs for special functions and annual general meetings, membership cards and newsletters (limited to two per year) are printed for councils. Special Interest Councils are charged for the cost of materials used in printing and for postage.

GENERAL MEMBERSHIP –; Printing services are provided to teachers on a cost-recovery basis, provided the workload allows for same.

In addition, we offer creative/design and consultation services, scanning, image setting/film processing, digital photography, photocopying, mailing/distribution, and database maintenance.

MEMBER SUPPORT MATERIALS –; We have on hand various support materials which are provided to teachers free of charge, when requested. A complete list of items available can be obtained from Printing Services.

TECHNOLOGICAL ADAPTATION –; The Internet has changed us from a print-then-distribute to a distribute-then-print service provider. Our publications now appear on the NLTA web site at the same time they are sent to press, enabling teachers to "pull-down" timely information before actually receiving the printed copies in schools. In consultation with the Communications Division, we are adapting our services to take advantage of the new technologies available to us. It's comforting to know we can meet the communication needs of our membership through a growing number of media choices –; both print-based and electronic.

The addition of a second color head to our printing press has enabled us to finish work in shorter turn-around times and has helped us provide more eye-catching printed materials to our members –; as evidenced by the new look of The Bulletin's front cover (cover design is also completed in-house, by our Graphic Designer).

We continue to regularly review our efficiency, productivity and cost effectiveness. By doing so, we are aiming to increase our service level and quality, while reducing our costs and job completion times.

As always, teachers' feedback is welcomed.

Professional Development

The Professional Development Division of the NLTA provides professional programs for members of the Association and supports them in meeting the challenges of teaching in times of change. The following summarizes some of the initiatives in which the Professional Development Division has been involved during the current school year.

Ministerial Panel on the Delivery of Education in the Classroom

At the beginning of the school year the Minister of Education established a Ministerial Panel to investigate and make recommendations on the allocation of teachers throughout the province and the breadth and depth of the province's curriculum. The panel, co-chaired by Dr. Ron Sparkes and Dr. Len Williams was asked by the Premier to provide recommendations that will help shape the classrooms of the future in Newfoundland and Labrador.



On December 13, 1999, the NLTA submitted its official report to the Ministerial Panel. In this report the Association made 55 recommendations on such issues as a balanced curriculum, pre-school and early intervention, testing and evaluation, distance education and telelearning, resourcing for curriculum implementation, teacher allocations, funding mechanisms, and professional development. On December 20, 1999, representatives from NLTA participated in a full day provincial forum which involved representatives from all educational stakeholders.

On March 5, 2000, the Minister of Education released the final report. Many of the recommendations contained in the NLTA submission were incorporated in the Panel's report.

Teacher Certification

At the last meeting of the Provincial Teacher Certification Board, the Labour Mobility Agreement, as it applies to the teaching force, was reviewed. There are implications for changes in regulations and legislation and the timing is now right for a review of our provincial regulations. The Registrar for Teacher Certification has agreed to draft a discussion paper on a number of related topics. This, along with the NLTA's paper titled *New Directions for Teacher Certification: A Proposed Model for Self-Governance*, prepared last year, will form the basis for discussions on future directions in Teacher Certification.

Professional Development Facilitation

In addition to programs initiated at the NLTA, our PD staff responds to requests from the field for PD programs designed and facilitated to match the needs of a particular school, group of schools, or District. This is a part of our ongoing work and is carried out as availability permits. Over the past few months we have seen an increasing demand in requests for sessions on Team Building, Leadership, Learning Styles, and Situational Analysis and Planning.



Internships in Rural and Remote Areas

With the support of the Johnson Foundation, the NLTA,

in conjunction with Memorial University's Faculty of Education, is sponsoring three student interns in rural and remote areas of the province. The sponsorship pays for travel, accommodation and meals during the intern's 13 week placement.



The NLTA-sponsored interns are nearing the end of their 13-week internship program and all indications are that this has been another successful project. As a direct result of our NLTA initiative, the school district serving Northern Labrador has committed to sponsoring interns to that area of our province.

PD Advisory Report

The provincial Advisory Committee on the Coordination of Professional Development has submitted its report to the Minister of Education. Among the 16 recommendations, some of the highlights include: implications for a new delivery model; access to professional development; recognition of professional development; a process for monitoring and assessing professional development initiatives; and the establishment of a coordinating body. Some of the recommendations of this document were incorporated into Supporting Learning: the Report of the Ministerial Panel on Educational Delivery in the Classroom.

Virtual Teacher Center

Recognizing the geography of this province and the very unique needs of our many teachers in small, isolated communities, the Association has developed a proposal for the establishment of a



web-based Virtual Teacher Center. This center will provide professional development experiences to teachers throughout Newfoundland and Labrador and will be developed in collaboration with Memorial University of Newfoundland, the Department of Education, and STEM~Net.

The long-term goal is to provide ongoing professional development, as well as inservicing of new programs. A major objective is to link some of the offerings of the

Virtual Teacher Center to credit from Memorial University and to teacher certification.

In December, the proposal was presented to all Assistant Directors for Programs, the Assistant Deputy Minister for Education, and Department of Education consultants. All groups have offered endorsement. On February 11, two NLTA staff members, along with representatives from Memorial University and STEM~Net, met in Ottawa with personnel from Industry Canada and Open Learning Technology to explore the possibility of federal funding. Pending results of these meetings, initial implementation of the project will take place during the 2000-2001 school year.

Leadership Program

In conjunction with School District 9, Avalon West, the development of the Leadership Program for principals and vice-principals continues to enjoy positive response from participants.

Following up on the initial institute there have been full day sessions on specific topics including re-designing staff meetings, effective school teams, time-stretching and conflict management. Avalon East, the largest District in the province, has expressed an interest in a similar program for 2000-2001.



In January, a project review was undertaken of the Leadership Program. Participant responses indicated a high level of support for the program. In Summer 2000, we will be doing a two -day evaluation and continuation institute with the "program development" group. As well we will launch the pilot group from another district with a three-day institute.



While the intent was to develop in 1999-2000, pilot in 2000-2001 and launch this program in 2001-2002, the word is out and there have been inquiries from four other districts seeking to put this or similar programs in place. Clearly, the issue of support for school-based leaders is a critical one in our province and among our membership.

Response to Special Education Policy Manual

This fall, the Department of Education circulated a draft policy manual and requested feedback from the field. Given our extensive involvement in issues around Pathways to Programming and Graduation, it was felt that we should provide as detailed a response as possible. The draft policy was circulated to Executive, and three working groups were established around the province to provide input. These submissions were collated by the Professional Development Division and the response was submitted to the Department on January 12, 2000.

Behavior Challenges: A Supportive Shared Approach Handbook and PD Modules

PD staff have been part of a working group with teachers and Department of Education personnel to revise an existing document and provide a practical handbook for teachers on such issues as school wide discipline, classroom management, problem solving and support, and program planning. Other issues include school policy development, safe school teams, expectations for student behavior, violence prevention strategies, and the legal framework. The plan is to release this handbook in conjunction with a series of professional development modules which will be developed by Department of Education personnel and staff from the NLTA Professional Development Division. This work grows out of recommendations contained in the Classroom Issues Report of 1995.

As a related initiative, the NLTA will be publishing and distributing a handbook entitled A Chance for Childhood: A Handbook About Child Abuse for Teachers of Newfoundland and Labrador.

The Teacher Induction Program

In 1998 the NLTA initiated a program of support for beginning teachers. The Teacher Induction Program was launched in partnership with Department of Education, Memorial University of Newfoundland, Newfoundland and Labrador School Boards Association, and most significantly, School District Teams.

A final meeting of district teams took place in May 2000 to implement teacher induction programs, review the program's success to date, and formulate a strategy for ongoing support. Board Chairs and Directors were invited to attend part of the session. We hope to link this program to district and provincial strategic plans.

New Teacher Handbook

The NLTA is in the process of drafting a provincial handbook for teachers entering the profession. Drawing largely from materials prepared for our Teacher Induction institutes as well as handbooks from other provinces, this is meant to be a book of practical suggestions and reminders for beginning teachers to help them get started on the right foot. Publication date: Spring/Summer 2000, for use in Fall.

Special Interest Councils

Within the Professional Development Division itself, a significant portion of activity and funding is directed towards the establishment and ongoing operations of Special Interest Councils. Since the early 1960s the NLTA has funded the operation of Special Interest Councils and these have remained some of the cornerstones of the Association's professional service. Through the council system the many disciplines and interests of education are represented and for thousands of teachers throughout Newfoundland and Labrador an avenue is provided for an active participation in the professional activities of their Association.

Finance

The Finance Division of NLTA is responsible for ensuring that all revenues and expenditures are accounted for in accordance with the By-Laws and Policies of the Association as well as the maintenance and upkeep of the NLTA Property. The primary source of revenue (approximately 96%) comes from the membership in the form of fees, which is set at 1% of salary and bonuses.

Funds of the Association

There are eight funds operated by the Association, which are:

GENERAL FUND

This is the daily operating account of the Association.

GROUP INSURANCE FUND

This fund is operated by the Group Insurance Trustees and is reported on under the Benefits and Economic Services Division.

EMERGENCY FUND

Pays for all expenses related to Collective Bargaining, Grievance/Arbitrations and Job Action related activities.

CENTENNIAL FUND

Spending from this fund is controlled by the Professional Issues in Teaching Committee and is limited to the annual interest earned.

RESERVE FUND

Used to cover any annual deficits that might occur in the General Fund.

PROFESSIONAL DEVELOPMENT FUND

This fund came into being as a result of the 1994 Job Action whereby Pentecostal and 7th Day Adventist Teachers' contributed salaries less an amount equal to strike pay. Spending is limited to the annual interest earned on the fund and is controlled by the Professional Issues in Teaching Committee.

SUPPORT STAFF PENSION FUND

This is the pension fund for the Support Staff of the Newfoundland and Labrador Teachers' Association.

ACADEMIC LOAN FUND

Provides loans to teachers who are in full time attendance at University.

Investments

Since the Association has in excess of \$13,000,000, it is imperative that a close watch be kept on these monies to see that they are achieving the highest possible interest rates with minimum risk. These funds are presently under the care of a fund manager, who was hired by the Association in October 1997.

Property

The Finance Division is also responsible for the maintenance and upkeep of the Newfoundland and Labrador Teachers' Association building and property at 3 Kenmount Road. This past year the usual care was provided to the grounds and building. An air quality control system was installed at the NLTA building.

The Presidential residence at 69 Stirling Crescent, St. John's, which was purchased in June 1995, was sold in January 2000 as the current President resides in the St. John's area. Consideration will be given to purchasing another residence, if and when, another President comes from outside the St. John's area.

Financial Statements

Newfoundland and Labrador Teachers' Association Statement of Financial Position

August 31			1999	1998
	General Fund	Restricted Funds	Total	Total
ASSETS				
Current				
Cash	\$218,041		\$218,041	\$203,375
Receivables	42,205	\$11,541	53,746	69,902
RECEIVABLE FROM				
Restricted Funds	45,072		45,072	
Insurance Fund	64,372		64,372	56,806
Support staff pension fund	3,197		3,197	
Prepays	<u>166,336</u>		<u>166,336</u>	<u>178,075</u>
	539,223	11,541	550,764	508,158
Investments	645,152	5,686,454	6,331,606	6,347,499
Academic Loans	22,639		22,639	31,052
Property and equipment	<u>1,202,516</u>		<u>1,202,516</u>	<u>963,439</u>
	<u>\$2,409,530</u>	<u>\$5,567,995</u>	<u>\$8,107,525</u>	<u>\$7,850,148</u>
LIABILITIES				
Current				
Payables and accruals	\$225,421	\$40,793	\$266,214	\$275,925
Payable to general fund		<u>45,072</u>	<u>45,072</u>	
	<u>225,421</u>	<u>85,865</u>	<u>311,286</u>	<u>275,925</u>
Deferred severance pay	213,982		213,982	219,782
	<u>439,403</u>	<u>85,865</u>	<u>525,268</u>	<u>495,707</u>
MEMBERS' EQUITY	<u>1,970,127</u>	<u>5,612,130</u>	<u>7,582,257</u>	<u>7,354,441</u>
	<u>\$2,409,530</u>	<u>\$5,567,995</u>	<u>\$8,107,525</u>	<u>\$7,850,148</u>

* For more information or details about the NLTA Financial Statements please contact the Finance Division of NLTA.

Newfoundland and Labrador Teachers' Association Restricted Funds' Statement of Financial Position

August 31						1999	1998
	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Global Education Fund	Total	Total
ASSETS							
Current							

Receivables	\$11,030	\$511				\$11,541	20,716
Receivables from general fund							<u>92,500</u>
Investments	<u>3,613,659</u>	<u>812,909</u>	<u>\$867,104</u>	<u>\$342,100</u>	<u>\$50,682</u>	<u>5,686,454</u>	<u>5,505,934</u>
	\$3,624,689	\$813,420	\$867,104	#342,100	\$50,682	\$5,697,995	\$5,619,150
LIABILITIES							
Current							
Payables and accruals	\$4,025	\$107		\$863	\$35,798	\$40,793	\$46,291
Payable to general fund	<u>37,639</u>	<u>5,054</u>	<u>\$2,379</u>			<u>45,072</u>	<u>74,444</u>
	41,664	5,161	2,379	863	35,798	85,865	120,735
MEMBERS' EQUITY							
	<u>3,583,025</u>	<u>808,259</u>	<u>864,725</u>	<u>341,237</u>	<u>14,884</u>	<u>5,612,130</u>	<u>5,498,415</u>
	\$3,624,689	\$813,420	\$867,104	\$342,100	\$50,682	\$5,697,995	\$5,619,150

* For more information or details about the NLTA Financial Statements please contact the Finance Division of NLTA.

Newfoundland and Labrador Teachers' Association Statement of Operations and Changes in Fund Balances

Year Ended August 31			1999	1998
	General Fund	Restricted Funds	Total	Total
REVENUE				
Membership fees	\$3,113,213	\$164,450	\$3,277,663	\$3,328,495
Contributions	171,197	287,943	459,140	171,344
Government grants	142,868		142,868	141,667
Interest on investments	53,280	241,001	294,281	389,221
Miscellaneous	<u>18,324</u>		<u>18,324</u>	<u>21,125</u>
	3,498,882	693,394	4,192,276	4,051,852
EXPENSES				
Administration	1,461,057	5,233	1,466,290	1,255,526
Benefits and Economic Services	842,620	858	843,478	741,495
Communications	576,789		576,789	620,478
Donations		20,000	20,000	30,000
Branch Operations	225,534		225,534	199,467
Investment Fees		23,608	23,608	20,387
Professional Development	398,109	138,923	537,032	412,488
Grievances and Arbitration		174,170	174,170	143,964
Negotiations & Other Lock-out		<u>97,559</u>	<u>97,559</u>	<u>278,830</u>
	3,504,109	460,351	3,964,460	3,702,565
Excess of revenue over	\$(5,227)	\$233,043	\$227,816	\$349,287

expenses				
Fund balances, beginning of year	\$1,856,026	\$5,498,415	\$7,354,441	\$7,005,154
Excess of revenue over expenses	(5,227)	233,043	227,816	349,287
Interfund transfers	<u>119,328</u>	<u>(119,328)</u>		
Fund balances, end of year	\$1,970,127	\$5,612,130	\$7,582,257	\$7,354,441

* For more information or details about the NLTA Financial Statements please contact the Finance Division of NLTA.

Restricted Funds' Statement of Operations and Changes in Fund Balances

Year Ended August 31						1999	1998
	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Global Education Fund	Total	Total
REVENUE							
Membership fees	\$164,450					\$164,450	\$166,339
Contributions			\$287,943			\$287,943	
Interest on investments	<u>158,644</u>	<u>\$34,118</u>	<u>29,637</u>	<u>\$16,279</u>	<u>\$2,323</u>	<u>241,001</u>	<u>354,982</u>
	<u>323,094</u>	<u>34,118</u>	<u>317,580</u>	<u>16,279</u>	<u>2,323</u>	<u>693,394</u>	<u>521,321</u>
EXPENSES							
Administration	4,370			863		5,233	6,230
Benefits & Economic Services	858					858	1,078
Donations		20,000				20,000	30,000
Investment Fees	15,984	4,143	3,481			23,608	20,387
Professional Development		104,933	33,990			138,923	86,103
Grievances & Arbitrations	174,170					174,170	143,964
Negotiations & Other Lock-out	<u>97,559</u>					<u>97,559</u>	<u>278,830</u>
	<u>292,941</u>	<u>129,076</u>	<u>37,471</u>	<u>863</u>		<u>460,351</u>	<u>566,592</u>
Excess of revenue over expenses	\$30,153	\$(94,958)	\$280,109	\$15,416	\$2,323	\$233,043	\$(45,271)
Fund Balances							
Fund balances, beginning of year	\$3,552,872	\$903,217	\$584,616	\$445,149	\$12,561	\$5,498,415	\$5,481,813
Excess of revenue over expenses	30,153	(94,958)	280,109	15,416	2,323	233,043	(45,271)
Interfund transfers				<u>(119,328)</u>		<u>(119,328)</u>	<u>61,873</u>

Fund balances, end of year	\$3,583,025	\$808,259	\$864,725	\$341,237	\$14,884	\$5,612,130	\$5,498,415
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* For more information or details about the NLTA Financial Statements please contact the Finance Division of NLTA.