

The Newfoundland and Labrador Teachers' Association

BGM 2015

April 7-10, 2015

Preserving Our Past: Embracing Our Future

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.



2015 NLTA Biennial General Meeting

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Faculty of Education Memorial University



Faculty of Education

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NLTA Delegates:

On behalf of the Faculty of Education I commend the Newfoundland and Labrador Teachers' Association on the hard work that goes into their Biennial General Meeting. I am pleased to attend and I look forward to seeing many familiar faces as well as meeting new ones. Our faculty has enjoyed a very positive relationship with the NLTA and all the teachers of this province for many years. Many of you are active in our graduate and professional development programs as well as our research projects. This is important as our research endeavors are specifically linked to your role as teachers in Newfoundland and Labrador.



For those new to the NLTA, enjoy it, be part of it. The NLTA continues to provide many leadership and development opportunities which you should take advantage of. We look forward to the future as we collaborate on our vision of teaching and learning, to make our excellent school system even better for the people of our province.

Regards,

A handwritten signature in black ink that reads "Kirk Anderson".

Kirk Anderson
Dean and Lifetime Member of NLTA

Message from the Newfoundland and Labrador School Boards Association



Public education is widely viewed throughout North America as a fundamental building block for the continued existence of our democracy. The role of schools in nurturing the optimal individual development of each student is simply essential. In this regard, schools partner with parents and various other community stakeholders. While students and teachers stand on the front line of this inter relation, the governance and support of the system involves a broad alliance of citizens, corporate and community groupings.

School boards have traditionally been viewed as a channel to lead this sphere of governance. Their partners are many; however, all of the educational policies, collective agreements and budgets in the world are mere stepping-stones towards the broader purposes of public education.

Over recent decades we have witnessed vast re-alignments in the presence and functioning of school boards within our

province. Despite the degree of these changes, the relationship between the teachers and the governance/administration of public education remains a vital one. While our perspectives may vary, our roles in the furtherance of public education will be forever intermingled. We must respect each other and work in unison.

On behalf of the school boards within our province, it is my privilege to commend our teachers for their stellar leadership at the school and classroom level throughout Newfoundland and Labrador. Thank you for your support. Good luck with the important work of your Biennial General Meeting.

Sincerely,
Goronwy Price
President
Newfoundland and Labrador School Boards Association



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. Thank you for the opportunity to express appreciation to the thousands of teachers across this province for their solid commitment to teaching and learning.

Over the years, it has been the privilege of the Federation of School Councils to partner with the NLTA on a number of issues related to the delivery of programming to our students. Our associations share many of the same advocacy objectives such as ensuring a high quality education system, modern learning resources, and safe, healthy schools. We greatly value our partnership with the NLTA and believe that by working together we can accomplish great things for our students, schools and teachers.

The future of education in this province is being widely discussed during this time of fiscal management and growing provincial deficits. However education should be one of this province's greatest priorities and investments.

Our schools are much more than just academic institutions. Our schools are places where children learn some of life's most fundamental values and skills including 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. You are dedicated people who shape minds, stretch imaginations, challenge thinking and mold character.

On behalf of School Councils and parents across this province, thank you to our teachers for helping to build a legacy that will lead this province into the future.

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

Best wishes for a productive conference.

Peter L. Whittle
President of the Newfoundland and Labrador Federation of
School Councils





Newfoundland and Labrador Association of School System Administrators

Message from NLASSA President the Newfoundland and Labrador Teachers' Association Biennial General Meeting, April 7-10, 2015

Dear Delegates:

As you commence your 2015 Biennial General Meeting, you do so in the context of a rapidly changing educational environment. Current technologies provide educators tremendous access to current research, instructional tools, resources, and opportunities for collaboration. But, these same technologies have also created an environment of immediacy that can have substantive impact on workload and overall expectations. In this second decade of the 21st century we know more about effective instruction and assessment and more about effective leadership than ever before. But, we are challenged by significant fiscal, geographical, and demographic realities as we work diligently to embrace new understandings and initiatives to enhance student learning. The pace and intensity of change in our province's education system calls for outstanding leadership and direction to ensure the focus on teaching and learning remains paramount.

No matter what the challenges and opportunities are, one thing remains constant: teachers, and the school system administrators who support them, are the key to success for students. There is no substitute for good teaching. As leaders within school districts, members of the Newfoundland and Labrador Association of School System Administrators

(NLASSA) are primarily responsible for recruiting, nurturing, and supporting teachers. This is a critical area where we share a common goal with the Newfoundland and Labrador Teachers' Association. Maintaining a strong, vibrant group of teachers who are provided the means to connect within and across school districts and to share best practices must always be a prominent part of our work together.

Our greatest strength has, for many decades, rested in our mutual respect and willingness as distinct organizations to work together. During a time when governments and organizations around the world are often focused on differences, we continue to direct our energies and good work toward building better educational opportunities for all children and youth under our collective care. The continued strength of our provincial education system will require the commitment and leadership of the NLTA executive and all delegates who give their time and wisdom to building a professional community that extends across vertical, horizontal, demographic, and geographic boundaries to best serve children.

On behalf of the NLASSA, I wish you every success with your 2015 Biennial Meeting.

JEFF THOMPSON
President

The Newfoundland and Labrador Teachers' Association

2015 BGM BIENNIAL GENERAL MEETING

A G E N D A

Sheraton Hotel Newfoundland
St. John's • April 7-10 • 2015

Tuesday, April 7 • • • • •

- 2:00 p.m. **Registration** (*Lobby outside Salons*)
- 7:00 p.m.
- 3:00 p.m. **Orientation Session** (*Salons A & B*)
For new delegates, alternates and observers
- 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 8 • • • • •

- 8:00 a.m. **Registration** (*cont'd*)
- 8:30 a.m. **First General Session** (*Salons A & B*)
Chairperson for Convention:
Edward Hancock
A. Chairperson's Remarks
B. Greetings from Department of Education and Early Childhood Development
C. President's Address – James Dinn, President
- 10:15 a.m. **Break**
- 10:30 a.m. **Second General Session**
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 2013 BGM
1. Adoption
2. Business Arising from 2013 Convention
a) Report on Resolutions from BGM 2013
b) _____
c) _____
E. 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
Preserving Our Past, Embracing Our Future: Putting Social Justice at the Heart of Education
Dr. Darren Lund, Professor, Werklund School of Education, University of Calgary

Closed Session – Delegates/Teachers

- C. Group Insurance Auditors' Report & Budgets
D. Financial Reports
1. Auditors' Report
2. Financial Statement
E. Tabling of 2015-16 and 2016-17 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** - 12:00 a.m.
(*Plymouth Room*)

Thursday, April 9 • • • • •

- 8:30 a.m. **Fourth General Session**
A. Report of Electoral Committee
B. Election of 2015-17 NLTA Executive
C. Report on 2013-15 NLTA Priorities
1. Negotiating a Collective Agreement
2. Support for Beginning Teachers
3. Strategic Plan for Membership Engagement
4. Implementation of NLTA IT Strategic Plan
5. School Board Amalgamation
6. Non-Collective Agreement Issues that Impact on Teacher Work Life
D. Discussion on Resolutions
- 10:30 a.m. **Break**

- 10:45 a.m. E. Canadian Teachers' Federation
Dianne Woloschuk, President
F. Retired Teachers' Association of NL
Tom Kendell, President
G. Address by NLTA Vice-President-
Elect Dean Ingram
H. Report of Electoral Committee
(*cont'd*)
I. 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 Paul Davis
(*not confirmed at time of printing*)
- Closed Session – Delegates/Teachers**
B. 2015-16 and 2016-17 Budgets
- 4:15 p.m. **Break**
- Open Session**
4:30 p.m. 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 10

- 8:30 a.m. **Seventh General Session**
A. Policy Changes from Executive/
Joint Council and Reconfirmation
of NLTA Policy Handbook
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 2015-17 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

Committees for Convention

Electoral Committee

Ed Moore (Chair)
Linda Hart
Darren Sneyd
Stefanie Tuff (Staff)

Steering Committee

James Dinn (Chair)
Derek Drover
Dean Ingram
Jeanne Williams
Don Ash (Staff)

Finance Committee

Craig Hicks (Chair)
Bill Chaisson
Trent Langdon
Sandra Quigley
Wade Rogers (Staff)

Scrutineers Committee

Paula Smith (Chair)
Darren Goodyear
Sharon Young
Guy Nash
Kim Seigfriedt
Beverley Park (Staff)
George Tucker (Staff)

Resolutions Committee

Linda Chaisson (Chair)
Kelly Loch
Rick Duffy
Peter McCormack
Chesley West
Miriam Sheppard (Staff)
Perry Downey (Staff)

Publicity Committee

Bill Chaisson (Chair)
Christina Cox
Lesley-Ann Browne (Staff)

Parliamentarian

Don Ash

NLTA Provincial Executive Council 2013-15

Table Officers

James Dinn	President Level I-III English Teacher (on leave) Holy Heart High School, St. John's
Dean Ingram	Vice-President Biology/Science E-Teacher CDLI, Clarenville
Derek Drover	Teaching Principal, French & English Victoria Academy, Gaultois
Jeanne Williams	Grade 5 Teacher (on leave) St. Bernard's Elementary School, Witless Bay
Bill Chaisson	Principal and Instructional Resource Teacher St. Gerard's Elementary School, Corner Brook
Craig Hicks	Vice-Principal/Librarian/Social Studies/Career Development Teacher Phoenix Academy, Carmanville

Trent Langdon	Guidance Counsellor St. Peter's Junior High, Mount Pearl
Jean Murphy	Jr. High Math and Technology Teacher Long Range Academy, Cow Head
Sandra Quigley	Grades 4, 5 & 7 Core French and Grade 7 Technology Education Teacher Queen of Peace Middle School, Happy Valley-Goose Bay
Sherri Rose	Grades 6-9 Music and Music Integration in Grades 6-7 French Teacher Xavier Junior High, Deer Lake
Gabriel Ryan	Social Studies Department Head and Grade 8 to Level III Immersion Teacher Crescent Collegiate, Blaketown
Sean Weir	Assistant Principal, Grades 4-6 multi-age Language Arts, Math, and Health; Grades 4-9 French; and Literacy/Numeracy Support Teacher Bayside Academy, Port Hope Simpson

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 2015

For your information, below please find detailed guidelines of expenses for BGM 2015.

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 46.6¢/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 Corporate Services, 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 10. 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 Corporate Services.

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 7 — \$28 for dinner;
- Wednesday, April 8 — \$11 for breakfast (lunch and dinner are provided);
- Thursday, April 9 — \$11 for breakfast, and \$28 for dinner (lunch is provided); and
- Friday, April 10 — \$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 7 and dinner on Friday, April 10. All expenses, other than those noted above, will require prior approval from the Manager of Corporate Services.

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 as follows:

Children/Dependents Left at Home

Delegates who leave their children/dependents at home and require care will be reimbursed when they incur child care expenses outside regular Monday to Friday teacher working hours. Expenses will be paid for children up to age 16 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 8 and 9. 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 Corporate Services

wrogers@nlta.nl.ca

Tel: 733-3235 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 Committee
- Chair, Committee on Early Career Teachers
- Chair, Communications Committee
- Member, Staff Negotiations Committee
- Member, PITCOM Committee
- Member, MBS Committee
- Member, Teacher Certification Committee
- Member, CONTACT 2006 Planning Committee
- Vice President, SAC Western Region
- President, SAC Western Region
- President's Award
- Bancroft Award
- Allan Bishop Award

Dear Colleagues,

I have had the privilege of serving on NLTA Provincial Executive for eight years and I am running once again because I want to continue to serve the teachers of this province. While we have a collective agreement signed, our next real challenge will be pensions. We all realize that a deal on pensions will mean some changes, however we need to work to insure that any arrangement is fair to all teachers.

Teacher engagement continues to be a challenge. We need to look to engage all of our teachers because by doing so we can draw on all of their talents, making us a stronger association. Our true strength comes from the individual and collective resolve of each teacher.

The district is still developing policies and as an Association, we need to be part of the process. We know that when policies are put into practice, they must be practical and manageable. Direct input from teachers is crucial if we are to develop policies which can work at the classroom level.

Teachers are feeling the stress of the occupation. The pace of the job and the demands can sometimes become overwhelming. We need to help each and every teacher understand his or

her rights under the collective agreement and teachers need to establish a reasonable work life balance.

I believe that I have the experience and commitment necessary to make a positive contribution at the Executive Table. I ask for your continued support and look forward to seeing you at BGM 2015.

Wallace Childs

Education

- Bachelor of Arts (1993)
- Bachelor of Education (1993)
- Masters of Education – Administration (2007)



Teaching Experience

- 2009-15: Principal – Our Lady of Mercy Elementary, St. George's
- 2008: Vice-Principal – Lourdes Elementary, Lourdes
- 2007: Vice-Principal – Our Lady of Mercy Elementary, St. George's
- 2002-06: IRT, Appalachia High School, St. George's
- 1999-2001: Junior High Math, Stephenville Middle School, Stephenville
- 1998: Junior High/High School Social Studies, EA Butler, McKay's
- 1995-97: Junior High Math, St. Michael's Elementary
- 1994: Replacement positions, Stephenville
- 1993: High School/Junior High RE, McKay's

NLTA Experience:

- School Representative
- Appalachia Branch Executive – Member-at-Large
- Appalachia Branch Executive – Social Director

Dear Colleagues,

It is with the greatest excitement that I accept the nomination of the Appalachia Branch of the NLTA to run for NLTA Provincial Executive for the next two years.

During my 21 years of teaching in the Bay St. George area, I have had the privilege of working with some of the best teachers and administrators in our beautiful province. I believe every interaction provided me with valuable lessons that I have used in my classroom and use daily in my office.

There are many issues that face us as a profession and an Association. I feel the greatest of these center around initiatives that provide our students with the utmost opportunity to learn – class sizes, teacher workload, school/home relations and perhaps the greatest of all, Safe and Caring Schools. We are certainly living in different times. How can we expect our students to learn, when the least of their issues is whether they complete their homework or not. We must work together as a Staff, as a

District, and as an Association to ensure our students are given every chance to become the productive citizens every one of them is capable of becoming.

I am humbly seeking your support at Convention 2015, and would consider it a privilege to work on your behalf to make our Association the best it can be. I have the passion needed to get results. Please allow me the opportunity to be your voice at the executive table – a voice that will be strong, a voice that will be heard!

Maureen Doyle-Gillingham

NLTA Involvement

- Baccalieu Branch President
- Baccalieu Branch School Representative
- Baccalieu Branch Treasurer/Secretary
- Baccalieu Branch Member
- Bay De Verde Branch Member
- Curriculum Committee
- School Board-Teacher Liaison Committee
- BGM Delegate
- CONTACT Delegate



Educational Background

- Bachelor of Education
- Bachelor of Arts
- Bachelor Special Education
- Dental Assistant Diploma

Teaching Experience

- Instructional Resource Teacher, Baccalieu Collegiate
- Substitute Teacher: All grades/subject areas

Dear Colleagues in Education,

Thank you to the Baccalieu Branch of the NLTA for the nomination for Provincial Executive 2015-2017. Since commencing my teaching career I have been actively involved with the NLTA at all levels from branch member to my current position, Baccalieu Branch President. I have been involved on provincial committees and am presently a member of the School Board-Teacher Liaison Committee.

As a classroom teacher in Newfoundland I know that teaching extends well beyond the regular school day. Teachers are actively involved in extra-curricular activities such as tutoring, coaching, or supervising a variety of events. Teachers support these activities because they are important in the lives of students everywhere in this great province. Teaching does not stop at the last bell and we encourage the development of students in all realms.

In Newfoundland and Labrador teachers are faced with many issues on a daily basis. Classroom teachers are in daily contact with our most precious resources – our students. We strive to make the learning experience of our students the best that it can be, yet, some expectations and limitations often make this difficult. I have seen the impact of teacher cuts and inadequate resources on both students and teachers.

During the recent Collective Agreement the NLTA negotiating team persevered in securing an agreement that 94.6% of the members agreed to and secured for the first time ever, guaranteed family leave for teachers. In the coming term, Pension Reform will be at the forefront. All teachers need to be actively engaged, informed and united in this process as it will affect all present day teachers and those individuals planning on entering the educational profession. I believe in the NLTA and what it stands for!

During the upcoming BGM I will be seeking your support as a voice on the Provincial Executive. If elected, I will strive to be a strong voice at the provincial table for teachers in Newfoundland and Labrador. In the next two years we will have many challenges in education in all areas, but especially in the areas of Mental Health and Technology.

I firmly believe with my experience, determination and commitment I can make a difference and a positive contribution at the Provincial Executive table. I believe Aesop said it best that “In union there is strength.” At BGM 2015 I respectfully ask for your support.

Derek Drover

Dear Colleagues:

BGM delegates will soon choose the provincial executive to lead our Association for the next two years. Being elected to executive entails significant responsibility and my commitment to the teachers of this province has been unwavering.

Currently, I am a teaching principal at Victoria Academy in Gaultois teaching French Grades 4-9 and high school English. I have been an active member of NLTA previously serving as political action officer, V.P., and president of Seagaulher Branch. As a member of your Provincial Executive since 2007, I have served as a member of our Association's Finance and Property Committee, chairperson of the EAP Coordinating Committee, trustee and chairperson of Group Insurance, chairperson of the Pooled Investment Fund, Table Officer, and as a delegate on several occasions to CAPTO and CTF AGMs. Presently, I am a member of Table Officers, the provincial Teacher Certification Committee, NLTA's Membership Engagement Committee, and chairperson of our Association's Staff Negotiations Committee.

Once again I offer myself as a candidate for executive and I humbly seek your support as we must continue to advocate for teachers – consistently espousing that teachers are the cornerstone of quality education.

With our current collective agreement expiring August 31, 2016, the negotiating process will once again soon be upon us. While improvements were achieved in the last round of negotiations, we must continue to address ongoing workload issues and elevated expectations placed on teachers. Adequate resourcing of the inclusion model must always be a focus and we must closely monitor the application of Article 30.02 of the current agreement to ensure appropriate improvements are made to support teachers in meeting the needs of all students. While 94.6%

(cont'd)



of teachers endorsed our current agreement, we know that working on behalf of teachers continues; we must be persistent and build on our successes to ensure ample resources and supports exist within conducive learning/working environments for students and teachers as our working conditions are students' learning conditions!

Challenges still lay ahead and we must not allow the educational agenda to be driven by whimsical market fluctuations and political myopia- for that cost will be too much for society to bear.

My fellow teachers, as always, you have my unwavering commitment and trusted experience to work with you and for you – to once again be a strong voice as a member of our Provincial Executive team! Thank you and see you again at BGM.

Kevin Flynn

Education

- Memorial University: Master of Education – Leadership Studies (Spring 2014)
- Memorial University: Bachelor of Special Education (Fall 2007)
- Memorial University: Bachelor of Education (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

- 2012-13: Chair of NCSD School Board-Teacher Liaison Committee
- 2011-present: Green Bay Branch President
- 2009-present: School Representative for Dorset Collegiate

Election Statement

It is an honour to accept my nomination for the NLTA Provincial Executive Council from the teachers of Green Bay South Branch. I am currently in my 13th year of teaching and I have been actively involved in the NLTA since becoming a school representative in 2009. During the current span of my NLTA involvement I have gained an enormous amount of respect and knowledge for the numerous issues facing our current members.

Lack of adequate preparation time, inability to access desired professional development, workload demands, teacher safety and autonomy are just a highlight of the issues that teachers deal with each day in this province. These issues continue to unnecessarily drain energy, motivation and morale which reduce teachers' abilities to adequately meet students' diverse needs. As a member of the Provincial Executive Council, I pledge to work diligently on behalf of the teachers of this province to improve our profession for both current and future members.

Over the past six years, I have been a passionate voice for teachers at School Representative Seminars, Joint Council Meetings, School Board Liaison Committee and BGM 2013. Should you entrust me with your support, I will be a voice at the Provincial Executive Table to serve the teachers of the province. I feel that I possess the dedication, experience and interest to make a positive contribution as a member of the Provincial Executive. I am adamant that I can make a difference and I sincerely seek the support of the delegates at 2015 BGM.

Craig Hicks

NLTA Experience

- 2014-15: Substitute Teacher Ad Hoc Committee
- 2013-15: Chair, Finance and Property Committee
- 2013-15: Chair, Pooled Investment Committee
- 2013-15: Administrative/Support Staff Negotiation Committee
- 2011-15: Provincial Executive
- 2011-13: Chair, Communications/Political Action Committee
- 2011-13: Deferred Salary Leave Committee
- 2011-13: Pensions Administration Committee
- 2010-11: Chair, SBTL
- 2009: BGM
- 2007: BGM
- 2006-08: Member, SBTL
- 2006-15: President, SAC Region 6
- 2005-11: President, Hamilton Sound Branch
- 2003-05: MBS Committee
- 2003: BGM
- 2001-05: Vice President, Hamilton Sound Branch
- 2001: BGM
- 1999-2001: MBS Committee
- 1997: AGM
- 1992-2001: PD Officer, Hamilton Sound Branch



Teaching Experience

- 2005-15: 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 Teacher, Lewisporte/Gander School District
- 1991-99: High School Teacher, Carmanville School Complex, Carmanville
- 1990-91: Substitute Teacher, Nova Consolidated School District

Qualifications

- M.ED: MSUV (2001)
- Library Studies: MUN (1999)
- B.ED: MUN (1990)

Statement

I am honoured to accept the re-nomination from the Hamilton Sound Branch as a candidate seeking a third term to the Provincial Executive. My commitment to serve and advocate on your behalf remains steadfast to ensure that your voice is heard at the Provincial Executive table.

It is apparent from our last round of negotiations that a common theme of unity emerged and reverberated throughout the offices of our MHAs. We can see firsthand the strength our Association commands when we feel that the rights and dignity of teachers are jeopardized. I feel it is paramount that solidarity from our membership remains solid and committed. With a resolve of unity, we will be better positioned to tackle any challenges that may face our profession and impact the lives of teachers.

The addition of three guaranteed Family Leave Days certainly helped grow our contract and alleviate any stress associated for teachers not being able to attend to the needs of their families. Our sights are now focused on our Pension Plan. We need a predictable, equitable and sustainable Pension Plan that can weather any economic climate. The current financial issues that government is struggling with cannot influence decisions involving our retirement benefits. Furthermore, we must be relentless in lobbying government that monies spent in education are wise investments for this province.

With 22 years of experience with the NLTA, I will continue to be a strong advocate for our profession and debate the issues with integrity and a firm disposition. I respectfully seek your continued support at BGM 2015.

Trent Langdon

- 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
- Teaching and residing 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

NLTA Involvement

- 2013-15: Provincial Executive Member
 - Chair – Membership Engagement Committee
 - Joint Committee on Inclusive Education
 - Finance & Property Committee
 - Dept. of Ed. – Student Support Services Advisory Committee
 - EAP Advisory Committee

- Staff Liaison Committee
- Executive Liaison to Bay Roberts, Carbonear, St. John's Centre, & Waterford Valley Branches
- 2007-15: BGM Delegate (on 4 occasions)
- 2014: 'Developing Successful Schools' Institute – Mount Allison University
- 2011-13: Vice-President: Waterford Valley Branch & MBS Committee Member
- 2011: Recipient – Barnes Award
- 2005-11: NL Counsellors & Psychologists Association (NLCPA) Executive (NLTA – Special Interest Council) – President for two terms

Colleagues,

I respectfully ask for your support as I seek a second term on our Provincial Executive.

First of all, thanks once again to the Waterford Valley Branch for my nomination.

After serving my first term, my enthusiasm and respect for this role have only been further solidified. Having assumed leadership roles with the NLTA since the start of my career, my experience has continually shown me that as a teacher, I am a part of a larger 'presence' that is deeply-rooted in history, structure, and influence. The advancements made by the NLTA for the personal and professional lives of teachers are significant, and we cannot afford for complacency to risk or prevent our continued success.

The promotion of personal well-being and professional teacher identity are the basis of my election platform and drive my daily practice. As a member of the Provincial Executive, I commit to bringing 'active' advocacy, accountability, and 'forward-thinking' to the table. I also look to build upon a demonstrated record of representation (both provincially and nationally) as well as utilize experience in rural and urban school settings to represent you.

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

I look forward to connecting with you.

Email: tlangdon@nlta.nl.ca

Twitter: @TrentLangdonNL

Donna Reddick

Educational Background

- Mount Pearl Central High (1980)
- B. Arts (Ed.) MUN (1984)
- B. Sp.Ed. MUN (1985)
- M. Ed. (Literacy) MSVU (2014)

NLTA Involvement

- School Rep.
- Treasurer, Vice President, CBS Branch
- President, CBS Branch
- CONTACT 2006 Participant
- BGM Delegate 2013, 2011



(cont'd)

Hello everyone. My name is Donna Reddick and I have decided to offer myself as a candidate for the Provincial Executive. I have been an active member of the NLTA for some 27 years. Throughout my career I have taken a keen interest in our Association. I have always found my work at the Branch level very rewarding. If elected, I promise to work diligently on your behalf to bring forth relevant issues to the executive table, working collaboratively with a team of individuals.

There are many areas of concern that are of importance to all teachers. First of all, I have experienced firsthand the impact of insufficient resources supporting the current Inclusion model. I believe that when assigning school allocations, the needs of the students, not just the numbers, need to be taken into consideration. There are also workload concerns around supervision, meetings, the implementation of new programs (without adequate Professional Development), expectations around extra-curricular and committee work, and the challenge of trying to keep up with the latest technological advances.

Many teachers struggle to strike a balance between work and home life. Issues regarding workload remain high on the agenda. The sustainability of our pension plan is also of vital importance not just for our veteran teachers, but also for those just entering the profession. We must ensure that our plan will carry through for our future generations of teachers. The issue of membership engagement also needs to be addressed. We need to find new and innovative ways to encourage teachers to become involved as the future of our Association involves attracting young, enthusiastic, teachers who can carry on the vital work of the Association.

In closing, I kindly ask for your support in electing me to the provincial executive. I believe that my years of teaching in both rural and urban settings have provided me with the knowledge and experience necessary for addressing many teacher concerns. I feel that I possess the determination, energy, enthusiasm and passion necessary to be an advocate for teacher rights. Moreover, I believe in the power of unions and I believe in the NLTA. Collectively we can make a difference.

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, Elwood Regional High
- 2004-07: School Rep, Xavier Junior High



Provincial Level:

- 2011-15: Provincial Executive
- 2014-15: Chair of Staff Liaison Committee
- 2013-14: Staff Liaison Committee
- 2013-15: Chair of Equity Issues Committee

- 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, 2013: BGM Delegate
- 2006: CONTACT Planning Committee for Corner Brook
- 2005, 2008, 2009, 2012-14: CONTACT Delegate
- 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-present: Xavier Junior High (6-9)

Statement

Dear Colleagues,

I am pleased to accept the Deer Lake Branch nomination for Provincial Executive. Over the years, I have gained a great deal of knowledge and experience from Joint Council, BGM, branch and provincial meetings and the dedicated staff at 3 Kenmount Road. The highlight of my NLTA involvement has been serving on Provincial Executive for the past two terms. With province-wide elections, negotiations, various committee work, and the daily life of a classroom teacher, it has been a busy, yet rewarding time. I have had the privilege of meeting many exceptional teachers and have been involved in excellent debate and discussion.

Although we made many positive gains in our last round of Collective Bargaining, there is still work to be done and progress to be made. Our workload continues to increase and is a major contributing factor to teacher stress, both professionally and personally. There continues to be issues with the resourcing of inclusion and pension reform is necessary. With regards to our pension plan, we need to ensure that we procure a fair, equitable and sustainable solution for ourselves and for future generations of teachers.

I believe in the NLTA. I believe I have contributed a great deal at the Executive table and still have much more to give. I sincerely ask for your support and allow me to continue to put my determination, ambition and passion to work for all of us. See you at BGM! (srose@nlta.nl.ca)

Gabriel Ryan

Dear Colleagues,

Two years ago, in the 2013 edition of the Convention Bulletin, I discussed my views on why our Association, and unionism in general, is so important to the teaching membership of this province. As we prepare for BGM 2015,



I feel even more strongly that this is the case and I expect that my zest for the collective good will grow further as I progress through my teaching career. Further, I believe it is incumbent on the leadership of NLTA to encourage and recruit young teachers into participating, thereby keeping our Association strong.

There is no doubt that the last two years have tested our resolve as we faced doom and gloom scenarios from entities who had little idea about our working conditions or from others who are simply anti-union for their own self-serving reasons. Well, we stood tall. Our President and our Negotiating Team asked for teacher input by promoting a campaign to let our MHAs and government know that we would never accept contract stripping, nor would we relent on those articles, such as Family Leave provisions, that had been withheld from us for far too long. We spoke with one voice. We stood side by side, for each other, and we achieved success together. That is solidarity and that is what we need to promote every day to the teachers of this province.

In the coming weeks and months, NLTA will continue discussions with government on the Teachers' Pension Plan. No matter the outcome, our entire teaching membership needs to be engaged, to be informed and above all, to be involved. During this BGM, I will be seeking a fifth term on Provincial Executive and I can confidently assert that your Provincial Executive, through your Branch Presidents and Joint Council, takes its marching orders from you and from every contributing member of our collective bargaining unit. The issues we discuss, the policies we review, the priorities and strategies we develop, are all gleaned from information we receive from our entire membership. Together with our professional NLTA staff, we all work collectively to provide the best representation and services possible. And one of the most satisfying parts of this entire process is that we encourage each other to challenge, to suggest a better way and yes, to disagree. Think about it. Where else is that promoted?

I look forward to meeting BGM delegates in April 2015.

Sean Weir

Professional Experience

Originally from Mount Pearl, I began substituting in St. John's (1996), after which I moved to Port Hope Simpson, Labrador (1999), to pursue a permanent teaching position at D.C. Young School (now Bayside Academy). In this K-12 school, I have had teaching assignments ranging from grades 4-10 in the core subject areas (but also including French, Music, Art, Physical Education, and literacy/numeracy support). In May (2014), I completed my M.Ed. (Educational Leadership Studies) on-line from Memorial, where I had also attained my first degree (B.Ed. {Elementary with French}). I am currently the Assistant Principal (with elementary teaching duties) at Bayside Academy.



NLTA Experience

- 2007-11: Branch President, Coastal Labrador South
- 2011-15: Member of Provincial Executive Council
- 2011-15: NLTA Group Insurance Trustee
- 2013-15: Chairperson, NLTA Group Insurance Trustees
- 2009-10: Member of Labrador Benefits Negotiating Team
- 2009-10: Chairperson, School Board-Teacher Liaison Committee for WNLSD
- 2011-13: Member of Finance and Property Committee
- 2013-15: Member of Pooled Investment Committee
- 2009: Participated in successful NLTA policy grievance hearing with WNLSD on carpooling/sharing accommodations
- 2012: Foundation of Trustee Management Standards Certification
- 2013: Advanced Trustee Management Standards (Part A) Certification
- 2014: Candidate for NLTA Vice-President

Election Statement

Before I begin, I would like to once again sincerely thank the members of the Coastal Labrador South branch for this nomination as a candidate for the NLTA Provincial Executive Council and their continued trust in my abilities as a leader within our Association. It's a job that I take very seriously, but it is a job that I truly enjoy.

For the third time, I am asking for your support and your vote as I seek re-election to the NLTA Executive Council. I am committed to being a vocal advocate for all of our members as we work diligently to provide a quality education for this province's students. With the underperformance of oil in the global marketplace, the attacks on teachers and other public employees will undoubtedly continue to escalate. However, our employer must realize that the desire to have a quality education system for all students does come with a cost. In reality, this cost includes, among other things, ensuring that workload expectations for teachers are reasonable, salaries remain competitive, and pension benefits are maintained. "In an education system already pushed to the brink, it is impossible to obtain more for students by contributing less to teachers." This mantra remains as my focus. Thank you for your consideration.

Jeanne Williams

NLTA Involvement

- 2005-15: Provincial Executive
- 2013-15: Table Officer
- 2012-16: Negotiating Team Member for Current Collective Agreement
- Delegate to CTF 2014
- Committee Experience:
 - Chair, Ad Hoc Committee on Integration of Technology in Education
 - Member, Group Insurance Committee
 - Trustee, Group Insurance
 - Chair, Membership Benefits and Services



(cont'd)

- Chair, Equity Issues
- Chair, Curriculum
- Finance and Property
- Professional Issues in Teaching
- Educational Leave
- Deferred Salary Leave
- Attended Convention since 1991
- 14 years Branch involvement:
 - Southern Shore
 - Landfall
 - Conception Bay Centre
- School Board-Teacher Liaison
- CONTACT Delegate – 4 years

Teaching Experience – 22 years

- 2009-Present: Grade 5, Teacher Librarian and Technology, St. Bernard's Elementary, Witless Bay
- 1998-2008: Technology Teacher Grade 8 – Level III, Teacher Librarian, Discovery Collegiate High School, Bonavista
- 1991-97: Technology Teacher Grade 8 – Level III, Roncalli Central High, Avondale

Election Statement

In the past two years we have experienced much change in Education; not the least of which has been the re-organization of School Boards. Our Association has been on the front line to protect and promote the welfare of teachers and students.

Now, more than ever, we need an experienced Executive to advocate for the resources, time and respect teachers deserve as professionals. Challenges ahead will require careful planning, dedicated work ethic and constant communication among the membership. Some challenges include secured long term pension plan, manageable teacher workload, Inclusion, new curriculum, full-day Kindergarten and negotiating a new Collective Agreement.

There is much work to be done in the next two years as we once again find ourselves negotiating a Collective Agreement. Our employer will attempt to remove and/or drastically change our benefits, working conditions and the protection we currently have. As a member of the most recent Negotiating Team I have heard the arguments and the determination of the employer. It is because of this experience I feel I can be a strong representative for teachers.

As the 2015 BGM delegates you will be asked to select the leadership team for the next two-year term. I ask you to consider giving me support so I can continue to work on your behalf. For the past ten years I have been a member of the NLTA Provincial Executive. I have the experience, and I have the conviction to stand up for the needs of teachers.



*Minutes
of the
2013 Biennial General Meeting
of the
Newfoundland and Labrador
Teachers' Association*

April 2 - 5, 2013

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A	Proposed Budgets for 2013 14 and 2014 15
B	Changes to NLTA Policy

MINUTES OF THE 2013 BIENNIAL GENERAL MEETING

St. John's

April 2 - 5, 2013

The 2013 Biennial General Meeting of the Newfoundland and Labrador Teachers' Association was held at the Sheraton Hotel Newfoundland, St. John's, April 2 5, 2013. 151 registered – 82 delegates representing Branches; 8 delegates representing Special Interest Councils; 12 Provincial Executive members; 21 official Branch alternates; 2 Faculty of Education observers; 7 special guests/observers; and 19 staff members.

The following registered:

Executive

Lily B. Cole.....	President
James Dinn.....	Vice President
Derek Drover.....	Table Officer
Dean Ingram.....	Table Officer
Bill Chaisson.....	Corner Brook
Craig Hicks.....	Carmanville
Jean Murphy.....	Cow Head
Sharon Penney.....	Carbonear
Sherri Rose.....	Deer Lake
Gabriel Ryan.....	Holyrood
Sean Weir.....	Port Hope Simpson
Jeanne Williams.....	Goulds

Branches

(A) = Official Alternate

Appalachia.....	Jeffrey Blundon Terence Ball Wallace Childs
Aurora.....	Thomas O'Rielly Stephanie Bishop (A)
Baccalieu.....	Stella Johnson Joan Kelly (A)
Baie Verte Peninsula.....	Roxie Snow Amanda Ryan (A)
Bay d'Espoir.....	Connie Willcott Jerry Smith (A)

Branches (contd.)

Bay Roberts.	Clarence Mercer Nicole Curlew Stewart Ralph
Belle Mer.	Paul May Dan Smith (A)
Belleoram Wreck Cove.	Derrick Baker Andrea Penney (A)
Bremco.	Mary Foley (A)
Burgeo.	(The branch was not represented) (A)
Burin Marystown.	Stephen King Allison Parsons
Carbonear.	Kelly Loch Gordon King
Churchill Falls.	Barry Noble (A)
Clarenbridge.	Heather Wells
Coastal Labrador South.	Bonnie Rumbolt Mary Ward (A)
Conception Bay Centre.	Peggy Dunphy (A)
Conception Bay South.	Kim Bourgeois Donna Reddick Danielle Stanley Genge Melanie Batten Melessa Budgell
Deer Lake.	Trevor Lodge Dionne Snow
Exploits Valley.	Rick Duffy Cameron Snow Paul Moore

Branches (contd.)

Fogo Island.....	Dawn Payne (A)
Ganova.	Chad Horne Diane Davis Clifford Budgell
Granforline.....	Glenn Rogers Dale Parsons (A)
Green Bay.....	Kevin Flynn (A)
Hamilton Sound.....	Darren Goodyear (A)
Harton.	Dominic Ricketts Bernetta Delaney (A)
Humber.	Linda Chaisson Glenn MacArthur Kathy Rowsell Tracey Payne
Ingornachoix.	(The branch was not represented)
Labrador West.....	Arlene Johnson Mairin Saville
Lake Melville.	Sandra Quigley Sharon Mugford
Landfall.....	Paula Smith Joette Wells (A)
Long Range.....	Marie Vaters Shane Payne (A)
Marconi.	Brenda Beresford Mary Jane Maloney Chesley West Wayne Barry Caleb Thorne Linda King Krista Wells

Branches (contd.)

Northern Light.....	Maurice Smith Maisie Groves (A)
Notre Dame.....	Craig Tucker Dean Catling
Nutak Labradorimi.....	Mark Noseworthy (A)
Placentia.....	Melvin Critch William Sellars (A)
Port aux Basques.....	Colin Short Tuesday Seymour (A)
Rameaux.....	Catherine Poole (A)
Rushoon Terrenceville.....	Patrick Whiffen Sandra Harnum (A)
St. John's Centre.....	Christina Cox Ed Buckingham Jason Aue Karen Yetman
St. Mary's Bay.....	Patti Corcoran (A)
Seagaulher.....	Jonathan Skinner Guy Nash (A)
Southern Shore.....	Renee Lynch (A)
Table Mountain.....	Kelly Pevie Jennifer Robertson (A)
Taylor's Brook.....	Janice House Natalie Jackson (A)
Trinity Deadman's Bay.....	Thomas Barbour Yvonne Perry (A)

Branches (contd.)

Trinity, Trinity Bay.....	Earle Pike Susanne Churchill (A)
Upper Trinity South.....	Kim Siegfriedt Todd Philpott (A)
Waterford Valley.....	Debra Sparkes Mercer Brandon Field Marnie Sinnott Trent Langdon Kimberly Fifield Michelle Dinn

Special Interest Councils

Counsellors and Psychologists	Peggy Hann
Modern Languages.....	Jim Murphy
Music.	Kathy Conway Ward
Physical Education.....	Zoe Hamilton
School Administrators.....	Kevin Giles
Special Services.....	Keith Adey
Teacher Librarians.	Heather Godden
Technology Education.....	Thomas Sheppard

Guests/Observers

Canadian Teachers' Federation.....	Paul Taillefer
Ontario English Catholic Teachers' Association.....	Kevin O'Dwyer
Guest Speaker.	Dr. Joel Westheimer
Chairperson, Electoral Committee.....	Kevin Foley
Electoral Committee.....	Alice Bridgeman Joseph Santos
MUN Faculty of Education Observers.....	Carla Melindy Heather Noah

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

Staff (contd.)

Administrative Staff Officer, Professional Development..... George Tucker
Manager of Finance and Administration..... Wade Rogers
Communications Officer..... Lesley Ann Browne
Employee Assistance Program Officers..... Judy McCann Beranger
Gail Carroll
Executive Assistant, Governance..... Geralyn Costello
Senior Assistant, Benefits and Economic Services..... Colleen Wade
Assistant, Benefits and Economic Services..... Joann Russell
Assistant, Communications..... Michelle LaMarche
Accountant/Assistant, Finance and Human Resources..... Rita Tee
Technology Coordinator..... Mary Ann Grimes

Tuesday, April 2, 2013

I. PRE-CONVENTION SESSIONS

A number of pre Convention sessions were held on Tuesday, April 2, 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 2013-15.

II. OPENING SESSION

- A. The 2013 Biennial General Meeting was officially opened at 7:00 p.m. on Tuesday, April 2, 2013. The opening session commenced with the singing of "O Canada" and the "Ode to Newfoundland" led by the group "Vanier Voices", members of the Vanier Elementary School Choir under the direction of Mary Jane Maloney. Ms. Lily Cole, NLTA President and Chairperson for this session, welcomed delegates and special guests to the BGM. In particular, she welcomed the following special guests who were in attendance:

Mr. Paul Taillefer, President of the Canadian Teachers' Federation
Mr. Kevin O'Dwyer, President of the Ontario English Catholic Teachers' Association
Parents of the Vanier Elementary Choir

B. Election Statements by Provincial Executive Candidates

During this session, which was chaired by Mr. Kevin Foley, Chairperson of the Electoral Committee, candidates for positions on the Provincial Executive Council for 2013-15 were afforded the opportunity to address Convention delegates.

The business session recessed at 8:40 p.m.

Wednesday, April 3, 2013, 8:35 a.m.

III. FIRST GENERAL SESSION

Chairperson: James Dinn, Vice-President

The Chairperson recognized the following guests to Convention:

Mr. Piercy and Mrs. Mildred Budgell, parents of the President

Mr. Wayne Turpin, partner of the President

Duncan Ford, a Past Vice-President of NLTA

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

Dr. Joel Westheimer, Keynote Speaker

The following change in seated delegates was recorded: Dawn Payne of the Fogo Island Branch was not present for this session and no alternate was available to replace her.

A. 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.)*

B. Adoption of Agenda

The Chairperson noted two changes in the agenda: Delete the Greetings from the Department of Education and the Address by the Premier as neither the Premier nor a Department representative were available to attend.

Drover-Ingram: That the agenda be accepted as amended.

CARRIED

C. Appointment of Convention Committees

Executive recommended appointment of the following Convention committees:

Electoral Committee

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

Finance Committee

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

Scrutineers Committee

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

Resolutions Committee

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

Steering Committee

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

Publicity Committee

Craig Hicks (Chair)
Trina Whitt
Lesley Ann Browne (Staff)

It was agreed to replace the name "Trina Whitt" with the name "Craig Tucker" on the Publicity Committee.

Drover-Ingram: That the proposed committee members be accepted as edited.

CARRIED

D. Suggested Duties of Convention Committees

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

E. 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

Ms. Jean Murphy, Chairperson of the Finance Committee, briefly outlined for delegates the various expense guidelines in effect for the Convention.

Ms. Cole took the Chair.

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.

F. Minutes of the 2011 Biennial General Meeting

1. Adoption

Drover-Ingram: That the Minutes of the 2011 Biennial General Meeting be accepted as presented.

The following two corrections to the Minutes were noted:

Page 16, Items C & D – Auditor’s Reports for Group Insurance and the Association: Replace “2009” and “2010” with “2011” and “2012”.

Page 17, Item E – Proposed Budget: Replace “2009 10” and 2010 11” with “2011 12” and “2012 13”.

MOTION AS EDITED - CARRIED

The Chair recognized the following guest to Convention: Mr. Peter Sutherland, a Past President of the NLTA.

2. Business Arising

a) Report on Resolutions from the 2011 BGM

Discussion took place on the Report on Resolutions from the 2011 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.)*

Mr. Dinn took the Chair.

G. Proposed By-Law Changes

The Chairperson noted that a two thirds majority is required in order for by law changes to be approved.

1. From Provincial Executive

- a) **By-Law IX.E. (1) - (3) – Local or Regional Branches and Special Interest Councils (Special Interest Councils) [*Levels Based Special Interest Councils*]**
(Additions appear in bold print and deletions appear in strike through.)

Cole-Ingram: 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 1) ~~Other specialized~~ **Special interest** councils may be established by the Provincial Executive Council in accordance with NLTA policy.

(3 2) ~~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.”

CARRIED

- b) **By-Law XIII.C.2. – Duties of Officers (Office of the Vice-President) [*Successive Terms of Office for the Vice-President*]**

Cole-Drover: 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.”

CARRIED

- c) **By-Law XIII.A.1. – Duties of Officers (Office of the President) [Technical Amendment re Term of Office of the President]** (Additions appear in bold print and deletions appear in strike-through.)

Cole-Drover: 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.”

CARRIED

2. From Branches

- a) **By-Law IX.A.(2) – Local or Regional Branches and Special Interest Councils (Formation of a Branch) (Appalachia Branch) [Number of Teachers Required to Form a Branch]** (Additions appear in bold print and deletions appear in strike-through.)

Blundon-Ball: That Section A.(2) of By Law IX. – Local or Regional Branches and Special Interest Councils (Formation of a Branch) be amended to read:

“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.”

DEFEATED

- b) **By-Law III. C. (2) (b), (c), (d) and (f) – Active Membership (Dues) (Appalachia Branch) [Fees for Teachers on Leave of Absence or Pursuing Studies]** (Additions appear in bold print and deletions appear in strike-through.)

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

“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."

CARRIED

- c) **By-Law IV. C. (2) and (3) – Associate Membership (Dues) (Appalachia Branch)**
[Fees for Retired Teachers and Teachers on Long Term Disability] (Additions appear in bold print and deletions appear in strike through.)

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

- "(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."

Duffy-C. Snow: That the motion be amended by deleting the Section (2) relating to retired teachers.

WITHDRAWN

ORIGINAL MOTION - CARRIED

- d) **By-Law XX. – Branch and Special Interest Council Funds (Appalachia Branch)**
[Indebtedness of Branch and Special Interest Councils] (Additions appear in bold print
and deletions appear in strike through.)

Blundon-Ball: 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.~~”

DEFEATED

Ms. Cole took the Chair.

The following change in seated delegates was recorded: Alison Edwards replacing Heather Godden the Teacher-Librarians Council

H. Resolutions to the 2013 BGM

Ms. Cole noted that the Executive recommendations on resolutions to the 2013 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-Drover: That the following resolutions be accepted as per the Executive recommendations to Convention: Resolutions 2 3, 8, 11, 15, 19, 22 25, 27 28, 30 32.

It was agreed to remove Resolutions 2, 22, 23, 24, and 25 from the block of motions.

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 3 –

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

CARRIED

Resolutions in Category B – Association

Resolution 8 –

That the NLTA explore initiating a regular, ongoing public awareness/education initiative which promotes a positive image of teachers to the public. (Lake Melville)

CARRIED AS AMENDED

Resolution 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)

CARRIED

Resolution 15 –

That the NLTA investigate the feasibility of online voting for the provincial President and Vice President elections. (Landfall)

CARRIED AS AMENDED

Resolutions in Category C – Benefits and Economic Services

Resolution 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)

CARRIED

Resolution 27 –

That the NLTA make efforts to address the problems created by 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)

CARRIED AS AMENDED

Resolution 28 –

That the NLTA continue to work for the abolition of lunch time supervision by teachers. (Lake Melville)

CARRIED

Resolution 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)

CARRIED

Resolution 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)

CARRIED

Resolution 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)

CARRIED

The business session recessed at 10:15 a.m. and resumed at 10:50 a.m.

The following change in seated delegates was recorded: Dawn Payne returned as the delegate of the Fogo Island Branch

I. Resolutions in Category A – Professional Development**Resolution 1 –**

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

With the concurrence of the assembly, Resolution 1 was WITHDRAWN by the sponsoring branch.

Resolution 2 –

Lodge-D. Snow: 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)

Rose-B. Chaisson: That Resolution 2 be amended to read: “That the NLTA assess and document cases to demonstrate the unrealistic expectations on junior high teachers to administer and correct exams in non blocked 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.”

Quigley-Mugford: That the amendment be amended by deleting the words “junior high”.

CARRIED

AMENDMENT AS AMENDED - CARRIED

MOTION AS AMENDED - CARRIED

Resolution 4 –

Quigley-Mugford: 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)

Rose-Chaisson: That Resolution 4 be referred to Executive.

CARRIED

Resolution 5 –

Cox-Buckingham: That the NLTA contact substitute teachers in an attempt to create a special interest council for substitute teachers. (St. John's Centre)
DEFEATED

Resolution 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)

The Chairperson noted that Resolution 6 is CURRENT POLICY of the Association and no vote is required.

Resolution 7 –

Conway-Ward/D. Snow: 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**)

G. Ryan-Penney: That Resolution 7 be referred to Executive.

CARRIED

J. Resolutions in Category B – Association

Resolution 9 –

That the NLTA investigate the possibility of running a public relations campaign due to stalled negotiations. (**St. John's Centre**)

With the concurrence of the assembly, Resolution 9 was WITHDRAWN by the sponsoring branch.

Resolution 10 –

MacArthur-L. Chaisson: 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**)

Hicks-Weir: That Resolution 10 be referred to Executive.

CARRIED

Resolution 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**)

With the concurrence of the assembly, Resolution 12 was WITHDRAWN by the sponsoring branch.

Resolution 13 –

L. Chaisson-MacArthur: 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)**

DEFEATED

Resolution 14 –

Rowell-T. Payne: 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)**

DEFEATED

Resolution 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)**

With the concurrence of the assembly, Resolution 16 was **WITHDRAWN** by the sponsoring branch.

Resolution 17 –

Blundon-Childs: 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)**

DEFEATED

Resolution 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)**

With the concurrence of the assembly, Resolution 18 was **WITHDRAWN** by the sponsoring branch.

The following change in seated delegates was recorded: Michelle Dinn of the Waterford Valley Branch left the meeting and no alternate was available to replace her.

K. Resolutions in Category C – Benefits and Economic Services

Resolution 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)**

The Chairperson noted that Resolution 20 is CURRENT POLICY of the Association and no vote is required.

Resolution 21 –

That the NLTA investigate the viability of school board teacher liaison committees and consider the elimination of said committees if needed. (**Appalachia**)

With the concurrence of the assembly, Resolution 21 was WITHDRAWN by the sponsoring branch.

Resolution 22 –

Blundon-Childs: That NLTA develop guidelines for administrators in dealing with their dual roles as school site managers and yet as members of the NLTA. (**Appalachia**)

Williams-Penney: That Resolution 22 be amended to read: “That NLTA consider developing guidelines for administrators in dealing with their dual roles as school site managers and yet as members of the NLTA.”

CARRIED

MOTION AS AMENDED CARRIED

Resolution 23 –

Blundon-Ball: That the NLTA lobby Western School District to change the language in the performance status section of the professional learning plan reporting form. (**Appalachia**)

CARRIED

The following change in seated delegates was recorded: Dale Parsons replacing Glenn Rogers for the Granforline Branch

Resolution 24 –

Blundon-Ball: 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**)

Williams-Penney: That Resolution 24 be amended 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.”

DEFEATED

Tucker-Sheppard: That Resolution 24 be amended to read: That NLTA lobby the Department of Education to provide mandatory first aid training to all skilled trades, physical education, science, junior high technology and home economics teachers and administrators during the first month of each school year."

MacArthur-L. Chaisson: That Convention recess.

CARRIED

Discussion on Resolution 24 was suspended.

The business session recessed at 12:35 p.m. and reconvened at 1:30 p.m.

III. SECOND GENERAL SESSION

The President was in the Chair

The following changes in seated delegates were recorded:

Heather Godden replacing Alison Edwards the Teacher-Librarians Council

Glenn Rogers replacing Dale Parsons for the Granforline Branch

- A. A minute of silence was observed in memory of the following teachers who had died since the 2011 Convention:

Catherine Allan	Noelle Brien	Reginald Cox	
Betty Anderson	John Brisson	Mary Jane D'Eon	
Clifford Andrews	Louise Bungay	Sylvia Dawson	
Pearl Andrews	Joan Ann Burke	Felicidad Deloria	
Linda Atkins	Leo Burke	Paul Densmore	
Patricia Austin Cull	Rosalind Butler	Stella Devereaux	
Jennifer Babb	Evelyn Campbell		
Lynn Baker	Lester Campbell		S
Patricia Baker	Sr Eugenio Carroll		i
Bill Barry	Amos Case		s
Joseph Basha	Alma Chapman		t
Mary Besaw	Donald Clarke		e
John Billings	Sister Joan Coffey		r
Irene Bird	Maxwell Colbourne		T
Mary Blackmore	Reginald Cole		e
Lawrence Blagdon	Angela Collins		r
Rosa Bowering	William Collins		e
William Brake	Bride Costello		

sita Dobbin	Sr. Elizabeth Jamieson	Sheila Power
Marjorie Downey	David Jarvis	Edward Power
Ida Duder	Christopher Jenkins	Sharyn Power Piercey
Brother Charles Duffy	Beatrice Jennings	Reginald Pretty
Madelyn Mary Dyer	David Joseph	James Prowse
Harry Eady	Eileen Kelly	Sadie Reid
Francis Edwards	Nathan Kettle	Wayne Rice
Sister Eileen Emberley	Muriel Frances King	James Douglas Roberts
Regina Esban	Valentine Kinsella	Alan Rogers
Edward Farrell	Watson Lane	Laura Rogers
Sister Mary Farrell	Donald Langdon	Sister Myra Rumsey
Sister Tarcisia Fewer	Arsenia Lopez Lang	George Rushton
Anthony Foley	Shirley Lewis	Sister Norbeta Ryan
Maud Foster	Jacqueline Mary Lush	Joseph Ryan
Florence Gabriel	Elizabeth Mandville	Conrad Samson
Florence Gillingham	Julia Mary Manning	Marguerite Saunders
Patricia Glavine	Patricia Manning	John Shaw
Aubrey Goulding	Lawrence Martin	Lila Sheppard
Donna Greeley	Neta Martin	Faith Sheppard
George Greeley	Marilyn Meaney Smith	Genevieve Singleton
Angela Greene	Gwendolyn Miles	Br. Charles Slattery
Roberta Hallett	Emily Morey	Donald Smith
Gerald Hancock	Eugene Murphy	Raymond Smith
Alma Harbin	Elizabeth Murray	Roy Snelgrove
Emma Hatcher	Marie Noble	Phyllis Snow
James Hayhurst	Sr Ann Marie Normore	Malcolm Squires
William Hedderson	Gordon Norris	Emily Stoodley
Owen Hiscock	Munn Paddock	Laurie Ann Strange
Amelia Hobbs	Richard Payne	Ruby Swyers Wheeler
Roger Hobbs	H. Clifford Penney	Cecil Taylor
Rev. Charles Holland	Edward Penney	Claude Tulk
William Horwood	Phyllis Pierce	Mary Wakeham
Baxter Hughes	Ernest Pike	Archibald Walsh
Rachel Hunt	Walter Pond	Angela White
Walter Hunt	Christopher Porter	Jacqueline Williams
Ceridwen Hynes	Clarence Power	Sandra Wiscombe
Ronald Patrick Hynes		

B. Keynote Address – Teaching Against the Grain: Empowering Teachers in Troubled Times

The President introduced Dr. Joel Westheimer, University Research Chair and Professor at the University of Ottawa. Dr. Westheimer spoke to delegates on the topic “**Teaching Against the Grain: Empowering Teachers in Troubled Times**”. His presentation was followed by a question period. *(Dr. Westheimer’s presentation is available as a digital recording.)*

Ingram-Drover: That the Convention move to a closed session.

CARRIED

The following change in seated delegates was recorded: Michelle Dinn returned as the delegate for the Waterford Valley Branch

CLOSED SESSION FOR DELEGATES AND TEACHERS

C. Group Insurance Auditor's Reports and Budgets

Mr. Bill Chaisson, Chairperson of the Group Insurance Trustees, informed delegates that the Group Insurance Auditor's Reports for the years ending August 31, 2011 and August 31, 2012 and the budgets for the Group Insurance Trustees for 2013 14 and 2014 15 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

Ms. Jean Murphy, Chairperson of the Finance and Property Committee, informed delegates that the Association's Auditor's Reports for the years ending August 31, 2011 and August 31, 2012 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 February 28, 2013 was presented for the information of members. *(A copy is attached to the Official Minutes.)*

E. Tabling of the Proposed Budgets for 2013-14 and 2014-15

Jean Murphy-Rose: That the proposed NLTA Budgets for 2013 14 and 2014 15 be placed on the table.

CARRIED

Drover-J. Dinn: That Convention rise from closed session.

CARRIED

OPEN SESSION

F. Report to Convention

The President reported that the Association's Report to April 2013 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 in Category C – Benefits and Economic Services (contd.)**Resolution 24 -**

Discussion continued on the *Tucker-Sheppard* amendment to Resolution 24.

Tucker-Sheppard: That Resolution 24 be amended to read: That NLTA lobby the Department of Education to provide mandatory first aid training to all skilled trades, physical education, science, junior high technology and home economics teachers and administrators during the first month of each school year.”

CARRIED

It was agreed to replace the word “training” with the word “certification”.

Langdon-Quigley: That Resolution 24 as amended and edited be referred to Executive.

CARRIED

Resolution 25 –

Blundon-Ball: 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*)

Horne-Davis: That Resolution 25 be amended by replacing the word “two” with the word “five”.

DEFEATED

Williams-Penney: That Resolution 25 be amended to read: “That the NLTA lobby school districts to establish 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.”

CARRIED

MOTION AS AMENDED - CARRIED

Resolution 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*)

The Chairperson noted that Resolution 26 is **CURRENT POLICY** of the Association and no vote is required.

Resolution 29 –

That the NLTA cease participating in district sponsored professional development that occurs during the summer holidays. **(Hamilton Sound)**

With the concurrence of the assembly, Resolution 29 was WITHDRAWN by the sponsoring branch.

Resolution 33 –

West-Beresford: 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)**

Williams-Penney: That Resolution 33 be referred to Executive.

CARRIED

Resolution 34 –

That the NLTA seek to have “parents” added to the list of family members for which teachers may be granted family leave. **(Marconi)**

With the concurrence of the assembly, Resolution 34 was WITHDRAWN by the sponsoring branch.

Resolution 35 –

West-Beresford: 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)**

DEFEATED

The business sessions for the first day of Convention concluded at 3:40 p.m.

PRESENTATION OF HONORARY MEMBERSHIP AND THE PRESIDENT’S AWARD

The Association’s dinner to confer Honorary Membership and the President’s Award was held at the Sheraton Hotel Newfoundland. Special guests were welcomed by the President.

Following an introduction by Mr. John Staple, Honorary Membership in the Newfoundland and Labrador Teachers’ Association was conferred upon Mr. Eric Burry. Mr. Burry then addressed the group.

The President's Award, given to an active member of the Newfoundland and Labrador Teachers' Association who has served at the provincial, executive, branch, or special interest council level, who is recognized as a person who has given of him/herself to the Association and who is an exemplary educator, was presented to Ms. Paula Smith. Ms. Smith briefly addressed the gathering.

Thursday, April 3, 2013, 8:40 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
Luke Neville replacing Zoe Hamilton for the Physical Education Council
Jennifer Robertson replacing Kelly Pevie for the Table Mountain Branch*

A. Report of the Electoral Committee – Election of Executive

Mr. Kevin Foley, 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: Alice Bridgeman and Joseph Santos.

Mr. Foley 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 President Lily Cole has indicated that she will be filling the ex officio Executive member position for 2013-14 as Past President. He also noted that no additional candidates had declared themselves as of the deadline for nominations. He then introduced each of the 11 declared candidates to the assembly.

Mr. Foley noted that delegates must vote for not more than 10 candidates of their choice and that there are 102 eligible voters.

Ballots sheets were distributed and the vote was conducted.

Ms. Cole took the Chair.

B. Summary Report on NLTA Priorities for 2011-13

The President reported that the Association had set five priorities for the 2011-13 school years. They are: Quality of Teacher Work Life/Collective Bargaining; Membership Awareness and Engagement; Inclusion; and Technology in Education. 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.

J. Dinn-Ingram: That Convention move to a closed session to deal with the priority relating to collective bargaining.

CARRIED

CLOSED SESSION

Convention held a closed session to discuss the current status of negotiations and the ongoing discussions with government regarding the Teachers' Pension Plan.

Ingram-J. Dinn; That Convention rise from closed session.

CARRIED

OPEN SESSION

The following change in seated delegates was recorded: Zoe Hamilton replacing Luke Neville for the Physical Education Council

Discussion continued on the remaining priorities for 2011 13.

J. Dinn-Ingram: That further discussion of NLTA priorities be tabled until later in the Convention.

CARRIED

C. Canadian Teachers' Federation Report

The President introduced Mr. Paul Taillefer, President of the Canadian Teachers' Federation who brought greetings and addressed the assembly on the work of the Federation on behalf of Canadian teachers. *(M. Taillefer's speech is available as a digital recording.)*

D. Address by the President-Elect

Mr. James Dinn, President elect for 2013 15, addressed delegates. *(Mr. Dinn's remarks are available as a digital recording.)*

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

Mr. Foley reported that 102 ballots had been cast in the election of Executive 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	78
Langdon, Trent	71
Hicks, Craig	69
Murphy, Jean	69
Weir, Sean	69
Williams, Jeanne	66
Rose, Sherri	65
Chaisson, Bill	60
Ryan, Gabriel	59
Quigley, Sandra	53

The alternate, in order of votes polled, is as follows:

Flynn, Kevin	35
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Mr. Foley 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, the Scrutineers 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.

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

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

G. Presentation to Retiring NLTA Executive Director

Ms. Cole paid tribute to Mr. Edward Hancock, who will be retiring from his position as NLTA Executive Director on July 31, 2013, and presented him with a token of appreciation from Convention delegates. In briefly addressing the assembly, Mr. Hancock stated that his career with the Association has been a fascinating journey. He

expressed his appreciation to the Presidents, Provincial Executives, branch presidents, teachers and NLTA staff with whom he has worked during his years with the NLTA and wished the Association well in the future.

The President recognized the following guests to Convention:

Jackie Maloney, a past NLTA Executive member

Gary Bambrick, a past NLTA Branch President

The business session recessed at 10:35 a.m. and resumed at 11:10 a.m.

The following changes in seated delegates were recorded:

Susanne Churchill replacing Earle Pike for the Trinity, T. Bay Branch

Stephanie Bishop replacing Tom O'Rielly for the Aurora Branch

J. Dinn-Drover: That the Summary of NLTA Priorities be lifted from the table.

CARRIED

H. Summary Report on NLTA Priorities for 2011-13 (contd.)

Discussion and questioning continued on the summary of the four NLTA Priorities for 2011 13.

I. Address by the Vice-President-Elect

Mr. Dean Ingram, Vice President elect for 2013 15, addressed delegates. *(Mr. Ingram's remarks are available as a digital recording.)*

J. Dinn-Ingram: That Convention move to a closed session.

CARRIED

CLOSED SESSION FOR DELEGATES AND TEACHERS

J. Proposed Budgets for 2013-14 and 2014-15

J. Dinn-Drover: That the proposed NLTA Budgets for 2013 14 and 2014 15 be lifted from the table.

CARRIED

Jean Murphy-Rose: That the proposed NLTA Budgets for 2013 14 and 2014 15 be accepted. *(The Budgets are attached to these Minutes as Appendix A.)*

CARRIED

Ingram-Drover: That Convention rise from closed session.

CARRIED

OPEN SESSION

K. 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. NLTA Financial Guidelines (Capital Equipment)
2. NLTA Special Interest Councils
3. Committees of NLTA
4. *The Bulletin*
5. Centennial Fund Awards (Study Awards)
6. Centennial Fund Awards (Presenters at International Conferences)
7. Johnson Incorporated Bursaries
8. Cyberconduct and Cyberbullying
9. Financial Planning Sessions

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

CARRIED

L. Resolutions from the Floor

Resolution 1 –

R. Snow-Willcott: That NLTA lobby government to provide to schools adequate human resources to enable proper fulfillment of all IRT related duties.

CARRIED

Resolution 2 –

R. Snow-Willcott: That NLTA, in developing guidelines for administrators, emphasize that administrators should not take exception when teachers on their staff bring concerns through the NLTA.

J. Dinn-Ingram: That Resolution 2 be referred to Executive.

CARRIED

Resolution 3 –

Buckingham-Cox: That NLTA actively solicit feedback, through SAC, from administrators to quantify issues faced by them in their dual roles.

Giles-Sheppard: That Resolution 3 be referred to Executive.

CARRIED

Resolution 4 –

L. Chaisson MacArthur: That NLTA designate an amount of time during school representative seminars for candidates running in an NLTA province wide election to address the school representatives.

Duffy-C. Snow: That Resolution 4 be amended by replacing the word “during” with the words “at the end of the”, by adding the word “those” before the word “candidates”, and by adding the words “who wish to attend” after the word “election”.

DEFEATED

Further discussion on the resolution was suspended until after the lunch break.

The business session recessed at 12:30 p.m.

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 2012 and 2013 would be presented to the recipients.

The Bancroft Award, established by the Association to recognize outstanding service by active members at the branch level, was presented by the President to Sandra Quigley of the Lake Melville Branch for 2012 and to Brenda Beresford of the Marconi Branch, Callista Burrige of the Deer Lake Branch, and Glenn MacArthur of the Carbonear Branch for 2013.

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 Trent Langdon of the Counsellors’ and Psychologists’ Council for 2012 and to Bill Tucker of the School Administrators’ Council for 2013.

The Special Recognition Award, instituted by Johnson Inc. to recognize the 100th anniversary of the Newfoundland and Labrador Teachers' Association, was presented by Ms. Jennifer Power, Atlantic Region Vice President of Johnson Inc., to Derrick Sheppard of the Churchill Falls Branch

for 2012 and to Clarence White of the Deer Lake Branch for 2013. 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 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 Boyd Summers for his volunteer involvement with the Computers for Schools Program.

The business session reconvened at 2:55 p.m.

V. FOURTH GENERAL SESSION

The President was in the Chair.

The following changes in seated delegates were recorded:

Kelly Pevie replacing Jennifer Robertson for the Table Mountain Branch

Joan Kelly replacing Stella Johnson for the Baccalieu Branch

The President recognized the following guest to Convention: Mr. Lloyd Hobbs, former Assistant Executive Director with NLTA.

A. Resolutions from the Floor (contd.)

Resolution 4 –

Discussion continued on Resolution 4.

L. Chaisson MacAuthur: That NLTA designate an amount of time during school representative seminars for candidates running in an NLTA province wide election to address the school representatives.

DEFEATED

Resolution 5 –

Blundon-Childs: That NLTA review all previously collected recommendations regarding branch restructuring and present a summary report at BGM 2015.

DEFEATED

Resolution 6 –

Duffy-D. Payne: That NLTA provide guidelines to teachers with regard to their obligation when requested to complete an inventory of materials within schools.

With the concurrence of the assembly, Resolution 6 was **WITHDRAWN** by the mover.

B. 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/Sparkes-Mercer: That the NLTA lobby government on the issue of school design to ensure that schools are designed to provide program delivery so that music and physical education teachers and other specialists are not travelling within the school but have adequate space to deliver the prescribed curriculum in their own designated space.

Rowsell-Sheppard: That Resolution 1 be referred to Executive.

CARRIED

Resolution 2 –

Langdon/Sparkes-Mercer: That the NLTA allow its members to serve on a standing committee despite the geographical location of the individual.

J. Dinn-Ingram: That Resolution 2 be referred to Executive.

CARRIED

Resolution 3 –

Johnson-Saville: That the NLTA provide recommendations for one extreme cold closing temperature (minus 48 degrees) for all grade levels, for all schools in the province.

CARRIED

Resolution 4 –

Ball-Blundon: That the NLTA lobby the Department of Education and the new school board to develop a formal technology integration plan for the Department and the board. Such a plan would include a shared vision of technology integration among stakeholders, as well as the goals and objectives of the plan, including how these goals and objectives will be reached using technology, and will also indicate the necessary resources and PD.

CARRIED

Resolution 5 –

Sheppard-Cox: That NLTA consider establishing an Advisory Committee for Integration of Education Technology to help teachers deal with issues around the implementation, deployment and purchase of technology for use in the classroom.

Ingram-J. Dinn: That Resolution 5 be referred to Executive.

CARRIED

Resolution 6 –

Hamilton/Conway-Ward: That the NLTA continue to lobby to have government consistently apply class size maximums to physical education and music classes.

Sheppard-Jim Murphy: That Resolution 6 be referred to Executive.

There was a lengthy discussion on the motion to refer.

Sparkes-Mercer/Langdon: That the question be put.

CARRIED

MOTION TO REFER - DEFEATED

C. Budgell-Horne: That Resolution 6 be amended by deleting the words “to physical education and music classes”.

DEFEATED

ORIGINAL MOTION - CARRIED

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

The following change in seated delegates was recorded: Guy Nash replacing Jonathan Skinner for the Seagaulher Branch

Resolution 7 –

Field-M. Dinn: That the NLTA review current policies and explore further means by which to raise awareness of the Employee Assistance Program to its members.

CARRIED

Resolution 8 –

Bourgeois-M. Budgell: That the NLTA inform the membership on the rights of current board management employees regarding job losses in the old board structure.

CARRIED

Resolution 9 –

Cox-Buckingham: That the NLTA lobby the school district to provide “constructive” feedback to teachers regarding interviews they have had and are not successful in obtaining the position.

It was agreed to add the words “when requested” after the word “teachers”.

MOTION AS EDITED - CARRIED

Resolution 10 –

Wells-Thorne: That the NLTA review the vision care coverage of the NLTA Group Insurance Plan.

It was agreed to replace the word “NLTA” with the words “Group Insurance Trustees”.

MOTION AS EDITED - CURRENT POLICY

C. Installation of the President

Ms. Cole administered the Oath of Office to Mr. James Dinn, NLTA President for 2013-15, who then briefly addressed delegates.

D. President's Closing Remarks

Mr. Dinn presented Ms. Cole with the gavel she had used during her term of office as President and a past president's pin. On behalf of all members of the NLTA, he thanked Ms. Cole for her dedication to teachers and to education during her years of involvement with the Association and particularly during her four years as President.

In briefly addressing the assembly, Ms. Cole stated that she was honoured to be teacher, and was honoured and humbled to have led and represented teachers as President of the NLTA for the last four years.

E. Remarks from Retiring Executive Member

Ms. Cole thanked Ms. Sharon Penney, a member of the 2011-13 Provincial Executive, who is retiring from the teaching profession, for her service to the Association. Ms. Penney then briefly addressed the assembly.

F. Convention Committee Reports**1. Scrutineers**

Ms. Roxie Snow, 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. She thanked the members of her Committee and the Electoral Committee for their work during the Convention.

R. Snow-Horne: That the ballots from the election of Executive be destroyed.

CARRIED

2. Publicity

Mr. Craig Hicks, 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

Ms. Natalie Jackson, Chairperson of the Resolutions Committee, reported that all resolutions had been dealt with. She thanked the members of her 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.

G. Date of the Next Biennial General Meeting

J. Dinn-Ingram: That the 2015 Biennial General Meeting of the Newfoundland and Labrador Teachers' Association take place from April 7-10, 2015.

CARRIED

H. Closing of Convention

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

VI. ADJOURNMENT

J. Dinn-Drover: That the meeting adjourn.

CARRIED

Ms. Cole declared the 2013 Biennial General Meeting of the Newfoundland and Labrador Teachers' Association closed at 6:00 p.m.

CONFIRMED:

PRESIDENT

EXECUTIVE DIRECTOR

DATE

DATE

GMC

NOTE: All sessions of the Biennial General Meeting were digitally recorded and are on file at the NLTA Office.

Newfoundland Labrador Teachers' Association

Draft Budget: for 2013-2014 and 2014-2015

Revised

	Draft Budget 2014-2015	Draft Budget 2013-2014	Budget 2012-2013	2011-2012 Budget 2011-2012	Unaudited Actual 31-Aug-12
Revenue					
Fees	\$ 5,177,033	\$ 5,194,973	\$ 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
1 Total Revenue	5,781,195	5,793,895	5,930,631	5,978,971	6,200,968
Expenses					
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
2 Total Operating Expenses	5,461,521	5,151,562	5,321,591	5,046,148	4,994,368
3 Total Current Surplus (Deficit)(1-2)	319,674	642,334	609,040	932,823	1,206,600
4 Less Contribution to Emergency Fund (1/2 of 3)	159,837	321,167	304,520	466,411	603,300
5 Revised Current Surplus (Deficit)(3-4)	159,837	321,167	304,520	466,411	603,300
6 Less Non Cash Items (Depreciation)	(178,314)	(176,268)	(71,854)	(71,854)	(157,691)
7 Total Cash Expenditures (2+4-6)	5,443,044	5,296,460	5,554,257	5,440,706	5,439,977
8 Net Cash Surplus (Deficit) Operating (1-7)	338,151	497,435	376,374	538,265	760,991
9 Capital Expenditures	(40,000)	(40,000)	(25,000)	(25,000)	(1,218,717)
10 Excess of Revenues over Expenditures (8-9)	298,151	457,435	351,374	513,265	(457,726)

Schedule A: Governance and Administration

	Draft Budget 2014-2015	Draft Budget 2013-2014	Budget 2012-2013	2011-2012 Budget 2011-2012	Unaudited Actual 31-Aug-12
Building					
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
Sub-Total: Building	360,575	357,329	239,916	239,916	323,433
Canadian Teachers' Federation					
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	-
Sub-Total: CTF	168,400	169,840	162,826	163,455	160,013
Executive					
Executive Meetings	80,000	80,000	75,000	75,000	76,983
Standing Committees					
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)
Sub-Total: Executive and Standing Committees	98,005	98,005	99,783	97,417	77,980
Office					
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
Sub-Total: Office	224,417	222,717	249,000	249,000	215,453

Schedule A: Governance and Administration (Continued)

	Draft Budget 2014-2015	Draft Budget 2013-2014	Budget 2012-2013	2011-2012 Budget 2011-2012	Unaudited Actual 31-Aug-12
Personnel					
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
Sub-Total: Personnel	639,269	634,709	682,318	682,318	693,647
President's Office					
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	-
Sub-Total: President's Office	239,146	228,671	232,520	222,520	221,699
General					
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	-	-
Sub-Total: General	480,100	186,100	402,000	137,000	138,917
Total: Governance and Administration	2,209,913	1,897,371	2,068,363	1,791,626	1,831,142

Schedule B: Branch Operations

	Draft Budget 2014-15	Draft Budget 2013-2014	Budget 2012-2013	2011-2012 Unaudited Budget Actual 2011-2012 31-Aug-12	
Branches					
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
Sub-Total: Branches	303,900	303,900	270,900	270,900	237,188
Membership Services					
Pins and Scrolls	10,000	10,000	10,000	10,000	7,911
Sub-Total: Membership Services	10,000	10,000	10,000	10,000	7,911
Total: Branch Operations	313,900	313,900	280,900	280,900	245,099

Schedule C: Communications

	Draft Budget 2014-2015	Draft Budget 2013-2014	Budget 2012-2013	2011-2012 Unaudited Budget Actual 2011-2012 31-Aug-12	
Publicity and Promotion					
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
Sub-Total: Publicity and Promotion	103,000	103,000	102,000	99,500	104,447
Education Week	15,000	15,000	15,000	15,000	16,416
Communications/Political Action Committee	6,154	6,154	6,154	4,784	5,972
Personnel					
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	-
Sub-Total: Personnel	247,550	247,550	232,010	232,010	239,782
Travel					
ACE Meetings	4,500	4,500	4,500	4,500	3,641
Program Travel	4,000	4,000	3,500	3,500	4,221
Sub-Total: Travel	8,500	8,500	8,000	8,000	7,862
Technology					
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	-	-
Sub-Total: Technology	18,000	13,000	19,000	17,000	9,525
Print Plant					
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
Sub-Total: Print Plant	517,774	532,988	516,613	516,613	534,786
Total: Communications	915,978	926,192	898,777	892,907	918,790

Schedule D: Professional Development

	Draft Budget 2014-2015	Draft Budget 2013-2014	Budget 2012-2013	2011-2012 Unaudited Budget Actual 2011-2012 31-Aug-12	
Standing Committees					
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
Sub-Total: Standing Committees	22,855	22,855	21,457	26,320	20,395
Personnel					
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
Sub-Total: Personnel	345,752	345,752	342,534	342,534	362,395
Conference and Resource Materials					
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
Sub-Total: Conference & Resource Materials	50,000	50,000	36,000	36,000	31,228
Program and Travel	45,000	45,000	45,000	45,000	40,413
VTC Operations	-	-	10,000	10,000	10,000
Joint Ventures	10,000	10,000	15,000	15,000	9,523
Support for Beginning Teachers	30,000	30,000	30,000	30,000	18,236
Leadership Initiatives	5,000	5,000	10,000	10,000	-
Transferred to School Administrators PD Fund	24,784	24,784	23,824	24,649	24,649
Special Interest Councils					
Program Budgets	100,000	100,000	100,000	100,000	75,331
Leadership Seminar	20,000	20,000	20,000	20,000	3,790
Sub-Total: Special Interest Councils	120,000	120,000	120,000	120,000	79,121
Transferred to Virtual Teacher Centre	-	-	89,253	89,253	89,253
International Programs - Special Projects	10,000	10,000	5,000	5,000	5,000
Total: Professional Development	663,391	663,391	748,068	753,756	690,213

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
Legal					
Teacher Costs	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
Standing Committees					
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	-
Sub-Total: Standing Committees	7,906	7,906	16,169	13,056	1,245
Pre-Retirement Seminars	55,000	55,000	50,000	50,000	47,429
Mid Career Financial Info Sessions	2,000	2,000	4,000	4,000	360
Teacher Orientation					
Travel	5,000	5,000	3,000	3,000	4,208
Program Support	10,000	10,000	12,000	12,000	4,000
Sub-Total: Teacher Orientation	15,000	15,000	15,000	15,000	8,208
Financial Information Seminars	10,000	10,000	10,000	10,000	8,406
Professional Relations Disputes	3,000	3,000	3,000	3,000	250
Teacher Certification Review Panel	1,000	1,000	1,000	1,000	200
Certification Appeals	2,000	2,000	2,000	2,000	-
Personnel					
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
Sub-Total: Personnel	774,719	771,513	759,587	759,587	782,984
Lawyer Fees					
(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
Sub-Total: Lawyer Fees	143,752	139,565	135,500	135,500	135,500
Research	2,000	2,000	2,000	2,000	855
Employee Assistance Program	242,155	241,915	234,874	239,464	236,416
Benefits and Economic Services Travel	25,000	25,000	20,000	20,000	19,455
Information Centre					
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
Sub-Total: Information Centre	72,808	72,808	70,353	70,353	67,816
Total: Benefits and Economic Services	1,358,340	1,350,708	1,325,483	1,326,960	1,309,124

Schedule H: Emergency Fund

	Draft Budget 2014-2015	Draft Budget 2013-2014	Budget 2012-2013	2011-2012 Unaudited Actual 31-Aug-12	
Revenue					
Interest from Investments	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 593,174
Fees	450,177	451,737	464,217	468,021	477,023
1/2 Prior Year Surplus	321,167	304,520	478,485	319,316	347,697
Total Revenue	971,344	956,257	1,142,702	987,337	1,417,894
Expenses					
Teacher Pensions (1971 Job Action)	-	-	200	200	-
Bank Charges	-	-	100	100	-
Sub-Total: Expenses	-	-	300	300	-
Negotiations					
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	-
Sub-Total : Negotiations	45,000	197,500	204,000	229,000	99,865
Miscellaneous					
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	-
Sub-Total: Miscellaneous	260,000	260,000	248,000	248,000	225,526
Total Expenses	305,000	457,500	452,300	477,300	325,391
NET SURPLUS/(DEFICIT)	666,344	498,757	690,402	510,037	1,092,503

Policy Changes Since the 2011 BGM

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.~~
- e) b) Associate membership in a council may be open to any other person who is not an active NLTA member whose professional interest is in a council's area of concentration.

- ~~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.)

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 regular 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.
-

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.

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.

REPORT ON RESOLUTIONS FROM THE 2013 BIENNIAL GENERAL MEETING

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

CATEGORY A: PROFESSIONAL DEVELOPMENT

Teacher Workload

2. That the NLTA assess and document cases to demonstrate the unrealistic expectations on teachers to administer and correct exams in non-blocked examination periods in addition to their regular planning and teaching duties, and that this be brought to the attention of the Department of Education and school district officials. **(Deer Lake)**

CARRIED AS AMENDED

This resolution referenced junior high non-blocked examinations. The simple solution to the workload issue would be to have blocked examinations; however, when this was suggested in a meeting with NLESD senior officials and again in correspondence, the response was that there was a directive from the Department of Education that a block of time could not be used to administer junior high examinations. Given that the resolution asked for documentation of specific cases, 50 junior high teachers were randomly selected, using the NLTA database, representing various school configurations (K-12, Grades 7-Level III, etc.). These teachers were contacted to give feedback on their experiences when administering examinations without a block schedule. Sixteen responses (32 percent) were received from both urban and rural schools and included various school configurations. Of the sixteen only two schools have examinations in junior high – one school in a regular class period and one using three combined periods per exam. In both cases no time was given (e.g., release from regular duties) to either prepare, administer or mark exams. Both teachers reported that overall workload was increased, and there was a negative impact on regular instruction. Fourteen teachers reported that they do not have exams. When asked if the directive not to have “blocked” examinations was the reason for this, five of the fourteen said no. Nine teachers indicated that they believed that they might have examinations if there was a block of time given. Without the block, it is impractical and an unreasonable workload.

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)**

CARRIED

The concern raised was that there was no consistency across districts in the way credit recovery was being implemented. As of September 2013 there is only one English language district. A letter was written on September 10, 2013 to the school district to raise the issue in an attempt to define what guidelines could be put in place to achieve consistency. A response was received on November 8, 2013 stating that the district would be examining their operation with a view to having greater alignment overall. The matter was also placed on the agenda of an October 30, 2013 meeting between senior officials of the Department of Education and senior staff of NLTA. We reviewed the section of the High School Certification Handbook which defines eligibility for the program and makes recommendations to teachers as to the development of a credit recovery learning plan. The expectation is that the policy be applied consistently, but as the program is individualized to the student, it is highly unlikely that it can be exactly the same in every circumstance. The only guideline which could be communicated is that teachers refer to the policy stated in the handbook.

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)

REFERRED TO EXECUTIVE

Executive referred this resolution to the Professional Issues Committee which recommended an amendment: “That the NLTA revisit and review its support of the inclusion model as it is now being implemented without the necessary human resources and supports.” This amendment was approved at the May 30-June 1, 2013 Executive meeting. Following this all messaging from the Association such as correspondence/documents and statements made by the President would begin with NLTA’s position that it does not support the implementation as it is being carried out despite our support for the philosophy behind it. (Prior to this all statements on record first stated our support for the philosophy before noting our concerns and this was being used as an endorsement.) The NLTA was successful in negotiating in the Provincial Collective Agreement the establishment of a committee under clause 30.02 to conduct a review of resourcing of the inclusive model and to bring recommendations by March 2016. That committee has been established and has begun its work.

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)

REFERRED TO EXECUTIVE

The motion was considered by Provincial Executive and, upon the recommendation of the Curriculum Committee, was defeated. Principals in small rural schools consistently reported that the Newfoundland and Labrador Studies 2205 is a “go to” course that both students and staff can avail of to meet the Fine Arts graduation requirements. Given the general absence of Fine Arts specialist teachers in small rural schools, it is imperative that a course such as NL Studies 2205 be available. Without the NL Studies 2205 course, teachers in small rural schools will be required to take on the onerous and unenviable task of instructing students in a Fine Arts curriculum area that may be both outside their area of expertise and, as a result, their comfort area. Given the feedback from principals and the personal experiences of some Curriculum Committee members, who have themselves worked in small rural schools, the Curriculum Committee recommended that the motion be defeated.

CATEGORY B: ASSOCIATION

Public Awareness Campaign

8. That the NLTA explore initiating a regular, ongoing public awareness/education initiative which promotes a positive image of teachers to the public. **(Lake Melville)**

CARRIED AS AMENDED

The NLTA has hired M5 to develop a communications/public relations strategy that supports the Association in achieving its overall organizational goals and objectives, to meet marketing and communications challenges, and to promote a positive image of teachers to the public.

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)**

REFERRED TO EXECUTIVE

The Communications/Political Action Committee reviewed this resolution and recommended to Executive that the resolution be carried. Executive agreed with this recommendation and it will be actioned by staff. In addition, the NLTA has discussed the potential for a March break with senior management of the Newfoundland and Labrador English School District and requested that this option be provided by the NLESD when seeking input from teachers in consideration of the school calendar.

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)**

CARRIED

Actioned/current practice.

Election of President and Vice-President

15. That the NLTA investigate the feasibility of online voting for the provincial President and Vice-President elections. **(Landfall Branch)**

CARRIED AS AMENDED

Provincial Executive asked that the Electoral Committee investigate the possibility of using online (electronic) voting by members for future province-wide elections. The Committee held a number of discussions regarding this issue and reviewed information received from teacher affiliates across the country regarding the use of online voting for elections. A relatively small number of organizations actually have electronic voting by their members with many still electing their President and Vice-President at their annual meetings. It was noted there had been a substantial reduction in voter turnout in these provinces since the move to online voting; under the present method of voting more than 90 percent of NLTA members vote in the province-wide election. Further, the committee felt that moving to electronic voting would be dependent on the status of the NLTA database, which is still under construction and would need to be fully functioning in order to implement an electronic voting process. Other issues noted included internet connectivity and access to computers so that teachers can vote at their convenience. One of the considerations that would have to be addressed if a decision were made to institute electronic voting would be to ensure that no member would be disenfranchised if the person's name was not on the NLTA database, particularly if that member is not a full-time teacher, i.e. a substitute or a teacher on leave. The committee decided, therefore, not to recommend that the Association move in this direction at this time.

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)

CARRIED

The number of pilot schools involved in full semesterization was reduced to just one – Holy Heart in St. John's. The Assistant Executive Director met with the Director of Research and Evaluation for the Department of Education on April 14, 2014 to receive an overview of the semesterization pilot at Holy Heart. On May 23 a letter was written to the Director of Research and Evaluation outlining concerns the Association had regarding semesterization as it was being implemented and evaluated at Holy Heart. On November 3, 2014 Administrative Officers from Programs and Services attended a status report meeting held for teachers by the Research and Evaluation Division. The Association continues to monitor the pilot project.

Role of School Administrators in the NLTA

22. That NLTA consider developing guidelines for administrators in dealing with their dual roles as school site managers and yet as members of the NLTA. (Appalachia)

CARRIED AS AMENDED

The MBS Committee discussed this resolution over a number of meetings. Other resources were provided to the committee for their consideration including *Navigating The White Waters*. A question pertaining to this resolution (as well as Resolution FL.3) was included on the School Administrators' Survey conducted by the Association in Winter 2014. MBS Committee members discussed an excerpt from that survey relating to this matter. The committee requested that the question of whether a need exists for guidelines for administrators in dealing with their dual roles as site managers and members of the NLTA be placed on SAC executive's agenda for discussion. SAC executive advised that information regarding operating in the collegial model would be helpful and that it should be presented in such a manner as to encourage partnership, not drive a wedge between the parties. It suggested that if guidelines were developed, that the Association liaise with the district in developing a publication of this sort. After considering the issue, the MBS Committee members recommended that, rather than developing additional guidelines, this issue could be best addressed via the current Association Policy on the Collegial Model and Association Membership. The committee recommended that, in lieu of guidelines, the Association consider offering professional development around operating within the collegial model to SAC, that the Association prepare a Bulletin article regarding the collegial model and distribute the Collegial Model and Association Membership Policy to administrators. Executive agreed with this recommendation and staff will action it.

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)**

CARRIED

The Association made numerous contacts with the Assistant Director of Human Resources, Western School District throughout the Spring of 2013 on this issue. The WSD has now been amalgamated under the Newfoundland and Labrador English School District which is developing province-wide professional learning plan reporting forms. The NLTA has provided input and is attempting to influence the content of the forms in the manner intended by this motion.

First Aid Training

24. That NLTA lobby the Department of Education to provide mandatory first aid certification to all skilled trades, physical education, science, junior high technology and home economics teachers and administrators during the first month of each school year. **(Appalachia)**

REFERRED TO EXECUTIVE AS AMENDED AND EDITED

Correspondence was sent to the Department of Education (Director of School Services) requesting that first aid training for teachers in the identified positions be given due consideration in budgeting and allocation of other resources for PD and that the Department indicate to school districts that this should be a priority.

Parent-Teacher Reporting Sessions

25. That the NLTA lobby school districts to establish 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)**

CARRIED AS AMENDED

The Association attempted to address this issue through the collective bargaining process. The Association took the position at the negotiating table that substitute release time be provided during the school day for all teachers to attend parent/teacher interviews. Unfortunately, a negotiated resolution to the issue could not be reached. The NLESD has been made aware of NLTA's interest in a minimum amount of time being provided for all teachers during the school day for parent reporting sessions.

Teacher Responsibility for Other School Positions

27. That the NLTA make efforts to address the problems created when instructional resource teachers are required to cover administrative and/or teacher duties when said person is out on school board business and no substitute has been provided.
(Appalachia)

CARRIED AS AMENDED

The Association attempted to address this issue through the collective bargaining process. The Association took the position at the negotiating table that substitute replacements be provided for school administrators when absent from school on school district business. Unfortunately, a negotiated resolution to the issue could not be reached.

Lunch Time Supervision

28. That the NLTA continue to work for the abolition of lunch time supervision by teachers.
(Lake Melville)

CARRIED

The Association's opening proposals in the recent round of provincial collective bargaining included a proposal to eliminate lunch-time supervision by teachers. This issue remained on the table for a significant period, but the Negotiating Team was unable to convince the Employer to include such a provision in the new collective agreement.

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)

CARRIED

In May 2013 teachers were invited through an online survey to provide feedback on areas they felt should be considered a priority for the Association. The impact of student evaluation policies on teacher workload was one of the issues identified by teachers.

In November 2013 a memo was sent to all teachers outlining the Association's concerns regarding the implementation of student evaluation policies and possible issues arising from the collective agreement(s). This memo encouraged teachers with concerns to contact Program and Services staff of the NLTA. The impact on the additional workload of teachers due to a "new" evaluation policy is part of the frequent and ongoing discussions with the NLESD at the Director and Assistant

Director level in regards to the development of the NLESD Policy on Assessment, Evaluation and Reporting (see Resolution 31).

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)

CARRIED

Numerous meetings have been held involving the President, Executive Director, Assistant Executive Director and the Senior Administrative Officer with senior officials with the school district(s) including the Director(s) of Education and Assistant Director(s) of Education. The NLTA has been assured by the Director of the NLESD of consultation and input with teachers and the NLTA in the development of the Assessment, Evaluation and Reporting policy.

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)

CARRIED

An article on this issue was published in The Bulletin. Programs and Services staff have addressed specific issues brought to the attention of NLTA.

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)

REFERRED TO EXECUTIVE

The committee concluded that focus groups were not the appropriate mechanism to address the problem, considering the time, scheduling, budget and resource requirements associated with focus groups, as well as problems providing data that can be assessed in accordance with the resolution's terms. The committee discussed the issue at length, noting the need for education (including PD days and information sessions), de-escalation training, accurate reporting, a response protocol and linkages with staff meetings. The committee recognized that violence against teachers is a

pressing issue, that the issue is known and recognized and that action is required to protect teachers from physical, emotional and psychological harm. Action could take the form of increased education to members (e.g., training or seminars on how to respond to violence in the workplace, PD days, as well as de-escalation training), a response protocol and/or linkages with staff meetings. The committee recommended to Executive that the resolution be amended to read: "That the NLTA recognize the importance of the issue of the mistreatment of teachers by students and parents both in the workplace and in the community at large and consider available means of exploring and highlighting the issue, as well as educating the Association's membership." The resolution was carried as amended. The NLTA has updated its publication on dealing with difficult situations, a presentation has been developed and a webinar is under consideration.

The Association successfully negotiated Clause 29.06 in the Provincial Agreement which states, "The School Boards shall prior to the expiration of this Agreement undertake a review of and/or develop and implement policies regarding school violence and dealing with students and parents who have exhibited violent and abusive behaviour. In reviewing and/or developing these policies, the School Boards will seek input from the Association, school administrators and other personnel who are deemed to have a legitimate role in prevention, intervention and assessment activities."

RESOLUTIONS FROM THE FLOOR

- Fl.1 That NLTA lobby government to provide to schools adequate human resources to enable proper fulfillment of all IRT related duties.

CARRIED

As a result of the NLTA lobbying efforts, the Minister of Education announced in the House of Assembly the intention to establish a committee to conduct a review of resourcing the inclusive education model. The establishment of this committee was included in the negotiated collective agreement under clause 30.02 of the provincial agreement. This committee will bring a report and recommendations no later than six months prior to the expiry of the agreement. At a meeting with the Premier, Minister of Education and Minister of Finance further lobbying on making this matter a priority occurred. The first full meeting of the committee took place on December 3, and the work of the committee is continuing.

- Fl.2 That NLTA, in developing guidelines for administrators, emphasize that administrators should not take exception when teachers on their staff bring concerns through the NLTA.

REFERRED TO EXECUTIVE

The motion was considered by Provincial Executive and, upon the recommendation of the MBS Committee, was defeated. The committee agreed that this sentiment does not need to be in writing and that its inclusion presumes a lack of professionalism on the part of administrators. The Code of Ethics may have some application.

- FL.3 That NLTA actively solicit feedback, through SAC, from administrators to quantify issues faced by them in their dual roles.

REFERRED TO EXECUTIVE

The committee determined that this resolution would be appropriately implemented through the SAC survey conducted during the winter of 2014. In consultation with SAC, a question on that survey was developed to attempt to quantify the issues. The issue of dual roles was also discussed with SAC Executive.

NEW BUSINESS RESOLUTIONS

- NB.1 That the NLTA lobby government on the issue of school design to ensure that schools are designed to provide program delivery so that music and physical education teachers and other specialists are not travelling within the school but have adequate space to deliver the prescribed curriculum in their own designated space.

REFERRED TO EXECUTIVE

An NLESD official confirmed that music and physical education needs are considered, as are needs of other specialists (guidance, etc.). He stated that design teams are appointed (consultant), and they consult with the administrator, music teacher, physical education teacher, etc. to determine if there is anything that can be improved. He indicated that ultimately the Department of Education has the “final say” because design (and more square footage) is a department matter. He indicated that the district will certainly bring teacher concerns forward, and there is a school planning manual. He directed NLTA staff to the Director of School Design and Construction with the Department of Education. A verbal and written request was made to that Department regarding the design requirements for sensory rooms, art, guidance, music, physical education, home economics, skilled trades, technology and CDLI. The Director advised that EECD has a school planning manual, which is intended for major new school construction. When constructing new schools, programming spaces are provided based on factors such as projected school enrolments, grade configurations and the provincial curriculum. There are no design guidelines for sensory rooms. They further advised that the Department consults with the applicable school district during the planning and design phases of new schools to develop a suitable floor plan, and during this process, specialty teaching spaces are

incorporated into the school floor plan as needed. They noted that once a school is constructed, the school district is responsible for the management of the spaces within the building and adjusting spaces as deemed necessary to address programming or enrolment changes.

The MBS Committee recommended to Executive that the motion be amended as follows: That the NLTA lobby the districts and the Department of Education on the issue of school design to ensure that schools are designed to provide program delivery so that specialist teachers have appropriate space to deliver the prescribed curriculum. Executive approved the recommendation and staff will action it.

- NB.2 That the NLTA allow its members to serve on a standing committee despite the geographical location of the individual.

REFERRED TO EXECUTIVE

The motion was considered by Provincial Executive and, upon the recommendation of Table Officers, was defeated. The rationale for the motion included that technology could be being utilized to allow for video conference meetings, so that leaves and overnight travel would not be required. The NLTA IT Strategic Plan being developed is moving in this direction. However, Executive felt that it would be best to pilot this idea with committees under the existing structure and/or with an Executive meeting before moving in this direction. Further, the current policy does allow, with Executive approval, for one member from outside the prescribed geographic area, and does allow the committee chair, with Executive approval, to move the committee to a different geographical area.

- NB.3 That NLTA provide recommendations for one extreme cold closing temperature (minus 48 degrees) for all grade levels, for all schools in the province.

CARRIED

A letter has been written to the Director of NLESD requesting that a single extreme cold temperature of minus 48 degrees Celsius be adopted as the condition for closing school. The district's new school closure policy does not have one temperature for all grade levels. It states, in part: "Due to the varying age, maturity and physical abilities of students attending the school system, school closure procedures for extreme cold weather will include three separate sections: K - 3, K - 7 and K - 12. The following temperatures must be used as guidelines in cancelling school due to extreme temperatures. These temperatures would also assume that students are properly dressed for the conditions. Please note that the wind chill temperatures listed reflect the Environment Canada formula:

Grade Temperature:

K – 3 – minus 45 degrees Celsius

K – 7 – minus 50 degrees Celsius

K – 12 – minus 55 degrees Celsius”

The NLTA President was interviewed and received media attention outlining NLTA’s position on this matter.

- NB.4 That the NLTA lobby the Department of Education and the new school board to develop a formal technology integration plan for the Department and the board. Such a plan would include a shared vision of technology integration among stakeholders, as well as the goals and objectives of the plan, including how these goals and objectives will be reached using technology, and will also indicate the necessary resources and PD.

CARRIED

An Ad Hoc Advisory Committee for the Integration of Education Technology was established by the NLTA. The mandate of this committee included pursuing the action intended by this motion (see NB.5 below). The committee has reviewed and updated the NLTA policy and brought forth 14 recommendations which are being pursued through lobbying efforts with the Department of Education and the NLESD.

- NB.5 That NLTA consider establishing an Advisory Committee for Integration of Education Technology to help teachers deal with issues around the implementation, deployment and purchase of technology for use in the classroom.

REFERRED TO EXECUTIVE

See NB.4 above

- NB.6 That the NLTA continue to lobby to have government consistently apply class size maximums to physical education and music classes.

CARRIED

The NLTA has lobbied the Department of Education regarding the establishment of class size caps for physical education and music classes consistent with those for the regular classroom. Unfortunately, the Department is not receptive to these efforts. The NLTA was not successful in establishing such class size maximums in the recent round of collective bargaining.

- NB.7 That the NLTA review current policies and explore further means by which to raise awareness of the Employee Assistance Program to its members.

CARRIED

The MBS Committee reviewed the EAP policy. No changes were suggested. Given that promotion is within the EAP Coordinating Committee's mandate, the MBS Committee agreed that matters relating to promotion would have to be brought to that committee. Committee members suggested that the EAP program could be put on staff meeting agendas, addressed at Joint Council and School Representative Seminars and administrators could be contacted early in the school year and asked to advise staff about the existence of the EAP policy. The matter is to be referred to the EAP Coordinating Committee and MBS Committee feedback provided. The Assistant Executive Director has discussed with the EAP coordinators opportunities and avenues for promoting the EAP for teachers.

- NB.8 That the NLTA inform the membership on the rights of current board management employees regarding job losses in the old board structure.

CARRIED

A memo was sent on April 2, 2013 to all teachers explaining that the positions of Director, Assistant Director and Education Officer are outside the bargaining unit and have no right to reassignment to bargaining unit positions.

- NB.9 That the NLTA lobby the school district to provide "constructive" feedback to teachers, when requested, regarding interviews they have had and are not successful in obtaining the position.

CARRIED AS EDITED

Under current school district policy teachers have the opportunity to request feedback regarding their performance in interviews.

PROCESSING OF RESOLUTIONS TO THE 2015 BGM

A total of 41 resolutions were submitted from branches and special interest councils. Two resolutions dealt with the same issue and were combined as one with the names of both sponsoring branches attached, and four resolutions were withdrawn by the sponsoring branches prior to the resolutions being published and Resolution 10 is current policy of the Association, leaving 35 to be dealt with at BGM 2015. The resolutions were then categorized under two main headings – Association and Programs and Services – and published in the Convention issue of *The Bulletin* accompanied by the name of the branch/council which submitted the resolution.

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 the **2015 Resolutions tab** 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 2015 BIENNIAL GENERAL MEETING

CATEGORY A – ASSOCIATION

Branch Retirement Event Rebate

1. That the NLTA rebate branches for the meal cost for a maximum of two branch executive members to attend branch retirement banquets. **(St. John's Centre)**

Explanatory Note

The cost of operating the branch is increasing every year and one of the largest expenses is the retirement dinner. An additional rebate for two branch executive members to attend the function would offset the cost to the branch of holding an annual retirement dinner.

Executive's Recommendation: CARRY

CATEGORY A – ASSOCIATION (CONT'D)

Branch Membership Rebate

2. That the branch membership rebate be increased to \$8 per eligible member. (St. John's Centre)

Explanatory Note

The cost of operating the branch is increasing every year. An increase in the membership rebate would offset the increase in operating costs.

Executive's Recommendation:

AMEND to read: "**That the branch registration rebate be increased from \$600 to \$700 and** that the branch membership rebate be increased **from \$4 to \$6** ~~to \$8~~ per eligible member." Then CARRY AS AMENDED.

Rationale for Executive's Recommendation:

Increasing the per eligible member branch rebate alone would provide minimal assistance to small branches. A combination of branch registration and per eligible member rebates as proposed would have the optimal impact. Executive has already approved changes to the branch registration and membership rebates and these increases have been included in the 2015-17 NLTA Budgets. Therefore, it is recommended that this resolution be amended to bring it in line with the changes that have been approved.

CATEGORY B – PROGRAMS AND SERVICES

French Workbooks

3. That the Department of Education supply all applicable schools with the Grades 7-9 Core French workbooks. **(Deer Lake)**

Explanatory Note

Junior High French Teachers are now spending considerable time at the photocopier which is also expensive for the school. This may also be a copyright issue.

Executive's Recommendation:

AMEND to read: "That the Department of Education supply ~~all applicable~~ schools with the Grades ~~4-9~~ ~~7-9~~ Core French workbooks." Then **CARRY AS AMENDED**.

Rationale for Executive's Recommendation:

As the same issue affects Grades 4-6, Executive felt that the workbooks should be supplied to those grades as well.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Appraisal of Learning Resource Teachers or Teacher-Librarians

4. That NLTA work with the NLESD to define the role of Learning Resource Teachers or Teacher-Librarians, as per NLTA policy on clearly defining the role of teachers who are being evaluated prior to teacher appraisals of LRTs/TLs as part of NLESD policy.
(Teacher-Librarian Council)

Explanatory Note

The Department of Education policy document, “Learning to Learn”, was adopted in 1991, and has not been followed in the last decade. There is no current intention to update that policy and define the role of the Teacher-Librarian at that level.

The creation of the new NLESD has meant that a province-wide Teacher-Appraisal policy is to go into effect. All teachers are to be appraised every five years. With a diverse range of roles assigned to TLs across the province from the different school districts previous to the NLESD, as well as the varying interpretations of the role applied at the school level, there is no consistent definition by which TLs are to be evaluated. Without any sort of guide, appraisals run the risk of being subjective and inconsistent. Often TLs are not evaluated at all, or only evaluated in their role as subject teacher. NLTA is asked to ensure Teacher-Librarian appraisals are based on clear, consistent, and valid assessment criteria.

Executive’s Recommendation:

AMEND to read: “That the NLTA work with the NLESD to define the role of Learning Resource Teachers or Teacher-Librarians, as per NLTA policy on clearly defining the role of teachers who are being evaluated prior to teacher appraisals of LRTs/TLs as part of NLESD policy **and that this appraisal reflect the percentage of time allocated to their role as teacher-librarians.**” Then **CARRY AS AMENDED.**

Rationale for Executive’s Recommendation:

Teacher-Librarians often have teaching (in-class) assignments in addition to their teacher-librarian duties. However, they should not be evaluated solely on these teaching duties. If they teach 40 percent and are assigned 60 percent to the library, for example, then their evaluation should reflect this.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

New Approach to Professional Development

5. That the NLTA lobby the Department of Education to immediately change its new approach to professional development as it is lacking in instruction and support.
(Appalachia)

Explanatory Note

While it may be cost effective, teachers do not find this method of giving them a half day to watch videos or read a manual very effective.

Executive's Recommendation:

AMEND to read: "That the NLTA lobby the Department of Education to **evaluate** ~~immediately change~~ its new approach to professional development **and that this evaluation include feedback from teachers** ~~as it is lacking in instruction and support.~~" Then **CARRY AS AMENDED.**

Rationale for Executive's Recommendation:

The attempt to have the Department "immediately change" is unlikely to get results. However, it is reasonable to expect that a new approach be evaluated for its effectiveness and, with feedback, if it is indeed found to be ineffective, we have the basis to lobby for a change.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Assessment, Evaluation and Reporting Policy

6. That the NLESD resolve to address the contradictions in the evaluation policy relating to due dates for assignments and no zeros. **(Deer Lake)**

Explanatory Note

There is a discrepancy over student due dates for assignments. There is some talk that assignments cannot be submitted after a reporting period (these reporting periods become the absolute deadline). Also, do we have a no zero policy or not? Some regions seem to award zeros while others do not. Teachers are also ordered to give "accurate grades", but cannot give zeros. This is a contradiction.

Executive's Recommendation:

AMEND to read: "That **the NLTA lobby** the NLESD ~~resolve~~ to address the **concerns with contradictions in** the evaluation policy relating to due dates for assignments and no zeros." Then CARRY AS AMENDED.

Rationale for Executive's Recommendation:

As worded, the resolution is a directive to the NLESD. The amendment gives direction, appropriately, to NLTA. Furthermore, the district would argue that there are no contradictions in policy while the Association feels that there are concerns which can/should be addressed.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Assessment, Evaluation and Reporting Policy

7. That a child who moves to a new school be provided with the same level of academic or behavioural supports that were provided at the former school. (**Exploits Valley and Conception Bay South**)

Explanatory Note

Past practice has shown that if a student who was previously receiving special services due to an exceptionality is absent from school for an extended period of time and then returns to continue his/her schooling in another system (i.e. moving from junior high to high school), they are not guaranteed assistance. (**Exploits Valley**)

“Needs” supports are allocated at the beginning of the year based on numbers. When these numbers change during the academic year, the allocations must also change. (**Conception Bay South**)

Executive's Recommendation:

AMEND to read: “**That the NLTA lobby government to increase allocations if necessary such** that a child who moves to a new school be provided with the same level of academic or behavioural supports that were provided at the former school.” Then CARRY AS AMENDED.

Rationale for Executive's Recommendation:

The amended wording simply clarifies the means by which the intent of the resolution would be carried out.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Assessment, Evaluation and Reporting Policy

8. That the NLTA survey teachers to gather data on the unequal workload caused by the various assessment policies in the province. (**Appalachia**)

Explanatory Note

While the new assessment policy is being worked on, we are still under the old policy from each former district. The old policies are causing workload issues from school to school and region to region.

Executive's Recommendation: DEFEAT

Rationale for Executive's Recommendation:

The school district is currently in the process of consolidating policies so that there will be one assessment policy in the province. As this process unfolds, the NLTA is engaged with district personnel. To survey teachers at this time would not be a good use of time and by the time a survey was conducted the policy will probably be in at least a draft form. Individual issues are dealt with on a case-by-case or school-by-school basis when brought to the attention of the NLTA staff.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Assessment, Evaluation and Reporting Policy

9. That the NLTA meet with the NLESD to discuss and address those issues arising from an assessment policy workload survey. (**Appalachia**)

Explanatory Note

With sufficient data discussions can be held to address issues.

Executive's Recommendation: DEFEAT

Rationale for Executive's Recommendation:

If Resolution 8 above is defeated, then there would be no survey from which to report. However, the Association will continue to meet with the district to address concerns related to this policy.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Teacher Allocations

10. That schools with 50-174 pupils be entitled to one administrative unit. (**School Administrators' Council**)

Explanatory Note

Specifically, the School Administrators' Council is advocating that the 75-174 pupil increment, be expanded by government to a 50-174. This proposed change in administrative time allocation would affect 28 schools in Newfoundland and Labrador. Currently, 1-74 pupils=.50 units of administration; 75-174=1.0 unit of administration as per News Release, March 12, 2008, "Allocating Teaching Resources Goes Back to Basics." In 2006-07, the Ontario Government, under the School Foundation Grant, allocated a full-time principal and a full-time secretary regardless of the school's student enrolment.

Executive's Recommendation: CURRENT POLICY

Rationale for Executive's Recommendation:

The Association's policy on Teacher Allocation for Administrators states:

"Administrative personnel should be allocated separately from the pupil/teacher ratio formula in accordance with the following:

All schools in the province shall receive the following administrative allocations:

Number of Pupils	Admin FTE
1 - 49	0.50 units
50 - 174	1.00 units
175 - 249	1.25 units
250 - 399	1.50 units
400 - 549	1.75 units
550 - 699	2.00 units
700 - 849	2.50 units
850 +	3.00 units"

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Teacher Allocations

11. That the NLTA lobby the Department of Education to reinstate the previous administrator allocation for schools. (**Appalachia**)

Explanatory Note

Cutting the administrator allocation and then telling principals over the summer that they must share their unit with the vice-principal has placed even more work on an already overburdened position.

Executive's Recommendation: CARRY

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Teacher Allocations

12. That the Instructional Resource Teacher allocation be increased. (**Appalachia**)

Explanatory Note

This resource is in such demand that these teachers cannot meet the needs placed upon them. We are doing a fantastic job of diagnosing student exceptionalities but we are challenged to provide the needed supports due to a lack of teacher resources.

Executive's Recommendation:

AMEND to read: "That the **NLTA lobby the Department of Education to increase the allocation for** Instructional Resource Teachers ~~allocation be increased.~~" Then **CARRY AS AMENDED.**

Rationale for Executive's Recommendation:

Advocating for increased allocations is a priority for the Association. However, the wording of the resolution needs to reflect the fact that the allocation is in the control of the Department and cannot unilaterally be increased by the NLTA.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Teacher Allocations

13. That the NLTA lobby the Department of Education to ensure that when itinerant positions in Math, Science, English, etc. are created, they are filled on a permanent basis.
(Appalachia)

Explanatory Note

Currently, itinerants maintain their permanent positions in schools. These positions are filled on a replacement basis. This reduces consistency at the school level.

Executive's Recommendation: CARRY

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Teacher Allocations

14. That the NLTA lobby the Department of Education for Literacy/Numeracy support teachers for the K-3 program, such teachers to be based in the schools (i.e. not teaching as itinerants). (**Appalachia**)

Explanatory Note

More supports are needed in the primary system. If we are able to provide more Math and Reading support in the earlier grades, the students will have a much better chance of success in later grades.

Executive's Recommendation: CARRY

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Teacher Allocations

15. That allowances for specialist teachers in the area of technology be revisited to include primary/elementary teachers. **(Conception Bay South)**

Explanatory Note

At the primary/elementary level, technology teachers are not recognized (financially) for their specialized skills or extra time required to perform those related duties.

Executive's Recommendation:

AMEND to read: "That **the NLTA Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations a proposal providing for the payment of specialist teacher** allowances ~~for specialist teachers~~ in the area of technology ~~be revisited to include primary/elementary teachers.~~ " Then CARRY AS AMENDED.

Rationale for Executive's Recommendation:

There is no specific provision for technology specialist allowance for any teacher. This is a collective bargaining matter.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Teacher Allocations

16. That the NLTA urge the Department of Education to create an educational technology department head position for schools based on a similar student-to-teacher formula that is in use for other department head positions and specialist teachers. **(Technology Education Council)**

Explanatory Note

This position would formalize and recognize the ongoing integration of technology, including the managerial and administrative work that has been common practice of teachers in this unrecognized position for at least the last two decades. The creation of this position would also give administrators more flexibility in staff scheduling and is supported by the proposed NLTA Technology in Education Policy.

Executive's Recommendation:

AMEND to read: "That the NLTA **Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations creation of** ~~urge the Department of Education to create~~ an educational technology department head position ~~for schools based on a similar student to teacher formula that is in use for other department head positions and specialist teachers.~~" Then CARRY AS AMENDED.

Rationale for Executive's Recommendation:

This is a collective bargaining issue. Pursuing this on a similar formula as other department head positions, however, would mean that individuals may not qualify for the allowance, since there are insufficient hours of instruction in technology.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Teacher Allocations

17. That the NLTA explore with the employer, an increase in the resourcing of guidance counsellors to a standard of one counsellor per approximately 250 students (1:250). (NL Counsellors' and Psychologists' Association)

Explanatory Note

The inadequacy of the ratio of guidance counsellors to schools (i.e. one per approximately 500 students) has been highlighted for at least 20 years (i.e. Special Matters: The Report and Review of Special Education, 1995). Compounding the ineffectiveness of the ratio has been the increase in needs presented by the student body and the increase in duties/responsibilities required by the employer.

There has been a significant increase in assessment/intervention caseloads (i.e. learning disorders, anxiety disorders, behaviour disorders, Autism, addictions, depression, self-harm, etc.). Counsellors and psychologists report spending more time with complex cases and responding to an ever-increasing number of crises. Consequently, very little time remains for prevention and psycho-education for the general student body. In a recent survey, members reported the need for more time and resources in the areas of individual counselling (79%) and classroom guidance/psycho-education (70%) for these to be deemed effective components of the Comprehensive Guidance Program.

The employer also recently highlighted assessment as a priority role for guidance counsellors (i.e. increased minimum number of assessments, requirement to diagnose exceptionalities), despite the fact that this is not an expected role/responsibility of school counsellors in other provinces across the country. In a recent survey, 77% of counsellors reported that they are currently spending the greatest amount of their time on Comprehensive Assessments. In addition, our vast geography and dispersed rural population results in counsellors being responsible for guidance programming across multiple schools and/or having teaching duties to make up the population of 500 students. The Canadian Counselling and Psychotherapy Association (CCPA) and the American School Counseling Association (ASCA) currently recommend a ratio of 1:250.

Executive's Recommendation:

AMEND to read: "That the NLTA explore with **the Department of Education** ~~the employer~~ an increase in the resourcing of guidance counsellors to a standard of one counsellor per approximately 250 students (1:250)." Then **CARRY AS AMENDED**.

Rationale for Executive's Recommendation:

The proposed amendment ensures that the lobbying is done with the appropriate party.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Department Head for Primary/Elementary and IRT

18. That the NLTA lobby the Department of Education to change the definition of department head to include primary/elementary teachers and instructional resource teachers who perform similar duties as high school and intermediate department heads. (Humber)

Explanatory Note

Primary/elementary teachers and IRTs have taken on a similar role as department heads and have become lead teachers. These lead teachers have taken on an administrative role within the system and should be recognized as department heads.

Executive's Recommendation:

AMEND to read: "That the NLTA **Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations** ~~lobby the Department of Education to change~~ **to recognize** ~~the definition of department head to include~~ primary/elementary teachers and instructional resource teachers ~~as who perform similar duties as high school and intermediate~~ department heads." Then CARRY AS AMENDED.

Rationale for Executive's Recommendation:

This is a collective bargaining issue.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Paid Leaves

19. That the NLTA negotiate five personal leave days for teachers. **(School Administrators' Council)**

Explanatory Note

Teachers must have the option of using personal leave days to deal with situations or issues that arise in their busy lives. This is a realistic concession that can be negotiated in our next collective agreement.

Executive's Recommendation:

AMEND to read: "That the NLTA **Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations** five personal leave days for teachers." Then **CARRY AS AMENDED**.

Rationale for Executive's Recommendation:

This is a collective bargaining issue.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Administrator Workload

20. That the NLTA document the impact on the workload of administrators with respect to the requirement to do five-year rotational teacher evaluations, investigate the inequalities this may cause for some administrators (in schools with a population of more than 549), and lobby the Department of Education to change the allocation formula to eliminate these inequalities. **(Humber)**

Explanatory Note

Because the allocation for administrative units has declined and the NL English School District is implementing a new growth and appraisal policy that requires all teachers on staff to be appraised every five years, this is a vast amount of work for administrators.

Executive's Recommendation: DEFEAT

Rationale for Executive's Recommendation:

Concerns were raised about the divisiveness of the resolution. Administrative workload is an issue in smaller schools as well as the larger ones referenced in the resolution. The recent administrators' survey identified administrator workload as an issue. Executive questioned how the impact would be documented/measured, and what "investigate the inequalities" means. Under the *Schools Act*, principals are required to evaluate or provide for the evaluation of teachers employed in the school. Regarding the administrative allocations, the Association is engaged in lobbying efforts at present, including in the submission to the government's pre-budget consultation. Current Association policy reflects a higher administrative allocation formula than used by the Department of Education.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Class Size Definition for Administrative Bonus

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

Explanatory Note

A class is noted to be 35 students when calculating the administrative bonuses for school administrators in accordance with Schedule C in the Collective Agreement. SAC would strongly suggest that a realistic class size number would be 25 students which, per class, would more accurately calculate the number of homerooms or class groups in a school and the number of teachers in the school for whom school administrators have responsibility to supervise and monitor. At the same time, this change in the definition of students in a class can provide an increased financial remuneration for school administrators.

Executive's Recommendation:

AMEND to read: "That the NLTA **Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations a change to** ~~work to lower, from 35 to 25,~~ the class size definition **(from 35 students, to 25)** ~~which is embedded in Department of Education policy~~ for the purpose of determining administrative allowances." Then **CARRY AS AMENDED.**

Rationale for Executive's Recommendation:

This is a collective bargaining issue.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Replacement of Administrators Away on Employer Business

22. That the NLTA negotiate a mandatory full-time replacement for principals and vice-principals when out of the building on employer business. **(School Administrators' Council)**

Explanatory Note

Currently, principals and vice-principals have been required to attend meetings with school district personnel with a partial substitute or no substitute approved for that day. This practice creates security and workload issues for administrative teams in schools. A language change is required in Clause 50.05 of the Provincial Collective Agreement stipulating a mandatory coverage for a work day for the principal or vice-principal.

Executive's Recommendation:

AMEND to read: "That the NLTA **Collective Bargaining Committee consider for inclusion in the opening proposals for the next round of negotiations** ~~negotiate~~ a mandatory full-time replacement for principals and vice-principals when out of the building on employer business." Then **CARRY AS AMENDED**.

Rationale for Executive's Recommendation:

This is a collective bargaining issue.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

School Construction Issues

23. That the NLTA lobby the Department of Education to ensure that construction crews working in school buildings on school nights and on weekends properly clean the rooms before leaving that day. (**Exploits Valley**)

Explanatory Note

Teachers find themselves cleaning their desktops prior to the beginning of class each day because of the construction dust left from an evening of construction.

Executive's Recommendation:

AMEND to read: "That the NLTA lobby the **school districts** ~~Department of Education~~ to ensure that **when work is being done** ~~construction crews working~~ in school buildings on school nights and on weekends **that** ~~properly clean~~ the rooms **are properly cleaned for the next** ~~before leaving that~~ day." Then **CARRY AS AMENDED**.

Rationale for Executive's Recommendation:

This advocacy must be directed to the school boards. The cleaning would be done by appropriate board personnel (e.g. custodial staff).

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

School Construction Issues

24. That the NLTA lobby the Department of Education to ensure that adequate time is given to move school supplies from one school location to the other when renovations on buildings are completed. (**Exploits Valley**)

Explanatory Note

Two days to move boxes of books, bookcases, posters, etc. is not enough time to put things back to normal. Four days would be more adequate.

Executive's Recommendation:

AMEND to read: "That the NLTA lobby **the school districts and** the Department of Education to ensure that adequate time is given to move school supplies from one school location to the other when renovations on buildings are completed." Then **CARRY AS AMENDED**.

Rationale for Executive's Recommendation:

Both the boards and the Department are part of the decision making on this issue, so both should be lobbied.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

School Construction Issues

25. That the NLTA lobby the Department of Education requesting that schools not be open while major construction is taking place. (**Exploits Valley**)

Explanatory Note

Construction on Exploits Valley High was ongoing at the beginning of the 2014-15 school year. Students and staff were in the building without an operating fire alarm system, a PA system, operating clocks/bell system, ceiling tiles and heat.

Executive's Recommendation:

AMEND to read: "That the NLTA **continue to** lobby **the school districts and** the Department of Education requesting that schools not be open while major construction is taking place." Then **CARRY AS AMENDED**.

Rationale for Executive's Recommendation:

Notwithstanding the existence of Association policies regarding School Preparedness and Construction, Renovation and Physical Conditions of School Buildings, drawing additional attention to this issue is appropriate. In recognition of ongoing efforts by the Association in this regard, stating "continue to lobby" is appropriate.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Access to Background Information on Students

26. That teachers be given the right to know the background information of students who exhibit aggressive behaviours. (**Appalachia**)

Explanatory Note

Many times we have students in our classrooms with minor to major issues that we are not always aware of until something happens. Teachers need to know what issues students are dealing with in order to protect all students and themselves.

Executive's Recommendation:

AMEND to read: "That **the NLTA lobby the boards regarding providing teachers with appropriate information about** ~~teachers be given the right to know the background information of~~ students who exhibit aggressive behaviours." Then **CARRY AS AMENDED**.

Rationale for Executive's Recommendation:

This would be pursued with the boards as it is advocacy. Certain information may not be available because of youth justice legislation or privacy laws.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

First Aid for Administrators

27. That administrators in each school be trained in first aid, such cost to be covered by the NLESD. (**Appalachia**)

Explanatory Note

Most times, the administrator is the first responder and, therefore, should have first aid training.

Executive's Recommendation:

AMEND to read: "That **the NLTA lobby the boards regarding the first aid training of** administrators in each school ~~be trained in first aid~~, such cost to be covered by the **boards** ~~NLESD~~." Then CARRY AS AMENDED.

Rationale for Executive's Recommendation:

This is an advocacy effort and both school boards should be lobbied.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Substitute Time for Pilot Programs

28. That the NLTA create guidelines that allow for an increased completion time frame and/or guaranteed substitute time to be granted to teachers who are involved in Department of Education based assessments or curriculum pilot programs and are required to spend time critiquing, editing, or providing feedback on programs as they are developed. **(Conception Bay South)**

Explanatory Note

A large portion of instructional time is lost in the administration of the observational survey. There is disparity between schools in the amount of time granted to complete the surveys.

Executive's Recommendation:

AMEND to read: "That the NLTA **lobby the Department of Education regarding** ~~create guidelines that allow for~~ an increased completion time frame and/or guaranteed substitute time ~~for to be granted to~~ teachers who are involved in Department of Education based assessments or curriculum pilot programs and are required to spend time critiquing, editing, or providing feedback on programs as they are developed." Then **CARRY AS AMENDED.**

Rationale for Executive's Recommendation:

The creation of NLTA guidelines would not address the issue. To achieve the stated goals, there must be advocacy with the Department of Education.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

School Technology and Computer Technicians

29. That the NLTA lobby the Department of Education to provide additional specific funding for each school to replace/repair aging technology. (**Appalachia**)

Explanatory Note

Schools cannot afford to keep replacing aging technology. Teachers are encouraged to use technology. However, a replacement SmartBoard arm/projector costs over \$1000 and the total cost has to be paid by the school.

Executive's Recommendation: CARRY

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

School Technology and Computer Technicians

30. That the NLTA lobby to have the number of support staff computer technicians reinstated to what was available in the previous four districts. **(Appalachia)**

Explanatory Note

The number of technicians was reduced but the amount of work was not. We now have fewer technicians covering a larger number of schools and it is taking a long time to have technical issues resolved.

Executive's Recommendation:

AMEND to read: "That the NLTA lobby to have the number of support staff computer technicians, **at minimum**, reinstated to what was available in the previous four districts **and optimally to be increased beyond that to provide adequate service in an increasingly demanding technological environment.**" Then **CARRY AS AMENDED.**

Rationale for Executive's Recommendation:

While the intent of the resolution is clear, Executive feels that this amendment strengthens the resolution, opening the discussion to increasing the number of technicians beyond what previously existed.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Elementary Reading Records

31. That the number of times the completion of elementary reading records is required be reduced from three to two. (**Appalachia**)

Explanatory Note

The district requires three reading records to be completed each year. This takes a great deal of time and there is a loss of valuable instructional time.

Executive's Recommendation:

AMEND to read: "That **the NLTA lobby the Department of Education and school districts to have** the number of times the completion of elementary **running** ~~reading~~ records is required be reduced from three to two **and that substitute teachers be provided to relieve teachers of their regular teaching duties in order to complete these records.**" Then **CARRY AS AMENDED.**

Rationale for Executive's Recommendation:

This is an advocacy issue that requires lobbying of both the Department and school districts. Further, Executive feels that substitute teachers should be available to release teachers from teaching duties in order to complete their records.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Parent-Teacher Meetings

32. That all parent-teacher meetings take place during the regular school day. **(Deer Lake)**

Explanatory Note

Given that teachers have PowerSchool and parent emails and phone numbers, a parent wishing to meet with a teacher face-to-face can still arrange a meeting at their mutual convenience.

Executive's Recommendation:

AMEND to read: "That **the NLTA lobby the districts to schedule** all parent-teacher meetings ~~take place~~ during the regular school day." Then **CARRY AS AMENDED**.

Rationale for Executive's Recommendation:

The amended wording simply clarifies the means by which the intent of the resolution would be carried out.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Policy on Selection, Acquisition and Implementation of Educational Technology

33. That the NLTA urge the Department of Education to mandate that school boards establish policy, in consultation with teachers, for the selection, acquisition, and implementation of educational technology including all necessary professional development. **(Technology Education Council)**

Executive's Recommendation:

AMEND to read: "That the NLTA **lobby** ~~urge~~ the Department of Education to mandate that school boards establish policy, in consultation with teachers, for the selection, acquisition, and implementation of educational technology including all necessary professional development. Then **CARRY AS AMENDED**."

Rationale for Executive's Recommendation:

This amendment is editorial in nature.

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Title Change for Guidance Counsellors and Educational Psychologists

34. That the NLTA explore with the employer, title changes for guidance counsellors (from guidance counsellor to 'school' counsellor) and educational psychologists (from educational psychologists to 'school' psychologists). (**NL Counsellors' and Psychologists' Association**)

Explanatory Note

The new titles better define the roles and are in line with Canadian, US, and international affiliates. The title 'guidance counsellor' is a dated term that is not commonly used in the literature or current practice. All states in the US have adopted the "school counsellor" title and both the American Counselling Association (ACA) and the Canadian Counselling and Psychotherapy Association (CCPA) have national chapters with this title. In the US, all states have legislation to provide for statutory regulation of school counsellors.

The title 'educational psychologist' is a much broader term and can refer to the field of study or to those psychologists who work at universities or hospitals. Consequently, when the term 'educational psychologist' is used, the reference is unclear, whereas the title 'school psychologist' clearly refers to a psychologist working within the (K-12) school system. There is a National Association of School Psychologists (NASP) both in Canada and the US. A change in these titles will bring Newfoundland and Labrador in line with practices in the rest of North America. A recent survey of members presented a majority of members (87%) voted for a change in titles.

Executive's Recommendation: CARRY

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Role of Counsellors and Psychologists

35. That the NLTA explore with the employer, further clarification and protection of the roles of counsellors and psychologists. **(NL Counsellors' and Psychologists' Association)**

Explanatory Note

Despite ineffective ratios and broad/vague Standards of Practice, our members continue to receive extra duties that restrict them from the completion of unique roles/responsibilities outlined specifically for counsellors and psychologists. In a recent survey of members (January 2015) only 15% of respondents reported being responsible only for duties as outlined in the Standards of Practice and 91% of respondents indicated that they would like to spend more time on mental health education in order to effectively address student needs in their schools.

Executive's Recommendation: CARRY

CATEGORY B – PROGRAMS AND SERVICES (CONT'D)

Replacement of Student Assistants

36. That the NLTA address the problems created when student assistants are absent or a student assistant position has not been filled, resulting in instructional resource teachers and/or classroom teachers being required to cover for this staffing insufficiency.
(Conception Bay South)

Explanatory Note

Student assistants need to be hired to match the needs of the students. These duties are not part of a teacher's role. Positions are vacant due to the inadequate time given to student assistant offerings, i.e. two-hour shifts are virtually impossible to fill in many schools.

Executive's Recommendation:

AMEND to read: "That the NLTA **lobby government to** address the problems created when student assistants are absent or a student assistant position has not been filled, resulting in instructional resource teachers and/or classroom teachers **and/or administrators** being required to cover for this staffing insufficiency." Then **CARRY AS AMENDED**.

Rationale for Executive's Recommendation:

The explanatory note makes reference to these duties not being part of a teacher's role, whereas, in the absence of available student assistants, teachers do have this responsibility. The amendment clarifies the means by which the intent of the resolution would be carried out.

MOTION RE RESOLUTIONS TO BE PRESENTED TO DELEGATES AT BGM 2015

That the following resolutions be accepted as per
the Executive recommendations to Convention:

Resolutions 1 - 7, 10 - 19, 21 - 36

Newfoundland & Labrador Teachers' Association

**Finance Booklet
BGM 2015**

Finance Booklet

Section	I	Introduction
Section	II	Auditor Reports: 2012-2013 and 2013-2014
Section	III	Historical Data on NLTA Finances
Section	IV	Draft Budgets: 2015-2016 and 2016-2017
Section	V	Financial Statement: February 28, 2015
Section	VI	Group Insurance Trustees Auditor Reports: 2012-2013 and 2013-2014
Section	VII	Group Insurance Trustees Budgets: 2015-2016 and 2016-2017
Section	VIII	NLTA Staff Salaries
Section	IX	Conferences Attended

Section I

Introduction

A. NLTA Finance and Property Committee 2013-2015: Craig Hicks (Chairperson), Sandra Quigley, Bill Chaisson, Trent Langdon, Wade Rogers (Staff) and Rita Tee (Staff)

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.
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 2015-16 and 2016-17 budgets began with an initial discussion draft prepared and reviewed by NLTA staff in September 2014.
2. In October 2014 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 October 24-25, 2014. Branch Presidents were broken into eight groups with the intent of providing input into the budget documents.
4. At a meeting held on January 13, 2015, the Finance and Property Committee reviewed the input from Joint Council.
5. The draft was present to the February 18-19, 2015 meeting of Joint Council for further comment.
6. A final draft of the budgets for 2015-16 and 2016-17 was approved by Provincial Executive for presentation to the 2015 BGM.
7. The draft budgets for 2015-16 and 2016-17, as presented, at the 2015 BGM are subject to amendment during the BGM debate.

Section II

Auditor Reports 2012-2013 and 2013-2014



Financial Statements

Newfoundland and Labrador Teachers' Association

August 31, 2013



Grant Thornton

Independent auditors' report

Grant Thornton LLP
Suite 300
15 International Place
St. John's, NL
A1A 0L4
T +1 709 778 8800
F +1 709 722 7892
www.GrantThornton.ca

To the Members of Newfoundland and Labrador Teachers' Association,

We have audited the accompanying financial statements of Newfoundland and Labrador Teachers' Association, which comprise the statements of financial position as at August 31, 2013, August 31, 2012 and September 1, 2011, and the statements of operations, statements of changes in net assets and cash flows for the years ended August 31, 2013 and August 31, 2012, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as 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 audits. We conducted our audits 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 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 in our audits 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 Newfoundland and Labrador Teachers' Association as at August 31, 2013, August 31, 2012 and September 1, 2011, and the results of its operations and its cash flows for the years ended August 31, 2013 and August 31 2012 in accordance with Canadian accounting standards for not-for-profit organizations.



St. John's, Canada

March 27, 2014

Chartered Accountants

Newfoundland and Labrador Teachers' Association

Statement of Operations

Year Ended August 31

2013

2012

	<u>General Fund</u>	<u>Restricted Funds</u>	<u>Total</u>	<u>Total</u>
Revenue				
Membership fees	\$ 5,482,395	\$ 476,736	\$ 5,959,131	\$ 5,962,816
Contributions	294,760	138,873	433,633	505,900
Government grants	314,776	-	314,776	229,805
Interest on investments	15,822	381,035	396,857	743,465
Miscellaneous	<u>100,984</u>	<u>24,784</u>	<u>125,768</u>	<u>108,723</u>
	<u>6,208,737</u>	<u>1,021,428</u>	<u>7,230,165</u>	<u>7,550,709</u>
Expenses				
Administration	2,202,153	80,985	2,283,138	2,112,902
Benefits and economic services	1,275,273	-	1,275,273	1,282,665
Communications	1,100,879	-	1,100,879	911,499
Employee assistance program	-	62,368	62,368	60,415
Branch operations	289,908	-	289,908	245,298
Investment fees	-	41,557	41,557	58,538
Professional development	576,413	50,845	627,258	650,323
Grievances and arbitration	-	213,633	213,633	184,674
Negotiations and other lock-out	<u>-</u>	<u>129,419</u>	<u>129,419</u>	<u>109,473</u>
	<u>5,444,626</u>	<u>578,807</u>	<u>6,023,433</u>	<u>5,615,787</u>
Excess of revenue over expenses before other item	764,111	442,621	1,206,732	1,934,922
Other item				
Decrease (increase) in fair value of investments	<u>-</u>	<u>867,834</u>	<u>867,834</u>	<u>(265,612)</u>
Excess of revenue over expenses	<u>\$ 764,111</u>	<u>\$ 1,310,455</u>	<u>\$ 2,074,566</u>	<u>\$ 1,669,310</u>

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association

Statement of Changes in Fund Balances

Year Ended August 31	2013		2012	
	<u>General Fund</u>	<u>Restricted Funds</u>	<u>Total</u>	<u>Total</u>
Fund balances, beginning of year	\$ 4,015,569	\$ 12,329,422	\$ 16,344,991	\$ 14,675,681
Excess of revenue over expenses	764,111	1,310,455	2,074,566	1,669,310
Interfund transfers	<u>(690,274)</u>	<u>690,274</u>	<u>-</u>	<u>-</u>
Fund balances, end of year	<u>\$ 4,089,406</u>	<u>\$ 14,330,151</u>	<u>\$ 18,419,557</u>	<u>\$ 16,344,991</u>

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association

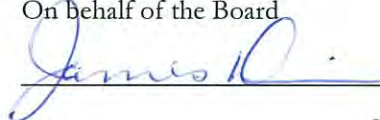
Statement of Financial Position

(Note 3)

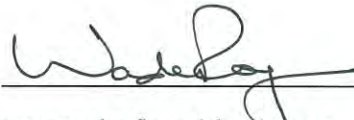
	August 31, 2013	August 31, 2012	September 1, 2011		
	<u>General Fund</u>	<u>Restricted Funds</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>
Assets					
Current					
Cash and cash equivalents	\$ 1,495,702	\$ -	\$ 1,495,702	\$ 1,013,100	\$ 1,508,538
Receivables	2,481	-	2,481	9,156	152,607
Receivable from					
General fund	-	141,197	141,197	175	175
Insurance fund	38,730	-	38,730	19,083	25,000
Restricted funds	131,572	89,253	220,825	123,503	113,205
Prepays	<u>22,167</u>	<u>-</u>	<u>22,167</u>	<u>51,362</u>	<u>42,313</u>
	1,690,652	230,450	1,921,102	1,216,379	1,841,838
Investments (Note 6)	1,300,460	14,331,600	15,632,060	13,748,292	12,809,793
Property and equipment (Note 7)	2,504,597	-	2,504,597	2,653,479	1,609,944
Deferred pension costs (Note 11)	<u>337,260</u>	<u>-</u>	<u>337,260</u>	<u>400,820</u>	<u>386,306</u>
	<u>\$ 5,832,969</u>	<u>\$ 14,562,050</u>	<u>\$ 20,395,019</u>	<u>\$ 18,018,970</u>	<u>\$ 16,647,881</u>
Liabilities					
Current					
Payables and accruals	\$ 531,341	\$ 11,074	\$ 593,912	\$ 575,840	\$ 921,483
Payable to					
General fund	-	131,572	131,572	50,036	39,914
Restricted funds	<u>141,197</u>	<u>89,253</u>	<u>178,953</u>	<u>73,642</u>	<u>73,467</u>
	672,538	231,899	904,437	699,518	1,034,864
Accrued severance pay	524,874	-	524,874	506,466	525,913
Accrued benefit liability (Note 11)	<u>546,151</u>	<u>-</u>	<u>546,151</u>	<u>467,995</u>	<u>411,423</u>
	1,743,563	231,899	1,975,462	1,673,979	1,972,200
Members' Equity	<u>4,089,406</u>	<u>14,330,151</u>	<u>18,419,557</u>	<u>16,344,991</u>	<u>14,675,681</u>
	<u>\$ 5,832,969</u>	<u>\$ 14,562,050</u>	<u>\$ 20,395,019</u>	<u>\$ 18,018,970</u>	<u>\$ 16,647,881</u>

Commitments (Note 10)

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

2013

2012

	General Fund	Restricted Funds	Total	Total
Operating				
Excess of revenue over expenses	\$ 764,111	\$ 1,310,455	\$ 2,074,566	\$ 1,670,099
Depreciation	187,774	-	187,774	178,258
Deferred pension costs	63,560	-	63,560	(21,798)
Accrued severance pay	18,408	-	18,408	(19,447)
Accrued benefit liability	78,156	-	123,622	63,067
	1,112,009	1,310,455	2,422,464	1,870,179
Change in non-cash operating working capital (Note 9)	42,852	(60,054)	(17,202)	(205,325)
	1,154,861	1,250,401	2,405,262	1,664,854
Financing				
Advances from general fund	-	690,274	690,274	347,697
Advances to restricted funds	(690,274)	-	(690,274)	(347,697)
	(690,274)	690,274	-	-
Investing				
Decrease (Increase) in investments	56,907	(1,940,675)	(1,883,768)	(938,499)
Purchase of property and equipment	(38,892)	-	(38,892)	(1,221,793)
	18,015	(1,940,675)	(1,922,660)	(2,160,292)
Net increase (decrease) in cash and cash equivalents	482,602	-	482,602	(495,438)
Cash and cash equivalents				
Beginning of year	1,013,100	-	1,013,100	1,508,538
End of year	\$ 1,495,702	\$ -	\$ 1,495,702	\$ 1,013,100

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2013

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.

2. Summary of significant accounting policies

Basis of presentation

The Association has prepared these financial statements in accordance with Canadian Accounting Standards for not-for-profit organization (ASNPO).

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 2013, the General Fund transferred \$600,750 to the Emergency Fund. As well, during 2013, the General Fund transferred \$89,524 to the IT Strategy 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 2013, the Emergency Fund received transfers of \$600,750 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 IT Strategy Fund 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.

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.

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2013

2. Summary of significant accounting policies (cont'd.)

The Virtual Teacher Fund was established to develop a website for the professional development of teachers. During the year, the Virtual Teacher Fund was changed to the IT Strategy Fund. During 2013, \$89,524 was transferred from the General Fund and \$89,253 was transferred from the Centennial Fund to help cover current and future budgeted operating expenses of the IT Strategy Fund.

The purpose of the Safe Schools Fund is to promote whole-school community involvement in violence prevention activities that contribute to the development of a 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.

Use of estimates

In preparing the Association's financial statements in conformity with Canadian accounting standards for not-for-profit organizations, 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.

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

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution.

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%

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2013

2. Summary of significant accounting policies (cont'd.)

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.

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

Initial measurement

The Association's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Subsequent measurement

At each reporting date, the Association measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which must be measured at fair value. The Association uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations. The financial instruments measured at amortized cost are cash and cash equivalents, receivables and payables and accruals. The financial instruments measured at fair value are investments.

For financial assets measured at cost or amortized cost, the Association regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Association determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2013

2. Summary of significant accounting policies (cont'd.)

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.

3. First time adoption of Canadian standards for not-for-profit organizations

The Association has elected to adopt the standards in Part III of the CPA Accounting Handbook for not-for-profit organizations in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). These financial statements are the first statements for which the Association has adopted these standards.

The financial statements for the year ended August 31, 2013 were prepared in accordance with the accounting standards and provisions set out in FIRST-TIME ADOPTION, Section 1501 of the CPA Accounting Handbook Part III, for first-time adopters of this financial reporting framework.

This section requires the presentation of corresponding information at the first date of transition being September 1, 2011 which would therefore include, August 31, 2012. The corresponding information has been prepared and presented using the ASNPO framework retrospectively applied.

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2013

4. Impact of the change in the basis of accounting

Reconciliation of opening balance sheet at September 1, 2011 and changes to members equity

The following is a reconciliation of the Association's balance sheet reported in accordance with Canadian GAAP to its balance sheet in accordance with ASNPO at September 1, 2011 (the transition date).

	September 1, 2011 based on previous financial statements	Changes to members' equity	September 1 2011 based on ASNPO
Assets			
Employee future benefits	\$ 328,036	\$ 58,270	\$ 386,306
Liabilities			
Accrued benefit liability	\$ 359,462	\$ 51,961	\$ 411,423
Members' equity	\$ 14,669,372	\$ 6,309	\$ 14,675,681

Reconciliation of retained earnings in the financial statements at September 1, 2011

The following is a reconciliation of the Association's members' equity reported in accordance with Canadian GAAP to its members' equity in accordance with ASNPO at September 1, 2011 (the transition date).

	September 1 2011
Members' equity as reported under Canadian GAAP	\$ 14,669,372
Adjustments increasing (decreasing) reported amount:	
Recognition of actuarial gain on employee future benefits	6,309
Members' equity as reported under ASNPO	\$ 14,675,681

Reconciliation of the excess of revenue over expenses in the financial statements as at August 31, 2012

The following is a reconciliation of the Company's excess of revenue over expenses reported in accordance with Canadian GAAP to its net income in accordance with ASNPO for the year ended August 31 2012:

	August 31 2012
Excess of revenue over expenses as reported under Canadian GAAP	\$ 1,670,099
Adjustments decreasing reported amount:	
Recognition of actuarial loss on employee future benefits	(789)
Excess of revenue over expenses as reported under ASNPO	\$ 1,669,310

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2013

4. Impact of the change in the basis of accounting (cont'd.)

Statement of cash flows

There was no material adjustments required to the presentation in the statement of cash flows presented at August 31, 2012.

5. 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. Interest rate risk is managed through diversification of fixed income securities through sector allocation and security duration. The Association holds fixed income securities totaling approximately 31.60% of its investments in the Fiera Balanced Integrated Fund with a market value of \$4,222,317 at year end.

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2013

5. Risk management (cont'd.)

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 28.00% of its investment in the Fiera Balanced Integrated Fund with a market value of \$3,741,294 at year end.

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 Fiera Balanced Integrated Fund had a total market value of \$13,361,764 at year end.

6. Investments	2013		2012	
	Cost	Market Value	Cost	Market Value
General fund	\$ 1,300,460	\$ 1,300,460	\$ 1,357,367	\$ 1,357,367
Restricted fund	<u>14,030,675</u>	<u>14,331,600</u>	<u>12,776,391</u>	<u>12,390,925</u>
	<u>\$ 15,331,135</u>	<u>\$ 15,632,060</u>	<u>\$ 14,133,758</u>	<u>\$ 13,748,292</u>
			2011	
			Cost	Market Value
			\$ 1,377,165	\$ 1,377,165
			<u>11,434,228</u>	<u>11,432,628</u>
			<u>\$ 12,811,393</u>	<u>\$ 12,809,793</u>

7. Property and equipment		2013	2012	2011
	Cost	Accumulated Depreciation	Net Book Value	Net Book Value
Land	\$ 24,875		\$ 24,875	\$ 24,875
Buildings	655,825	\$ 363,846	291,979	310,122
Building improvements	2,874,271	780,283	2,093,988	2,209,518
Equipment	944,215	854,558	89,657	103,401
Computer equipment	<u>887,131</u>	<u>883,033</u>	<u>4,098</u>	<u>5,563</u>
	<u>\$ 5,386,317</u>	<u>\$ 2,881,720</u>	<u>\$ 2,504,597</u>	<u>\$ 2,653,479</u>
				<u>\$ 1,609,944</u>

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2013

8. Bank indebtedness

The Association has a line of credit of \$250,000. The balance owing as at August 31, 2013 was \$nil.

9. Change in non-cash operating working capital	<u>2013</u>		<u>2012</u>	
	<u>General Fund</u>	<u>Restricted Funds</u>	<u>Total</u>	<u>Total</u>
Receivables	\$ 6,675	\$ -	\$ 6,675	\$ 143,451
Receivable from				
General funds	-	(141,022)	(141,022)	-
Insurance fund	(19,647)	-	(19,647)	5,917
Restricted funds	(81,536)	(15,786)	(97,322)	(10,122)
Prepays	29,195	-	29,195	(9,049)
Payables and accruals	(32,857)	(568)	(33,425)	(345,644)
Payable to general fund	-	81,536	81,536	10,122
Payable to restricted fund	141,022	15,786	156,808	-
	<u>\$ 42,852</u>	<u>\$ (60,054)</u>	<u>\$ (17,202)</u>	<u>\$ (205,325)</u>

10. Commitments

The Association has commitments under leases for office and printing equipment to make rental payments as follows: 2014 – \$302,763; 2015 - \$299,660; 2016 - \$53,475; and 2017 - \$14,145.

11. 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 March 31, 2011, the following results have been extrapolated for August 31, 2013.

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Accrued benefits obligation	\$ 3,950,494	\$ 3,596,954	\$ 2,937,157
Fair value of plan assets	<u>2,960,135</u>	<u>2,530,484</u>	<u>2,567,600</u>
Funded status – plan deficit	(990,359)	(1,066,470)	(369,557)
Unamortized net actuarial loss	<u>1,327,619</u>	<u>1,467,290</u>	<u>755,863</u>
Deferred pension costs	<u>\$ 337,260</u>	<u>\$ 400,820</u>	<u>\$ 386,306</u>

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2013

11. 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 CPA Handbook Section 3461.

	<u>2013</u>	<u>2012</u>
Association contributions during the year	\$ 155,241	\$ 138,301
Employee contributions during the year	53,773	61,217
Benefits paid during the year	45,353	333,978
Net pension expense	218,801	123,787

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 (10 years). The amount of amortization for 2013 was \$110,760 (2012 - \$42,014).

Significant actuarial assumptions used in calculating the net pension expense for the Association's funded pension plan were as follows:

	<u>2013</u>	<u>2012</u>
Discount rate	4.80%	5.85%
Long term rate of return on plan assets	5.90%	6.00%
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 March 31, 2011, the following results have been extrapolated for August 31, 2013.

	<u>2013</u>	<u>2012</u>	September 1, <u>2011</u>
Accrued benefits obligation	\$ 767,138	\$ 768,492	\$ 565,289
Fair value of plan assets	-	-	-
Funded status – plan deficit	(767,138)	(768,492)	(565,289)
Unamortized net actuarial loss	220,987	300,497	153,866
Accrued benefit liability	<u>\$ (546,151)</u>	<u>\$ (467,995)</u>	<u>\$ (411,423)</u>

The accrued benefit liability was computed using the Projected Benefit Method Prorated on Services as defined under Part II of the CPA Handbook.

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2013

11. 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 (7.4 years). The amount of amortization for 2013 was \$20,332 (2012 - \$8,849).

The benefit expense for these plans for the fiscal year ended August 31, 2013 was \$81,987 (2012 - \$66,822). Benefits paid during 2013 totalled \$3,831 (2012 - \$3,755).

Significant actuarial assumptions used in calculating the accrued benefit liability and expense for these plans were as follows:

<u>Group Life</u>	<u>2013</u>	<u>2012</u>
Discount rate	4.90%	6.00%
Rate of increase in compensation levels	3.75%	3.75%
 <u>Group Health</u>		
Discount rate	4.90%	6.00%
Medical inflation rate	7.55% in 2013 decreasing 0.15% per year to 2029 and then 5.0% per year thereafter	7.70% in 2012 decreasing 0.15% per year to 2029 and then to 5.0% per year thereafter

12. Related party transactions

Revenue includes \$98,477 (2012 - \$72,282) from the Insurance Fund for its share of building operating expenses and pre-retirement seminars and \$196,284 (2012 - \$218,717) 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.

13. Subsequent event

Subsequent to year end, on December 20, 2013, the Association sold land and building with a net book value of \$123,763 for net proceeds of \$329,291.

Newfoundland and Labrador Teachers' Association

General Fund

Schedule of Expenses

Year Ended August 31

2013

2012

Administration

Building	\$ 323,436	\$ 327,773
Canadian Teachers' Federation	161,721	161,586
Conferences	34,508	41,428
Conventions	275,108	700
Executive	92,205	78,435
General	138,860	103,096
Office	213,733	222,232
Personnel	724,337	724,921
President's office	<u>238,245</u>	<u>226,692</u>
	<u>\$ 2,202,153</u>	<u>\$ 1,886,863</u>

Benefits and economic services

Employee assistance program	\$ 236,970	\$ 225,899
Lawyers' fees	137,017	135,805
Non-program travel	25,601	19,455
Personnel	757,587	783,316
Pre-retirement sessions	43,522	47,430
Research	286	855
Resource Centre	70,101	64,209
Standing committees	1,872	5,245
Workshops	<u>2,317</u>	<u>451</u>
	<u>\$ 1,275,273</u>	<u>\$ 1,282,665</u>

Communications

Committees	\$ 6,565	\$ 5,972
Education week	2,278	16,416
Personnel	238,033	236,883
Print plant	489,287	530,394
Publicity and design	355,405	104,448
Travel	6,116	7,862
Technology	<u>3,195</u>	<u>9,524</u>
	<u>\$ 1,100,879</u>	<u>\$ 911,499</u>

Newfoundland and Labrador Teachers' Association

General Fund

Schedule of Expenses

Year Ended August 31	2013	2012
Branch operations		
Branches	\$ 275,379	\$ 237,387
Membership services	<u>14,529</u>	<u>7,911</u>
	<u>\$ 289,908</u>	<u>\$ 245,298</u>
Professional development		
Conferences and resource materials	\$ 34,136	\$ 30,829
Personnel	346,674	362,396
Professional development programs	28,025	28,258
Program and travel	42,305	40,413
Special interest councils	105,979	91,310
Standing committees	<u>19,294</u>	<u>20,396</u>
	<u>\$ 576,413</u>	<u>\$ 573,602</u>

Newfoundland and Labrador Teachers' Association

Restricted Funds' Statement of Operations

Year Ended August 31

2013

2012

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	IT Strategy Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Total	Total
Revenue										
Membership fees	\$ 476,736	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 476,736	\$ 477,023
Contributions	-	-	138,873	-	-	-	-	-	138,873	220,819
Interest on investments	259,667	24,758	23,069	73,006	19	128	36	352	381,035	727,582
Miscellaneous	-	-	-	-	-	-	-	24,784	24,784	24,648
	<u>736,403</u>	<u>24,758</u>	<u>161,942</u>	<u>73,006</u>	<u>19</u>	<u>128</u>	<u>36</u>	<u>25,136</u>	<u>1,021,428</u>	<u>1,450,072</u>
Expenses										
Administration	-	1,380	1,380	1,380	1,146	67,018	31	8,650	80,985	226,039
Employee assistance program	-	-	62,368	-	-	-	-	-	62,368	60,415
Investment fees	21,901	5,383	5,191	9,082	-	-	-	-	41,557	58,538
Professional development	-	28,345	12,500	-	10,000	-	-	-	50,845	76,721
Grievances and arbitrations	213,633	-	-	-	-	-	-	-	213,633	184,674
Negotiations and other lock-out	129,419	-	-	-	-	-	-	-	129,419	109,473
	<u>364,953</u>	<u>35,108</u>	<u>81,439</u>	<u>10,462</u>	<u>11,146</u>	<u>67,018</u>	<u>31</u>	<u>8,650</u>	<u>578,807</u>	<u>715,860</u>
Excess of revenue over expenses (expenses over revenue) before other item	371,450	(10,350)	80,503	62,544	(11,127)	(66,890)	5	16,486	442,621	734,212
Other item										
Increase (decrease) in fair value of investments	583,403	57,024	50,914	176,493	-	-	-	-	867,834	(265,612)
Excess of revenue over expenses (expenses over revenue)	\$ 954,853	\$ 46,674	\$ 131,417	\$ 239,037	\$ (11,127)	\$ (66,890)	\$ 5	\$ 16,486	\$ 1,310,455	\$ 468,600

Newfoundland and Labrador Teachers' Association

Restricted Funds' Statement of Changes in Fund Balances

Year Ended August 31

2013 2012

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	IT Strategy Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Total	Total
Fund balances, beginning of year	\$ 8,147,439	\$ 857,019	\$ 817,985	\$ 2,325,800	\$ 11,134	\$ 118,388	\$ 5,701	\$ 45,956	\$ 12,329,422	\$ 11,503,125
Excess of revenue over expenses (expenses over revenue)	954,853	46,674	131,417	239,037	(11,127)	(66,890)	5	16,486	1,310,455	468,600
Interfund transfers	600,750	-	(89,253)	-	-	178,777	-	-	690,274	357,697
Fund balances, end of year	\$ 9,703,042	\$ 903,693	\$ 860,149	\$ 2,564,837	\$ 7	\$ 230,275	\$ 5,706	\$ 62,442	\$ 14,330,151	\$ 12,329,422

Newfoundland and Labrador Teachers' Association

Restricted Funds' Statement of Financial Position

(Note 3)

August 31 2013 2012 2011

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Ourreach Program Fund	IT Strategy Fund	Schools Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Total	Total	Total
Assets												
Current												
Receivables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,307
Receivable from general fund	-	-	-	175	-	141,022	-	-	-	141,197	175	175
Receivable from restricted funds	-	-	-	-	-	89,253	-	-	-	89,253	73,467	73,467
Investments	-	-	-	175	-	230,275	-	-	-	230,450	73,642	195,949
(Note 6)	9,827,985	910,231	954,984	2,570,245	7	-	5,706	62,442	14,331,600	12,390,925	11,432,628	
	<u>\$ 9,827,985</u>	<u>\$ 910,231</u>	<u>\$ 954,984</u>	<u>\$ 2,570,420</u>	<u>\$ 7</u>	<u>\$ 230,275</u>	<u>\$ 5,706</u>	<u>\$ 62,442</u>	<u>\$ 14,562,050</u>	<u>\$ 12,464,567</u>	<u>\$ 11,628,577</u>	
Liabilities												
Current												
Payables and accruals	\$ 5,980	\$ 2,334	\$ 1,380	\$ 1,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,074	\$ 11,642	\$ 12,071
Payable to general fund	118,963	4,204	4,202	4,203	-	-	-	-	-	131,572	50,036	39,914
Payable to restricted fund	-	-	89,253	-	-	-	-	-	-	89,253	73,467	73,467
	124,943	6,538	94,835	5,583	-	-	-	-	-	231,899	135,145	125,452
Members' Equity	<u>9,703,042</u>	<u>903,693</u>	<u>860,149</u>	<u>2,564,837</u>	<u>7</u>	<u>230,275</u>	<u>5,706</u>	<u>62,442</u>	<u>14,330,151</u>	<u>12,329,422</u>	<u>11,503,125</u>	
	<u>\$ 9,827,985</u>	<u>\$ 910,231</u>	<u>\$ 954,984</u>	<u>\$ 2,570,420</u>	<u>\$ 7</u>	<u>\$ 230,275</u>	<u>\$ 5,706</u>	<u>\$ 62,442</u>	<u>\$ 14,562,050</u>	<u>\$ 12,464,567</u>	<u>\$ 11,628,577</u>	

Newfoundland and Labrador Teachers' Association

Restricted Funds' Statement of Cash Flows

Year Ended August 31

2013 2012

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	IT Strategy Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Total	Total
Operating										
Excess of revenue over expenses (expenses over revenues)	\$ 954,853	\$ 46,674	\$ 131,417	\$ 239,037	\$ (11,127)	\$ (66,890)	\$ 5	\$ 16,486	\$ 1,310,455	\$ 468,600
Change in non-cash operating working capital (Note 9)	79,912	1,381	17,165	1,380	-	(159,892)	-	-	(60,054)	132,000
	1,034,765	48,055	148,582	240,417	(11,127)	(226,782)	5	16,486	1,250,401	600,600
Financing										
Advances from general fund	600,750	-	-	-	-	89,524	-	-	690,274	347,697
Advances (to) from restricted fund	-	-	(89,253)	-	-	89,253	-	-	-	10,000
	600,750	-	(89,253)	-	-	178,777	-	-	690,274	357,697
Investing										
(Increase) decrease in investments	(1,635,515)	(48,055)	(59,329)	(240,417)	11,127	48,005	(5)	(16,486)	(1,940,675)	(958,297)
	(1,635,515)	(48,055)	(59,329)	(240,417)	11,127	48,005	(5)	(16,486)	(1,940,675)	(958,297)
Net increase in cash and cash equivalents	-	-	-	-	-	-	-	-	-	-
Cash and cash equivalents										
Beginning of year	-	-	-	-	-	-	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Financial Statements

Newfoundland and Labrador Teachers' Association

August 31, 2014

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Independent auditors' report

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To the Members of Newfoundland and Labrador Teachers' Association,

We have audited the accompanying financial statements of Newfoundland and Labrador Teachers' Association, which comprise the statements of financial position as at August 31, 2014, and the statements of operations, statements of changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as 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 audits. We conducted our audits 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 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 in our audits 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 Newfoundland and Labrador Teachers' Association as at August 31, 2014, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



St. John's, Canada

February 18, 2015

Chartered Accountants

Newfoundland and Labrador Teachers' Association

Statement of Operations

Year Ended August 31

2014

2013

	General Fund	Restricted Funds	Total	Total
Revenue				
Membership fees	\$ 5,367,321	\$ 464,291	\$ 5,831,612	\$ 5,959,131
Contributions	263,237	490,841	754,078	433,633
Government grants	235,452	-	235,452	314,776
Interest on investments	23,560	767,729	791,289	396,857
Miscellaneous	96,904	22,655	119,559	125,768
	<u>5,986,474</u>	<u>1,745,516</u>	<u>7,731,990</u>	<u>7,230,165</u>
Expenses				
Administration	2,252,041	22,024	2,274,065	2,283,138
Benefits and economic services	1,231,610	-	1,231,610	1,275,273
Communications	873,805	-	873,805	1,100,879
Employee assistance program	-	73,196	73,196	62,368
Branch operations	257,458	-	257,458	289,908
Investment fees	-	68,689	68,689	41,557
Professional development	533,541	39,906	573,447	627,258
Grievances and arbitration	-	177,244	177,244	213,633
Negotiations and other lock-out	-	203,019	203,019	129,419
	<u>5,148,455</u>	<u>584,078</u>	<u>5,732,533</u>	<u>6,023,433</u>
Excess of revenue over expenses before other items	<u>838,019</u>	<u>1,161,438</u>	<u>1,999,457</u>	<u>1,206,732</u>
Other items				
Gain on sale of property	205,530	-	205,530	-
Increase in fair value of investments	-	1,850,600	1,850,600	867,834
	<u>205,530</u>	<u>1,850,600</u>	<u>2,056,130</u>	<u>867,834</u>
Excess of revenue over expenses	<u>\$ 1,043,549</u>	<u>\$ 3,012,038</u>	<u>\$ 4,055,587</u>	<u>\$ 2,074,566</u>

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association

Statement of Changes in Fund Balances

Year Ended August 31

2014

2013

	<u>General Fund</u>	<u>Restricted Funds</u>	<u>Total</u>	<u>Total</u>
Fund balances, beginning of year	\$ 4,089,406	\$ 14,330,151	\$ 18,419,557	\$ 16,344,991
Excess of revenue over expenses	1,043,549	3,012,038	4,055,587	2,074,566
Interfund transfers	<u>(587,586)</u>	<u>587,586</u>	<u>-</u>	<u>-</u>
Fund balances, end of year	<u>\$ 4,545,369</u>	<u>\$ 17,929,775</u>	<u>\$ 22,475,144</u>	<u>\$ 18,419,557</u>

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association

Statement of Financial Position

August 31

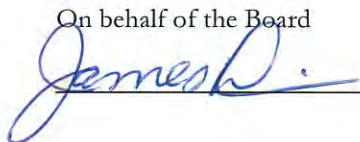
2014

2013

	General Fund	Restricted Funds	Total	Total
Assets				
Current				
Cash and cash equivalents	\$ 2,944,728	\$ -	\$ 2,944,728	\$ 1,495,702
Receivables	50,212	-	50,212	2,481
Receivable from				
General fund	-	833,829	833,829	141,197
Insurance fund	27,652	-	27,652	38,730
Restricted funds	136,854	1,537	138,391	220,825
Prepays	24,656	-	24,656	22,167
	3,184,102	835,366	4,019,468	1,921,102
Investments (Note 4)	1,303,667	17,243,951	18,547,618	15,632,060
Property and equipment (Note 5)	2,243,010	-	2,243,010	2,504,597
Deferred pension costs (Note 9)	251,644	-	251,644	337,260
	<u>\$ 6,982,423</u>	<u>\$ 18,079,317</u>	<u>\$ 25,061,740</u>	<u>\$ 20,395,019</u>
Liabilities				
Current				
Payables and accruals	\$ 481,167	\$ 11,151	\$ 492,318	\$ 593,912
Payable to				
General fund	-	136,854	136,854	131,572
Restricted funds	833,829	1,537	835,366	178,953
	1,314,996	149,542	1,464,538	904,437
Accrued severance pay	493,081	-	493,081	524,874
Accrued benefit liability (Note 9)	628,977	-	628,977	546,151
	2,437,054	149,542	2,586,533	1,975,462
Members' Equity	<u>4,545,369</u>	<u>17,929,775</u>	<u>22,475,144</u>	<u>18,419,557</u>
	<u>\$ 6,982,423</u>	<u>\$ 18,079,317</u>	<u>\$ 25,061,677</u>	<u>\$ 20,395,019</u>

Commitments (Note 8)

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

2014

2013

	General Fund	Restricted Funds	Total	Total
Operating				
Excess of revenue over expenses	\$ 1,043,549	\$ 3,012,038	\$ 4,055,587	\$ 2,074,566
Depreciation	179,186	-	179,186	187,774
Deferred pension costs	85,616	-	85,616	63,560
Accrued severance pay	(31,793)	-	(31,793)	18,408
Accrued benefit liability	82,826	-	82,826	78,156
Gain on sale of property	(205,530)	-	(205,530)	-
	1,153,854	3,012,038	4,165,892	2,422,464
Change in non-cash operating working capital (Note 7)	598,034	(687,273)	(89,239)	(17,202)
	1,751,888	2,324,765	4,076,653	2,405,262
Financing				
Advances to restricted fund	(587,586)	-	(587,586)	(690,274)
Advances from general funds	-	587,586	587,586	690,274
	(587,586)	587,586	-	-
Investing				
Increase in investments	(3,207)	(2,912,351)	(2,915,558)	(1,883,768)
Purchase of property and equipment	(41,360)	-	(41,360)	(38,892)
Proceeds from sale of property	329,291	-	329,291	-
	284,724	(2,912,351)	(2,627,627)	(1,922,660)
Net increase in cash and cash equivalents	1,449,026	-	1,449,026	482,602
Cash and cash equivalents				
Beginning of year	1,495,702	-	1,495,702	1,013,100
End of year	\$ 2,944,728	\$ -	\$ 2,944,728	\$ 1,495,702

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2014

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.

2. Summary of significant accounting policies

Basis of presentation

The Association has prepared these financial statements in accordance with Canadian Accounting Standards for not-for-profit organization (ASNPO).

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 2014, the General Fund transferred \$382,056 to the Emergency Fund. As well, during 2014, the General Fund transferred \$205,530 to the Presidential Housing 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 2014, the Emergency Fund received transfers of \$382,056 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.

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.

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 IT Strategy Fund was established to provide support for information technology upgrades within the association.

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2014

2. Summary of significant accounting policies (cont'd.)

The purpose of the Safe Schools Fund is to promote whole-school community involvement in violence prevention activities that contribute to the development of a 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.

The Presidential Housing Fund was established to assist in funding costs associated with future presidential housing benefits. During 2014, the Presidential Housing Fund received transfers of \$205,530 from the General Fund.

Use of estimates

In preparing the Association's financial statements in conformity with Canadian accounting standards for not-for-profit organizations, 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.

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

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution.

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:

Land improvements	10%
Buildings	2-5%
Building improvements	2.5 - 10%
Equipment	10%
Computer equipment	20%

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2014

2. Summary of significant accounting policies (cont'd.)

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.

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

Initial measurement

The Association's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Subsequent measurement

At each reporting date, the Association measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which must be measured at fair value. The Association uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations. The financial instruments measured at amortized cost are cash and cash equivalents, receivables and payables and accruals. The financial instruments measured at fair value are investments.

For financial assets measured at cost or amortized cost, the Association regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Association determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2014

2. Summary of significant accounting policies (cont'd.)

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.

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.

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2014

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.

1. 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. Interest rate risk is managed through diversification of fixed income securities through sector allocation and security duration. The Association holds fixed income securities totaling approximately 32.0% of its investments in the Fiera Balanced Integrated Fund with a market value of \$5,076,574 at year end.

2. 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 28.4% of its investment in the Fiera Balanced Integrated Fund with a market value of \$4,505,460 at year end.

3. 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 Fiera Balanced Integrated Fund had a total market value of \$15,864,295 at year end.

4. Investments	2014		2013	
	<u>Cost</u>	<u>Market Value</u>	<u>Cost</u>	<u>Market Value</u>
General fund	\$ 1,303,667	\$ 1,303,667	\$ 1,300,460	\$ 1,300,460
Restricted fund	<u>15,291,944</u>	<u>17,243,951</u>	<u>14,030,675</u>	<u>14,331,600</u>
	<u>\$ 16,595,611</u>	<u>\$ 18,547,618</u>	<u>\$ 15,331,135</u>	<u>\$ 15,632,060</u>

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2014

5. Property and equipment			<u>2014</u>	<u>2013</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
Land improvements	96,970	85,478	11,492	-
Buildings	488,379	261,666	226,713	291,979
Building improvements	2,794,586	907,267	1,887,319	2,093,988
Equipment	960,261	876,268	83,993	89,657
Computer equipment	894,369	885,751	8,618	4,098
	<u>\$ 5,259,440</u>	<u>\$ 3,016,430</u>	<u>\$ 2,243,010</u>	<u>\$ 2,504,597</u>

6. Bank indebtedness

The Association has a line of credit of \$250,000. The balance owing as at August 31, 2014 was \$Nil.

7. Change in non-cash operating working capital			<u>2014</u>	<u>2013</u>
	<u>General Fund</u>	<u>Restricted Funds</u>	<u>Total</u>	<u>Total</u>
Receivables	\$ (47,731)	\$ -	\$ (47,731)	\$ 6,675
Receivable from				
General funds	-	(692,632)	(692,632)	(141,022)
Insurance fund	11,078	-	11,078	(19,647)
Restricted funds	(5,282)	87,716	82,434	(97,322)
Prepays	(2,489)	-	(2,489)	29,195
Payables and accruals	(50,174)	77	(50,097)	18,072
Payable to general fund	-	5,282	5,282	81,536
Payable to restricted fund	692,632	(87,716)	604,916	105,311
	<u>\$ 598,034</u>	<u>\$ (687,273)</u>	<u>\$ (89,239)</u>	<u>\$ (17,202)</u>

8. Commitments

The Association has commitments under leases for office and printing equipment to make rental payments as follows; 2015 - \$316,843; 2016 - \$72,492; 2017 - \$72,492; 2018 - \$72,492; and 2019 - 36,246.

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2014

9. 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, 2013, the following results have been extrapolated for August 31, 2014.

	<u>2014</u>	<u>2013</u>
Accrued benefits obligation	\$ 4,497,940	\$ 3,950,494
Fair value of plan assets	<u>3,605,229</u>	<u>2,960,135</u>
Funded status – plan deficit	(892,711)	(990,359)
Unamortized net actuarial loss	<u>1,144,355</u>	<u>1,327,619</u>
Deferred pension costs	<u>\$ 251,644</u>	<u>\$ 337,260</u>

The accrued benefit asset (obligation) noted above was computed using the Projected Benefit Method Prorated on Services as defined in Part II of the CPA Handbook Section 3461.

	<u>2014</u>	<u>2013</u>
Association contributions during the year	\$ 115,470	\$ 155,241
Employee contributions during the year	57,671	53,773
Benefits paid during the year	107,166	45,353
Net pension expense	201,085	218,801

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 (10 years). The amount of amortization for 2014 was \$93,257 (2013 - \$110,760).

Significant actuarial assumptions used in calculating the net pension expense for the Association's funded pension plan were as follows:

	<u>2014</u>	<u>2013</u>
Discount rate	4.05%	4.80%
Long term rate of return on plan assets	5.75%	5.90%
Rate of increase in compensation levels	3.75%	3.75%

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2014

9. Employee future benefits (cont'd.)

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, 2013, the following results have been extrapolated for August 31, 2014.

	<u>2014</u>	<u>2013</u>
Accrued benefits obligation	\$ 999,308	\$ 767,138
Fair value of plan assets	<u>—</u>	<u>—</u>
Funded status – plan deficit	(999,308)	(767,138)
Unamortized net actuarial loss	<u>370,331</u>	<u>220,987</u>
Accrued benefit liability	<u>\$ (628,977)</u>	<u>\$ (546,151)</u>

The accrued benefit liability was computed using the Projected Benefit Method Prorated on Services as defined under Part II of the CPA Handbook Section 3461.

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 (7.4 years). The amount of amortization for 2014 was \$19,496 (2013 - \$20,332).

The benefit expense for these plans for the fiscal year ended August 31, 2014 was \$87,516 (2013 - \$81,987). Benefits paid during 2014 totalled \$4,690 (2013 - \$3,831).

Significant actuarial assumptions used in calculating the accrued benefit liability and expense for these plans were as follows:

<u>Group Life</u>	<u>2014</u>	<u>2013</u>
Discount rate	4.15%	4.90%
Rate of increase in compensation levels	3.75%	3.75%
 <u>Group Health</u>		
Discount rate	4.15%	4.90%
Medical inflation rate	7.40% in 2014 decreasing 0.15% per year to 2029 and then 5.0% per year thereafter	7.55% in 2013 decreasing 0.15% per year to 2029 and then to 5.0% per year thereafter

Newfoundland and Labrador Teachers' Association

Notes to the Financial Statements

August 31, 2014

9. Employee future benefits (cont'd.)

Future accounting standard for employee future benefits

The new accounting standard Reporting Employee Future Benefits by Not-for-Profit Organizations Section 3463 in Part III of the CPA Handbook is effective for the Association's year ending August 31, 2015.

Under this new standard, the deferral and amortization approach is eliminated. Consequently, the accrued benefit asset or liability presented on the statement of financial position will be equal to the defined benefit obligation less the fair value of the plan assets, adjusted for any valuation allowance in the case of a net asset.

In measuring the defined benefit obligation, the Association will also have a choice between using an actuarial valuation for funding purposes or a separate valuation prepared for accounting purposes.

10. Related party transactions

Revenue includes \$59,860 (2013 - \$98,477) from the Insurance Fund for its share of building operating expenses and pre-retirement seminars and \$203,377 (2013 - \$196,284) 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

General Fund

Schedule of Expenses

Year Ended August 31	2014	2013
Administration		
Building	\$ 338,807	\$ 323,436
Canadian Teachers' Federation	157,978	161,721
Conferences	33,030	34,508
Conventions	1,541	275,108
Executive	82,020	92,205
General	113,707	138,860
IT strategy	347,474	-
Office	180,429	213,733
Personnel	779,952	724,337
President's office	<u>217,103</u>	<u>238,245</u>
	<u>\$ 2,252,041</u>	<u>\$ 2,202,153</u>
Benefits and economic services		
Employee assistance program	\$ 235,452	\$ 236,970
Lawyers' fees	135,500	137,017
Non-program travel	16,700	25,601
Personnel	725,179	757,587
Pre-retirement sessions	34,276	43,522
Research	-	286
Resource Centre	77,435	70,101
Standing committees	7,068	1,872
Workshops	<u>-</u>	<u>2,317</u>
	<u>\$ 1,231,610</u>	<u>\$ 1,275,273</u>
Communications		
Committees	\$ 24,545	\$ 6,565
Education week	-	2,278
Personnel	232,996	238,033
Print plant	456,569	489,287
Publicity and design	140,385	355,405
Travel	8,010	6,116
Technology	<u>11,300</u>	<u>3,195</u>
	<u>\$ 873,805</u>	<u>\$ 1,100,879</u>

Newfoundland and Labrador Teachers' Association
 General Fund
 Schedule of Expenses

Year Ended August 31	2014	2013
Branch operations		
Branches	\$ 250,371	\$ 275,379
Membership services	<u>7,087</u>	<u>14,529</u>
	<u>\$ 257,458</u>	<u>\$ 289,908</u>
Professional development		
Conferences and resource materials	\$ 37,637	\$ 34,136
Personnel	346,707	346,674
Professional development programs	6,842	28,025
Program and travel	39,425	42,305
Special interest councils	85,847	105,979
Standing committees	<u>17,083</u>	<u>19,294</u>
	<u>\$ 533,541</u>	<u>\$ 576,413</u>

Newfoundland and Labrador Teachers' Association

Restricted Funds' Statement of Operations

Year Ended August 31

2014 2013

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	IT Strategy Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Presidential Housing Fund	Total	Total
Revenue											
Memberships fees	\$ 464,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 464,291	\$ 476,736
Contributions	-	-	143,367	-	-	347,474	-	-	-	490,841	138,873
Interest on investments	537,172	46,872	42,492	140,709	-	-	38	446	-	767,729	381,035
Miscellaneous	-	-	-	-	-	-	-	22,655	-	22,655	24,784
	<u>1,001,463</u>	<u>46,872</u>	<u>185,852</u>	<u>140,709</u>	<u>-</u>	<u>347,474</u>	<u>38</u>	<u>23,101</u>	<u>-</u>	<u>1,745,516</u>	<u>1,021,428</u>
Expenses											
Administration	6,000	-	-	-	-	-	-	16,024	-	22,024	80,985
Employee assistance program	-	-	73,196	-	-	-	-	-	-	73,196	62,368
Investment fees	39,529	7,635	7,295	14,230	-	-	-	-	-	68,689	41,557
Professional development	-	20,708	19,198	-	-	-	-	-	-	39,906	50,845
Grievance and arbitrations	177,244	-	-	-	-	-	-	-	-	177,244	213,633
Negotiations and other lock-out	<u>203,019</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>203,019</u>	<u>129,419</u>
	<u>425,792</u>	<u>28,343</u>	<u>99,689</u>	<u>14,230</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,025</u>	<u>-</u>	<u>584,078</u>	<u>578,807</u>
Excess of revenue over expenses before other item	575,671	18,529	86,170	126,479	-	-	38	7,077	-	1,161,438	442,621
Other item											
Increase in fair value of investments	<u>1,271,759</u>	<u>116,260</u>	<u>103,791</u>	<u>358,791</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,850,600</u>	<u>867,834</u>
Excess of revenue over expenses	<u>\$ 1,847,430</u>	<u>\$ 134,789</u>	<u>\$ 189,960</u>	<u>\$ 485,270</u>	<u>\$ -</u>	<u>\$ 347,474</u>	<u>\$ 38</u>	<u>\$ 7,077</u>	<u>\$ -</u>	<u>\$ 3,012,038</u>	<u>\$ 1,310,455</u>

Year Ended August 31

Year Ended August 31	Schools Administrators' Council										2014	2013
	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	IT Strategy Fund	Safe Schools Fund	Professional Development Fund	Presidential Housing Fund	Total	Total	
Fund balances beginning of year	\$ 9,703,042	\$ 903,693	\$ 860,149	\$ 2,564,837	7	\$ 230,275	\$ 5,706	\$ 62,442	\$ -	\$ 14,330,151	\$ 12,329,422	
Excess of revenue over expenses	1,847,430	134,789	189,960	485,270	-	347,474	38	7,077	-	3,012,038	1,310,455	
Interfund transfers	382,056	-	-	-	-	-	-	-	205,530	587,586	690,274	
Fund balances, end of year	\$ 11,932,528	\$ 1,038,482	\$ 1,050,109	\$ 3,050,107	7	\$ 577,749	\$ 5,744	\$ 69,519	\$ 205,530	\$ 17,929,775	\$ 14,330,151	

Newfoundland and Labrador Teachers' Association

Restricted Funds' Statement of Financial Position

August 31

2014 2013

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	IT Strategy Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Presidential Housing Fund	Total	Total
Assets											
Current											
Receivables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Receivable from general fund	51,911	-	-	176	-	576,212	-	-	205,530	833,829	141,197
Receivable from restricted funds	-	-	-	-	-	1,537	-	-	-	1,537	89,253
Investments	51,911	-	-	176	-	230,275	-	-	205,530	835,366	230,450
(Note 4)	12,006,456	1,045,019	1,061,691	3,055,515	7	-	5,744	69,519	-	17,243,951	14,331,600
	<u>\$ 12,058,367</u>	<u>\$ 1,045,019</u>	<u>\$ 1,061,691</u>	<u>\$ 3,055,691</u>	<u>7</u>	<u>\$ 577,749</u>	<u>\$ 5,744</u>	<u>\$ 69,519</u>	<u>\$ 205,530</u>	<u>\$ 18,079,317</u>	<u>\$ 14,562,050</u>
Liabilities											
Current											
Payables and accruals	\$ 6,057	\$ 2,334	\$ 1,379	\$ 1,381	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,151	\$ 11,074
Payable to general fund	118,245	4,203	10,203	4,203	-	-	-	-	-	136,854	131,572
Payable to restricted fund	1,537	-	-	-	-	-	-	-	-	1,537	89,253
	125,839	6,537	11,582	5,584	-	-	-	-	-	149,542	231,899
Members' Equity	<u>11,932,528</u>	<u>1,038,482</u>	<u>1,050,109</u>	<u>3,050,107</u>	<u>7</u>	<u>577,749</u>	<u>5,744</u>	<u>69,519</u>	<u>205,530</u>	<u>17,929,775</u>	<u>14,330,151</u>
	<u>\$ 12,058,367</u>	<u>\$ 1,045,019</u>	<u>\$ 1,061,691</u>	<u>\$ 3,055,691</u>	<u>7</u>	<u>\$ 577,749</u>	<u>\$ 5,744</u>	<u>\$ 69,519</u>	<u>\$ 205,530</u>	<u>\$ 18,079,317</u>	<u>\$ 14,562,050</u>

Newfoundland and Labrador Teachers' Association

Restricted Funds' Statement of Cash Flows

Year Ended August 31

2014 2013

	Emergency Fund	Professional Development Fund	Centennial Fund	Reserve Fund	Outreach Program Fund	IT Strategy Fund	Safe Schools Fund	Schools Administrators' Council Professional Development Fund	Presidential Housing Fund	Total	Total
Operating											
Excess of revenue over expenses	\$ 1,847,430	\$ 134,789	\$ 189,960	\$ 485,270	\$ -	\$ 347,474	\$ 38	\$ 7,077	\$ -	\$ 3,012,038	\$ 1,310,455
Change in non-cash operating working capital (Note 7)	(51,015)	-	(83,254)	-	-	(347,474)	-	-	(205,530)	(687,273)	(60,054)
	1,796,415	134,789	106,706	485,270	-	-	38	7,077	(205,530)	2,324,765	1,250,401
Financing											
Advances from general fund	382,056	-	-	-	-	-	-	-	205,530	587,586	690,274
Investing											
Increase in investments	(2,178,471)	(134,789)	(106,706)	(485,270)	-	-	(38)	(7,077)	-	(2,912,351)	(1,940,675)
Net increase in cash and cash equivalents	-	-	-	-	-	-	-	-	-	-	-
Cash and cash equivalents											
Beginning of year	-	-	-	-	-	-	-	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Section III

Historical Data on NLTA Finances

A.

**General Fund
Income & Expenditures
1982/83 - 2013/14**

Year	Total Income	Total Expenditures	Yearly Surplus (Deficit)	Less: Interfund Transfers	Accumulated Surplus/Deficit
2013-2014	\$6,192,004	\$5,148,455	\$1,043,549	(\$587,586)	\$4,545,369
2012-2013	\$6,208,737	\$5,444,626	\$764,111	(\$690,274)	\$4,089,406
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

B.

**Emergency Fund
1980/81 – 2013/14**

Year	Revenue	Expenses	Interfund Transfers & New Accounting Policy	Accumulated Surplus (Deficit)
2013-2014	\$1,001,463	\$425,792	\$1,653,815	\$11,932,528
2012-2013	\$736,403	\$364,953	\$1,184,153	\$9,703,042
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

C.

**Reserve Fund
1991/92 – 2013/14**

Year	Total Income	Total Expenditures	Transfers & New Accounting Policy	Accumulated Surplus (Deficit)
2013-2014	\$140,709	\$14,230	\$358,791	\$3,050,107
2012-2013	\$73,006	\$10,462	\$176,493	\$2,564,837
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

D.**Professional Development Fund
1996/97 – 2013/14**

Year	Total Income	Total Expenditures	Transfers & New Accounting Policy	Accumulated Surplus (Deficit)
2013-2014	\$46,872	\$28,343	\$116,260	\$1,038,482
2012-2013	\$24,758	\$35,108	\$57,024	\$903,693
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

E.

Centennial Trust Fund
1991/92 – 2013/14

Year	Total Income	Total Expenditures	Transfers & New Accounting Policy	Accumulated Surplus (Deficit)
2013-2014	\$185,859	\$99,689	\$103,791	\$1,050,109
2012-2013	\$161,942	\$81,439	(\$38,339)	\$860,149
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

Section IV

Draft Budgets

2015-2016 and 2016-2017

Newfoundland Labrador Teachers' Association

Draft Budgets: 2015-2016 and 2016-2017

DRAFT-BGM

	Draft Budget 2016-2017	Draft Budget 2015-2016	Budget 2014-2015	2013-2014	
				Budget 2013-2014	Actual 31-Aug-14
Revenue					
Fees	\$ 5,390,403	\$ 5,390,403	\$ 5,177,033	\$ 5,194,973	\$ 5,389,976
Advertising	10,000	10,000	10,000	10,000	10,872
Miscellaneous	1,000	1,000	1,000	1,000	728
Group Insurance Income (Salary)	221,957	220,949	202,282	202,282	203,377
Group Insurance (Other)	72,500	70,000	60,000	55,000	59,851
Print Plant Revenue	4,000	4,000	4,000	4,000	12,049
Interest Income	15,000	15,000	12,000	12,000	23,154
Employee Assistance Program	252,689	246,299	242,155	241,915	235,452
Sponsorship Agreement	72,725	72,725	72,725	72,725	72,725
Total Revenue	\$ 6,040,274	\$ 6,030,377	\$ 5,781,195	\$ 5,793,895	\$ 6,008,183
Expenses					
Governance and Administration (Schedule A)	2,455,497	2,149,973	2,450,356	2,299,671	2,255,146
Branch Operations (Schedule B)	357,044	357,044	321,400	313,900	257,530
Communications (Schedule C)	865,545	865,322	834,854	982,012	858,033
Professional Development (Schedule D)	710,952	710,852	667,738	667,737	566,095
Benefits and Economic Services (Schedule E)	1,443,043	1,434,106	1,362,609	1,354,977	1,233,361
Total Operating Expenses	\$ 5,832,081	\$ 5,517,296	\$ 5,636,957	\$ 5,618,297	\$ 5,170,164
Surplus / (Deficit)	\$ 208,193	\$ 513,081	\$ 144,238	\$ 175,598	\$ 838,019
Less: Contribution to Emergency Fund	104,096	256,540	72,119	87,799	419,010
Revised Surplus / (Deficit)	\$ 104,096	\$ 256,540	\$ 72,119	\$ 87,799	\$ 419,009
Capital Expenditures	\$ 45,000	\$ 45,000	\$ 40,000	\$ 40,000	\$ 41,361

Schedule A: Corporate Services - Governance and Administration

	Draft Budget 2016-2017	Draft Budget 2015-2016	Budget 2014-2015	2013-2014	
				Budget 2013-2014	Actual 31-Aug-14
Building					
Building Maintenance	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 42,482
Garbage Collection	5,000	5,000	8,000	7,500	3,133
Grounds Maintenance/Snow Clearing	25,000	25,000	25,000	25,000	21,713
Hydro	60,000	55,000	55,000	55,000	45,988
Insurance on Building	13,000	12,500	12,500	12,000	11,688
Property/Water Taxes	65,000	60,000	60,000	60,000	52,792
Supplies - Janitorial	5,000	5,000	7,500	7,500	3,257
Depreciation - Building	136,514	136,514	134,931	134,931	150,925
Depreciation - Computer Equipment	18,086	16,086	14,044	11,998	2,717
Elevator - Service Contract	4,120	4,000	3,600	3,400	3,765
Sub-Total: Building	371,720	359,100	360,575	357,329	338,460
Canadian Teachers' Federation					
Fees	153,158	153,158	158,400	159,840	148,103
CTF-AGM	10,000	10,000	10,000	10,000	9,876
Overseas Teachers Association	-	-	-	-	-
Sub-Total: CTF	163,158	163,158	168,400	169,840	157,979
Executive					
Executive Meetings	112,000	112,000	112,000	112,000	75,238
Standing Committees					
Table Officers	3,000	3,000	1,500	1,500	3,027
Finance and Property	5,000	5,000	5,000	5,000	2,053
Staff Negotiations	6,000	2,000	5,394	5,394	895
Electoral Committee	5,000	2,000	5,111	5,111	761
Pooled Investment Fund Committee	1,500	1,500	1,500	1,500	432
Sub-Total: Executive and Standing Committees	132,500	125,500	130,505	130,505	82,406
Office					
Audit Fees	50,000	50,000	41,200	40,000	50,992
Bank Charges	5,000	5,000	8,000	8,000	4,221
Depreciation - Furniture/Equipment	15,362	14,362	11,717	11,717	21,710
Computer Service/Technical Support	19,500	19,000	11,500	11,000	11,300
Equipment - Service/ Repair	2,000	2,000	2,000	2,000	-
Office Supplies	40,000	40,000	45,000	45,000	25,198
Telephone	65,000	60,000	80,000	80,000	53,062
IT Strategic Plan Implementation	65,000	110,000	126,000	364,000	364,000
Computer Upgrades (Hardware/Software)	35,000	30,000	25,000	25,000	8,725
Sub-Total: Office	296,862	330,362	350,417	586,717	539,208

Schedule A: Corporate Services - Governance and Administration (Continued)

	Draft Budget 2016-2017	Draft Budget 2015-2016	Budget 2014-2015	2013-2014	
				Budget 2013-2014	Actual 31-Aug-14
Personnel					
Salaries	\$ 592,871	\$ 588,316	\$ 529,942	\$ 457,205	\$ 625,645
Employer's Share of Deductions	113,250	112,472	90,831	77,784	74,066
Car Allowance	1,440	1,440	1,440	720	735
Casual Labor	4,000	4,000	4,000	4,000	-
Pension - Retiree Benefits	2,000	2,000	2,000	2,000	-
Staff Replacement	5,000	5,000	5,000	5,000	12,438
Staff Training	10,000	10,000	10,000	10,000	6,298
Travel	15,000	15,000	12,000	12,000	9,172
Deferred Severance Pay	40,000	40,000	46,000	46,000	28,819
Reserve for Annual Leave	20,000	20,000	20,000	20,000	21,166
Sub-Total: Personnel	803,561	798,229	721,213	634,709	778,339
President's Office					
Salary	167,217	167,217	157,587	157,587	157,587
Employer's Share of Deductions	29,479	29,408	23,962	23,962	25,501
Accountable Allowance - President	1,500	1,500	1,500	1,500	1,500
President's Travel	25,000	25,000	22,000	22,000	23,810
Relocation Costs	10,000	-	10,000	-	-
Accountable Allowance - Vice President	500	500	500	500	500
President's House - Depreciation			12,622	12,622	3,834
- Taxes			3,975	3,600	-
- Repairs and Maintenance			6,000	6,000	4,371
- Insurance			1,000	900	348
Sub-Total: President's Office	233,695	223,624	239,146	228,671	217,451
General					
Miscellaneous	4,000	4,000	4,000	4,000	1,749
Professional Services	5,000	5,000	5,000	5,000	2,418
Insurance - Accident	3,000	3,000	3,000	3,000	1,577
Public Relations	20,000	20,000	20,000	25,800	29,171
Conferences	25,000	25,000	25,000	25,000	20,022
Convention	285,000	-	275,000	-	1,541
NLTA Medal	2,000	2,000	2,000	2,000	1,209
NLTA Scholarship	6,000	6,000	6,000	6,000	6,000
CAPTO	15,000	15,000	15,000	14,000	13,011
Contribution to Support Staff Pension Plan	58,000	58,000	95,100	95,100	57,800
General Secretaries Conference	6,000	6,000	6,000	6,000	4,350
CTF Presidents' Meeting	6,000	6,000	6,000	6,000	2,455
Education International	3,000	-	3,000	-	-
Province-Wide Vote	16,000	-	15,000	-	-
Sub-Total: General	454,000	150,000	480,100	191,900	141,303
Total: Governance and Administration	\$ 2,455,497	\$ 2,149,973	\$ 2,450,356	\$ 2,299,671	\$ 2,255,146

Schedule B: Corporate Services - Branch Operations

	Draft Budget 2016-2017	Draft Budget 2015-2016	Budget 2014-2015	2013-2014	
				Budget 2013-2014	Actual 31-Aug-14
Branches					
Registration	\$ 34,300	\$ 34,300	\$ 29,400	\$ 29,400	\$ 29,224
Membership	39,000	39,000	26,000	26,000	23,812
School Board - Teacher Liaison	19,500	19,500	19,500	12,000	4,290
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	3,020
Exceptional Travel	500	500	500	500	-
Additional Branch Projects	5,000	5,000	5,000	5,000	1,547
Branch Retirement Functions	12,744	12,744	10,000	10,000	10,956
Branch Visitations	6,000	6,000	6,000	6,000	3,446
Joint Council Meetings	160,000	160,000	150,000	150,000	126,780
School Representatives Seminars	50,000	50,000	45,000	45,000	42,295
Sub-Total: Branches	347,044	347,044	311,400	303,900	250,370
Membership Services					
Pins and Scrolls	10,000	10,000	10,000	10,000	7,160
Sub-Total: Membership Services	10,000	10,000	10,000	10,000	7,160
Total: Branch Operations	\$ 357,044	\$ 357,044	\$ 321,400	\$ 313,900	\$ 257,530

Schedule C: Communications

	Draft Budget 2016-2017	Draft Budget 2015-2016	Budget 2014-2015	2013-2014	
				Budget 2013-2014	Actual 31-Aug-14
Publicity and Promotion					
Internal Projects	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 46,374
External Projects - Survey	-	-	-	55,000	11,978
External Projects	35,000	35,000	35,000	35,000	38,851
Promotional Materials	7,000	7,000	7,000	7,000	6,095
Media Monitoring	6,000	6,000	6,000	6,000	4,934
Public Relations/Education	25,000	25,000	25,000	25,000	27,195
Membership Cards	2,500	2,500	-	-	2,175
Sub-Total: Publicity and Promotion	105,500	105,500	103,000	158,000	137,602
Education Week	15,000	15,000	15,000	15,000	17,779
Communications/Political Action Committee	6,973	6,973	6,973	6,973	5,078
Personnel					
Salaries	226,813	226,813	207,245	207,246	202,386
Employer's Share of Deductions	44,033	43,933	39,305	39,305	30,610
Casual Help	1,000	1,000	1,000	1,000	-
Sub-Total: Personnel	271,846	271,745	247,550	247,551	232,996
Travel					
ACE Meetings	4,500	4,500	4,500	4,500	2,301
Program Travel	4,000	4,000	4,000	4,000	5,709
Sub-Total: Travel	8,500	8,500	8,500	8,500	8,010
Technology					
Software Upgrades	-	-	5,000	5,000	-
Service & Technical Support	-	-	8,000	8,000	-
Online Surveys	-	-	-	-	-
Webmaster/Staff Training	-	-	-	-	-
Server Upgrades	-	-	5,000	-	-
Sub-Total: Technology	-	-	18,000	13,000	-
Print Plant					
Service/Repair Contracts	5,000	5,000	5,000	5,000	1,792
Postage	70,000	70,000	70,000	70,000	43,803
Supplies	50,000	50,000	50,000	50,000	31,231
Printers (Outside)	4,000	4,000	4,000	4,000	-
Salaries	180,228	180,228	172,143	240,775	223,878
Employer's Share of Deductions	39,998	39,876	38,848	51,439	40,994
Casual Labor	1,000	1,000	1,000	1,000	-
Car Allowance	-	-	-	720	735
Depreciation - Print Plant	-	-	5,000	5,000	-
Copier - Lease	72,500	72,500	54,840	70,054	65,663
- Service	35,000	35,000	35,000	35,000	48,472
Sub-Total: Print Plant	457,726	457,603	435,831	532,988	456,568
Total: Communications	\$ 865,545	\$ 865,322	\$ 834,854	\$ 982,012	\$ 858,033

Schedule D: Programs and Services - Professional Development

	Draft Budget 2016-2017	Draft Budget 2015-2016	Budget 2014-2015	2013-2014	
				Budget 2013-2014	Actual 31-Aug-14
Standing Committees					
Professional Issues	\$ 9,719	\$ 9,719	\$ 9,719	\$ 9,719	\$ 4,020
Teacher Certification	1,886	1,886	1,886	1,886	-
Education Leave	209	209	209	209	106
Equity Issues in Education	6,831	6,831	6,831	6,831	6,037
Comm for Student Support Service	500	500	500	500	-
Curriculum	5,975	5,975	5,975	5,975	5,747
Sub-Total: Standing Committees	25,120	25,120	25,120	25,120	15,910
Ad Hoc Committee Technology in Education	-	-	2,082	2,082	1,688
Personnel					
Salaries	323,927	323,927	296,539	296,538	299,620
Employer's Share of Deductions	57,110	57,009	49,213	49,213	47,087
Sub-Total: Personnel	381,036	380,936	345,752	345,751	346,707
Conference and Resource Materials					
CONTACT	32,000	32,000	32,000	32,000	32,000
Developing Successful Schools (DSS)	10,000	10,000	10,000	10,000	9,394
Resource Materials	8,000	8,000	8,000	8,000	5,637
Sub-Total: Conference & Resource Materials	50,000	50,000	50,000	50,000	47,031
Program and Travel	45,000	45,000	45,000	45,000	37,006
Joint Ventures	10,000	10,000	10,000	10,000	1,902
Support for Beginning Teachers	30,000	30,000	30,000	30,000	4,940
NLTA/MUN Graduation Ceremony	7,500	7,500	-	-	2,709
Leadership Initiatives	5,000	5,000	5,000	5,000	-
Transferred to School Administrators PD Fund	26,296	26,296	24,784	24,784	22,655
Special Interest Councils					
Program Budgets	100,000	100,000	100,000	100,000	68,077
Leadership Seminar	20,000	20,000	20,000	20,000	12,470
Sub-Total: Special Interest Councils	120,000	120,000	120,000	120,000	80,547
Project Overseas	11,000	11,000	10,000	10,000	5,000
Total: Professional Development	\$ 710,952	\$ 710,852	\$ 667,738	\$ 667,737	\$ 566,095

Schedule E: Programs and Services - Benefits and Economic Services

	Draft Budget 2016-2017	Draft Budget 2015-2016	Budget 2014-2015	2013-2014	
				Budget 2013-2014	Actual 31-Aug-14
Legal: Teacher Costs	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
Standing Committees					
Membership Benefits & Services	8,941	8,941	8,941	8,941	7,137
Pensions (Administration)	1,198	1,198	1,198	1,198	-
Deferred Salary Leave Plan	1,033	1,033	1,033	1,033	-
EAP	973	973	973	973	-
Employer/Employee Relations	30	30	30	30	-
Inclusion	2,000	2,000	-	-	-
Sub-Total: Standing Committees	14,175	14,175	12,175	12,175	7,137
Pre-Retirement Seminars	55,000	55,000	55,000	55,000	34,276
Mid Career Financial Info Sessions	2,000	2,000	2,000	2,000	-
Teacher Orientation					
Travel	5,000	5,000	5,000	5,000	-
Program Support	10,000	10,000	10,000	10,000	-
Sub-Total: Teacher Orientation	15,000	15,000	15,000	15,000	-
Financial Information Seminars	10,000	10,000	10,000	10,000	7,413
Professional Relations Disputes	3,000	3,000	3,000	3,000	-
Teacher Certification Review Panel	1,000	1,000	1,000	1,000	1,174
Certification Appeals	2,000	2,000	2,000	2,000	-
Personnel					
Salaries	707,344	705,409	658,190	655,184	617,553
Employer's Share of Deductions	133,084	132,481	116,529	116,330	100,721
Sub-Total: Personnel	840,428	837,891	774,719	771,514	718,274
Lawyer Fees					
(a) Counsel/Defense	132,000	132,000	132,613	128,750	125,000
(b) Research/Opinion	11,000	11,000	11,139	10,815	10,500
Sub-Total: Lawyer Fees	143,000	143,000	143,752	139,565	135,500
Research	2,000	2,000	2,000	2,000	-
Employee Assistance Program	252,689	246,299	242,155	241,915	235,452
Benefits and Economic Services Travel	25,000	25,000	25,000	25,000	16,700
Information Centre					
Salary	52,467	52,467	49,997	49,997	48,797
Employer's Share of Deductions	10,285	10,274	9,811	9,811	8,492
Books and Supplies	10,000	10,000	10,000	10,000	17,770
Memberships and Subscriptions	3,000	3,000	3,000	3,000	2,376
Sub-Total: Information Centre	75,751	75,741	72,808	72,808	77,435
Total: Benefits and Economic Services	\$ 1,443,043	\$ 1,434,106	\$ 1,362,609	\$ 1,354,977	\$ 1,233,361

Schedule H: Emergency Fund

	Draft Budget 2016-2017	Draft Budget 2015-2016	Budget 2014-2015	2013-2014	
				Budget 2013-2014	Actual 31-Aug-14
Revenue					
Interest from Investments	\$ 300,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ 537,129
Fees	468,731	468,731	450,177	451,737	464,291
1/2 Prior Year Surplus	256,540	72,119	87,799	304,520	382,056
Total Revenue	\$ 1,025,271	\$ 840,850	\$ 737,976	\$ 956,257	\$ 1,383,476
Expenses					
Negotiations					
Labrador Benefits Negotiations	6,500	-	6,500	-	-
Labrador West Negotiations	8,500	8,500	8,500	8,500	4,380
Provincial Negotiations	40,000	40,000	-	40,000	120,562
Branch Visitations	16,000	16,000	-	16,000	1,276
Executive Meetings	20,000	20,000	-	20,000	7,917
Joint Council Meetings	58,000	58,000	-	58,000	13,112
Negotiating Team	30,000	30,000	-	30,000	44,806
Political Action Campaign	25,000	25,000	-	25,000	-
Collective Bargaining Preparations	-	-	20,000	-	-
Collective Bargaining Focus Groups	-	-	10,000	-	-
Sub-Total : Negotiations	204,000	197,500	45,000	197,500	192,053
Miscellaneous					
Grievances and Arbitrations	200,000	200,000	195,000	195,000	171,775
Collective Bargaining Training	10,000	10,000	10,000	10,000	8,123
Pensions Conference	8,000	8,000	8,000	8,000	1,949
Auditors	10,000	8,000	6,000	6,000	6,000
Fund Manager Fees	40,000	40,000	26,000	26,000	39,529
Disciplinary Committee	5,000	5,000	5,000	5,000	5,469
Disciplinary Hearings	10,000	10,000	45,000	10,000	-
Sub-Total: Miscellaneous	283,000	281,000	295,000	260,000	232,845
Total Expenses	\$ 487,000	\$ 478,500	\$ 340,000	\$ 457,500	\$ 424,898
NET SURPLUS/(DEFICIT)	\$ 538,271	\$ 362,350	\$ 397,976	\$ 498,757	\$ 958,578

Section V

Financial Statement

February 28, 2015

Newfoundland Labrador Teachers' Association
Financial Statement: for the period ending February 28, 2015



	Addit. Funding Approved By Exec./J. Council	Budget 2014-2015	Months Ending 02/28/15	Percentage of Budget
Revenue				
Fees	\$ -	\$ 5,177,033	\$ 2,737,051	52.87%
Advertising	-	10,000	7,593	75.93%
Miscellaneous	-	1,000	36	3.60%
Group Insurance Income (Salary)	-	202,282	108,703	53.74%
Group Insurance (Other)	-	60,000	69,729	116.22%
Print Plant Revenue	-	4,000	13,489	337.23%
Interest Income	-	12,000	15,087	125.72%
Employee Assistance Program	-	242,155	180,000	74.33%
Sponsorship Agreement	-	72,725	72,725	100.00%
Total Revenue	\$ -	\$ 5,781,195	\$ 3,204,412	55.43%
Expenses				
Governance and Administration (Schedule A)	\$ 158,500	\$ 2,450,355	\$ 997,095	40.69%
Branch Operations (Schedule B)	7,500	321,400	201,535	62.71%
Communications (Schedule C)	819	834,855	446,202	53.45%
Professional Development (Schedule D)	4,347	667,737	310,919	46.56%
Benefits and Economic Services (Schedule E)	4,269	1,362,609	704,042	51.67%
Total Operating Expenses	\$ 175,435	\$ 5,636,956	\$ 2,659,794	47.18%
Surplus / (Deficit)	\$ (175,435)	\$ 144,239	\$ 544,618	
Less: Contribution to Emergency Fund	-	72,120	-	
Revised Surplus / (Deficit)	\$ (175,435)	\$ 72,120	\$ 544,618	
Capital Expenditures (Schedule G)	\$ -	\$ 40,000	\$ 14,103	35.26%

* additional funding approved by Executive/Joint Council is included in the budget column

Schedule A: Corporate Services - Governance and Administration

	Addit. Funding Approved By Exec./J. Council	Budget 2014-2015	Actual 02/28/15	Percentage of Budget
Building				
Building Maintenance	\$ -	\$ 40,000	\$ 12,525	31.31%
Garbage Collection	-	8,000	5,895	73.69%
Grounds Maintenance/Snow Clearing	-	25,000	8,424	33.70%
Hydro	-	55,000	24,417	44.39%
Insurance on Building	-	12,500	7,170	57.36%
Property/Water Taxes	-	60,000	30,678	51.13%
Supplies - Janitorial	-	7,500	2,665	35.54%
Depreciation - Building	-	134,931	68,335	50.64%
Depreciation - Computer Equipment	-	14,044	3,487	24.83%
Elevator - Service Contract	-	3,600	4,198	116.60%
Sub-Total Building	\$ -	\$ 360,575	\$ 167,795	46.54%
Canadian Teachers' Federation				
Fees	-	158,400	109,275	68.99%
CTF-AGM	-	10,000	-	0.00%
CTF - Planning Committee	-	-	-	-
Overseas Teachers Association	-	-	-	-
Sub-Total - CTF	\$ -	\$ 168,400	\$ 109,275	64.89%
Executive				
Executive Meetings	32,000	112,000	42,865	38.27%
Standing Committees				
Table Officers	-	1,500	184	12.25%
Finance and Property	-	5,000	2,729	54.59%
Staff Negotiations	-	5,394	18,314	339.53%
Electoral Committee	-	5,111	493	9.64%
Pooled Investment Fund Committee	500	1,500	138	9.20%
Sub-Total - Executive and Standing Committees	\$ 32,500	\$ 130,505	\$ 64,723	49.59%
Office				
Audit Fees	-	41,200	36,479	88.54%
Bank Charges	-	8,000	2,976	37.20%
Depreciation - Furniture/Equipment	-	11,717	6,961	59.41%
Computer Service/Technical Support	-	11,500	11,368	98.85%
Equipment - Service/ Repair	-	2,000	-	0.00%
Office Supplies	-	45,000	12,296	27.32%
Telephone	-	80,000	29,463	36.83%
IT Strategic Plan Implementation	126,000	126,000	16,778	13.32%
Computer Upgrades (Hardware/Software)	-	25,000	2,709	10.84%
Sub-Total - Office	\$ 126,000	\$ 350,417	\$ 119,029	33.97%

Schedule A: Corporate Services - Governance and Administration (Continued)

	Addit. Funding Approved By Exec./J. Council	Budget 2014-2015	Actual 02/28/15	Percentage of Budget
Personnel				
Salaries	\$ -	\$ 529,941	\$ 269,520	50.86%
Employer's Share of Deductions	-	90,831	42,518	46.81%
Car Allowance	-	1,440	690	47.92%
Casual Labor	-	4,000	-	0.00%
Pension - Retiree Benefits	-	2,000	-	0.00%
Staff Replacement	-	5,000	-	0.00%
Staff Training	-	10,000	1,372	13.72%
Travel	-	12,000	6,060	50.50%
Deferred Severance Pay	-	46,000	-	0.00%
Reserve for Annual Leave	-	20,000	-	0.00%
Sub-Total - Personnel	\$ -	\$ 721,212	\$ 320,160	44.39%
President's Office				
Salary	-	157,587	77,278	49.04%
Employer's Share of Deductions	-	23,962	11,419	47.66%
Accountable Allowance - President	-	1,500	1,500	100.00%
President's Travel	10,000	32,000	6,395	19.99%
Relocation Costs	(10,000)	-	-	-
Accountable Allowance - Vice President	-	500	500	100.00%
President's House - Depreciation	-	12,622	-	0.00%
- Taxes	-	3,975	-	0.00%
- Repairs and Maintenance	-	6,000	-	0.00%
- Insurance	-	1,000	-	0.00%
Sub - Total President's Office	\$ -	\$ 239,146	\$ 97,093	40.60%
General				
Messages & Miscellaneous	-	4,000	483	12.08%
Professional Services	-	5,000	565	11.30%
Insurance - Accident	-	3,000	920	30.67%
Public Relations (Note 1 - page 12)	-	20,000	19,684	98.42%
Conferences	-	25,000	10,358	41.43%
Convention	-	275,000	2,962	1.08%
NLTA Medal	-	2,000	-	0.00%
NLTA Scholarship	-	6,000	6,000	100.00%
CAPTO	-	15,000	8,993	59.95%
Contribution to Support Staff Pension Plan	-	95,100	61,093	64.24%
General Secretaries Conference	-	6,000	1,417	23.61%
CTF Presidents' Meeting	-	6,000	-	0.00%
Education International	-	3,000	-	0.00%
Province-wide Vote	-	15,000	6,543	43.62%
Sub-Total - General	\$ -	\$ 480,100	\$ 119,019	24.79%
Total - Governance and Administration	\$ 158,500	\$ 2,450,355	\$ 997,095	40.69%

Schedule B: Corporate Services - Branch Operations

	Addit. Funding Approved By Exec./J. Council	Budget 2014-2015	Actual 02/28/15	Percentage of Budget
Branches				
Registration	\$ -	\$ 29,400	\$ 29,400	100.00%
Membership	-	26,000	23,184	89.17%
School Board - Teacher Liaison	7,500	19,500	6,552	33.60%
Labrador West Branch Office	-	5,000	5,000	100.00%
Coastal Labrador Branches	-	15,000	2,269	15.12%
Exceptional Travel	-	500	-	0.00%
Additional Branch Projects	-	5,000	2,000	40.00%
Branch Retirement Functions	-	10,000	1,378	13.78%
Branch Visitations	-	6,000	456	7.61%
Joint Council Meetings	-	150,000	129,869	86.58%
School Representatives Seminars	-	45,000	-	0.00%
Sub-Total Branches	\$ 7,500	\$ 311,400	\$ 200,108	64.26%
Membership Services				
Pins and Scrolls	-	10,000	1,427	14.27%
Sub-Total - Membership Services	\$ -	\$ 10,000	\$ 1,427	14.27%
Total - Branch Operations	\$ 7,500	\$ 321,400	\$ 201,535	62.71%

Schedule C: Communications

	Addit. Funding Approved By Exec./J. Council	Budget 2014-2015	Actual 02/28/15	Percentage of Budget
Publicity and Promotion				
Internal Projects	\$ -	\$ 30,000	\$ 14,534	48.45%
External Projects	-	35,000	26,044	74.41%
Promotional Materials	-	7,000	7,921	113.16%
Media Monitoring	-	6,000	646	10.77%
Public Relations/Education	-	25,000	19,054	76.22%
Membership Cards	-	-	760	-
Sub-Total Publicity and Promotion (Note 2 - page 12)	\$ -	\$ 103,000	\$ 68,959	66.95%
Media Campaign	-	-	-	-
Education Week	-	15,000	16,754	111.70%
Communications/Political Action Committee	819	6,973	3,373	48.38%
Personnel				
Salaries	-	207,246	104,855	50.59%
Employer's Share of Deductions	-	39,305	14,900	37.91%
Casual Help	-	1,000	-	0.00%
Sub-Total Personnel	\$ -	\$ 247,551	\$ 119,755	48.38%
Travel				
ACE Meetings	-	4,500	869	19.30%
Program Travel	-	4,000	2,048	51.19%
Sub-Total Travel	\$ -	\$ 8,500	\$ 2,916	34.31%
Technology				
Software Upgrades	-	5,000	240	4.79%
Service & Technical Support	-	8,000	-	0.00%
Online Surveys	-	-	-	-
Webmaster/Staff Training	-	-	-	-
Server Upgrades	-	5,000	-	0.00%
Sub-Total Technology	\$ -	\$ 18,000	\$ 240	1.33%
Print Plant				
Service/Repair Contracts	-	5,000	-	0.00%
Postage	-	70,000	38,492	54.99%
Supplies	-	50,000	20,002	40.00%
Printers (Outside)	-	4,000	-	0.00%
Salaries	-	172,143	81,002	47.06%
Employer's Share of Deductions	-	38,848	15,113	38.90%
Casual Labor	-	1,000	-	0.00%
Depreciation - Print Plant	-	5,000	-	0.00%
Xerox Copies - Lease	-	54,840	51,109	93.20%
- Service	-	35,000	28,486	81.39%
Sub-Total - Print Plant	\$ -	\$ 435,831	\$ 234,205	53.74%
Total - Communications	\$ 819	\$ 834,855	\$ 446,202	53.45%

Schedule D: Programs and Services - Professional Development

	Addit. Funding Approved By Exec./J. Council	Budget 2014-2015	Actual 02/28/15	Percentage of Budget
Standing Committees				
Professional Issues	\$ (2,340)	\$ 9,719	\$ 1,360	13.99%
Provincial Certification	1,658	1,886	-	0.00%
Education Leave	(1,321)	209	69	33.13%
Equity Issues in Education	1,831	6,831	4,423	64.75%
Comm for Student Support Service		500	-	0.00%
Curriculum	2,437	5,975	3,011	50.40%
Sub-Total - Standing Committees	\$ 2,265	\$ 25,120	\$ 8,863	35.28%
Ad Hoc Committee on Technology in Education	2,082	2,082	776	37.27%
Personnel				
Salaries		296,538	148,469	50.07%
Employer's Share of Deductions		49,213	20,136	40.92%
Sub-Total - Personnel	\$ -	\$ 345,751	\$ 168,605	48.76%
Conference and Resource Materials				
CONTACT	-	32,000	-	0.00%
Developing Successful Schools (DDS)	-	10,000	-	0.00%
Resource Materials	-	8,000	2,560	32.00%
Sub-Total - Conference & Resource Materials	\$ -	\$ 50,000	\$ 2,560	5.12%
Program and Travel	-	45,000	11,359	25.24%
Joint Ventures		10,000	1,057	10.57%
Support for Beginning Teachers	-	30,000	8,040	26.80%
Induction of Teacher Candidates	-	-	4,916	-
Leadership Initiatives		5,000	-	0.00%
Transferred to School Administrators PD Fund	-	24,784	25,530	103.01%
Special Interest Councils				
Program Budgets	-	100,000	60,807	60.81%
Leadership Seminar	-	20,000	8,405	42.03%
Sub-Total - Special Interest Councils	\$ -	\$ 120,000	\$ 69,212	57.68%
International Programs	-	10,000	10,000	100.00%
Total - Professional Development	\$ 4,347	\$ 667,737	\$ 310,919	46.56%

Schedule E: Programs and Services - Benefits and Economic Services

	Addit. Funding Approved By Exec./J. Council	Budget 2014-2015	Actual 02/28/15	Percentage of Budget
Legal: Teacher Costs	\$ -	\$ 2,000	\$ -	0.00%
Standing Committees				
Membership Benefits & Services	3,366	8,941	1,837	20.55%
Pensions (Administration)	-	1,198	-	0.00%
Deferred Salary Leave Plan	903	1,033	-	0.00%
EAP	-	973	-	0.00%
Employer/Employee Relations	-	30	-	0.00%
Ad Hoc Committee - Substitutes	-	-	4,661	-
Inclusion	-	-	243	-
Sub-Total Standing Committees	\$ 4,269	\$ 12,175	\$ 6,741	55.37%
Pre-Retirement Seminars	-	55,000	36,038	65.52%
Mid Career Financial Info Sessions	-	2,000	-	0.00%
Teacher Orientation				
Travel	-	5,000	-	0.00%
Program Support	-	10,000	-	0.00%
Sub-Total Teacher Orientation	\$ -	\$ 15,000	\$ -	0.00%
Financial Information Seminars	-	10,000	10,254	102.54%
Professional Relations Disputes	-	3,000	-	0.00%
Teacher Certification Review Panel	-	1,000	-	0.00%
Certification Appeals	-	2,000	-	0.00%
Personnel				
Salaries	-	658,190	308,290	46.84%
Employer's Share of Deductions	-	116,529	47,809	41.03%
Sub-Total Personnel	\$ -	\$ 774,719	\$ 356,098	45.96%
Lawyer's Fees				
(a) Counsel/Defense	-	132,613	62,500	47.13%
(b) Research/Opinion	-	11,139	5,250	47.13%
Sub-Total - Lawyer's Fees	\$ -	\$ 143,752	\$ 67,750	47.13%
Research	-	2,000	-	0.00%
Employee Assistance Program	-	242,155	180,000	74.33%
Benefits and Economic Services Travel	-	25,000	16,796	67.18%
Information Centre				
Salary	-	49,997	20,044	40.09%
Employer's Share of Deductions	-	9,811	3,881	39.55%
Books and Supplies	-	10,000	3,899	38.99%
Memberships and Subscriptions	-	3,000	2,541	84.71%
Sub-Total - Information Centre	\$ -	\$ 72,808	\$ 30,365	41.71%
Total - Benefits and Economic Services	\$ 4,269	\$ 1,362,609	\$ 704,042	51.67%

Schedule F: Programs and Services - Benefits and Economic Services - EAP

(April 01, 2014 - May 31, 2015) (not included in page 1)

	Addit. Funding Approved By Exec./J. Council		Budget 2014-2015	Actual 02/28/15
Revenue				
Government Grant	\$	-	\$ 242,155	\$ 180,000
Expenses				
Personnel				
Salaries	\$	-	\$ 171,514	\$ 165,766
Employer's Share of Deductions		-	32,091	26,515
Car Allowance		-	3,600	3,300
Sub-Total - Personnel	\$	-	\$ 207,205	\$ 195,581
Publicity		0	2,000	-
Subscriptions		0	200	50
Postage		0	2,000	-
Telephone		0	5,000	-
Professional Services (Audit, Legal & Consultation)		0	1,000	-
Travel - Professional Development		0	6,000	4,006
- Program		0	17,000	7,985
Memberships		0	750	880
Equipment and Supplies		0	1,000	463
Total Expenses - EAP	\$	-	\$ 242,155	\$ 208,964
Surplus (Deficit)	\$	-	\$ -	\$ (28,964)

Schedule G: Capital Expenditures

	Budget 2014-2015	Actual 02/28/15
Capitla Purchases		
Office Computerization (Note 1)		\$ 5,719
Building (Note 2)		-
Furniture & Equipment (Note 3)		8,384
Total	\$ 40,000	\$ 14,103

Note 1 - Office Computerization

Conference Equipment

Note 2 - Building

Note 3 - Furniture & Equipment

Office Furniture

Boardroom Furniture

Schedule H: Emergency Fund

	Addit. Funding Approved By Exec./J. Council	Budget 2014-2015	Actual 02/28/15	Percentage of Budget
Revenue				
Interest from Investments	\$ -	\$ 200,000	\$ 1,331,587	665.79%
Fees	-	450,177	237,828	52.83%
1/2 - 2013-2014 Budgeted Surplus	-	87,799	419,010	477.24%
Total Revenue	\$ -	\$ 737,976	\$ 1,988,425	269.44%
Negotiations				
Labrador Benefits Negotiations	\$ -	\$ 6,500	\$ 2,438	37.50%
Labrador West Negotiations	-	8,500	7,138	83.98%
Provincial Negotiations	-	-	22,962	-
Branch Visitations	-	-	8,229	-
Executive Meetings	-	-	3,390	-
Joint Council Meetings	-	-	48,960	-
Negotiating Team	-	-	1,606	-
Political Action Campaign (Note 3 - page 12)	-	-	12,000	-
Collective Bargaining Preparations	-	20,000	-	0.00%
Collective Bargaining Focus Groups	-	10,000	-	0.00%
Sub-Total - Negotiations	\$ -	\$ 45,000	\$ 106,722	237.16%
Miscellaneous				
Grievances and Arbitrations	\$ -	\$ 195,000	\$ 79,179	40.60%
Collective Bargaining Training	-	10,000	8,426	84.26%
Pensions Conference	-	8,000	580	7.25%
Pension Negotiations	-	-	14,515	-
School Representatives Seminar	-	-	-	-
Auditors	-	6,000	6,000	100.00%
Fund Manager's Fees	-	26,000	9,438	36.30%
Disciplinary Committee	-	5,000	-	0.00%
Disciplinary Hearings	35,000	45,000	14,189	31.53%
Professional Services	-	-	-	-
Sub-Total - Miscellaneous	\$ 35,000	\$ 295,000	\$ 132,326	44.86%
Total Expenses	\$ 35,000	\$ 340,000	\$ 239,048	70.31%
Surplus / (Deficit)	\$ (35,000)	\$ 397,976	\$ 1,749,377	439.57%

Schedule I: Executive Funds

FUND BALANCES - 28 February 2015

	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
Emergency Fund		
Investments	\$ 11,284,773	\$ 12,572,303
Cash in Bank	523,158	523,158
Total Cash and Investments	<u>\$ 11,807,930</u>	<u>\$ 13,095,461</u>
Reserve Fund		
Investments	\$ 3,238,076	\$ 3,324,458
Cash in Bank	15,133	15,133
Total Cash and Investments	<u>\$ 3,253,209</u>	<u>\$ 3,339,591</u>
Professional Development Fund		
Investments	\$ 954,674	\$ 1,078,344
Cash in Bank	16,851	16,851
Total Cash and Investments	<u>\$ 971,525</u>	<u>\$ 1,095,195</u>
Centennial Fund		
Investments	\$ 851,292	\$ 962,025
Cash in Bank	233,763	233,763
Total Cash and Investments	<u>\$ 1,085,055</u>	<u>\$ 1,195,788</u>
Support Staff Pension Fund		
Investments	\$ 3,558,135	\$ 3,978,790
Cash in Bank	384	384
Total Cash and Investments	<u>\$ 3,558,519</u>	<u>\$ 3,979,175</u>
TOTAL CASH & INVESTMENTS	<u>\$ 20,676,237</u>	<u>\$ 22,705,209</u>

Notes

Note 1 - Public Relations (Governance & Admin Stmt - page 3)

Includes donations and sponsorships:

Newfoundland and Labrador Arts Council	\$	10,000
Kids Eat Smart Foundation		5,000
Newfoundland and Labrador Public Sector Pensioners Association		1,000

\$	16,000
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Note 2 - Publicity and Promotion (Communications Stmt - page 5)

Includes donations and sponsorships:

School Sports Newfoundland and Labrador	\$	1,420
St. John's Figher Fighters Association - Fire Safety Booklet Ad.		535
Child Find - Safety Awareness Booklet Ad.		295
RNC Association - Family Violence Awareness Ad.		695
Roots of Empathy		900
NL Association of Speech - Language Pathologists and Audiologists		500

\$	4,345
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Note 3 - Political Action (Emergency Fund - page 10)

Includes donations and sponsorships:

British Columbia Teachers' Hardship Fund	\$	12,000
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\$	12,000
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Section VI

Group Insurance Fund

Auditor Reports

2012-2013 and 2013-2014



Financial Statements

Newfoundland and Labrador Teachers'

Association - Insurance Fund

April 30, 2013

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Independent auditors' report

To the Trustees of the

Newfoundland and Labrador Teachers' Association – Insurance Fund

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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, 2013, April 30, 2012 and May 1, 2011, the statements of operations, changes in net assets, and cash flows for the years ended April 30, 2013, and April 30, 2012, 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 accounting standards for not-for-profit organizations, 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, 2013, April 30, 2012, and May 1, 2011 and the results of its operations and its cash flows for the years ended April 30, 2013 and April 30, 2012 in accordance with Canadian accounting standards for not-for-profit organizations.

St. John's, Canada

February 8, 2014



Chartered Accountants

Newfoundland and Labrador Teachers' Association - Insurance Fund

Statement of Operations

Year Ended April 30

				2013	2012
	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
Income (loss) from insurance programs					
Health	\$ 784,101			\$ 784,101	\$ (6,852)
Dental	231,194			231,194	(155,299)
Life	409,273			409,273	868,440
Long term disability	(706,791)			(706,791)	(563,594)
	717,777			717,777	142,695
Investment income	637,032		\$ 114,041	751,073	912,041
Basic/life dependent surplus	718,317		-	718,317	299,950
Refund of long term disability premiums	637,298		-	637,298	767,957
Long term disability premium holiday	(5,580)		-	(5,580)	(753,548)
Health premium holiday	-		-	-	(2,232,797)
Other income	283,252		-	283,252	210,687
Premiums Post 65 life	11,248		192,000	203,248	244,073
Refund of premiums from arbitration settlement	205,854		-	205,854	-
Refund of premiums from arbitration settlement to insurance carrier	(78,679)		-	(78,679)	-
	3,126,519		306,041	3,432,560	(408,942)
Increase (decrease) in Claims Fluctuation Reserve	37,868		-	37,868	(707,527)
Expenses (Page 14)	490,119		151,498	641,617	630,968
	527,987		151,498	679,485	(76,559)
Income (loss) before other item	2,598,532		154,543	2,753,075	(332,383)
Other item					
Increase (decrease) in fair value of investments	476,819		96,163	572,982	(865,747)
Net income (loss)	\$ 3,075,351	\$ -	\$ 250,706	\$ 3,326,057	\$ (1,198,130)

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Statement of Changes in Net Assets

Year Ended April 30

	2013			2012	
	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
Surplus, beginning of year	\$ 8,704,797	\$ 3,100,000	\$ 2,958,278	\$ 14,763,075	\$ 15,961,205
Interfund transfer	(200,000)	200,000	-	-	-
Net income (loss)	3,075,351	-	250,706	3,326,057	(1,198,130)
Surplus, end of year	<u>\$ 11,580,148</u>	<u>\$ 3,300,000</u>	<u>\$ 3,208,984</u>	<u>\$ 18,089,132</u>	<u>\$ 14,763,075</u>

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Statement of Financial Position

(Note 3)

May 1,

2011

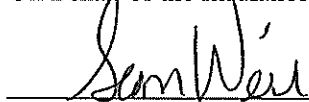
April 30

2013

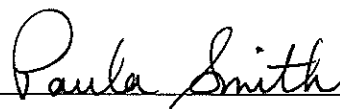
2012

	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total	Total
Assets						
Cash and cash equivalents	\$ 682,895		\$ 570	\$ 683,465	\$ 641,046	\$ 612,046
Restricted deposits - underwriter	1,753,658		-	1,753,658	1,488,714	1,720,186
Receivable from Program Fund	-		544,814	544,814	350,199	-
Receivable from Post 65 Life Fund	-		-	-	-	41,919
Receivables (Note 5)	1,858,761		-	1,858,761	1,202,531	316,234
Investments (Note 6)	10,927,968	\$ 3,300,000	2,663,600	16,891,568	14,300,696	16,401,175
	<u>\$ 15,223,282</u>	<u>\$ 3,300,000</u>	<u>\$ 3,208,984</u>	<u>\$ 21,732,266</u>	<u>\$ 17,983,186</u>	<u>\$ 19,091,560</u>
Liabilities						
Payables and accruals (Note 7)	\$ 832,151			\$ 832,151	\$ 736,543	\$ 180,001
Payable to						
Program Fund	-			-	-	41,919
Post 65 Life Fund	544,814			544,814	350,199	-
NLTA - General Fund	125,262			125,262	19,082	34,548
Deferred revenue	5,809			5,809	17,057	69,131
	<u>1,508,036</u>			<u>1,508,036</u>	<u>1,122,881</u>	<u>325,599</u>
Net assets						
Restricted net assets - Claims Fluctuation						
Reserve (Note 9)	2,135,098			2,135,098	2,097,230	2,804,756
Surplus	11,580,148	\$ 3,300,000	\$ 3,208,984	18,089,132	14,763,075	15,961,205
	<u>13,715,246</u>	<u>3,300,000</u>	<u>3,208,984</u>	<u>20,224,230</u>	<u>16,860,305</u>	<u>18,765,961</u>
	<u>\$ 15,223,282</u>	<u>\$ 3,300,000</u>	<u>\$ 3,208,984</u>	<u>\$ 21,732,266</u>	<u>\$ 17,983,186</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

				2013	2012
	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
Operating					
Net income (loss)	\$ 3,075,351		\$ 250,706	\$ 3,326,057	\$ (1,198,130)
Change in claims fluctuation reserve	<u>37,868</u>		<u>-</u>	<u>37,868</u>	<u>(707,527)</u>
	3,113,219		250,706	3,363,925	(1,905,657)
Change in non-cash operating working capital (Note 10)	<u>(536,019)</u>		<u>(194,615)</u>	<u>(730,634)</u>	<u>(165,823)</u>
	<u>2,577,200</u>		<u>56,091</u>	<u>2,633,291</u>	<u>(2,071,480)</u>
Investing					
(Increase) decrease in investments	<u>(2,333,628)</u>	\$ (200,000)	<u>(57,244)</u>	<u>(2,590,872)</u>	2,100,480
Financing					
Advances to Emergency Fund	(200,000)	-	-	(200,000)	(100,000)
Advances from Program Fund	<u>-</u>	<u>200,000</u>	<u>-</u>	<u>200,000</u>	<u>100,000</u>
	<u>(200,000)</u>	<u>200,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net increase (decrease) in cash and cash equivalents	43,572	-	(1,153)	42,419	29,000
Cash and cash equivalents					
Beginning of year	<u>639,323</u>	<u>-</u>	<u>1,723</u>	<u>641,046</u>	<u>612,046</u>
End of year	<u>\$ 682,895</u>	<u>\$ -</u>	<u>\$ 570</u>	<u>\$ 683,465</u>	<u>\$ 641,046</u>

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2013

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 Insurance Fund is responsible for reporting the results of the insurance programs and the selection of an underwriter to provide insurance coverage and pay claims.

2. Summary of significant accounting policies

Basis of presentation

The Insurance Fund has prepared these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Fund accounting

The Insurance 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.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2013

2. Summary of significant accounting policies (cont'd.)

Use of estimates

Management reviews the carrying amounts of items in the financial statements at each balance sheet date to assess the need for revision or any possibility of impairment. Many items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned course of action.

These estimates are reviewed periodically and adjustments are made to net income as appropriate in the year as they become known. The item subject to significant management estimate includes allowance for doubtful accounts.

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

Initial measurement

The Insurance Fund's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2013

2. Summary of significant accounting policies (cont'd.)

Subsequent measurement

At each reporting date, the Insurance Fund measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which must be measured at fair value. The Insurance Fund uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations. The financial instruments measured at amortized cost are cash and cash equivalents, receivables and payables and accruals. The financial instruments measured at fair value are investments.

For financial assets measured at cost or amortized cost, the Insurance Fund regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Insurance Fund determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

3. First-time adoption

These financial statements are the Insurance Fund's first financial statements prepared using Canadian accounting standards for not-for-profit organizations (ASNPO). The date of transition to ASNPO is May 1, 2011. The accounting policies presented in Note 2 to the financial statements were used to prepare the financial statements for the year ended April 30, 2013, the comparative information, and the opening statement of financial position as at the date of transition.

The adoption of ASNPO did not result in any adjustments to the previously reported net assets and net income of the Insurance Fund. The transition to ASNPO did not result in any adjustments to the statement of cash flows.

Section 1501, First-time Adoption by Not-for-profit Organizations contains exemptions to full retrospective application which the Insurance Fund may use upon transition. The Insurance Fund did not apply any optional exemptions.

4. Risk management

The Insurance 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.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2013

4. Risk management (cont'd.)

Liquidity risk

Liquidity risk is the risk that the fund will be unable to meet its contractual obligations and financial liabilities. The Insurance 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 Insurance 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.

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 Insurance 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 Insurance Fund holds fixed income securities totaling approximately 34.28% of its investment in the Fiera Balanced Integrated Fund with a market value of \$5,790,430 at year end.

ii) Foreign exchange risk

The Insurance Fund is exposed to foreign exchange risk on fluctuations related to equity investments that are denominated in a foreign currency. The Insurance Fund manages this risk through diversification of its investment portfolio. The Insurance Fund holds foreign equities totaling approximately 29.47% of its investment in the Fiera Balanced Integrated Fund with a market value of \$4,977,945 at year end.

iii) Price risk

The Insurance Fund has exposure to price risk with respect to equity prices. Equity price risk is defined as the potential adverse impact on the Insurance Fund's earnings due to movements in individual equity prices or general movements in the level of the stock market. The Insurance Fund manages price risk through diversification of its investment portfolio. The Insurance Fund's investment in the Fiera Balanced Integrated Fund had a total market value of \$16,891,568 at year end.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2013

5. Receivables	<u>2013</u>	<u>2012</u>	May 1, <u>2011</u>
Insurance administrator	\$ 416,639	\$ 264,770	\$ 195,993
Insurance carrier	1,236,268	937,761	120,241
Government of Newfoundland and Labrador	<u>205,854</u>	<u>-</u>	<u>-</u>
	<u>\$ 1,858,761</u>	<u>\$ 1,202,531</u>	<u>\$ 316,234</u>

During the year the Insurance Fund was awarded \$205,854 in an arbitrated settlement with the Government of Newfoundland and Labrador. Prior to the settlement, the premiums had been temporarily funded by the Insurance Fund. A payable for premiums to Desjardin for \$78,679 has also been recorded.

6. Investments	<u>2013</u>		<u>2012</u>	
	<u>Cost</u>	<u>Carry Value/ Market Value</u>	<u>Cost</u>	<u>Carry Value/ Market Value</u>
Program/Emergency Fund	\$ 14,379,606	\$ 14,227,968	\$ 12,322,993	\$ 11,694,340
Post 65 Life Fund	<u>2,762,502</u>	<u>2,663,600</u>	<u>2,801,754</u>	<u>2,606,356</u>
	<u>\$ 17,142,108</u>	<u>\$ 16,891,568</u>	<u>\$ 15,124,747</u>	<u>\$ 14,300,696</u>
			<u>May 1, 2011</u>	
			<u>Cost</u>	<u>Carry Value/ Market Value</u>
			\$ 13,344,606	\$ 13,436,997
			<u>3,014,873</u>	<u>2,964,178</u>
			<u>\$ 16,359,479</u>	<u>\$ 16,401,175</u>

All investments are held in the Fiera Balanced Integrated Fund. This investment fund was formerly known as the UBS (Canada) Balanced Fund prior to January 2013.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2013

7. Payables and accruals	<u>2013</u>	<u>2012</u>	May 1, <u>2011</u>
Insurance administrator	\$ 14,849	\$ 11,741	\$ 37,615
Insurance carrier	797,250	704,998	125,386
Other	<u>20,052</u>	<u>19,804</u>	<u>17,000</u>
	<u>\$ 832,151</u>	<u>\$ 736,543</u>	<u>\$ 180,001</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>2013</u>	<u>2012</u>	May 1, <u>2011</u>
Balance, beginning of the year	\$ 2,097,230	\$ 2,804,756	\$ 2,687,985
Net transfer to (from) reserve during the year	<u>37,868</u>	<u>(707,526)</u>	<u>116,771</u>
Balance, end of the year	<u>\$ 2,135,098</u>	<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>2013</u>	<u>2012</u>	May 1, <u>2011</u>
Dental	\$ 225,497	\$ 195,100	\$ 291,459
Life	313,000	356,512	356,381
Health	1,217,022	1,210,706	1,842,762
Long term disability	<u>379,579</u>	<u>334,912</u>	<u>314,154</u>
	<u>\$ 2,135,098</u>	<u>\$ 2,097,230</u>	<u>\$ 2,804,756</u>

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2013

10. Change in non-cash operating working capital

	Program Fund	Emergency Fund	Post 65 Life Fund	2013 Total	2012 Total
Deposits - underwriter	\$ (264,944)			\$ (264,944)	\$ 231,472
Receivable from Program Fund	-		\$ (194,615)	(194,615)	(350,199)
Receivable from Post 65 Life Fund	-		-	-	41,919
Receivables	(656,230)		-	(656,230)	(886,297)
Payables and accruals	95,608		-	95,608	556,542
Payable to Program Fund	-		-	-	(41,919)
Payable to Post 65 Life Fund	194,615		-	194,615	350,199
Payable to General Fund	106,180		-	106,180	(15,466)
Deferred revenue	(11,248)		-	(11,248)	(52,074)
	<u>\$ (536,019)</u>	<u>\$ -</u>	<u>\$ (194,615)</u>	<u>\$ (730,634)</u>	<u>\$ (165,823)</u>

11. Related party transactions

During the year the Insurance Fund paid \$291,130 (2012 - \$279,165) 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

2013

2012

	<u>Program Fund</u>	<u>Post 65 Life Fund</u>	<u>Total</u>	<u>Total</u>
Communications	\$ 11,037		\$ 11,037	\$ 11,522
Contribution to the operating expenses of the general fund	78,830		78,830	47,331
Interest, underwriting accounts	58,481		58,481	55,538
Meetings and in-service	43,483		43,483	27,187
Miscellaneous	4,053		4,053	920
Pre-retirement seminars	8,706		8,706	9,486
Post 65 Life subsidy	11,248	\$ 139,219	150,467	167,485
Professional fees	70,683	12,279	82,962	114,102
Salary and benefits	<u>203,598</u>	<u>-</u>	<u>203,598</u>	<u>197,397</u>
	<u>\$ 490,119</u>	<u>\$ 151,498</u>	<u>\$ 641,617</u>	<u>\$ 630,968</u>



Financial Statements

Newfoundland and Labrador Teachers'

Association - Insurance Fund

April 30, 2014

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Independent auditors' report

To the Trustees of the

Newfoundland and Labrador Teachers' Association – Insurance Fund

Grant Thornton LLP
Suite 300
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We have audited the accompanying financial statements of the Newfoundland and Labrador Teachers' Association – Insurance Fund, which comprise the statement of financial position as at April 30, 2014, and the statements of operations, 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 accounting standards for not-for-profit organizations, 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, 2014, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



St. John's, Canada

February 7, 2015

Chartered Accountants

Newfoundland and Labrador Teachers' Association - Insurance Fund

Statement of Operations

Year Ended April 30

2014

2013

	Program Fund	Emergency Fund	Post 65 Life Fund	Total	Total
Income (loss) from insurance programs					
Health	\$ 1,875,607			\$ 1,875,607	\$ 784,101
Dental	(95,570)			(95,570)	231,194
Life	614,066			614,066	409,273
Long term disability	(549,382)			(549,382)	(706,791)
	1,844,721			1,844,721	717,777
Investment income	1,116,764		\$ 217,216	1,333,980	751,073
Basic/life dependent surplus	71,468		-	71,468	718,317
Refund of long term disability premiums	52,604		-	52,604	637,298
Long term disability premium holiday	(4,000)		-	(4,000)	(5,580)
Other income	345,431		-	345,431	283,252
Premiums Post 65 life	5,809		192,000	197,809	203,248
Refund of premiums from arbitration settlement	-		-	-	205,854
Refund of premiums from arbitration settlement to insurance carrier	-		-	-	(78,679)
	3,432,797		409,216	3,842,013	3,432,560
Increase in Claims Fluctuation Reserve	11,955		-	11,955	37,868
Expenses (Page 13)	491,688		175,932	667,620	641,617
	503,643		175,932	679,575	679,485
Income before other item	2,929,154		233,284	3,162,438	2,753,075
Other item					
Increase in fair value of investments	1,234,321		235,856	1,470,177	572,982
Net income	\$ 4,163,475	\$ -	\$ 469,140	\$ 4,632,615	\$ 3,326,057

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Statement of Changes in Net Assets

Year Ended April 30

				2014	2013
	<u>Program Fund</u>	<u>Emergency Fund</u>	<u>Post 65 Life Fund</u>	<u>Total</u>	<u>Total</u>
Surplus, beginning of year	\$ 11,580,148	\$ 3,300,000	\$ 3,208,984	\$ 18,089,132	\$ 14,763,075
Net income	<u>4,163,475</u>	<u>-</u>	<u>469,140</u>	<u>4,632,615</u>	<u>3,326,057</u>
Surplus, end of year	<u>\$ 15,743,623</u>	<u>\$ 3,300,000</u>	<u>\$ 3,678,124</u>	<u>\$ 22,721,747</u>	<u>\$ 18,089,132</u>

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Statement of Financial Position

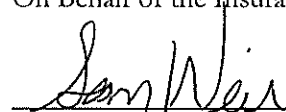
April 30

2014

2013

	<u>Program Fund</u>	<u>Emergency Fund</u>	<u>Post 65 Life Fund</u>	<u>Total</u>	<u>Total</u>
Assets					
Cash and cash equivalents	\$ 266,014		\$ 900	\$ 266,914	\$ 683,465
Restricted deposits - underwriter	1,688,339		-	1,688,339	1,753,658
Receivable from Program Fund	-		-	-	544,814
Receivable from Post 65 Life Fund	27,623		-	27,623	-
Receivables (Note 4)	2,836,892		-	2,836,892	1,858,761
Prepays	42,365		-	42,365	-
Investments (Note 5)	<u>13,646,568</u>	<u>\$ 3,300,000</u>	<u>3,736,459</u>	<u>20,683,027</u>	<u>16,891,568</u>
	<u>\$ 18,507,801</u>	<u>\$ 3,300,000</u>	<u>\$ 3,737,359</u>	<u>\$ 25,545,160</u>	<u>\$ 21,732,266</u>
Liabilities					
Payables and accruals (Note 6)	\$ 589,473		\$ 31,612	\$ 621,085	\$ 832,151
Payable to					
Program Fund	-		27,623	27,623	-
Post 65 Life Fund	-		-	-	544,814
NLTA - General Fund	27,653		-	27,653	125,262
Deferred revenue	<u>-</u>		<u>-</u>	<u>-</u>	<u>5,809</u>
	<u>617,126</u>		<u>59,235</u>	<u>676,361</u>	<u>1,508,036</u>
Net assets					
Restricted net assets - Claims Fluctuation					
Reserve (Note 8)	2,147,052			2,147,052	2,135,098
Surplus	<u>15,743,623</u>	<u>\$ 3,300,000</u>	<u>\$ 3,678,124</u>	<u>22,721,747</u>	<u>18,089,132</u>
	<u>17,890,675</u>	<u>3,300,000</u>	<u>3,678,124</u>	<u>24,868,799</u>	<u>20,224,230</u>
	<u>\$ 18,507,801</u>	<u>\$ 3,300,000</u>	<u>\$ 3,737,359</u>	<u>\$ 25,545,160</u>	<u>\$ 21,732,266</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

				2014	2013
	<u>Program Fund</u>	<u>Emergency Fund</u>	<u>Post 65 Life Fund</u>	<u>Total</u>	<u>Total</u>
Operating					
Net income	\$ 4,163,475	\$ -	\$ 469,140	\$ 4,632,615	\$ 3,326,057
Change in claims fluctuation reserve	<u>11,954</u>	<u>-</u>	<u>-</u>	<u>11,954</u>	<u>37,868</u>
	4,175,429	-	469,140	4,644,569	3,363,925
Change in non-cash operating working capital (Note 9)	<u>(1,873,710)</u>	<u>-</u>	<u>604,049</u>	<u>(1,269,661)</u>	<u>(730,634)</u>
	<u>2,301,719</u>	<u>-</u>	<u>1,073,189</u>	<u>3,374,908</u>	<u>2,633,291</u>
Investing					
Increase in investments	<u>(2,718,600)</u>	<u>-</u>	<u>(1,072,859)</u>	<u>(3,791,459)</u>	<u>(2,590,872)</u>
Financing					
Advances to Emergency Fund	-	-	-	-	(200,000)
Advances from Program Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>200,000</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net (decrease) increase in cash and cash equivalents	(416,881)	-	330	(416,551)	42,419
Cash and cash equivalents					
Beginning of year	<u>682,895</u>	<u>-</u>	<u>570</u>	<u>683,465</u>	<u>641,046</u>
End of year	<u>\$ 266,014</u>	<u>\$ -</u>	<u>\$ 900</u>	<u>\$ 266,914</u>	<u>\$ 683,465</u>

See accompanying notes to the financial statements.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2014

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 Insurance Fund is responsible for reporting the results of the insurance programs and the selection of an underwriter to provide insurance coverage and pay claims.

2. Summary of significant accounting policies

Basis of presentation

The Insurance Fund has prepared these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Fund accounting

The Insurance 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.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2014

2. Summary of significant accounting policies (cont'd.)

Use of estimates

Management reviews the carrying amounts of items in the financial statements at each balance sheet date to assess the need for revision or any possibility of impairment. Many items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned course of action.

These estimates are reviewed periodically and adjustments are made to net income as appropriate in the year as they become known. The item subject to significant management estimate includes allowance for doubtful accounts.

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

Initial measurement

The Insurance Fund's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2014

2. Summary of significant accounting policies (cont'd.)

Subsequent measurement

At each reporting date, the Insurance Fund measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which must be measured at fair value. The Insurance Fund uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations. The financial instruments measured at amortized cost are cash and cash equivalents, receivables and payables and accruals. The financial instruments measured at fair value are investments.

For financial assets measured at cost or amortized cost, the Insurance Fund regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Insurance Fund determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

3. Risk management

The Insurance 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 Insurance 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 Insurance 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.

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2014

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 Insurance 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 Insurance Fund holds fixed income securities totaling approximately 32.00% of its investment in the Fiera Balanced Integrated Fund with a market value of \$6,618,568 at year end.

ii) Foreign exchange risk

The Insurance Fund is exposed to foreign exchange risk on fluctuations related to equity investments that are denominated in a foreign currency. The Insurance Fund manages this risk through diversification of its investment portfolio. The Insurance Fund holds foreign equities totaling approximately 28.40% of its investment in the Fiera Balanced Integrated Fund with a market value of \$5,873,980 at year end.

iii) Price risk

The Insurance Fund has exposure to price risk with respect to equity prices. Equity price risk is defined as the potential adverse impact on the Insurance Fund's earnings due to movements in individual equity prices or general movements in the level of the stock market. The Insurance Fund manages price risk through diversification of its investment portfolio. The Insurance Fund's investment in the Fiera Balanced Integrated Fund had a total market value of \$20,683,027 at year end.

4. Receivables	<u>2014</u>	<u>2013</u>
Insurance administrator	\$ 377,470	\$ 416,639
Insurance carrier	2,459,422	1,236,268
Government of Newfoundland and Labrador	-	205,854
	<u>\$ 2,836,892</u>	<u>\$ 1,858,761</u>

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2014

5. Investments	2014		2013	
	Cost	Carry Value/ Market Value	Cost	Carry Value/ Market Value
Program/Emergency Fund	\$ 15,863,987	\$ 16,946,568	\$ 14,379,606	\$ 14,227,968
Post 65 Life Fund	<u>3,599,506</u>	<u>3,736,459</u>	<u>2,762,502</u>	<u>2,663,600</u>
	<u>\$ 19,463,493</u>	<u>\$ 20,683,027</u>	<u>\$ 17,142,108</u>	<u>\$ 16,891,568</u>

All investments are held in the Fiera Balanced Integrated Fund.

6. Payables and accruals	2014	2013
Insurance administrator	\$ 44,697	\$ 14,849
Insurance carrier	558,539	797,250
Other	<u>17,849</u>	<u>20,052</u>
	<u>\$ 621,085</u>	<u>\$ 832,151</u>

7. 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.

8. Claims fluctuation reserve	2014	2013
Balance, beginning of the year	\$ 2,135,098	\$ 2,097,230
Net transfer to reserve during the year	<u>11,954</u>	<u>37,868</u>
Balance, end of the year	<u>\$ 2,147,052</u>	<u>\$ 2,135,098</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:

	2014	2013
Dental	\$ 226,985	\$ 225,497
Life	330,192	313,000
Health	1,230,081	1,217,022
Long term disability	<u>359,794</u>	<u>379,579</u>
	<u>\$ 2,147,052</u>	<u>\$ 2,135,098</u>

Newfoundland and Labrador Teachers' Association - Insurance Fund

Notes to the Financial Statements

April 30, 2014

9. Change in non-cash operating working capital

	Program Fund	Emergency Fund	Post 65 Life Fund	2014 Total	2013 Total
Deposits - underwriter	\$ 65,319	\$ -		\$ 65,319	\$ (264,944)
Receivable from Program Fund	-	-	\$ 544,814	544,814	(194,615)
Receivable from Post 65 Life Fund	(27,623)	-	-	(27,623)	-
Receivables	(978,131)	-	-	(978,131)	(656,230)
Prepays	(42,365)	-	-	(42,365)	-
Payables and accruals	(242,678)	-	31,612	(211,066)	95,608
Payable to Program Fund	-	-	27,623	27,623	-
Payable to Post 65 Life Fund	(544,814)	-	-	(544,814)	194,615
Payable to General Fund	(97,609)	-	-	(97,609)	106,180
Deferred revenue	(5,809)	-	-	(5,809)	(11,248)
	<u>\$ (1,873,710)</u>	<u>\$ -</u>	<u>\$ 604,049</u>	<u>\$ (1,269,661)</u>	<u>\$ (730,634)</u>

10. Related party transactions

During the year the Insurance Fund paid \$282,208 (2013 - \$291,130) 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

2014

2013

	<u>Program Fund</u>	<u>Post 65 Life Fund</u>	<u>Total</u>	<u>Total</u>
Communications	\$ 7,340		\$ 7,340	\$ 11,037
Contribution to the operating expenses of the general fund	70,805		70,805	78,830
Interest, underwriting accounts	58,598		58,598	58,481
Meetings and in-service	45,420		45,420	43,483
Miscellaneous	4,423		4,423	4,053
Pre-retirement seminars	8,569		8,569	8,706
Post 65 Life subsidy	11,400	\$ 162,597	173,997	150,467
Professional fees	82,299	13,335	95,634	82,962
Salary and benefits	<u>202,834</u>	<u>-</u>	<u>202,834</u>	<u>203,598</u>
	<u>\$ 491,688</u>	<u>\$ 175,932</u>	<u>\$ 667,620</u>	<u>\$ 641,617</u>

Section VII

Group Insurance Fund

Budgets

2015-2016 and 2016-2017

Group Insurance Trustees Budgets

2015 - 2016 and 2016 - 2017



	Budget		Budget	
	May 1, 2015		May 1, 2016	
	April 30, 2016		April 30, 2017	
Revenue				
Interest	\$	550,000	\$	550,000
Sponsorship Agreement		2,275		2,275
Total Revenue	\$	552,275	\$	552,275
Expenses				
Meetings	\$	27,500	\$	30,000
Bank Charges		100		100
Salaries and Benefits		214,409		215,289
Program Travel		15,000		15,000
Services Rendered by NLTA		70,000		72,500
Professional Fees		9,000		9,000
Audit Fee		28,500		30,000
Communications - NLTA		20,000		20,000
Office Supplies & Equipment		5,000		5,000
Conferences & In-Service		45,000		45,000
Premium Rate Setting		5,000		5,000
Memberships		1,000		1,000
Article 26 Committee		800		800
Fidelity Bond		1,400		1,400
Pre-retirement Contribution		8,000		8,000
LTD Top-Up		4,000		4,000
Fund Manager's Fee		47,500		50,000
Sub-Total: Operational Expenses	\$	502,209	\$	512,089
SURPLUS (DEFICIT)	\$	50,066	\$	40,186

Section VIII

**Administrative Staff Salaries
and
Support Staff Salaries**

2014-2015

**Administrative Staff Salaries
2014-2015**

James Dinn	President	top of Grade VII plus 80.5%	\$162,346
Don Ash	Executive Director	top of Grade VII plus 73.6%	\$156,106
Steve Brooks	Assistant Executive Director responsible for Programs and Services	top of Grade VII plus 50.5%	\$135,213
Perry Downey	Administrative Officer Programs and Services	top of Grade VII plus 37.0%	\$123,003
Beverley Park	Senior Administrative Officer Programs and Services	top of Grade VII plus 43.5%	\$128,882
Miriam Sheppard	Administrative Officer Programs and Services	top of Grade VII plus 27.0%	\$113,958
George Tucker	Administrative Officer Programs and Services	top of Grade VII plus 37.0%	\$123,003
Stefanie Tuff	Administrative Officer Programs and Services	top of Grade VII plus 37.0%	\$123,003
Judy McCann-Beranger	Coordinator Employee Assistance Program	Step 25 of Government Scale HL22	\$87,471
Gail Carroll	Coordinator Employee Assistance Program	Step 25 of Government Scale HL22	\$87,471
Lesley-Ann Browne	Communications Officer	top of Grade VII plus 18.0%	\$106,249
Wade Rogers	Manager of Corporate Services	top of Grade VII plus 10.0%	\$98,727

**Support Staff Salaries
2014-2015**

*Executive Assistant, Governance	\$68,781
Supervisor, Printing Operations	\$53,573
Graphic Designer	\$53,573
Information / Mailroom	\$49,773
Communications Assistant	\$53,573
Information Services / Receptionist	\$49,773
Programs & Services Senior Assistant	\$57,375
Programs & Services Assistant	\$49,773
Programs & Services Assistant	\$49,773
Programs & Services Assistant	\$49,773
Programs & Services Clerical Assistant	\$45,972
Accountant / Assistant (Finance, Human Resources & IT)	\$61,175
*Database Administrator	\$68,781
Information Technology Administrator	\$44,866
Coordinator Building Operations	\$45,972

*Positions are not compensated for overtime

Section IX

Conferences Attended

2012-2013 and 2013-2014

**Newfoundland & Labrador Teachers= Association
Conferences 2012-2013**

September 19 -21, 2012	Don Ash Charlottetown, PEI Canadian Pensions and Benefits Institute - Atlantic Conference	\$2,431.86
September 19 -21, 2012	Edward Hancock Charlottetown, PEI Canadian Pensions and Benefits Institute - Atlantic Conference	\$2,278.35
November 2012	Elliott Green Toronto, Ontario - Print World Expo 2012	\$1,297.47
April 17 - 18, 2013	Jean Murphy Ottawa, Ontario CTF's Women Issues Symposium	\$1,246.03
May 5- 7, 2013	Edward Hancock Winnipeg, Manitoba - CAPSLE Conference	\$2,507.30
May 5- 7, 2013	Stefanie Tuff Winnipeg, Manitoba Canadian Association for the Practical Study of Law in Education (CAPSLE) Conference	\$1,745.86
May 5- 7, 2013	Steve Brooks Winnipeg, Manitoba CAPSLE Conference	\$1,936.66
May 17 - 19, 2013	Jean Murphy Toronto, Ontario OUTshine 2013 GSA Summit	\$1,886.03
May 27 - 28, 2013	Jim Dinn Toronto, Ontario CTF/ OECTA Collective Bargaining Conference	\$1,289.21
May 27 - 29, 2013	Don Ash Chicago, USA - CPBI Forum	\$2,807.33
June 23 -26, 2013	Lesley-Ann Browne New York, NY USA International Association of Business Communicators	\$1,137.83
	Total 2012-2013	\$20,563.93

**Newfoundland & Labrador Teachers= Association
Conferences 2013-2014**

December 3 - 7, 2013	Don Ash Victoria, B.C. Change Management Course IRC Queen's University	\$6,882.34
December 3 - 7, 2013	Steve Brooks Victoria, B.C. Change Management Course IRC Queen's University	\$6,951.26
February 19- 20, 2014	Sherri Rose Whitehorse, Yukon CTF Women's Symposium "Ending Violence Against Women and Girls"	\$2,153.77
April 27 - 29, 2014	Steve Brooks Charlottetown, PEI CAPSLE	\$2,250.06
April 27 - 29, 2014	Stefanie Tuff Charlottetown, PEI CAPSLE	\$1,784.91
Total 2013-2014		\$ 20,022.34

Newfoundland and Labrador Teachers' Association



Priorities for 2013-15 Summary Report

At its first meeting in August 2013, your Provincial Executive established six priorities for 2013-15. Contained within each of these priorities were objectives, as follows:

Priority 1: Negotiating a Collective Agreement

Objective 1: To negotiate a new Provincial Collective Agreement

Objective 2: To negotiate a new Labrador West Collective Agreement

Objective 3: To negotiate a new Labrador Benefits Agreement

Priority 2: Support for Beginning Teachers

Objective 1: To ensure beginning teachers are informed of the programs and services of the Association

Objective 2: To provide professional development and other supports specific to teachers in their first five years

Objective 3: To ensure that teachers in the early stages of their career have an opportunity within the Association to address issues

Priority 3: Strategic Plan for Membership Engagement

Objective 1: To develop and implement a strategic plan for membership engagement

Objective 2: To provide opportunity and initiatives for membership engagement

Priority 4: Implementation of the NLTA IT Strategic Plan

Objective 1: To implement years one and two of the IT Strategic Plan

Priority 5: School Board Amalgamation

Objective 1: To monitor the process of amalgamation of school boards to a single Provincial English School District and to lobby the new Provincial School District to ensure teacher concerns are addressed

Priority 6: Non-Collective Agreement Issues that Impact on Teacher Work Life

Objective 1: To lobby the Department of Education and Early Childhood Development and the school districts regarding non-collective agreement issues that impact teacher workload. These issues include, but are not limited to, PowerSchool, inclusion, wellness, workload, work life, etc.

The purpose of this report is to provide a summary of the activities on each of these priorities and objectives from September 2013 to March 2015.

Priority 1: Negotiating a Collective Agreement

1. To negotiate a new Provincial Collective Agreement

Negotiations

- 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 consisted of: Jim Dinn, Chairperson (NLTA Vice-President); Jeanne Williams (Provincial Executive, Bay Bulls); Stewart Ralph (junior high school teacher, Bay Roberts); Tina Matthews (K-12 school administrator, Trout River); Debbie Turner (program specialist, Gander); Michelle Packwood (primary/elementary school teacher, Happy Valley-Goose Bay); Robert Matthews (School Administrators' Council, Corner Brook); Don Ash (Assistant Executive Director, Chief Negotiator); and Stefanie Tuff (Administrative Officer, Staff Consultant).
- The Provincial Collective Agreement expired on August 31, 2012.
- Opening proposals were exchanged with the Employer Negotiating Team on September 10, 2012. All teachers were provided copies, and 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, 31, and November 1. At a negotiating session on November 1, 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. Negotiations ceased and did not resume until October 17, 2013.
- The NLTA Negotiating Team was revised in the fall of 2013 with Dean Ingram, Vice-President replacing now President Jim Dinn as Chairperson and Steve Brooks replacing now Executive Director, Don Ash, as Chief Negotiator. A new member, Johanne Fortier, substitute/replacement teacher, was added to the team.
- Negotiating sessions with government were held on November 25-29, 2013, and January 20-24, February 17-21, and March 31-April 4, 2014.
- A number of contacts occurred between the NLTA President and the Minister of Finance including face-to-face meetings on February 13 and March 11, 2014.
- A Presidential Alert was issued on March 3, 2014 calling on teachers to contact their MHAs in support of the NLTA's efforts to have constructive and meaningful negotiations with the Employer.
- In March, the Association requested the assistance of a conciliation officer. The conciliation officer was appointed, and conciliation meetings were held with the Employer and NLTA Negotiating Teams during the week of May 12-16, 2014.
- The Association applied for the appointment of a Conciliation Board on May 21, 2014.
- The Minister of Service NL ordered the appointment of a Conciliation Board whose membership included John Staple (NLTA), Glenn Trask (Employer) and John Roil (Chairperson).

- The Conciliation Board met from July 9-17, 2014 and assisted the parties in reaching a tentative agreement on July 17, 2014.
- On July 20, 2014 the Provincial Executive reviewed the tentative agreement and passed a motion that it be recommended for acceptance. The tentative agreement was ratified by Joint Council on September 13, 2014, and Branch meetings were held from September 15-23, 2014.
- A new Provincial Collective Agreement covering the period September 1, 2012 to August 31, 2016 was ratified on September 25, 2014 by a provincial vote and acceptance by 94.6 percent of the membership.
- The agreement was signed on October 30, 2014.
- Throughout the 2013-14 school year, membership were kept informed of the negotiating process through Bargaining Briefs and Presidential Alerts on September 5, December 3, February 27, March 3, March 25, April 7, April 14, and May 21.
- Changes in the new agreement were highlighted in the November/December 2014 issue of *The Bulletin*. The new Collective Agreement was printed and sent to all schools.
- Retroactive pay and the signing bonus were paid to teachers under contract on the December 12, 2014 payroll and to substitute teachers on the December 26, 2014 payroll. There have been issues with the payment of and eligibility for the negotiated signing bonus for teachers on leaves, unpaid leaves in particular. Government and the Association have different positions on these issues. The Association filed a grievance and is working on a possible resolution.
- The Inclusion Committee mandated in the new Collective Agreement last met on March 4, 2015.

Pensions

- A meeting was held on December 21, 2012 with the Minister of Finance to receive a presentation from government on pensions and post-retirement benefits. This meeting outlined government's concerns and intention to enter into consultation discussions with the public sector pension plan unions, including teachers, to take action to ensure sustainability of the pension plans.
- A meeting was held with the Minister of Finance on February 28, 2013.
- A further pension presentation by government was received on June 28, 2013.
- A meeting was held with the Minister of Finance on September 4, 2013.
- The NLTA contracted with an independent actuarial consultant to assist and advise the NLTA on pension matters and funding alternatives under discussion. NLTA legal counsel was also engaged as part of the process.
- Further pension presentations were received on September 11-12, 2013 to review funding, investment models, and governance models, and a meeting was held with the Minister of Finance on September 12, 2013.
- Pension information sessions and discussions were held with the other public sector unions and government on November 19, 2013. On November 20, 2013, the NLTA and government received a demonstration by Eckler (government's actuaries) of their modelling software specifically structured for the TPP under various benefit scenarios. The NLTA actuarial consultant and legal counsel were present for both days.

- The actuarial consultant and legal counsel attended the December Provincial Executive meeting in which those scenarios identified by Eckler to determine the impact on the funding level of plan changes in assumptions, plan design, contribution level, infusion of money, etc. were discussed.
- Pension discussions between government and the NLTA occurred on June 10-11, 2014.
- The public sector unions involved in the PSPP reached a pension reform deal with government in early September 2014.
- The Association held pension forum sessions across the island and Labrador, either face-to-face or by teleconference, for its members on October 9-21, 2014. Those sessions provided information on the Teachers' Pension Plan and the status of discussions with government.
- NLTA representatives, along with the NLTA's actuary met with government's actuaries on January 12, 2015 to review updated teacher pension data and, using the actuarial funding model, to explore various options aimed at reaching an agreement that would ensure sustainability of the TPP.
- Pension negotiations occurred between the NLTA and government officials and their respective actuaries on January 28, 2015. Progress was made, but one significant obstacle remains. Both parties committed to exploring options to overcome the obstacle with the anticipation of future meetings to occur.

2. To negotiate a new Labrador West Collective Agreement

- Opening proposals for Labrador West negotiations were prepared and approved by Executive during the 2012-13 school year.
- A meeting was held with the Labrador West Branch and the NLTA Assistant Executive Director and Staff Negotiator on April 6-7, 2014. Members of the Labrador West Negotiating Team included: Arlene Ann Johnson (Chair), Earl James (Jamie) Hunt, Sandy Crowley and Darryn Cramm.
- Negotiations took place in Labrador City during the week of October 13-17, 2014, and a tentative agreement was reached on October 17, 2014.
- Provincial Executive approved the holding of a ratification vote at its meeting on October 23, 2014.
- The tentative agreement was presented to the Labrador West Branch on November 5, 2014. The agreement was ratified on November 13, 2014 with a 96.3 percent acceptance by the membership and signed by all parties, effective January 27, 2015.

3. To negotiate a new Labrador Benefits Agreement

- Notice to open negotiations on a new Labrador Benefits Agreement was served on February 18, 2013 by the Chief Negotiator for the multi-union employee group.
- Peter McCormack was appointed as the NLTA member representative on the Labrador Benefits Negotiating Team. Stefanie Tuff is the NLTA Staff Consultant to the team, and Bert Blundon of NAPE is the union spokesperson.
- A call for membership submissions for opening proposals was sent to all teachers in Labrador with a return date of April 17, 2014.
- Negotiations on a new Labrador Benefits Agreement commenced on June 4-5, 2014, including the exchange of opening proposals. Negotiating sessions took place in St. John's on January 19-21, 2015.

The Chief Negotiator for the union team is attempting to confirm a date for further talks with government.

Priority 2: Support for Beginning Teachers

1. To ensure beginning teachers are informed of the programs and services of the Association

- In the fall of 2013, NLESD provided the names of new teacher hires, and the Association provided new teacher kits to those teachers. An analysis of the number of new teachers and their geographic locations was conducted, and it was determined that Beginning Teacher Conferences could not be offered due to their low numbers and wide dispersion. The NLTA met with the NLESD and MUN on January 28, 2014 to discuss alternate supports.
- The NLTA seminar “The Journey Begins,” adopted as an obligatory attendance seminar for the Education 5000 course in the new Intermediate/Senior program at MUN, was offered on September 13, 2013 to 100 participants. The NLTA facilitated a similar session in the fall of 2014 where part of the agenda was to inform students (future teachers) of the Association’s many ways of supporting teachers.
- In the fall of 2014, the Association again met with the NLESD and MUN regarding the potential offering of the Beginning Teachers’ Conferences. While the number of teachers involved and logistical impediments again prohibited the offering of regional conferences, the decision was made to offer one single conference in the St. John’s area, limit it to 30 participants and offer it on an application, first-come, first-serve basis (and offer a fixed number of delegates for Labrador). The conference offered a session on NLTA benefits as well as sessions on professionalism and the code of ethics, student motivation and engagement and work/life balance. It was held on February 6-7, 2015, with the evaluations being overwhelmingly positive. The District provided paid leave for travel for those who required travel time to make the conference opening, and the Association paid expenses if required. For teachers not selected, the NLTA provided them with information on the Association along with selected professional reading and an invitation to avail of NLTA services.
- In the fall of 2014, the NLTA provided new teachers with a flash drive containing information previously provided via paper – “new teacher kits.” Information on new teachers was obtained through the branches and the district; information was also advertised in *The Bulletin*.
- As a result of interest expressed by substitute teachers, the NLTA is considering the potential for offering a session/conference for substitutes later in 2015.
- Teacher Induction Ceremonies were held in Corner Brook on October 3, 2013, St. John’s on October 25, 2013 and May 30, 2014, Corner Brook on October 2, 2014, and St. John’s on October 17, 2014, in conjunction with the University convocations.
- Financial Information Sessions were held in Corner Brook on November 1, 2014 and St. John’s on November 29, 2014. A two-hour Financial Wellness Session was offered on January 16, 2014. Early career teachers were welcomed.
- On October 4, 2014 Programs and Services staff presented at the Music Education Special Interest Council’s annual event for new graduates of the MUN Music Education Program. Programs and Services staff presented to the MUN Faculty of Education class on October 21, 2013.

2. To provide professional development and other supports specific to teachers in their first five years

- Early career teacher initiatives undertaken by Atlantic affiliates were reviewed by Atlantic Canada PD staff officers on September 17-18, 2013 and at the Council of Atlantic Teachers' Organizations (CAPTO) meetings of Presidents and Executive Directors on October 8-9, 2013.
 - The NLTA/MUN research into the experiences of novice teachers was completed, and Kirk Anderson, the principal investigator, presented some of the findings to Joint Council in October 2013.
 - A book titled "The First-Year Teachers' Checklist" was sent to every newly identified teacher.
 - After being contacted by the NLTA, the NLESD notified the Association that they were not in a position for the 2014-15 school year to offer orientation sessions for new teachers (normally held in late August/early fall).
 - A Beginning Teachers' Conference was held on February 6-7, 2015 (see Priority 2, Objective 1).
3. To ensure that teachers in the early stages of their careers have an opportunity within the Association to address issues
- In selecting teachers to serve on committees, every effort was made to involve early career teachers. For 2013-15 both the Equity Issues in Education Committee and the Professional Issues Committee have members in their first five years.
 - In 2013-14, new teachers identified by the District were written and followed up by phone by staff to discuss NLTA support available and to conduct a needs assessment. The topics most commonly identified were classroom management and inclusion. The majority of the teachers contacted indicated that they were not interested in follow up with online conferencing.
 - An article was published in the January-February 2014 issue of *The Bulletin* highlighting a beginning teacher and her experience in teaching and with the NLTA.
 - Beginning teacher issues were discussed by the Membership Engagement Committee at its meeting on September 24, 2014.
 - Immediately following the Beginning Teachers' Conference on February 6-7, 2015, ten of the teachers attending the conference participated in a focus group as part of the M5 consultations to develop a public relations imaging and awareness strategy for the NLTA.

Priority 3: Strategic Plan for Membership Engagement

1. To develop and implement a strategic plan for membership engagement

- Membership engagement strategies undertaken by Atlantic affiliates were reviewed at the Council of Atlantic Provinces' Teacher Organizations (CAPTO) meetings on October 8-9, 2013.
- NLTA staff has been collecting information from other organizations re their initiatives on membership engagement.
- Table Officers and Provincial Executive held a session on what steps to take regarding a plan of action. Executive approved a motion and established an Ad Hoc Committee on Membership Engagement whose mandate is:
 - (a) To develop a means of obtaining input and suggestions regarding membership engagement from each of Joint Council, Provincial Executive, all NLTA committees, special interest councils, school representatives, teachers (with particular emphasis on teachers who are not considered to be currently "engaged") and NLTA staff.
 - (b) To coordinate the gathering of this input.
 - (c) To develop a multi-year plan of action based on that input.
- A session on membership engagement was held at the March 2014 Joint Council meeting, with input received in small group sessions.
- The Committee met in April 2014 to review the information received at Joint Council.
- A comprehensive survey was sent to all teachers in the fall of 2014, with 1,832 responses received. The committee had several meetings and is reviewing survey results and will be using the information to develop a strategic plan for membership engagement.

2. To provide opportunity and initiatives for membership engagement

- In the fall of 2013, School Rep Seminars were held in Goose Bay, St. John's and Gander. School Rep Seminars scheduled for the fall of 2014 were postponed and rescheduled to the fall of 2015 due to the increased workload for school reps with respect to the collective agreement meetings/vote and pension meetings.
- The NLTA President has been visiting schools throughout the province during his two-year term.
- Teacher Induction Ceremonies were held in Corner Brook and St. John's (see Priority 2.1).
- Pre-Retirement Seminars and Financial Information Seminars were held in 2013-14 and 2014-15 in various locations throughout the province.
- School Board-Teacher Liaison meetings under the newly negotiated terms are occurring in the various regions of the province.
- The vast majority of teachers selected as delegates to DSS and CONTACT were first-time attendees.
- Branch meetings and presentations on the tentative agreement were held in September 2014, culminating in a province-wide vote on September 25.
- Pension Forums were held in October 2014 throughout the province and attended by approximately 1,000 teachers.

- Teacher Recruitment Fairs were held on May 12, 2014 (Corner Brook) and May 14, 2014 (St. John's).
- The Programs and Services staff presented to MUN students, participated in workshops with the Department of Education and Early Childhood Development for NLTA members, and presented a wide range of topics at schools each year.
- The Programs and Services staff held a requested session for guidance counsellors regarding issues around mediation administration to hear and respond to concerns around that topic.
- The Programs and Services staff attended and presented at the SAC Annual General Meeting on April 9-11, 2014.
- Special Interest Council meetings with presidents (and one executive from each council) were held on September 19-20, 2013 and September 18-19, 2014. SIC webpages were designed for the NLTA website and moved to the public section for easier access as per the suggestion/request at the SIC planning session.
- Teachers were engaged in March 2014 through an appeal from the President asking teachers to lobby their MHAs regarding the impasse in negotiations.
- The Group Insurance renewal was completed in February 2014 and February 2015. Information was sent to all active teachers.
- An updated Group Insurance Program booklet was completed and forwarded to teachers in the spring of 2014.
- The first meeting of the Substitute Teachers Ad Hoc Committee was held in January 2015. Three additional meetings have been scheduled for Spring 2015.
- Teachers were surveyed in January 2014 regarding the integration of technology in the classroom.
- School administrators were surveyed in February 2014 regarding school board amalgamation and workload.
- A comprehensive membership engagement survey of all teachers was conducted (see priority 3.1).
- Weekly emails continue to be sent to school reps and copied to branch presidents and Provincial Executive. The NLTA website and email is utilized to communicate with members. Twitter and Facebook were added in the fall of 2013.

Priority 4: Implementation of the NLTA IT Strategic Plan

1. To implement years one and two of the IT strategic plan

Quick Hits

These were items easily identified and fairly quick to implement. Items included: building security (visitor passes); a fire extinguisher was installed in the server room; Johnson Controls being assigned its own VLAN separate from the NLTA server; passwords installed on all mobile devices; MS Office becoming the Association's productivity suite as of September 2014; Spiceworks being used to track system hardware and software; IT purchases being coordinated through the IT Department; anti-virus software being changed and updated; and the IT Administrator meets regularly with other IT professionals to discuss new trends and developments in the IT industry.

Projects

- The IT Steering Committee held its first meeting on September 26, 2013. The IT Administrator position was advertised and filled on November 4, 2013.
- Mobile device/laptop encryption project was started.
- WMWare Infrastructure Project with hardware/software quotes were solicited.
- Internal Share Point project was moved forward on the implementation schedule; software was ordered, received and tested.
- The Executive Director and Assistant Executive Director attended a one-week course on Change Management at Queen's University. The Communications Officer and Manager of Corporate Services attended a Change Management Seminar at the MUN Gardiner Centre on April 7, 2014.
- Outlook Web Access (OWA) – resource material was reviewed to determine if the Association's current OWA Security needed changes. Affiliate organization policies were reviewed, revised and adopted to meet our requirements. As a result of the review, the decision was made to have the NLTA email hosted off-site allowing for greater access and improved reliability. Computer backups are also now being done externally.
- Enhance Wireless Project – hardware was ordered to increase the wireless functionality throughout the building.
- The employment of the IT Administrator hired on November 4, 2013 was terminated effective June 6, 2014, and a new IT Administrator was hired effective July 28, 2014.
- Share Point project was moved to year two. Bell was contracted to deliver a document management and document collaboration Intranet solution. The solution will allow Executive to collaborate on documents and will allow documents to be shared and exchanged within a secure environment. Completion date for project is estimated to be mid-March 2015.
- IT policies continue to be reviewed.
- Records Management Review – NLTA staff met with an external consultant to discuss options on moving forward with this project. A meeting was held with the consultant to discuss the membership database.
- As a result of the security assessment review, a number of IT tasks have been automated.

- Software was purchased to better capture website statistics.
- Webcams and Microsoft LYNC licenses have been purchased to enhance our communication ability both internally and externally.
- An archivist was contracted to complete a review of the Association's historical records and documents and make recommendations on how best to maintain and preserve these documents.

Priority 5: School Board Amalgamation

1. To monitor the process of amalgamation of school boards to a single provincial English school district and to lobby the new district to ensure teacher concerns are addressed
 - The Director of the NL English School District verbally committed to the President and the Executive Director to be available and responsive to NLTA concerns. District organizational charts were provided to the NLTA as soon as they were available.
 - A meeting with senior NLTA staff and the Director and senior staff of NLESD was held on October 10, 2013 to obtain information and discuss issues and concerns relevant to teachers and the amalgamated district.
 - School Board-Teacher Liaison Committees were established.
 - The NLTA President met with the Director of the NLESD on October 30, 2013 to discuss a wide range of identified issues of interest to the teachers and the NLTA.
 - NLTA and NLESD staff held a meeting in November 2013 to begin work on a PD calendar, PD priorities and to explore opportunities for collaboration.
 - A meeting was held on November 29, 2013 to discuss issues related to district policies.
 - Communication between the NLTA head office and NLESD headquarters staff and provision of requested information (e.g., new teacher lists) was made available in a timely manner.
 - The NLTA President, Executive Director and Assistant Executive Director met with the NLESD Director and senior staff on January 13, 2014 to discuss: update on district amalgamation – policy amalgamation process; student evaluation/assessment policy; itinerant concerns; technology support; processing of expense claims; school administrator concerns; timely payment of travel claims; supports for the implementation of the inclusionary model; and social media and appropriate usage.
 - A policy grievance was filed on May 20, 2014 with respect to NLESD's position on required attendance by itinerant teachers.
 - A meeting was held on September 11, 2014 with the Director and Assistant Director and the NLTA President and Executive Director to discuss NLTA concerns with schools undergoing renovations and delayed openings during September.
 - A meeting was held on September 19, 2014 with the Director of NLESD to discuss the Student Evaluation Policy. The district outlined the plan for developing a new process which will include teacher input. The NLTA will be provided with draft documents.
 - A commitment was given by the Assistant Director of HR to have consultative meetings with the NLTA on ways to improve the transparency and efficiency of the hiring process. A number of meetings have occurred with HR personnel and NLTA staff, the last meeting being held on January 30, 2015.
 - The Association raised concerns regarding the NLESD's new Teacher Appraisal Policy. As a result, the District agreed to amend the policy so that teachers are not required to complete peer questionnaires. The District confirmed that tenured teacher evaluation cycles will not begin this year in Labrador or Western regions. Central and Eastern regions are continuing with tenured teacher evaluations for those teachers identified under the existing policy.

- Upon receiving a draft copy of the NLESD's leave request for non-discretionary leave, the Association registered its concerns. As a result, the District replaced the draft form with a tracking form supported by the Association.
- A meeting was held on November 17, 2014 to discuss the process for approval of retired teachers as substitutes, with a view to improving the efficiency and timeliness of that process.
- A meeting between the NLTA and the NLESD was held on January 22, 2015, and the following items were discussed: School Board-Teacher Liaison Committee meetings; PD closeouts during Education Week; collaboration of PD activities; status on policy development and consolidation of policies; inclusive education – human resources and violent students; school renovations; recommendations from the NLTA Ad Hoc Committee on Integration of Education Technology; status of small schools; school calendar – March vs. Easter break; and cooperation between districts/schools and other government departments. Both parties agreed to continue to be available for open dialogue and communication on these matters and issues that arise.

Priority 6: Non-Collective Agreement Issues that Impact on Teacher Work Life

1. To lobby the Department of Education and the school districts regarding non-collective agreement issues that impact teacher workload. These issues include, but are not limited to, PowerSchool, inclusion, wellness, workload, work life, etc.
 - During the past two years a number of meetings have been held with senior staff of the NLTA and the NLESD to discuss issues of importance to teachers, including the following items:
 - school board-teacher liaison committees;
 - opportunities for collaboration on PD Initiatives;
 - beginning teacher orientation sessions and new teacher conferences;
 - policy development and consolidation of policies;
 - itinerants and program specialists now based in schools;
 - examination schedule for intermediate students;
 - credit recovery program;
 - parent-teacher meetings;
 - semesterization;
 - IRTs covering administrative time;
 - accommodation/ergonomic issues related to equipment;
 - administrative time allocated to schools;
 - employer performance appraisals;
 - professional learning events and the need for collective alignment;
 - teacher sponsors for school-related events;
 - teacher/curricular resources that exist on the websites and/or First Class;
 - IT technicians;
 - support for music teachers in the absence of program specialists specifically dedicated to music;
 - provincial recall list;
 - hours of work and expectations for itinerants housed in schools;
 - the Newfoundland and Labrador Medical Association's directive regarding the provision of sick notes;
 - matters emanating from the Curriculum Committee.
 - The Department of Justice was written requesting that the NL Youth Centre School be moved under the jurisdiction of the NL English School District. The lobbying initiative is at the unanimous request of the teachers at the NL Youth Centre. At a meeting on February 25, 2015 with NLTA Executive Director and the Deputy Ministers and Assistant Deputy Ministers of both Justice and Education and Early Childhood Development, along with the Manager of the NL Youth Centre facility, it was agreed to move forward on this initiative, with a target implementation for September 2015.
 - Programs and Services staff sent a memo to teachers regarding hours of work and expectations for itinerants housed in schools. A policy grievance has been filed and is moving through the grievance process to arbitration.
 - Technological issues (both internal and external to the NLESD) were identified in a student reporting period that resulted in significant reporting challenges for at least one school in the central region. Contact with the central region was made to ensure that adequate extensions of time for reports were provided and to convey the expectation that the situation was an anomaly and would not be repeated.
 - The NLTA President met with the Minister of Finance on February 13, 2014 and presented a brief on February 14 at pre-budget consultations which lobbied for: education to be treated as an investment rather than an expense and identified reversing teacher allocation cuts made in 2013; support for the

implementation of the inclusive education model; teacher allocations; teacher leaves and the provision of substitute teacher days; and human resources support for technology.

- The NLTA President presented a brief on March 4, 2015 at pre-budget consultations lobbying on a number of budgetary issues including: allocations; child poverty; youth mental health; technology support; and reversing teacher cuts.
- The NLTA President and management staff of the NLTA met with the Leader of the Opposition on February 27, 2014 and the Leader of the NDP on March 10, 2014 to discuss and seek support on matters of importance to the NLTA.
- A special pension edition of *The Bulletin* was distributed in June 2014.
- Articles promoting the value of defined benefit pension plans were written and published in *The Telegram*.
- The Assistant Deputy Minister and Director of Special Services attended the June 2014 Executive meeting with respect to the Safe and Caring Schools policy.
- A meeting took place on July 23, 2014 with the Minister of Education and Early Childhood Development, his Executive Assistant, the Deputy Minister, and the NLTA President and Executive Director. Topics discussed and agreed on included: ensuring good communication between the NLTA and the Department and open access between the Minister and the President; NLTA input in the Department's interest in the development of a ten-year plan for education; expediting the establishment of the committee to review resourcing of the inclusive education model; and invitation to participate in full-day Kindergarten plans and media coverage. The Minister committed that the full-day Kindergarten program would be one hundred percent teacher resourced as opposed to early childhood educators, meaning approximately 140 additional teachers. The President discussed the NLTA's interest in attempting to have the allocation and resourcing cuts that were made in the Budget 2013 reversed.
- A follow-up meeting, as part of a commitment by the Minister for consultation on matters that involve the NLTA and its members, took place on August 26, 2014 with the Minister of Education and Early Childhood Development, the Deputy Minister, Assistant Deputy Minister, Director of Education for the NLESD and the NLTA President and Executive Director specifically to receive information and discuss issues surrounding full-day Kindergarten. The Minister provided details on schools that would likely require infrastructure work, modular classrooms, or team teaching for implementation of full-day Kindergarten in 2016.
- The President was part of the press release agenda that addressed teachers, participants and media on the opening day of a two-day Early Childhood/Kindergarten workshop that was held at the District Conference Centre in St. John's on August 27-28, 2014. The event provided participants with teaching strategies to support the "learning-through-play" pedagogy.
- The Inclusion Committee consisting of three representatives from the Department and three representatives from the NLTA was appointed to conduct a review of resourcing of the inclusive schools initiative.
- In response to inquiries from the NLTA regarding alternate suspensions and alternate school services, the Associate Director of Education (Programs) has indicated that the District will continue to avail of alternate suspensions through the YMCA program where it is available. The District also indicated that it has alternate school facilities in Stephenville, Corner Brook and St. John's. There was no indication that the District had plans to expand the availability of alternate settings at this time. The District's new Student Suspension Policy was provided.

- Upon learning that three regional high schools did not have assigned assistant principals, the Association entered into discussions with both the NL English School District and the Department of Education and Early Childhood Development. The District agreed to reinstate those positions and to run internal ads for the current year.
- The implementation of DSM-5 (Diagnostic and Statistical Manual of Mental Disorders) is being tracked. On October 15, 2014, the Associate Director of the NLESD reported that five training sessions were being held for guidance counsellors and educational psychologists throughout the province. Once the system is ready, those staff will use DMS-5 or DMS-4, depending on each individual's comfort level.
- The NLTA's Programs and Services team were provided with a draft copy of the District's new leave regulations and provided feedback.
- A meeting was held on November 26, 2014 with the Premier, the Minister of Finance and Minister of Education and Early Childhood Development and the NLTA President, Executive Director and Assistant Executive Director to discuss allocations, inclusive education, bureaucracy and paperwork overload, problems with school construction, and the importance of consultation with teachers and the NLTA.
- A meeting was held on December 18, 2014 with the Deputy Minister and Assistant Deputy Minister of the Department of Education and Early Childhood Development. The NLTA discussed a number of recommendations from the Ad Hoc Committee on Integration of Technology. This meeting was followed up with a request for information on some existing policies and procedures related to some of the recommendations. Other recommendations are being pursued through the provincial budgetary consultation process.
- Beyond those listed above, the NLTA President and the NLTA staff take every available opportunity to lobby the districts and Department of Education and Early Childhood Development officials. The number of day-to-day contacts is far too numerous to list in this document.

PowerSchool

- Approximately 67 percent of the schools across the NLESD have transitioned to PowerSchool and were live for the 2014-15 school year. Forty-five schools began using PowerSchool in the 2014-15 school year, and 57 schools will begin using PowerSchool for the start-up of the 2015-16 school year. There are four individuals that make up the PowerSchool team: One Program Specialist Technology/PowerSchool (K-12) – Provincial/Eastern/Labrador Region; and three Technology/PowerSchool Itinerant positions – one each for Eastern/Labrador, Western and Central Regions.
- All four former PowerSchool servers in each region of the District have been successfully consolidated into one single PowerSchool instance for the NLESD, which is located at District headquarters. An additional PowerSchool server that acts as a Disaster Recovery site has been established in the Eastern Region (Gander office).

POLICY HANDBOOK

OF THE

NEWFOUNDLAND AND LABRADOR
TEACHERS' ASSOCIATION

Introduction

The Association maintains an extensive policy handbook occupying some 225 pages. Its purpose is to provide direction for continuity of decisions and guidance to those who take positions on behalf of the Association. The Handbook has been expanded over the years to include a combination of both policy and procedures in that some "policy statements" are technically "procedure statements" which contain specific procedures to be followed in certain areas.

It was decided at the 1985 Convention to have all policies returned to Convention every five years for reconfirmation. In the intervening years only changes which have occurred in policy statements since the previous Convention are presented. In addition, with the move to a biennial general meeting, it was also agreed that the responsibilities of Joint Council would be expanded so that Joint Council could approve policy changes brought by the Provincial Executive between BGMs.

This is a year for reconfirmation of all policies and, therefore, the entire policy handbook is contained herein. The policy statements in which changes have been made since the last BGM are listed in **bold print** in the **Table of Contents** which follows. Throughout the document, additions to previous policy statements appear in **bold print** and deletions appear in ~~strike through~~.

The policy statements will be voted on "in block" at a session which will take place on the final day of the BGM. It is, of course, the privilege of Convention to alter or reject such policy statements. Changes, if desired, will be by way of an amendment to the motion to accept the policy statements. If you have any questions on these policy statements, please feel free to contact any member of the Provincial Executive or NLTA Staff.

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SECTION I

OPERATIONS

OPERATIONS OF THE NEWFOUNDLAND AND LABRADOR TEACHERS' ASSOCIATION

A NLTA Membership

1. Active Membership

- a) In accordance with the provisions of the NLTA Act, and subject to Section 6(2) and Section 16 of that Act and the By-Laws of the Association, every teacher employed by a school board as defined in The Schools Act or in a private school to which Sections 43-49 of The Schools Act apply shall be an active member of the Association."
- b) Active membership in the Association shall be in accordance with By-Law III.
- c) Active membership privileges for a substitute teacher, in accordance with By-Law III.B., are extended to November 30th of the school year subsequent to the school year in which the substitute teacher qualified for active membership, provided he/she is still available and registered for substitute teaching with a school board. [1986 AGM]
- d) The Provincial Executive has the authority to suspend or expel a teacher from membership in accordance with Section 16(13) of the NLTA Act.
- e) By-Law III. – Active Membership, Sections A.4.(c) – Classification and C.2.(c) – Fees will be applied to active teachers who are in receipt of Workers' Compensation benefits for a period in excess of two weeks. [Feb/21-23/07] [2007 BGM]

2. Other Membership Categories

- a) The Association may establish other membership categories in accordance with Section 6(4) of the NLTA Act. The provisions for such categories of membership shall be established in the Association's by-laws.
- b) Current by-laws provide for the additional categories of Associate Membership (By-Law IV), Life Membership (By-Law V), and Honorary Membership (By-Law VI).
- c) **Honorary Membership**

In accordance with By-Law VI, Honorary Membership may be bestowed on any person who, in the opinion of the Executive, has made a significant contribution to the cause of education. When awarded, Honorary Membership is usually presented at Convention and the recipient will receive a scroll, pin, and a gift.

3. Opting-Out Provision

Any teacher may elect to be excluded from membership in the Association on an annual basis in accordance with Section 6(2) of the NLTA Act.

4. Deduction of Fees

The payment of the annual fee by all teachers covered under a collective agreement, regardless of their election to be excluded from membership in the Association, is provided for in Section 7 of the NLTA Act.

5. **Principles of Professional Practice**

- a) The membership shall continue to operate within the framework of the collegial model.
- b) Members shall be bound by the Code of Ethics of the Newfoundland and Labrador Teachers' Association as adopted, approved, and from time to time revised by the Biennial General Meeting. **[1985 AGM]**

6. **Membership Registration**

- a) Branches should keep on file a list of all branch members which should be updated early in each school year.
- b) Branches should conduct registration for substitute teachers who work at least once by December 31st of that school year. All substitute teachers should register either with the branch where they reside or with the branch where they normally do the most substituting, not both.

B. Executive of NLTA

1. The authority, duties, and guidelines for the nomination of the Provincial Executive Council is governed by the NLTA Act and the By-Laws of the Association.
2. **Guides to the Conduct of Executive Meetings**
 - a) All meetings of the Executive are to be governed by "Advice on the Conduct of Meetings" published by CTF, and supplemented by "Robert's Rules of Order".
 - b) A Chairperson and Vice-Chairperson for Executive meetings, other than the President, may be elected annually by Executive.
 - c) The role of parliamentarian will be filled by a member of the Administrative Staff to be appointed through consultation between the President and the Executive Director. He/she shall act as parliamentarian for the Biennial Convention. **[Jan/11/02] JC/Feb/02] [2003 BGM]**
 - d) The Chairperson will call meetings to order on the appointed time and sessions will resume at the appointed time.
 - e) Committee reports shall consist of written minutes and pertinent documentation with written recommendations requiring Executive action presented on a sheet attached to the front of the minutes. The Chair will permit discussion on the recommendations only. Questions for information will be entertained. Committee decisions which do not require the approval of Executive will not be included as recommendations to Executive but will appear on a summary sheet attached to the front of the minutes, following the recommendation sheet. **[June/6/97]**
 - f) Every possible effort shall be made to dispose of business arising from committee reports at the meeting at which they are submitted, and failing that, these shall be discussed at the next Executive meeting in order of presentation.
 - g) All written reports are to be sent to Executive with the regular monthly agenda and recommendations arising out of these reports shall receive priority at the subsequent Executive meeting.
 - h) The Chairperson may call a Committee of the Whole in order to expedite the processing of involved matters.
 - i) An Executive member shall withdraw from discussion of any matter in which he/she has a personal interest or which is concerned with his/her position as a teacher.
 - j) Members of the Executive will be provided with the opportunity to have their votes at Executive meetings recorded if they so desire. **[Mar/4-5/94] [1994 AGM]**
 - k) Alternate Executive members elected at Convention are to be kept informed of Executive business so that they will be knowledgeable in the event they are appointed to Executive at a later date.

3. **Conflict of Interest Guidelines**

A conflict of interest is deemed to arise when an elected member of the Provincial Executive Council:

- a) is involved in receiving remuneration of any amount from a business arrangement with the Association. (The business arrangement will be terminated immediately on the member assuming office.)
- b) is involved in holding an elected position with provincial government, school trustees, or any organization doing business with the Association,
- c) has an interest in a matter before Executive distinct from any interest arising from the functions as a member of Executive.

When a conflict is deemed to have arisen, the member involved:

- a) shall immediately notify the President and the Provincial Executive Council,
- b) shall not participate in discussion and shall withdraw when any item is being discussed by the Executive or any of its committees which the President considers a conflict,
- c) shall not solicit information on any such item,
- d) shall not be provided any information on any such items by any committee or Executive member or employee. **[Oct/14-15/93] [1994 AGM]**

C. **Table Officers**

1. The President, Vice-President, Immediate Past President (if a member of Executive), and an Executive member-at-large, elected by the Executive, shall serve as Table Officers.
2. The member-at-large shall serve for the same two-year period as the Executive. **[April/24/98]**
[JC/Nov/98]
3. If the Immediate Past President is not a member of Executive, another member of Executive shall be elected to act in this capacity.
4. In the election of a member-at-large and the member elected in lieu of the Immediate Past President, each person must obtain a clear majority to be declared elected and the votes obtained are to be recorded in the minutes.
5. When a clear majority is not obtained the name of the nominee receiving the least number of votes in a ballot shall be dropped and another vote taken. **[June/5/82]**

D. **President of NLTA**

1. The authority, term of office, and election procedures for the President are governed by the NLTA Act and By-Laws. **[June/11-12/99] [JC/Feb/18-19/00] [2001 BGM]**
2. The guidelines relating to presidential expenses are located in Section I.E.12 of this Policy Handbook.
3.
 - a) In matters of initial statements of policy, the President is the spokesperson for the NLTA as an Association, it being understood that policy is determined by the Executive, carrying out the general policy directives set forth or determined by the delegates at biennial general meetings.
 - b) In cases of emergency where statements need to be made in the interests of teachers and/or of the NLTA, the President is authorized to act after consultation with Executive members.
4. The President of the NLTA is not permitted to concurrently hold an Executive position in any political party.

5. **Vacation**

The President has, within limits of the demanding requirements of the job, the ability to arrange his/her own schedule. However, while recognizing the demands of the office, the President is entitled to take, at his/her discretion, up to six weeks of holidays for each year of the two-year term.

6. **Sick Leave**

The NLTA President has the same sick leave benefits as if he/she were an active teacher.

The NLTA President shall be covered with mandatory salary continuation insurance. NLTA will pay the full cost of this premium. **[Feb/3-4/84]**

E. **NLTA Financial Guidelines**

1. **Annual Dues**

- a) Active members of the Association shall pay annual dues in accordance with NLTA By-Law III.C.
- b) 90% of the revenue from (a) above shall be used for the general operation of the Association. **[1994 AGM] [2005 BGM]**
- c) The remaining 10% of the revenue from (a) above shall be allocated to the Emergency Fund. **[1994 & 1995 AGM] [2005 BGM]**

2. **Special Funds**

a) **Emergency Fund**

At the end of the NLTA fiscal year, a minimum 50% of any surplus in the General Fund will be placed into the Emergency Fund. **[2005 BGM] [2007 BGM]**

The funds in the Emergency Fund shall be used for the following purposes:

- i) to provide strike pay to members during a strike;
- ii) to provide for the normal operations of the Association during a strike;
- iii) to assist affiliates, if requested;
- iv) to defray expenses directly related to the operation of a strike;
- v) to defray expenses directly related to collective bargaining;
- vi) to defray expenses directly related to grievances and arbitrations;
- vii) any other emergency purposes approved by Joint Council, any such purposes to be reported to the next Convention. **[Jan/10-11/97] [1997 AGM]**

b) **Reserve Fund**

The funds in the Reserve Fund shall be utilized solely to cover deficits in the General Fund. The fund is to contain an amount which is no less than 10 percent of total revenues. **[1992 AGM]**

3. **Deduction of Annual Dues**

Annual dues to the Association are deducted as per Section 7 of the Newfoundland and Labrador Teachers' Association Act, 1974.

4. Donations, Community Sponsorships and Financial Support

a) Donations

The Newfoundland and Labrador Teachers' Association may provide direct financial support to charities or fundraising efforts under exceptional circumstances only. Members are encouraged to give on an individual basis to the charities of their particular choice.

b) Community Sponsorships

Community sponsorship requests are forwarded to Table Officers for evaluation and recommendation to the Provincial Executive. Table Officers consider each request and recommendation. Requests for multi-year funding will be addressed on an annual basis and funding granted will be subject to annual review.

The NLTA makes the following distinction between sponsorships and donations. Sponsorships are considered a public relations activity and are evaluated using the following criteria:

- i) Is the activity province wide?
- ii) Is there a strong connection between the event and teachers/education and do the goals and objectives align with the mission and goals of the NLTA?
- iii) What are the promotional opportunities for the NLTA in terms of recognition and visibility for the Association?
- iv) Has the activity been sponsored by the NLTA in previous years?

c) Financial Support to Other Unions And Organizations

The Executive may provide financial support to other organizations or unions involved in a job action. A "job action" for the purposes of this policy will be defined as a legal strike or lockout and one which threatens either some principle of labour relations or the integrity of the collective bargaining process.

d) Financial Support for Political Action Campaigns With or Without Partnership With Other Organizations

The Executive may provide financial support for political action campaigns with or without partnership with other organizations if Executive determines there is a strong connection between the event or campaign and the protection/defence of the NLTA and/or its members. Such political action campaigns are distinguished from political action campaigns related directly to negotiations.

e) CTF Defence Fund/EI Solidarity Fund

Requests for financial support through the CTF Defense Fund/EI Solidarity Fund for emergencies/disasters will be considered on an individual basis by Provincial Executive.

f) **Financial Support to Individual Schools or School Groups**

The Provincial Association does not provide donations or financial support to individual schools or school groups. [Jan/31/14] [JC/Mar/14]

~~4. Contributions By NLTA to Welfare Groups~~

~~The Newfoundland and Labrador Teachers' Association will not contribute to welfare groups, except in case of a pressing emergency. However, the NLTA will offer moral support and give limited publicity in NLTA publications to worthy charitable groups.~~

5. **Expense Claims**

These regulations apply to members and staff on business authorized by the Executive Council. This policy shall supersede all references to expense reimbursement found in other policies of NLTA. [Feb/2-3/89]

Expense claims are to be submitted within thirty (30) days of incurring the expense. [Oct/31&Nov/2/13] [JC/Nov/13]

a) **Travel Expenses**

i) Members of the Association travelling on authorized business shall be governed by the following regulations in order to receive out-of-pocket expenses. There shall be three categories under which expenses incurred in travel shall be paid. Members will make their claims under one of these categories:

- Members using their own cars:
 - Effective September 1, 2005, the Association's kilometrage/mileage reimbursement rates shall be established at 40% of the average cost of self-serve, regular gasoline, as determined on the first day of each fiscal quarter and remaining constant for the specific quarter, **to a maximum of the non-taxable vehicle allowance per kilometre as established by the Canada Revenue Agency**. It is understood that the average cost referenced herein shall mean the cost as determined for the island portion of Newfoundland and Labrador. [Oct/12-13/01] [JC/Nov/01] [2003 BGM] [Jan/14-15/05] [2005 BGM] [Oct/23&25/14]
 - This rate shall apply only where air transportation is not available at a more economical rate.
- Members using public transportation and their own cars:
 - If a member uses his/her own car to a railway station, bus or air terminal in order to use public transportation as a means of travel, he/she may claim as in the category above for round trip car mileage to such station.
 - Round trip fare by the most direct route will also be paid for the kind of transportation used. Return economy air fare shall be used for air travel and seat sales should be taken advantage of where possible. [Dec/4-5/92]

- Members using public transportation:
 - Return economy air fare (or seat sales where possible), first class rail fare and berth, or bus fare will be paid to members who use public transportation while travelling on business authorized by the Executive Council. **[Dec/4-5/92]**
- ii) Members who use public transportation must present a receipt to the Manager of Corporate Services for reimbursement. Said reimbursement will not exceed the receipted amount. **[Feb/13-14/87]**
- iii) Authorization by the Executive Council, the Table Officers, or the Manager of Corporate Services is required if it is necessary for a member to use a means of travel other than his/her car or public transportation, except as provided elsewhere in these policy statements.
- iv) Taxi fares may not be claimed unless authorization has first been given, except that taxi fares from airport to hotel or meeting site, or hotel to meeting site, and return may be claimed provided that all such claims in excess of the amount approved by Executive are accompanied by a receipt.
- v) In instances where two or more members travel in the same vehicle, only one claim for travel expenses shall be paid.
- vi) When travelling on NLTA business, Executive members and Administrative staff will be permitted the reasonable use of rental cars without prior approval being required excepting when cheaper transportation is available by use of taxis. The following guidelines should be followed:
 - NLTA assumes the liability for the deductible on the renting company's insurance policy and NLTA does not buy medical coverage from rental agencies.
 - Where possible, cars should be rented from the company (companies) under rental agreement with NLTA.
 - Rental cars will not be used outside the province of Newfoundland and Labrador unless prior approval is received. **[Dec/4-5/92]**
 - Rental cars, when used, should be shared whenever possible.
 - Rental cars are to be used by Administrative staff for out-of-town travel only.
 - When travelling to branch functions, every effort should be made to ensure that transportation is shared. In keeping with this all rentals should be coordinated through the Manager of Corporate Services's office.
 - Every effort should be made to return rental units as early as possible, where so doing would result in savings to NLTA.

- vii) Where a member, who is performing duties as assigned by the Provincial President or designate, uses his/her private vehicle and is involved in an occurrence which will cause that individual to incur out-of-pocket expenses, the NLTA will assume liability for those expenses, except for normal maintenance and repair due to usage, and expenses resulting from traffic violations. Said reimbursements will be up to the lesser of:

- \$500;
- actual receipted out-of-pocket expenses;
- insurance deductible on the individual's insurance policy;

Reimbursements shall only be granted when the occurrence is reported to the police and/or the individual's insurance company or documentation is provided to the satisfaction of the Finance and Property Committee of NLTA to substantiate this claim. [Jan/7/00] [JC/Feb/00] [2001 BGM]

- viii) When parking tickets are unavoidably incurred while on NLTA business, the Association shall reimburse the full amount of the fine upon receipt of a photocopy of the ticket. [Mar/9-10/90] [1990 AGM]
- ix) The Association maintains and pays the cost of a travel insurance plan for members and staff while travelling on NLTA business.

b) Meals

- i) A per diem allowance will be paid in accordance with amounts approved by the Provincial Executive Council. These amounts shall be inclusive of any gratuities which any Executive member may wish to give.
- ii) Claims for reasonable expenses over and above the per diem amount will be paid following approval by the Finance and Property Committee provided such claims are accompanied by appropriate receipts.
- iii) For travel outside the province on NLTA business, the option will be to claim the per diem allowance (no receipts) or to claim receipted itemized costs, provided they are reasonable and an explanation is provided to the Manager of Corporate Services for any expenditures in excess of the per diem allowance. [May/6-7/88] [1989 AGM]

c) Accommodation

i) Types of Accommodation

- Persons travelling on business for the Association will be accommodated in private rooms. [Mar/25/10] [JC/Mar /10] [2011 BGM]
- One hotel room per family will be provided at NLTA functions where accommodation is required. [Dec/4-5/92] [Mar/25/10] [JC/Mar/10] [2011 BGM]

ii) **Choice of Accommodation**

- Accommodation will be provided in "standard" rooms in hotel(s) where NLTA has negotiated special rates. Reimbursements for persons choosing other than "standard" rooms, or choosing alternative hotels, will be up to the negotiated special rate above. A receipt shall be attached to the claim.
- Claims for members choosing private accommodations instead of hotel accommodation will be paid in accordance with amounts approved by the Provincial Executive Council.

iii) **Family Members Accompanying**

- Recipients of Association awards may be accompanied at Convention by a spouse/partner, and extra expenses, if any, incurred by the spouse/partner will be borne by the Association. **[1987 AGM]**
- Guest speakers and special guests may be accompanied by a spouse/partner, and extra expenses, if any, incurred by the spouse/partner may be borne by the Association at the discretion of the Executive Council or the Table Officers.
- Executive members, administrative staff, negotiating team members, and Convention delegates may be accompanied by a spouse/partner and children with no additional charge for accommodation, provided NLTA can continue to negotiate a per room charge regardless of the number of occupants. Any charges levied by the hotel over the negotiated room charge will be the responsibility of the member.
- When spouses/partners of members are personally invited to a function by the Executive Council, expenses will be paid in line with this policy on expense claims, subject to the restrictions that travel expenses will not exceed the normal travel expenses for the member.
- When members attend a function and are invited by the Executive Council to be accompanied by a spouse/partner, the actual cost of the attendance at the function of the spouse/partner will be borne by the Association, but all other related costs shall be borne by the member.
- All claims for expenses of spouses/partners shall be submitted by the member together with the member's own expense claim and will be paid to the member. **[Dec/1-2/88] [1989 AGM] [Oct/23 & 25/14]**

iv) **Necessity of Accommodation**

To maintain sound fiscal responsibility and to avoid any perception to the contrary in the eyes of the membership, persons will not normally avail of overnight accommodation when:

- Their residence is sufficiently near to permit commuting, and when one would normally commute at that hour for non-NLTA activities, taking into account such factors as weather conditions and late evening adjournment.
- Suitable public transportation is available, and when one would normally travel at that hour for non-NLTA activities, taking into account such factors as weather conditions, late evening adjournment, and the need to drive following the use of public transportation.

There are ~~three~~ ~~two~~ exceptions to the above policy:

- **Provincial Executive members not normally reimbursed for accommodations and meals while attending Provincial Executive meetings will be reimbursed for up to two nights' accommodation and related meals. [Aug/26-28/13] [JC/Nov/13]**
- Joint Council members not normally reimbursed for accommodations and meals while attending Joint Council meetings will be reimbursed for up to one night's accommodation and related meals. **[2009 BGM]**
- BGM delegates who drive to Convention and have a driving time greater than five hours will be given the option of hotel accommodations for the concluding day of Convention. **[2009 BGM]**

v) **Receipts**

Members who use hotel accommodation must present a receipt to the Manager of Corporate Services for reimbursement. Such reimbursement shall not exceed the lesser of the receipted amount and the cost of "standard" room(s) in a hotel where NLTA has negotiated special rates. **[Dec/1-2/88] [1989 AGM]**

d) **Child/Dependent Care**

The Association will cover the cost of necessary child/dependent care expenses for members if they are participants at the Association's Biennial General Meeting, committees of the Provincial Executive, Executive meetings, Joint Council meetings, grievance procedures, collective bargaining/negotiating sessions and other authorized Association business.

When members incur child care expenses outside regular Monday to Friday teacher working hours, expenses will be paid for children up to age 16 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. **[Nov/23/06] [Feb/21-23/07] [2007 BGM] [Oct/23&25/14]**

All claims must be accompanied by a child/dependent care expense form and will be paid in accordance with amounts approved by the Provincial Executive Council. The amounts to be paid for child/dependent care expenses will be reviewed on an annual basis by the Finance and Property Committee. Any amounts in excess of the annually

set rate must have the prior approval of the Finance and Property Committee.
[Jan/12/91] [1991 AGM]

e) **Other Expenses**

Claims for other expenses not specified herein will be paid following approval by the Finance and Property Committee. Wherever possible, receipts for such expenses shall be provided. [Aug/26-28/86]

f) **Expense Statements**

A detailed expense statement of any employee or member of the Association for whom an expense account is provided will be made available to any member upon request.
[1995 AGM]

6. **Scheduling of Meetings/Activities**

- a) Where possible, the Association should endeavour to ensure that its sponsored meetings/functions at which members wish or are required to attend be held at facilities which are fully accessible. [Feb/3-4/94]
- b) Where possible, meetings, etc., should be planned to minimize the costs of accommodation. It should be noted that sessions that start on Friday evening usually result in overnight accommodation for some persons who would otherwise be able to commute on Saturday morning for a nine o'clock or nine-thirty opening session. Saturday afternoon adjournments may also be planned to permit participants to avail of that day's scheduled flights. However, nothing in this policy statement is meant to seriously interfere with the required planned program of NLTA. [Aug/26-28/85]

7. **Signing Officers of the Association**

- a) Two signatures are required to validate all cheques written on behalf of the Association.
- b) For purposes of regular business of the Association in writing cheques on the General Account and Emergency Fund Account, any two of the following are signatories:
 - i) Manager of Corporate Services
 - ii) Executive Director
 - iii) President
 - iv) Assistant Executive Director
 - v) Administrative Officers
 - vi) Communications Officer
 - vii) Chairperson of Finance and Property Committee

The Manager of Corporate Services will normally be the first signing officer with the second signature coming from either the Executive Director or the President. However, if the Executive Director and the President are unavailable, the second signature may come from any of the above listed persons. [Oct/8-9/87]

- ~~c) To expedite payment of academic loans to approved members at the NLTA Office, any two of the following will be signatories on the academic loan account:~~

- i) ~~Manager of Corporate Services~~
- ii) ~~Executive Director~~
- iii) ~~President~~
- iv) ~~Chairperson of Finance and Property Committee~~
- v) ~~Accountant/Assistant (Corporate Services) [1986 AGM]~~

8. **Guidelines Re Requests for Additional Funding for Standing Committees**

To facilitate the Finance and Property Committee in carrying out its mandate and also to set down an orderly procedure for requesting funds which are in addition to those approved at Convention, the following guidelines should apply:

- a) All requests for additional funding will be made in writing and should:
 - i) Show reasons why additional funds are being requested.
 - ii) Show details as to how the additional funding figure was computed.
 - iii) Be directed to the Executive.
- b) Executive shall consider the request and, if it is approved in principle, refer the request to the Finance and Property Committee.
- c) At its next meeting, the Finance and Property Committee will consider the request in light of priority of funding to the program, as established by the Executive; detail of computation and current financial position of the Association.
- d) Recommendation of the Finance and Property Committee will be made to Executive table at the next possible Executive meeting.
- e) Executive will consider the recommendation of the Finance and Property Committee, vote on the recommendation, and instruct:
 - i) The Manager of Corporate Services to take action in accordance with the vote. **[1986 AGM]**
 - ii) The Executive Director to write the requesting party informing them of the Executive decision. **[Apr/7/79]**

9. **Requests for Funding in Excess of Budgeted Amount**

Unless otherwise determined by Executive, a motion requiring funding in excess of the budgeted amount, or a motion requiring funding not budgeted for, shall be referred to the Finance and Property Committee so that the committee can report back to Executive at the subsequent meeting as to the availability of monies to action the motion. **[Nov/30-Dec/1/79]**

10. **Toll Free Telephone Number**

The Association provides a toll free telephone number to receive telephone calls from NLTA members within the province of Newfoundland and Labrador. **[May/5-6/89] [May/5-6/89]**

11. **Gifts**

Gift is an item or amount of money which is gratuitously given or bestowed to an individual or to a third party on behalf of an individual. Honorarium is a fee given to an individual for professional service.

a) **Gifts to Members of the Association**

- i) Where staff, Executive, or members of standing or ad hoc committees perform a service within the Association (e.g. presentations at seminars, council inservice, Joint Council meeting, etc.), the service shall be considered part of the respective role of the individual and gifts are thus unnecessary. Recognition of contributions by these individuals may be made through certificates of appreciation or letters of appreciation. Individuals will not be permitted to charge any fee or honorarium for such service provided.
- ii) Gifts or honoraria received by staff, Executive, or members of standing or ad hoc committees while representing NLTA at functions outside the Association may be kept.
- iii) All gifts in excess of the amount approved by the Provincial Executive Council that are received in the course of business of the Association as a result of a purchase, tender agreement, or promotion shall become the property of the Association.
- iv) Where a gift cannot be used by the Association, it shall be sold, raffled, or donated to a charity.
- v) All wins through the luck of the draw shall be excluded from the guidelines of this policy.

b) **Gifts to Individuals Outside the Association**

- i) Where an individual who is not a member of the Association performs a service and has received a fee or honorarium for services provided, a gift may be given, but in no case shall the value exceed the amount approved by the Provincial Executive Council.
- ii) Where no honorarium is given or fee charged, a gift not to exceed the amount approved by the Provincial Executive Council may be given.

c) **Gifts (Special Situations)**

Gifts may be given in the following situations but shall not exceed the amounts approved by the Provincial Executive Council:

- i) Completion of presidential term.
- ii) Retirement from employment with the Association.
- iii) Christmas gifts to staff.
- iv) Other situations which may arise - value should be determined by Finance and Property Committee prior to any purchase. **[Nov/24-25/94]**

12. Presidential Expenses

a) Moving Expenses

- i) Payment of all reasonable expenses for packing and removal of household and personal effects from the usual place of residence to St. John's and, at the end of the term of office, to home.
- ii) Hotel accommodation of up to one week, both at the beginning and end of term, while household and personal effects are being packed and moved.
- iii) The Association will pay the moving expenses for an outgoing President to return to the same community from which he/she moved to assume the Presidency. **[June/11-12/99] [JC/Feb/00] [2001 BGM]**
- iv) It is understood that if the President does not return to the same community from which he/she moved to assume the Presidency, the Association will reimburse him/her for moving expenses incurred, to a maximum of the cost which would have been incurred in moving back to the same community from which he/she moved to assume the Presidency.
- v) Any matters not covered in the foregoing will be resolved by mutual agreement between the President and the Finance and Property Committee.

b) Presidential Housing Allowance

A president whose principal residence is not within reasonable commuting distance from St. John's shall be paid a monthly allowance upon moving to the St. John's area, provided that he/she maintains his/her principal residence upon taking office. If the president's principal residence should change during his/her term of office, he/she must notify the Association immediately.

The monthly allowance will be determined by the Finance & Property Committee prior to each presidential term and will be calculated based on the cost of a reasonable two-bedroom apartment in St. John's. [Oct/23&25/14]

~~b) Presidential Residence~~

- ~~i) The presidential residence in St. John's will be available to a President during his/her term of office, regardless of the municipality in which he/she normally resides.~~
- ~~ii) All costs related to the President's principal residence will be his/her responsibility.~~
- ~~iii) If the President moves into the presidential residence and, subsequently rents or leases his/her principal residence, all income from renting or leasing his/her principal residence will be passed over to the Association. A written agreement to this effect will be drawn up and signed by both parties.~~

- ~~iv) If the President elects to move into the presidential residence, he/she will be responsible for the heat, light, phone, cable, furniture and other such incidentals. The NLTA will provide the refrigerator, stove, dishwasher, washer, dryer, freezer, and draperies.~~
- ~~v) The NLTA will be responsible for all municipal taxes, insurance, repairs, and maintenance of the presidential residence.~~
- ~~vi) In a case where the President declines the offer to move into the presidential residence for his/her term of office, he/she shall advise the Association in writing of his/her decision to do so prior to August 1st of his/her inaugural year. The Association then reserves the right to rent or lease or otherwise dispose of the presidential residence for that President's term of office.~~
- ~~vii) If the President declines the offer to move into the presidential residence, then the Association assumes no liability for any costs incurred in securing and/or maintaining alternate accommodations for the incoming President. [June/11-12/99] [JC/Feb/00] [2001 BGM]~~

c) **Salary and Benefits**

The President's salary **and** expense allowance ~~and automobile allowance~~ shall be established **biennially** ~~annually~~ by the Provincial Executive. [Feb/3-4/84] [Oct/23&25/14]

13. **Salary for Paid Executive Members During a Job Action**

During a job action, paid Executive members of NLTA shall receive pay equivalent to other members of the Association. [1991 AGM] [Jan/10-11/92]

14. **Capital Equipment**

- a) All equipment costing \$1000 or more and having an estimated useful life of more than one (1) year will be considered a capital equipment purchase. [Feb/13-14&15/13] [JC/Feb/13] [2013 BGM]
- b) All furniture and related office equipment will be depreciated over a ten (10) year period.
- c) All computer equipment (hardware and software) will be depreciated over a three (3) year period. [Feb/13-14&15/13] [JC/Feb/13] [2013 BGM]
- d) The Manager of Corporate Services will have the authority to purchase any capital equipment up to a cost of \$1,000.00; said purchase to be reported at the next Provincial Executive Council meeting.
- e) The Executive Director will have the authority to purchase any capital equipment up to a cost of \$10,000.00; said purchase to be reported at the next Provincial Executive Council meeting.
- f) Any capital equipment purchase in excess of \$10,000 will require prior approval of the Finance and Property Committee; said purchase to be reported at the next Provincial Executive Council meeting. [Feb/12-13/97] [1997 AGM]

15. **Use of NLTA Funds**

No NLTA money will be used to subsidize government costs. **[1999 BGM]**

16. **NLTA Investments**

The Newfoundland and Labrador Teachers' Association is responsible for the investment of various funds, the purpose of which are diverse and relate to benefits that are provided to the Association's members and support staff, various operational responsibilities of the Association, and financial support for professional development opportunities.

The Group Insurance Trustees are responsible for the overall management of the Group Insurance Trust Fund and, additionally, for the management of the Post 65 Life Fund (subject to consultation with the Provincial Government). The Association, acting through its Provincial Executive, is responsible for the overall management of the remainder of the Association's assets (excluding the Group Insurance Trust Fund and the Post 65 Life Fund).

The Group Insurance Trustees and the Provincial Executive have delegated tasks to the Pooled Investment Fund Committee. This Committee consists of the Chairperson of the Finance and Property Committee, one other member of Finance and Property named by Executive, the Chairperson of the Group Insurance Trustees, one other member of the Group Insurance Trustees named by the Group Insurance Trustees, and one member representing the Support Staff Pension Fund named by the Support Staff. The Chairperson of the Committee will alternate annually between the Chairperson of Finance and Property and the Chairperson of the Group Insurance Trustees.

The length of the investment policy makes it impossible to include it in this publication. However, the complete text is available upon request from the NLTA office. **[Feb/20/03]** **[2003 BGM]** **[Mar/30/06]** **[JC/Nov/06]** **[2007 BGM]** **[Aug/26-28/13]**

F. Staff of NLTA

1. Appointment and Duties of Administrative Staff

- a) The appointment and responsibilities of the Administrative Staff are governed by the NLTA By-Laws.
- b) The Administrative Staff shall be appointed by the Executive and shall hold office until services are terminated as per the Collective Agreement.
- c) The Executive Director shall be responsible for all office work in connection with the normal business of the Association and shall supervise all administrative and office staff. He/she may be delegated to act for the Executive, if and when such action is necessary. He/she may, with the consent of the Chairperson, speak at any meeting called by the Association, but he/she may not vote on any question submitted.
- d) The Treasurer referenced within By-Law XIX. - Funds and Assets of the Association, will be the Manager of Corporate Services.

2. Employment Equity Within the Association

There should be equal opportunity for both gender groups for employment within the Association.

When two or more persons are determined to be equal for a position, then the person from the minority gender group will be offered the position.

- a) Employment equity action shall be defined as a strategy to ensure proportionate representation of both gender groups in every job at every level of the Association.
- b) Proportionate representation will be consistent with the proportionate representation of the active membership.
- c) The levels of the workforce of the Association for the purpose of this policy will be as follows:
 - i) Senior Management
 - Executive Director (1)
 - Assistant Executive Director (1)
 - ii) Senior Staff
 - Administrative Officers (5)
 - Communications Officer (1)
 - Manager of Corporate Services (1)
 - EAP Coordinators (2)
 - iii) Management Staff
 - Executive Assistant, Governance (1)

iv) Support Staff

- Senior Assistant (1)
- Assistants (4)
- Clerical Assistant (1)
- Accountant/Assistant (Corporate Services) (1)
- Graphic Designer (1)
- Supervisor of Printing Operations (1)
- Information Services Personnel (2)
- Coordinator of Building Operations (1)
- IT Administrator (1)
- Database Administrator (1)

d) Considering the specialization required for most positions in the workforce, it is recognized that limited opportunities exist to correct proportionate representation by promotion. Nevertheless, education programs for all staff levels will be made available so that maximum advantage can be taken for promotional opportunities.

e) Advertisements at all levels and for all positions will clearly indicate the Association as an equal opportunity employer. A revised advertisement format will be developed so that it is friendly towards both gender groups.

f) A package will be developed for those involved in hiring, training, and promotion to provide for non-biased interviewing techniques and to help facilitate the goal of proportionate representation.

g) Interviewing teams will contain representatives from both gender groups. **[Jan/8-9/99]**

3. All employees will be protected under the Workers' Compensation Act. **[June/8-9/84]**

4. **Occupational Health and Safety**

Management of the Newfoundland and Labrador Teachers' Association is vitally interested in its employees' health and safety. Our objective is to protect our workers from injury and illness.

The Newfoundland and Labrador Teachers' Association, as the employer, is ultimately responsible for worker health and safety.

The Newfoundland and Labrador Teachers' Association is committed to taking every reasonable precaution for the protection of all workers and to uphold the requirements under the occupational health and safety legislation. To fulfill this commitment, the Newfoundland and Labrador Teachers' Association will make every effort to provide and maintain a safe and healthy workplace by implementing an occupational health and safety program, adhering to acceptable industry standards and complying with occupational health and safety legislation. In keeping with this legislation, a healthy and safe workplace will be accomplished in consultation and cooperation with management and employees, in particular the Occupational Health and Safety Committee.

Team leaders will be held accountable for the health and safety of workers under their supervision. Responsibility includes ensuring that machinery and equipment are safe and that workplace practices are in compliance with established legislation, work practices and

procedures. To protect their health and safety, workers must receive adequate and specific work task training.

Every worker must protect his/her own health and safety and the health and safety of other workers by working in compliance with the legislation and established workplace practices and procedures.

Contractors will be expected to operate according to the legislative requirements using best practices and following the Newfoundland and Labrador Teachers' Association policies and procedures regarding health and safety.

Health and safety is an integral part of this organization's every day business. It is in the best interest of all to join together and put into practice health and safety principles in all work activities.

This policy will be reviewed on an annual basis and revised as necessary. [Oct/15/04]
[JC/Nov/04] [2005 BGM]

G. The NLTA Building

1. The NLTA By-Laws state that the Head Office of the Association shall be at the City of St. John's. The Association maintains this office in its own building located at 3 Kenmount Road in St. John's, NL.
2. Groups affiliated with NLTA and meeting as an NLTA group, are permitted to use the NLTA meeting facilities free of charge.
3. All outside agencies who wish to rent the NLTA Board Room shall apply to the Manager of Corporate Services. **[1986 AGM]**
4. Groups hosting social functions following their meeting(s) (e.g. wine and cheese) must employ the services of the Coordinator of Building Operations.
5. An appraisal of the NLTA Building's replacement cost is to be carried out every two (2) years by a person holding a AAIC designation. **[Oct/16/82]**

6. NLTA Scent-Sensitive Workplace Policy

Due to the health concerns arising from exposure to scented products, the NLTA building is a scent-sensitive workplace. All employees are committed to reducing and eliminating scented personal care products from the workplace that have potential to cause illnesses and/or allergic reactions. Also, whenever possible, only scent-free cleaning products will be permitted to be used within the building at all time.

- a) All employees and visitors who enter the NLTA building must ensure that they are free of scented personal care products, such as:
 - i) perfumes and fragrances;
 - ii) aftershaves and colognes;
 - iii) shampoos and conditioners;
 - iv) hairsprays and hair products;
 - v) soaps and deodorants;
 - vi) lotions and creams; and
 - vii) cosmetics.
- b) As an Employer, the NLTA is committed to reducing and eliminating scented cleaning products, tobacco smoke, building materials that release volatile organic compounds (VOCs) and air fresheners and deodorizers from the workplace. The procedure to be used in order to comply with this commitment is as follows:
 - i) Scent-sensitive signs will be displayed throughout the NLTA building in clear view for all employees and visitors to read.
 - ii) All employees and NLTA members shall be informed that the NLTA building is a scent-sensitive workplace. Visitors will be informed that the NLTA building is a scent-sensitive workplace through signs posted at all entrances to the building.
 - iii) All cleaning products and building material used throughout the building must be scent-free, whenever possible. If scent-free products are not available, all

employees will be notified that such products must be used prior to any cleaning, painting or renovations occurring.

- iv) Any violations of this policy will be reported immediately to the Executive Director (or designate) and members of the NLTA Occupational Health and Safety Committee. [Mar/30/06] [JC/Nov/06] [2007 BGM]

H. NLTA Branches

1. Organization and Operation

- a) Section 5(1)(d) of the NLTA Act, 1974, states: "The Association may establish local and regional branches."

b) Formation, Operation or Disbandment

- i) The formation, operation or disbandment of a branch shall be in accordance with By-Law IX of the NLTA By-Laws and with the policies outlined below. **[Feb 21-23/07] [2007 BGM]**
- ii) In the event that a branch ceases to be active, namely, that the branch disbands, amalgamates, ceases to exist because of a drop in membership below the required minimum, fails to form an executive or does not meet viability guidelines, the assets of the branch shall become the property of the Association. **[Feb 21-23/07] [2007 BGM]**

c) Changes to Branch Boundaries

- i) Changes to branch boundaries shall take place only as a result of consultation between the members concerned and Provincial Executive. The initiative for such a change may originate with the members concerned, with the Provincial Executive or with the committee responsible for branch operations through the application of the branch viability guidelines as outlined in d) below.
- ii) If the initiative does not originate with the committee responsible for branch operations, then the committee will initiate the review by first applying the branch viability guidelines as outlined in d) below.
- iii) Any changes to branch boundaries must receive the prior approval of the Provincial Executive as per By-Law IX.A. **[Feb 21-23/07] [2007 BGM]**

d) Branch Viability Guidelines

- 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. [May/29/09] [JC Nov/09] [2011 BGM]

- 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. [Feb/21-23/07] [2007 BGM]

e) **Membership Registration**

- i) ~~Branches should keep on file a list of all branch members which should be updated early in each school year.~~ [Feb/18-19/15]
- ii) Branches should conduct registration for substitute teachers who work at least once by December 31st of that school year. All substitute teachers should register either with the branch where they reside or with the branch where they normally do the most substituting, not both.

2. **Financing**

- a) In accordance with By-Law XIX of the Association's By-Laws, the financial arrangements for NLTA branches shall be determined by the Executive and approved by the Convention in its budget. Other resources may be sought and expended without reference to the Executive, except that no branch may incur any indebtedness through such things as borrowing or use of credit cards without prior approval of Executive.

b) **Rebates to Branches**

i) **Registration Rebate**

Each branch will be provided with a registration rebate, the amount to be as specified in the Association's budget. Two hundred dollars of this rebate will be forwarded to the branch treasurer by the end of the second week of September after the NLTA office has received the completed pre-registration form for the branch. The remainder of the registration rebate will be forwarded to the branch treasurer upon completion of the official branch registration from the branch, which must be received at the NLTA office by November 1. [Mar/4-5/94] [1994 AGM] [Feb/21-23/07] [2007 BGM]

ii) **Membership Rebates**

- The branch will receive a rebate amount per member as specified in the Association's budget for the year. In determining the number of members, branches should use the total of all regular full-time and part-time teachers. Additionally, when computing membership totals for rebate, branches may

use either the number of replacement teachers or the number of teachers on leave, but not both. The number of members per each school or board office should be recorded on the branch registration form. **[Mar/5-6/92] [1993 AGM]**

- This rebate will be sent to the branch treasurer, but must be claimed before December 31 of the school year and will be paid only upon receipt of the complete audit for the previous year as per Association policy on the auditing of branch accounts.
- The rebate for substitute teachers will be an amount equal to the current membership rebate and will be paid for all substitute teachers who have worked at least once by December 31 of that school year. Rebate requests must be received at the NLTA Office by January 15. **[Feb/12-13/97] [1997 AGM]**

iii) **Use of Branch Registration and Membership Rebates**

These amounts constitute the normal branch operating funds and are to be used by the branch to fund its day-to-day operations and normal administrative costs, including:

- regular expenses associated with branch meetings;
- normal administrative costs such as postage, photocopying, faxing, telephone, stationery, etc.;
- after-meeting socials;
- travel rebates to members, if applicable;
- contributions to additional branch projects such as professional development activity, Education Week, branch newsletter, etc. (depending on the size of the branch and finances available.)
- the provision of child care at branch general and executive meetings, when required. **[Feb/2-3/89] [1989 AGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**

c) **Additional Funding**

- i) Requests from branches for additional funds for teacher-oriented activities will be considered provided that approval is obtained in advance and an itemized breakdown of the amount requested is included. Requests should be made on the official request form located in the Branch Operations Manual. Projects such as Education Week, branch newsletter, etc. may also be submitted for consideration.
- ii) Financing of the regular branch program may be considered for extra funding when it is recognized that in a particular case the amount of branch rebate is insufficient to fund the branch's normal administrative operations.
- iii) The Association will give consideration to requests for additional financing from smaller branches who have less ability to contribute to such activities from their general branch funds.
- iv) Projects will be judged on merit, financial conditions, geographical location and size of requesting branch.

- v) Speakers/presenters who do not charge a set fee for their services may be provided with a moderately priced gift rather than a monetary honoraria. [Nov/5-6/98]
- vi) Branches that expend regular funds on such things as Education Week activities, children's parties, public speaking contests, branch scholarships, etc., and intend to apply for additional funding for such expenditures, should be aware of the limited funds available in the overall Association Budget. Despite the fact that such activities are very worthwhile and commendable, branches must be sure they can fund such activities and, at the same time, carry on the regular branch program.
- vii) Branches having a travel rebate policy for members attending meetings should develop stringent guidelines for paying such rebates based on the availability of branch funds.
- viii) **Assistance for Exceptional Travel**

Special funds shall be allocated to branches which have transportation difficulties. In order to qualify for this assistance, a branch must have a transportation rebate policy which has been approved at a branch meeting. Such branches must declare on the request form the following information: the nature of the special transportation problem (i.e. travel by water, excessive distance by road, etc.); a detailed description of the anticipated solution (i.e. boat charter, snowmobile, transportation by air, etc.); and a realistic cost estimate of the proposed solution based upon prevailing transportation conditions.

ix) **Retirement Dinners**

As per NLTA guidelines, the branch will be reimbursed for the actual cost of the meal provided for the retiree(s), ~~and~~ spouse/guest **and two branch executive members** upon receipt of proof of expenditure from the branch. [Nov/24-25/94] [1995 AGM] [Feb/18-19/15]

x) **School Board-Teacher Liaison Committees**

- The expenses of the teacher representatives on these committees will be paid by the Association as per current Association policy on the payment of expenses.
- The branch may pay the expenses of its representative(s), as per current Association policy, and upon receipt of expenses claim forms and receipts, then forward such to NLTA Office for reimbursement. If branch funds are insufficient to meet such expenses, the expense claims, with receipts, may be forwarded directly to the NLTA Office for payment.
- Payment shall be made only upon receipt of a report on the liaison meeting, or a copy of the minutes of the meeting.

xi) **Branch Political Action**

Additional funding for political action will be provided only for approved activities. [Nov/27/08] [JC/Feb/09] [2009 BGM]

xii) **Program Funding**

All branches are encouraged to plan their total year's program early in the branch year and to make requests for additional funding towards planned activities under the appropriate categories noted above. [Jan/9/87]

xiii) **Limitations on Spending of Branch Funds**

- No branch funds or branch assets may be used to support the campaign of a candidate for NLTA provincial office. [Feb/8-9/90] [1990 AGM]
- With the exception of the Convention host branch, no branch funds or branch assets may be used to establish a suite or hospitality room at the Convention. [Feb/8-9/90] [1990 AGM]

xiv) **Review of Branch Funding**

- The branch funding system and the amounts budgeted for particular aspects of that funding will be evaluated annually by the Executive Assistant, Governance, at the NLTA Office during the budget preparation process with specific recommendations, if any, being presented to Executive for consideration during the budgetary process. [Aug/31-Sept/2/87]
- Future increases in the branch rebate system will consider as a first priority increases in the registration rebate or weighted increases in the membership rebate (e.g. a larger rebate for the first 100 members) to ensure that all branches, including those with a small number of members, are receiving sufficient rebate amounts to fund normal administrative and other costs.

d) **Auditing of Branch Accounts**

Branch accounts shall be audited at the end of each branch year by at least two members of the branch other than branch executive officers. The results of this audit shall be registered with the NLTA Office on the form provided, together with any written report by the auditors.

To facilitate the auditing process, the branch treasurer shall complete the audit form and submit it to the branch auditors along with the branch financial records for the year. [Feb/13-14/87]

3. **Branch By-Laws**

- a) All branch by-laws shall be in accordance with the model branch by-laws as approved by Executive. The following details shall be built into any proposed by-laws:
 - i) Authority and name of branch.
 - ii) Definition of branch boundaries.
 - iii) Membership eligibility.

- iv) Objectives and activities of the branch.
- v) The Executive of the branch.
- vi) Election of Executive and term of officers.
- vii) Duties and powers of Executive.
- viii) Specific duties of each Executive officer.
- ix) Provision for appointment of school representatives.
- x) Duties of the council members.
- xi) Meetings of the council.
- xii) Quorum at meetings.
- xiii) Number of meetings.
- xiv) Notice of meetings.
- xv) Agenda of meetings.
- xvi) Suggested order of business at meetings.
- xvii) Emergency meetings.
- xviii) Business to be conducted at general meetings only. (See NLTA By-Law IX.D.)
- xix) Method of removal or replacement of officers.
- xx) Committees of the branch.
- xxi) Financial procedures of the branch.
- xxii) Rules of procedure.
- xxiii) Amendments to by-laws. **[June/8-9/84] [1986 AGM]**

- b) All branch by-laws, and amendments thereto, must be submitted to the Executive Assistant, Governance, at the NLTA Office.
- c) It is recommended that branch executives be elected for a two-year term of office. **[1995 AGM]**

4. **Quorum at Meetings**

- a) In establishing a quorum for branch meetings, each branch shall aim for a workable number, combined with certain underlying principles to ensure that branch members have an equal opportunity of being involved in the decision-making process.
- b) Such factors as communicating adequate notice of meetings, announcement of the agenda items to be considered at the meeting, and an assurance that such communications reach the members may be considered as constituting quorum requirements in lieu of any fixed number. **[Mar/3-4&6/83]**

5. **Branch Representation at NLTA Functions**

No branch representative(s) will be invited to attend, or be reimbursed for attending, any Joint Council meeting, Convention, or Special General Meeting, or any seminar or workshop called or approved by the Provincial Executive unless the branch has been duly registered, including the submission of an approved audit for the previous school year by the deadline noted in Section 2.b) of this policy, and the representative(s) selected in accordance with the approved by-laws of the branch. **[Feb 21-23/07] [2007 BGM]**

~~6. **Distribution of Written Information from Provincial Office**~~

- ~~a) When communiques and other materials from the provincial office to the membership are distributed through branch presidents, each branch president will deliver these materials only to the schools in his/her immediate area and all other materials will be forwarded via the most expeditious route as required by the immediate circumstances, and~~

~~b) Twice during the school year, Printing Services will obtain the name and address for each NLTA school representative and material will be mailed directly to the school representative. [Jan/14-15/94] [1994 AGM] [Feb/18-19/15]~~

7. **Branch Responsibilities for Communications During Negotiations**

(See Section 5 - Communications with the Membership under the policy on Collective Bargaining, Page BES3 of this handbook.)

8. **Voting Procedures on Provincial Package**

a) **Prior To Conducting a Vote**

- i) On matters of utmost urgency, where the Provincial Executive requests that all teachers be called upon to debate and/or vote on a critical issue, the Provincial Executive will also suggest dates for all branch meetings.
- ii) During the voting process on any issue, all pertinent information is to be correctly supplied to the voting body with appropriate time being made available to ensure that the membership can make a realistic decision.
- iii) Each branch shall maintain a membership list for each school and board office within its boundaries.
- iv) The branch executive shall ensure that the school representative (or designate) is fully aware of the duties involved in conducting the vote. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**

b) **Eligibility to Vote**

All NLTA members who satisfy the requirements of active membership in the Association, in accordance with By-Law III.A. shall be eligible to vote, including substitute teachers who have taught for at least one day during the school year. **[Jan/27/06] [JC Feb/17/06] [2007 BGM]**

c) **Distribution of Ballots**

- i) Ballots will be distributed by the NLTA Office to school representatives (or designates) in each school and board office in numbers sufficient for each teacher in that school and allowing extra ballots for substitute teachers, teachers on leave, teachers from other schools or branches, and spoiled ballots. The package shall also include the appropriate forms as supplied by the NLTA office, any background materials needed and a voting instructions sheet. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- ii) A record of the total number of all ballots issued to each school shall be maintained by the NLTA Office.
- iii) School representatives (or designates) shall complete the acknowledgement of receipt of ballots form included in the package and fax it to the NLTA Office as soon as the package is received. **[Jan/27/06] [JC Feb/17/06] [2007 BGM]**

d) **Voting**

- i) Each member must have the opportunity to vote in secret, and every effort shall be made by the branch executive to ensure confidentiality at an individual, school, and branch level.
- ii) Voting by proxy is not permitted.
- iii) A faxed ballot is permissible if it is not possible for a member to be physically present in any branch on voting day, provided that the completed ballot which is returned by facsimile is accompanied by a signed statement from the member in question stating that the ballot was indeed cast personally by him/her. Such vote will be administered by the NLTA and the completed ballot received only at the NLTA head office.
- iv) The branch executive will ensure that the organizational structure is in place within the branch and each school so that the vote can be conducted in accordance with this policy and voting instructions outlined by the Association on the designated date. Voting should take place on the date designated by the NLTA office, unless special circumstances at a school require the vote being conducted at another time. With the approval of the NLTA Office, a vote may be conducted on a date other than the designated date only if required by conditions of geography, weather, school closure, etc.
- v) A voter who has inadvertently dealt with the ballot delivered to him/her in a manner that it cannot properly be used shall return it to the school representative (or designate) who shall destroy the ballot and provide another ballot to the voter.
- vi) A voting station will be provided at the NLTA office so that teachers on leave will have the opportunity to vote.
- vii) All regulations governing the voting procedure are to be strictly followed.
- viii) Special Instructions for Coastal Labrador South, Nutak Labradorimi Branches and other isolated schools as designated by the NLTA Office.
 - The person designated to conduct the vote in each school will, with a witness, count the ballots, record the results, and telephone or fax the results to the branch president on the day of the count. All materials to be returned, as specified under f) iv) below, shall be sent directly by the school representative (or designate) to the NLTA Office in the envelope provided. **[Apr/2-3&5/08]** **[JC Apr/08]** **[2009 BGM]**
 - Any other variations from the regulations for the province will be made in consultation with the NLTA Office. **[Jan/27/06]** **[JC Feb/17/06]** **[2007 BGM]**

e) **Collection of Ballots**

- i) Each voter shall deposit his/her completed ballot into the envelope provided to the school representative (or designate) by the NLTA Office. **[Apr/2-3&5/08]** **[JC Apr/08]** **[2009 BGM]**

- ii) After the voting has been completed:
 - The school representative (or designate) and a witness shall ensure that the number of ballots used corresponds with the number of teacher signatures on the "Registration of Voters" form. Should the number of completed ballots returned to the branch executive be more than or less than the number of signatures on the "Registration of Voters" form, the vote from that school will be nullified. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
 - The completed ballots (uncounted) and accompanying forms shall be delivered to the branch executive by the school representative (or designate) or collected by the branch executive. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- iii) With the exception of schools in the Coastal Labrador South and Nutak Labradorimi branches and other isolated schools designated by the Association [See d) viii) above], ballots are not to be counted at the school but shall be counted by the branch executive in accordance with f) below. **[Jan/27/06] [JC Feb/17/06] [2007 BGM] [Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**

f) **Counting of Ballots**

- i) On voting day, or the day following, all completed ballots from all schools, once verified by the branch executive in accordance with e) ii) above, will be placed together to ensure that a total branch count is achieved, and not a school-by-school breakdown.
- ii) The counting of the ballots will be done at a time and place designated by the Branch Executive. Ballots must be counted by a committee of the branch executive, with the results recorded on the appropriate form(s) and telephoned or faxed to the NLTA Office no later than 6:00 p.m. of the day following the voting day.
- iii) In counting the ballots, the Branch Executive shall discard all ballots:
 - that have not been marked for an option;
 - on which votes have been cast for more than one (1) option;
 - upon which there is writing or a mark or other means by which the voter could be identified; or
 - on which the intention of the voter is not clear and evident. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- iv) The branch executive will mail the ballots and all related forms to the NLTA office no later than the second day after voting day, in the envelope(s) provided, ensuring that all ballots are packaged in accordance with the voting instructions.
- v) The voting results of the branch are not released by the branch executive. All results of the vote which are released will be released by the NLTA Office.
- vi) The results of the ballot shall be communicated to the membership by the NLTA Office.

- vii) The NLTA shall issue a media release announcing the outcome of the vote but not containing the vote count. Every effort will be made to ensure that branches receive information regarding the results of the vote prior to the media release. **[Jan/27/06] [JC Feb/17/06] [2007 BGM]**

9. Guidelines for Branch Visitation/Contact

- a) A member of the Provincial Executive shall be assigned as the contact person for each branch. **[Mar/4-5/94] [1994 AGM]**
- b) When the Executive contact person is not available for regular or special branch visitations requiring extensive in-school-day travel, the President, Vice-President, or a staff person shall be assigned, upon request, to assist the branch president. **[Aug/27/98]**
- c) **Duties for Executive Contacts With Branches**
 - i) To inform the branch that you are the contact person for the year. This should be done as soon as possible after the first Executive meeting and should include a brief outline of your role as branch contact person. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
 - ii) Where feasible, to visit the assigned branch at least once a year. **[1996 AGM] [Aug/25-26/99] [JC Feb/18-19/00] [2001 BGM]**
 - iii) To arrange to meet with the branch executive, before the regular branch meeting, on your official visit to clear up housekeeping and routine matters which may not be of specific interest or concern to the general membership.
 - iv) To serve branch officers further by being a phone/e-mail contact for instant information, clearing up difficulties, giving general advice, or interpreting Association policy. The branch contact person should contact each of his/her assigned branch presidents at least once per month. **[Jan/9/87] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
 - v) To provide direct representation re the interest and wishes of the branch when requested by them at Executive meetings.
 - vi) To fill the role of special contact with delegate(s) from your assigned branch(es) at Convention by providing clarification, advice, etc., and by introducing them to your colleagues and others known to you.
 - vii) To provide specific assistance in the area of branch planning for professional development days as follows:
 - The branch contact should ensure that he/she is informed of professional development days being planned for his/her area.
 - The branch contact should ensure that the branch is made aware of the guidelines to be followed in organizing a professional development day. **[Jan/9/87]**
 - viii) To report on your visit and to alert the President's office of any weaknesses detected or follow-up needed.

d) **Duties for Branch Presidents Re Executive and Staff Contacts With Branches**

- i) To ensure that the branch contact person is kept informed of meeting dates, and other aspects of the branch program. [Nov/27/08] [JC/Feb/09] [2009 BGM]
- ii) To ensure that the interests and concerns of the branch are conveyed to the branch contact person. [Mar/5-6/92] [1993 AGM]

e) **Other Visits**

- i) Additional visits by the contact person beyond the one official visit should be cleared with the President's Office. [Apr/6-7/84] [Aug/25-26/99] [JC Feb/18-19/00] [2001 BGM]
- ii) Visits by persons other than the assigned person must be cleared with the President's office, which is responsible for branch operations, and may be authorized only if funds are available.
- iii) The presentation of retirement scrolls/pins at a branch retirement function will normally be carried out by the branch president or his/her designate. However, an Executive member may be requested by the provincial President to represent him/her to carry out this function, upon request from the branch to the President's office. [Nov/24-25/94] [1995 AGM] [Nov/28/08]

10. **School Board-Teacher Liaison Committees**

The Collective Agreement provides for the appointment and operation of school board-teacher liaison committees and for the selection of the teacher representatives by the NLTA Provincial Executive. The Membership Benefits and Services Committee is authorized to appoint all teacher representatives to the school board-teacher liaison committees on behalf of Executive. [June/12-13/87]

The teacher representatives for each committee will be selected from the branch presidents (or designate) of the branches operating within the boundaries of the school board. [June/5-7/1998] [JC Nov/98]

11. **Scrolls for Retiring School Board Management Staff**

Upon request from a branch, and subject to the approval of the Executive Assistant, Governance, at the NLTA Office, a branch may be permitted to honour retiring school board management staff, who have less than 20 years of teaching service in the aggregate, with the presentation of an honourable retirement scroll. [May/5-6/89] [1990 AGM] [Jun/13-14/14]

12. **Past Presidents' Pins**

To recognize member involvement, an engraved past president's pin is supplied to branches by the NLTA office for presentation to a president upon completion of the term of office.

I. Joint Council

Joint Council shall be a body consisting of the members of the Provincial Executive Council and Branch Presidents all of whom have equal voting rights and responsibilities. **[Feb/19-20/98]**
[JC Feb/98]

1. Authority

Joint Council shall function as an advisory body to Provincial Executive Council but shall have decision-making authority in the following areas:

- a) Whether a negotiated collective bargaining package will be recommended to the membership to be accepted or rejected, or whether it shall be accompanied by no recommendation.
- b) The wording of the ballot to be used in voting on a proposed collective agreement.
- c) Approval of amendments to NLTA policy proposed by the Provincial Executive.
- d) Approval of expenditures from the Emergency or Reserve Funds outside of those areas specifically identified in the Association's current policy on these funds.
- e) Approval of:
 - i) expenditures from the Association's budget beyond the total amount budgeted within a program area, and
 - ii) any substantial changes in program area expenditures.
- f) In the event the Association incurs any indebtedness as a result of a job action, imposing a special levy on the membership in such amount(s) or for such period and/or such terms as Joint Council deems necessary, to repay some or all of such indebtedness; such levy not to be used for any other purpose than repayment of such job action indebtedness. (By-Law XIV.J.) **[2003 BGM]**

2. Regular Meetings

- a) A minimum of two regular Joint Council meetings will be scheduled in each year. The first meeting will be held not later than November 30th. In a Convention year, the second meeting will be held not later than one month prior to Easter. In a non-Convention year, the second meeting will be held not later than mid-April. The scheduled dates and locations for these two meetings will be decided by the Provincial Executive and will be communicated to all branch presidents prior to September 15. **[Jan/14-15/05][2005 BGM] [Sept/22/06] [JC Nov/06] [2007 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
- b) Each Joint Council meeting will usually involve a full-day Friday business session and a Saturday business session. However, when necessary business sessions may be held on Friday evening. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**

- c) The most recent Financial Statement of the Association will be provided to Joint Council members at each Joint Council meeting.

3. **Special Meetings**

- a) In addition to the two regularly scheduled Joint Council meetings, other special Joint Council meetings may be called by the Executive as the need arises.
 - i) If the purpose of a special meeting is to provide information to branch presidents or to consult with branch presidents without, or prior to, a membership consultation, then notification of the meeting is at the discretion of the Provincial Executive.
 - ii) The circumstances of negotiations can often require that Executive seek branch presidents' advice and make decisions in a short period of time. However, whenever possible, if the purpose of the special meeting requires branch presidents to ascertain the views of their branch membership on an issue(s), then a minimum of seven days' notification of the meeting and of the issue(s) to be discussed shall be given.
- b) When branch presidents are requested to ascertain branch members' views, Provincial Executive shall provide a concise definition(s) of the issue(s) on which the consultation is to be made and shall provide a concise question(s) which can be clearly answered by branch presidents and their membership. Preferably questions would require a yes/no response.
- c) At special Joint Council meetings which follow such a consultation process, branch presidents will be expected, in a timed session, to provide to the meeting a report of the views of branch membership. Such report may include the manner in which the views were obtained.
- d) All special consultation meetings on contract/negotiations issues shall be held prior to any final recommendations or decisions being made by Provincial Executive with regard to these issues.
- e) Prior to any final recommendations to the membership regarding the acceptance/rejection of a negotiated collective bargaining package, a special meeting of the Joint Council shall be held.
- f) Prior to a membership vote on a proposed collective agreement, a special meeting of the Joint Council shall be held. A committee of the President and an equal number of branch presidents and provincial executive members will be formed to prepare a proposed wording for the ballot to be used in voting on the proposed contract. The wording of the ballot must always include at least the right of the voting member to accept and the right to reject. (Also see policy on Collective Bargaining, Page BES3 for additional regulations re membership votes.)

4. **Format and Agenda**

- a) For regular Joint Council meetings, a list of suggested agenda topics will be sent to branch presidents at least one month prior to the meeting date. An accompanying letter

will ask for topics which branch presidents wish to have included in the agenda for the meeting unless another means of dealing with the topic can be identified to the satisfaction of the branch president who has suggested the topic. Issues which can be dealt with in other forums or through other contacts, particularly those of an individual nature, should not appear on the Joint Council agenda.

- b) Prior to a regular Joint Council meeting, branch presidents shall inform their branch executive and school representatives of items already included in the agenda for the meeting and, where possible, obtain their views on same, and request any additional suggestions for the agenda.
- c) Where possible, background materials and the finalized agenda for the Joint Council meeting will be forwarded to Joint Council members prior to the meeting.
- d) While it is desirable to have an agenda balanced among professional development, benefits and economic services, and other issues of concerns to the Association, it is recognized that there will be times when issues of the day will have to take precedence.
- e) A steering committee, consisting of the President and equal numbers of branch presidents and Provincial Executive members, will be formed to control the actual agenda at the meeting and to ensure that sufficient time is provided for discussion of issues. The committee will be named a week in advance of the Joint Council meeting, unless it has been necessary to give shorter notice for a special meeting, and the President will meet with the committee prior to the commencement of the meeting to review the finalized agenda and to deal with requests for additions to the agenda. The steering committee shall be empowered, when circumstances require, to propose, by a vote of the assembly, that the meeting be extended beyond the adjournment time assumed in the circulated agenda.
- f) Joint Council meetings should be chaired by the President, the Vice-President or a member of Table Officers with other Joint Council members designated by the President to chair individual sessions where appropriate. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
- g) Mechanisms which encourage and maximize opportunities for discussion among, and input from, Joint Council members will be utilized for discussion of topics at Joint Council meetings.
- h) Following a regular Joint Council meeting, branch presidents shall inform their membership about the issues discussed at the meeting.
- i) It is expected that all members of the Joint Council will be in attendance for the completion of the agenda, and members are to make travel arrangements which will permit them to be in attendance for the entire meeting. Any member who, for personal reasons, is unable to attend the entire meeting shall notify the President regarding these reasons.
- j) Branch presidents must inform the NLTA office in advance if they are unable to attend the Joint Council meeting, and the branch is to be represented at the meeting by a named designate.

5. **Parliamentary Procedures**

- a) All meetings of Joint Council will be governed by Advice on the Conduct of Meetings, published by the Canadian Teachers' Federation, supplemented by Robert's Rules of Order.
- b) During the first Joint Council meeting of the year, a session on parliamentary procedures and the authority of Joint Council will be provided to members. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
- c) Except as specified in 5.d) below, all voting at Joint Council meetings will be as per a show of voting cards which will be provided to the members.
- d) The vote on a motion concerning the recommendation on a negotiated collective bargaining package or the wording of the ballot on a proposed contract will be by recorded vote with only branch presidents, or named designate, and members of Provincial Executive eligible to participate. **[Jan/10-11/97] [1997 AGM]**

6. **Communication with the Membership**

- a) Joint Council members are obligated to communicate to the membership the decisions, and the rationale for the decisions, made by Joint Council.
- b) The format of a branch meeting called to present a recommendation of Joint Council to the membership will be determined at the local level. Opportunity should be provided for the presentation and discussion of all pertinent information regarding the issue.
- c)
 - i) Members of Joint Council have a right to express dissenting views on any Association issue in accordance with the NLTA By-Laws and Code of Ethics but not when acting in their official capacity as a Joint Council member.
 - ii) A Joint Council member who wishes to express a personal dissenting view of a decision of Joint Council shall not make the presentation of the Joint Council decision at his/her branch meeting where such decision is being relayed to the membership. Such presentation shall be made by the branch's Provincial Executive contact person or designate.
- d) Communications between branches re Joint Council decisions shall be made at the branch president level and not through individual schools. **[Feb/19-20/98] [JC Feb/98]**

J. 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 **or 50 percent of eligible members of a specialized group (e.g. program specialists, teacher librarians, speech-language pathologists, theatre arts teachers, etc.) as verified by the Human Resources Department of the school districts.**

1. Purpose

Special interest councils are professional learning communities within NLTA, dedicated to lifelong learning and the ongoing professional growth of members. For members who wish to contribute to their Association through the professional development arm of NLTA, special interest councils:

- a) provide opportunities for involvement and leadership at provincial and regional levels.
- b) offer a professional development program which focuses on teaching and learning, instructional leadership, communications, and curriculum development and implementation.
- c) advocate on welfare matters unique to the members of that council and social issues having direct relevance to education.

2. General Administration

- a) The overall operations of the special interest councils shall be under the jurisdiction of the Professional Issues Committee, whose terms of reference are as follows:
 - i) To make recommendations to the NLTA Provincial Executive Council regarding the formation or disbandment of special interest councils.
 - ii) To advise the NLTA Provincial Executive Council in regard to funding the operation of special interest councils.
 - iii) To control, under the direction of the NLTA Provincial Executive Council, the disbursement of all funds allocated for the operation of special interest councils.
 - iv) To assign resources as required in response to requests from special interest councils.
 - v) To assist the officers of special interest councils in organizing, managing, and directing the business and affairs of their respective councils.
 - vi) To make recommendations to the NLTA Provincial Executive Council with respect to the by-laws of special interest councils.
 - vii) To encourage special interest councils to make representation to educational authorities that reflects NLTA policy and is vetted through the NLTA Provincial Executive Council or the President.

- viii) To consider resolutions submitted to the biennial general meeting or to the NLTA Provincial Executive Council relative to special interest councils and make recommendations thereon.
- ix) To ensure a smooth transition between special interest council provincial executives by providing for appropriate training and consultation.
- b) All by-laws of special interest councils shall be submitted to the Professional Issues Committee for recommendation to the NLTA Provincial Executive Council.

3. **Representation**

Special interest councils may promote and make recommendations for immediate action or policy change in one or more of the following ways:

- a) Through the NLTA Provincial Executive Council to the Department of Education , school districts, the NLSBA, the Federation of School Councils, and any other organization.
- b) To any regular meeting of the NLTA Provincial Executive Council.
- c) To Joint Council or the NLTA Biennial General Meeting.
- d) To the Professional Issues Committee or the Curriculum Committee.

4. **Membership in Councils**

- a) Membership in a council 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) Associate membership in a council may be open to any other person who is not an active NLTA member whose professional interest is in a council's area of concentration.
- c) Notwithstanding a) and b) 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. **The Executive**

- a) Membership on the provincial executive of any council is subject to:
 - i) active membership within the Newfoundland and Labrador Teachers' Association, and
 - ii) employment in the area of special interest represented by the council at the time of election.
- 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) The term of office for a provincial executive shall be two years.
- e) Any provincial executive may stand for re-election for additional terms.
- f) At the end of the first year of a provincial executive's term of office, voting for a successor executive-elect should take place.
- g) Whenever possible, the provincial executives should rotate geographically to various regions around the province.

6. **Affiliates**

In accordance with Association policy, special interest councils may establish affiliates wherever possible, to a maximum of ten. Such affiliates may be formed either on a regional or subject-area basis.

In general, the establishment and operation of affiliates will be governed by the following considerations:

- a) A group of teachers may request the establishment of an affiliate by contacting the provincial executive of a special interest council.
- b) Affiliate councils should be considered in light of geographic conditions, the number of teachers in the area, educational needs of the region, and the ability of the provincial council to sustain an affiliate.
- c) Affiliate councils function under the direction of the particular council of which they are a part.
- d) Core funding for affiliates will be provided by the provincial special interest council. Budgets for affiliates must be submitted to the provincial council and grants will then be allocated on the basis of affiliate need and the provincial council's ability to pay.
- e) Affiliate councils shall maintain accurate and complete financial records, based upon accepted accounting procedures, and shall report such information to the provincial council executive on an annual basis. **[Jan/16/04] [JC/Feb 04][2005 BGM]**
- f) When hosting a provincial conference or forum on behalf of the provincial special interest council, the affiliate conference committee must complete a financial report according to accepted accounting practices which must be submitted to the provincial treasurer within 30 days of the conference or forum. **[Jan/16/04][JC/Feb 04][2005 BGM]**
- g) In order to maintain status, affiliate councils must submit an annual report, a viability profile, a membership list, and financial report to the provincial special interest council on an annual basis.
- h) Whenever an affiliate dissolves, the affiliate executive must close out all bank accounts and forward any remaining funds to the appropriate provincial special interest council.

7. **Council Responsibility, Programming and Communications**

a) **Registration and Budgeting**

- i) Immediately upon assuming office, each council executive shall submit a completed registration form to the Programs and Services staff of NLTA.
- ii) Special interest councils will develop budgets to address needs of the provincial special interest council executive and any affiliates which may be formed.

b) **Programming**

- i) Special interest councils will facilitate professional development opportunities such as:
 - conferences
 - teleconferences
 - e-learning
 - symposia
 - focus groups
 - information sessions
- ii) As the need arises, special interest councils in accordance with 2 a) vii) will respond to curriculum documents, make representation to government or other agencies on educational issues, and designate representatives to curriculum development/implementation committees.
- iii) Special interest councils will:
 - distribute at least two **electronic** newsletters per year, ~~with support of NLTA.~~
 - maintain up-to-date websites, with support from NLTA.
 - affiliate with national and international counterpart organizations wherever possible.
 - support affiliates in their programming.
 - when requested by the NLTA Provincial Executive Council, prepare position papers, advocacy strategies, and action plans on issues of professional concern.
 - provide advice to NLTA in the formulation of policy and the conduct of Association affairs. In this regard, councils may make submissions to the NLTA Provincial Executive Council or any advisory committee of the NLTA.
 - design and deliver professional development programs in close collaboration with school boards and the Department of Education.
 - coordinate dates for professional development opportunities through the NLTA Programs and Services staff to ensure enhanced collaboration and to avoid possible conflicts.

- maintain ongoing communications and liaison with the Programs and Services staff of NLTA.

c) **Communication**

The viability of special interest councils depends on open communications and collaboration with, not only members, but other partners in the education system. To ensure viability, visibility, and relevance, councils will:

- i) establish formalized liaison with school boards and the Department of Education, so that planning and implementation of programs is a collaborative effort meeting mutual needs.
- ii) advertise programs regularly through the NLTA Bulletin, council flyers, council newsletters, websites, listservs, and discussion groups.
- iii) provide exact and pertinent information to their membership **at least** two months in advance when advertising conferences and BGMs.
- iv) in accordance with privacy of information legislation maintain accurate mailing lists of all active and associate members and provide a subscription option for others who wish to subscribe to council publications.
- v) expedite communications among councils by ensuring that presidents of other special interest councils are automatically on the mailing list.
- vi) maintain accurate minutes of all meetings of the provincial special interest council executive.

8. **Reporting**

a) **Annual Reports**

The outgoing executive shall submit a report to the council's annual or biennial meeting. This shall contain:

- i) a summary of any regional and provincial workshops, conferences, focus groups, or other professional development activities staged during the term.
- ii) the number of publications issued.
- iii) the number of executive and other meetings that were held.
- iv) any projects undertaken in the area of curriculum and instruction.
- v) a registry of paid-up active and associate members, together with mailing addresses for same.
- vi) a financial statement to the date of the council's annual or biennial meeting.
- vii) a summary of major activities undertaken by the council.

A copy of this report shall be submitted to the Professional Issues Committee of NLTA.

b) **Audited Reports**

Within six weeks of the council's annual or biennial meeting, the outgoing treasurer shall submit to the new executive, a complete audited statement of the council's income and expenditure, together with expenses applicable to that AGM or BGM.

c) **Reports to the Programs and Services Staff of NLTA**

- i) By **October 31** ~~July 31~~ of each year, councils shall submit a written report of their activities, a viability profile, ~~and~~ a financial statement **and a budget** to the Programs and Services staff of NLTA.
- ii) Each year councils shall submit a report on the activities of any affiliates, including information on programming, membership, and financial records.

9. **By-Law Provisions**

The by-laws for each council shall have provisions for:

a) **Meetings**

i) **Annual**

- The receipt of an annual budget.
- The receipt of an audited financial statement for the preceding fiscal year.
- Revisions to the fees for membership in the council for which the required notice of motion has been given.
- Amendments to the constitution and by-laws for which the required notice of motion has been served.
- The election of officers for the year ahead. Such election will be held early in the council's BGM, enabling the outgoing and incoming executive members to meet and facilitate the smooth transition of officers and record books.
- In the event that a special interest council is unable to hold a BGM with an election of officers, the outgoing executive may act as a nominating committee to identify a new slate of officers which shall be announced through normal NLTA communications. Following distribution of the announcement there shall be a period of six weeks to allow members to voice opposition to the proposed slate or to present another slate for election. If the original slate is unopposed, they shall be declared elected by acclamation. If other slates of officers are presented, the special interest council, in collaboration with Programs and Services staff of NLTA, shall prepare, circulate and tabulate a ballot to elect the new executive by mail or online.

ii) **Executive**

- The executive shall meet at regular intervals to conduct the affairs of the council between general meetings.
- Executive members of provincial special interest councils shall be reimbursed for any expenses at existing NLTA rates and in accordance with NLTA procedures.

iii) **Other Meetings**

- The executive may call other meetings.
- The provincial executive of the council shall be required to call an extraordinary general meeting upon receipt of a written petition signed the majority of council members (50 percent plus one). Thirty days' notice must be given for such a meeting.

b) **Quorum**

i) **Executive Meetings**

For executive meetings, three of the officers shall constitute a quorum.

ii) **General Meetings**

For general meetings, the number of members present shall constitute a quorum, provided thirty days' notice has been given for the meeting.

c) **Rules of Order**

All meetings of the council, either of a provincial or affiliate nature, shall be governed by "Advice on the Conduct of Meetings", published by the Canadian Teachers' Federation, supplemented by Robert's Rules of Order.

d) **Amendment of By-Laws**

The by-laws of a council may be amended by a majority vote of two-thirds of the voting members present, provided that notice of such amendments shall be submitted at least thirty days prior to the general meeting or to a special meeting called for this purpose. All amendments shall be subject to the approval of the NLTA Professional Issues Committee.

10. **Grant Allocations and Provincial Conference Funds**

a) **Membership Fees in Councils**

- i) The maximum annual fee for active membership shall be \$100.
- ii) Membership fees shall be established and may be changed by resolution at a general meeting of a particular council.

- iii) Membership fees shall be levied only at the provincial level for any particular council; however, affiliates of councils may generate funds but only in accordance with stated Association policy.

b) **Provincial Conference Funds**

The surplus revenues from the planning and implementation of a provincial special interest council conference or forum are to be held and controlled by the provincial council and such funds redirected to future conferences and initiatives as identified by the provincial council. [Jan/16/04] [JC/Feb 04] [2005 BGM]

11. **Funding**

a) **Special Interest Specialized Councils**

Based upon submission of appropriate budgets, financial statements, and program plans, each council will receive an administrative grant from NLTA to a maximum of \$10,000.00.

b) **Affiliate Grants**

Based upon submission of appropriate budgets, financial statements, and program plans, each of the councils will provide funding to affiliates, the amount to be determined by the financial needs of each affiliate and the provincial council's ability to pay.

12. **Dissolution**

In the event that a provincial council ceases to be active, namely, that the council fails to form an executive or does not meet viability guidelines, the assets of the council shall be turned over to the NLTA and redeployed to special interest council activity.

13. **Past Presidents' Pins**

To recognize member involvement, an engraved past president's pin is automatically supplied to councils by the NLTA office for presentation to a president upon completion of the term of office. [Complete Policy Revised - Mar/30/06] [JC/Nov 06] [2007 BGM] [Complete Policy Revised - May/25/12] [2013 BGM]

14. **Guidelines for Special Interest Council Contact/Visitation**

- a) **A member of the Provincial Executive shall be assigned as the contact person for each special interest council, preferably having a background or interest in the specific SIC content area.**
- b) **When the Executive contact person is not available for regular or special interest council visitations requiring extensive in-school-day travel, the President, Vice-President, or a staff person shall be assigned, upon request, to assist the council president.**
- c) **All costs associated with an Executive member's liaison role with their assigned special interest council will be the responsibility of the NLTA President's Office.**

Special interest councils will assume no financial responsibility for any costs accrued by the Executive liaison.

d) Duties for Executive Contacts with Special Interest Councils

- i) To inform the special interest council that you are the contact person for the year. This should be done as soon as possible after the August Executive meeting and should include a brief outline of your role as special interest council contact person.
- ii) Where feasible, and upon the approval of funds by the NLTA President, the Provincial Executive member will visit the assigned special interest council at least once a year.
- iii) To serve special interest council officers further by being a phone/e-mail contact for instant information, clearing up difficulties, giving general advice, or interpreting Association policy. The special interest contact person should contact each of his/her assigned special interest council presidents at least once per month.
- iv) To provide direct representation, re the interests and wishes of the special interest council when requested by them, at Executive meetings.
- v) To fill the role of special contact with delegate(s) from your assigned special interest council(s) at Convention by providing clarification, advice, etc., and by introducing them to your colleagues and others known to you.
- vi) To provide specific assistance, when requested, in the area of special interest council planning for professional development days.
- vii) To report on your contact/visit with your assigned special interest council at all Executive meetings.

e) Duties for Special Interest Council Presidents

- i) The special interest council president should ensure that the special interest council contact person is kept informed of special interest council activities.
- ii) The special interest council president should ensure that the interests and concerns of the special interest council are conveyed to the special interest contact person.

f) Other Visits

- i) Additional visits by the contact person beyond the one official visit must be cleared with the President's office. In all cases, funding for all visits must be approved in advance by the NLTA President.
- ii) Visits by persons other than the assigned liaison person must be cleared with the President's office, which has the responsibility for special interest council operations, and may be authorized only if funds are available. [Dec/13-14/13]
[JC/Mar/14]

K. Committees of NLTA

The appointment of Association committees is governed by the NLTA By-Laws. The following additional guidelines apply.

1. General

- a) All committees are appointed by the Executive Council and are responsible to the Executive unless there is a specific direction to the contrary from BGM.
- b) Except as otherwise required or directed by the Constitution, the Executive Council or By-Laws, committees consist of a chairperson, appointed by the President from among the members of the Executive Council and up to six members, appointed by the committee chairperson, representative of the Association. Where the chairperson feels there are special circumstances Executive may approve additional members. There must be prior approval of Executive before the appointment of an additional member is made.
- c) i) Members of a committee will usually come from the same general locality as the chair. With the permission of Executive, one committee member may be chosen from outside the "general locality" provided that expenses incurred are kept within reasonable limits. **[June/6/97] [JC Feb/98]**

The base point for "general locality" shall be the school where the Executive member is employed, and the locality will include the area contained in a radius of 90 kilometres from the base point. Meetings of the committee, unless otherwise approved by Executive, shall take place in the community which contains the Executive member's employing school.

- ii) Executive may establish a committee in an area of the province other than that of the chair, and the chair will travel to meet with the committee. Criteria stated in i) above will apply to all other committee members. **[June/6/97] [JC Feb/98]**
- d) NLTA members will be given an opportunity to indicate their interest in serving on committees. Information will be provided on how committees operate, the provisions that are made for child care, transportation, etc., and the time commitment and workload which committee members can expect. Because the Group Insurance Trustees are chosen in June rather than September each year, during the spring of each year, teachers will be invited to indicate their interest in serving on the Trustees.
- e) Every effort will be made to have equal representation of males and females and to ensure generational equity on committees. Depending on the terms of reference of the committee, every effort should also be made to include teachers with responsibilities in various areas of the teaching professions. **[June/6/97] [JC Feb/98]**
- f) Administrative staff are assigned to committees by the Executive Director.
- g) In the Fall of the fiscal year following an election year all committees are to submit to Executive an operating budget for both the 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. **[Aug/23-24/00]**
[Feb/13-14&15/13] [JC Feb/13] [2013 BGM]

- h) As a general rule, committee chairpersons should invite spokespersons from NLTA subgroups to attend committee meetings dealing with recommendations from the subgroups.
- i) Ad hoc committees may be established from time to time by the Executive Council for the purpose of undertaking specific tasks as required by Executive. Such committees will be provided with the specific terms of reference and timelines for completion of assigned tasks and will disband upon completion of these tasks. **[June/6/97] [JC Feb/98]**
- j) With the approval of the Executive Council, standing committees of the Executive may establish "ad hoc" groups as required and may delegate specific tasks which are properly the responsibility of the committee. The committee will be responsible for appointing members to the ad hoc groups and specifying their terms of reference. Ad hoc groups will report only to the committee and will disband on the completion of their assigned tasks.

2. Meetings

- a) Committees should schedule regular meetings sufficiently in advance of Executive Meetings to allow preparation of documentation and reports.
- b)
 - i) Each standing committee should meet no more than four times per year. Additional meetings will require the prior approval of the Executive Council. **[June/6/97] [JC Feb/98] [Nov/5-6/98]**
 - ii) In the event that there is not sufficient business on the agenda for a meeting of the committee in accordance with i) above, meetings should be held via teleconference. **[June/6/97] [JC Feb/98]**
 - iii) Committees which are comprised only of members of the Executive Council should normally schedule their meetings to occur immediately prior to meetings of the Executive Council so that additional travel expenses are not incurred. **[June/6/97] [JC Feb/98]**

3. Reporting

- a) All committees will be on the agenda for each Executive meeting. However, committees will report to Executive only if there is business to be attended to.
- b) Committee reports not dealt with by Executive at the time of submission will be carried forward to subsequent meetings as business arising.
- c)
 - i) Committee reports shall consist of written minutes and pertinent documentation with written recommendations requiring Executive action presented on a sheet attached to the front of the minutes. The Chair will permit discussion on the recommendations only. Questions for information will be entertained.

- ii) Committee decisions which do not require the approval of Executive will not be included as recommendations to Executive but will appear on a summary sheet attached to the front of the minutes, following the recommendation sheet.
[June/6/97] [JC Feb/98]
- d) Committee reports should be provided to Executive members at least ten days before the appropriate Executive meeting.
- e) Committees chaired by Executive members shall provide updates of their committee work on a regular basis. **[2011 BGM]**

L. Biennial General Meeting (Convention)

The NLTA By-Laws govern the operation of the Association's Biennial General Meeting. The following additional guidelines also apply.

1. Branches shall base the number of delegates on the maximum number of teaching positions in the schools and board offices existing within the branch boundaries at any point in time during a school year, provided that such positions are filled by active members of the Association.
2. In the election of delegates to the biennial general meeting, branches should make every effort to encourage male and female representation.
3. NLTA will fund the costs for an alternate delegate to attend the biennial general meeting from any branch which is permitted only one voting delegate.
4. NLTA will fund one alternate per branch to the biennial general meeting when it becomes necessary for that alternate to assume a delegate's responsibilities due to an emergency situation occurring during the BGM.
5. Each special interest council may send one delegate to the Association's Convention, the cost of which will be covered by the Association's Convention Budget. **[2007 BGM]**
6. All Conventions shall be hosted by the parent body rather than by individual branches.
7. The Convention sessions will begin at 8:30 a.m. and conclude at 5:30 p.m. each day.
8. The rules of order and debate at the Convention will be strictly enforced.
9. Executive resolutions to Convention shall be distributed to branches in the Convention Bulletin.
10. The majority of Convention time shall be devoted to discussion of resolutions received from members since these represent the problems of teachers in the field.
11.
 - a) Debate on resolutions at the Convention will be limited to three minutes per speaker.
 - b) 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.
12. 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. **[1999 BGM]**
13. Members of the Provincial Executive will be entitled to vote independently on the floor of Convention regarding all issues, including resolutions which contain Executive recommendations.
14. NLTA Budgets are to be discussed in a closed session.

15. The adjournment time for the Convention will be strictly enforced. If on the last day of the Convention it is obvious that the business of the meeting will not be completed, the Steering Committee must present to the Convention a prioritized list of items to be completed in the remaining available time.
16. Convention delegates who live in the area of Convention shall be given the option of living in the Convention centre for the period of Convention. Every delegate attending Convention is to be entitled to have his/her own private room. *(Also see policy on "one room per family" - Page OP11, Item E.5.c)i]*
17. **The BGM Electoral Committee**
 - a) The Executive Council shall appoint an Electoral Committee of three members, one of whom shall be named Chairperson (a Past President, if possible).
 - b) Such members shall not be delegates to Convention nor be candidates for election.
 - c) The duties of the Electoral Committee are to conduct the election of the Executive Council in the manner described in the Constitution and By-Laws. **[Sept/27/02]**
[JC Nov/02] [2003 BGM]
 - d) **Counting of the Ballots**
 - i) Each candidate may appoint one scrutineer to be present at the counting of ballots. All such scrutineers must complete an 'Oath or Affirmation of a Scrutineer' form and present it to the Electoral Committee. A scrutineer shall not interfere with the counting process in any manner, but is permitted to:
 - observe the counting of all ballots cast in the election for Executive, and
 - offer his/her opinion whether a particular ballot should be counted or should be rejected (however, the decision of the Electoral Committee responsible for counting the ballots is final).
 - ii) In counting the ballots, the Electoral Committee shall reject all ballots:
 - that have not been marked for a candidate;
 - on which votes have been cast for more than ten (10) candidates;
 - upon which there is writing or a mark or other means by which the voter could be identified; or
 - on which the intention of the voter is not clear and evident. **[Apr/2-3&5/08]**
[JC Apr/08] [2009 BGM]
 - e) Any NLTA member in good standing who submits a nomination for Executive after the initial election speeches are held at the Convention will be allowed an equal opportunity to give an election speech prior to the election of Executive. **[1997 AGM]**
 - f) Candidates for Executive will be given a maximum of five minutes to address Convention delegates prior to the election. **[2003 BGM]**

M. **Resolutions to the Biennial General Meeting**

1. **Resolution Format**

- a) Each resolution shall begin "BE IT RESOLVED that ..."
- b) Where required, an explanatory note giving the rationale for the resolution shall follow each resolution.

2. **Resolution Content**

- a) Resolutions shall be based on broad policy concerns.
- b) Resolutions shall be categorized under the broad headings of Association, Professional Development and Benefits and Economic Services.
- c) Resolutions dealing with specific problems such as "textbooks being unsuitable" need not await Convention. Branches are encouraged to submit such resolutions to the Provincial Executive at the time the problem is identified.
- d) Resolutions should not restate current policy.

3. **Resolution Origin**

Resolutions to be discussed at Convention shall come only from:

- a) NLTA branches or groups of ten or more teachers if no branch exists;
- b) The Provincial Executive;
- c) Special interest councils, provided that such resolutions concern curriculum or any matter of professional concern to the members of the council, as well as any welfare matter unique to the members of that council. **[Dec/15/84]**
- d) The Resolutions Committee of Convention.

4. **Submission of Resolutions**

- a) In accordance with By-Law IX.D., resolutions submitted on behalf of a branch must be approved by the branch at a general branch meeting.
- b) Resolutions submitted to NLTA Office shall be properly identified by their originators. The branch or council should be named and a statement to the effect that they have been approved by the originating group should be attached and signed by the President or other authorized person from the group.
- c) All resolutions originating from a), b), and c), in the preceding section 3, shall be in the NLTA Office at least two months prior to the Convention and shall be published in the Convention Bulletin at least one month prior to Convention.

5. Processing of Resolutions

- a) All resolutions shall be edited and consolidated before publication in the Convention Bulletin. **[Oct/2-3/92]**
- b) The resolutions shall be categorized and, for those on the same specific topic, a composite resolution shall be prepared to cover their intent. **[Oct/2-3/92]**
- c) The Administrative Staff shall identify resolutions which reflect current policy of the Association and such resolutions shall be printed separately in the Convention Bulletin for information purposes, along with action taken or being taken on these resolutions. **[1987 AGM]**
- d) Resolutions which would require by-law changes shall be identified as such and presented as "Notices of Motion" for discussion at the following Convention. **[Oct/2-3/92]**
- e) Each standing committee of Executive shall recommend to Executive a position on each resolution falling within that committee's jurisdiction. The Executive recommendation on each resolution shall be distributed to the delegates prior to the first session of Convention. **[Oct/2-3/92]**

6. Presentation of Resolutions and By-Law Changes at the Convention

- a) For resolutions submitted to the Convention by a branch or special interest council or for proposed by-law changes submitted to the Convention by a branch, a registered delegate from that branch or 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. **[2007 BGM]**
- b)
 - i) The Executive Council will develop a position on each resolution to the Convention and, if required, ask permission of the Chairperson to be placed on the speaker's list for those speaking to the motion.
 - ii) Resolutions which have recommendations from Executive to carry or to amend and then carry will be placed into a single motion to Convention and voted on in block. Any voting delegate may have a resolution removed from the list if he/she wishes to have that particular resolution debated separately. Delegates will be given the opportunity to have such resolutions removed from the list prior to the calling of the vote on the list of resolutions which are recommended to be carried or amended and carried. **[Nov/5-6/92] [1995 AGM]**
- c) 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. **[1997 AGM]**

7. **The Resolutions Committee of Convention**

Convention shall appoint a Resolutions Committee to work with a designated staff consultant. The duties of this committee will be:

- a) To deal with resolutions referred by the Chair for clarification or wording.
- b) 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. These should be written on the proper motion form provided 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. **[Mar/9/01]**
[2001 BGM]
- c) Resolutions requiring by-law changes will not be accepted as resolutions from the floor at Convention but are required to be submitted in accordance with Section (5)(1)(b) of the NLTA Act. **[Aug/31-Sept/2/87]**

8. **Report of Action on Resolutions**

The Association will make progress reports on all resolutions submitted to Convention as they are actioned. A complete report will be given at the following Convention.

N. **Professional Relations Disputes**

1. When a dispute arises between colleagues, teachers are expected to attempt resolution at the local level with attention paid to the NLTA Code of Ethics.
2. After local efforts to settle the dispute have been exhausted a teacher may seek the assistance of the NLTA to resolve the issue by contacting an administrative officer of the NLTA.
3. Upon receipt of a request for assistance an administrative officer shall advise the teacher to inform the colleague(s) that he/she is requesting the assistance of NLTA to assist in resolving a professional relations concern. After the colleague(s) has been so informed, the administrative officer, or another administrative officer designated by the Executive Director, will contact the parties and assist in attempting to resolve the matter in accordance with the NLTA Code of Ethics.
4. If the matter is not resolved, the assigned administrative officer will inform the teacher(s) involved of their options under the disciplinary procedures of the NLTA under the NLTA Act and By-laws.
5. It is important to distinguish clearly between disciplinary procedures and attempts to resolve disputes between colleagues. It is intended that each be distinct and separate and in no way sequential. If the assistance of an administrative officer has not been successful in resolving a professional relationship problem, only a written request can commence a disciplinary procedure.

Complete Policy Revised - [Feb/21-23/07] [2007 BGM]

O. **Disciplinary Procedure**

1. The NLTA disciplinary process is a mechanism, as outlined in Sections 16 to 22 of the NLTA Act, to deal with written complaints that any active or other member of the Association is guilty of unprofessional conduct, negligence, or misconduct or has been convicted of a criminal offence by a court of competent jurisdiction. **[Mar/5-6/92] [1993 AGM] [Feb/21-23/07]**

2. **Members Convicted of Child Abuse**

The position of the Newfoundland and Labrador Teachers' Association is that By-Law XXIII. - Discipline will be actioned in all cases when a member is convicted of a criminal offence involving child abuse; such action to be initiated after all legal appeals on behalf of the member have been exhausted or waived. **[June/16-17/89] [1990 AGM] [Feb/21-23/07]**

3. **Disciplinary Committee**

- a) In addition to the procedures outlined in the NLTA Act, for the appointment of the members of the Disciplinary Committee, NLTA policy provides for the appointment of five (5) alternate members to be appointed at the same time as the Disciplinary Committee.
- b) Each newly appointed Disciplinary Committee will be inserviced prior to dealing with a disciplinary case. **[Mar/5-6/92] [1993 AGM]**

4. **Maintenance of Records**

A confidential file containing records of all discipline cases is to be maintained at the NLTA Office, such file to be available only to the President and Executive Director unless otherwise directed by the Provincial Executive.

5. **Publicizing Case Summaries**

Publication of disciplinary cases in the NLTA Bulletin will include only generalities of the circumstances leading to the disciplinary action taken against the teacher(s).

Such publication is to be subject to the following:

- a) All avenues of appeal open to the disciplined teacher(s) have been exhausted or waived and the disciplinary action has been upheld.
- b) The actual text prepared for publication has been checked by the NLTA lawyer and approved as containing nothing of a libellous nature.
- c) The text of the report to be included in the Bulletin has been approved by the Provincial Executive. **[Mar/2-3/84]**

P. Conferences

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

Table Officers will review each request and make 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 staff consultant of that committee 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. **[Mar/3/79] [Mar/8-9/11] [JC Mar/11] [2011 BGM]**
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. **[Mar/8-9/11] [JC Mar/11] [2011 BGM]**
 3. 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. **[1992 AGM] [Mar/8-9/11] [JC Mar/11] [2011 BGM]**

Q. **Death of a Member**

1. NLTA members, through the branch president, and school board personnel are requested to inform the Association of the death of an NLTA member. The NLTA will send a sympathy card, and these teachers will be recognized at the following BGM by the observing of a minute's silence. **[Nov/24-25/94] [1995 AGM]** In addition, in the event of the death of an active teacher, the NLTA will send flowers or a donation to a charity. **[Nov/26/09] [JC Nov/09]**
2. The NLTA Office will notify Executive members, branch presidents, and staff immediately upon notification of the death of a current or former branch president, Executive, or staff member. **[Apr/19/02] [JC Nov/02] [2003 BGM]**
3. In recognition of the teacher's service to education and to the Association, an obituary, with picture, may be submitted for publication in *The Bulletin*.
4. The Programs and Services staff at NLTA will provide assistance to the family and/or the executor regarding the benefits to the estate (group life insurance, Canada Pension, severance pay, teachers' pension).

R. **Relationship with Other Employee Groups**

1. NLTA should not affiliate with other employee groups nor with the Federation of Labour.
2. NLTA should maintain liaison with other employee groups to promote the cause of education and to elevate the teaching profession by discussing education and economic issues.
3. Such a program of liaison should be specifically concerned with:
 - a) the policies and procedures of local government and school boards;
 - b) the legislative policies of the provincial and/or federal governments and the policies and procedures of government-controlled institutes;
 - c) common areas of concern to NLTA and other employee groups that are affected by such policies and procedures.
4. NLTA should not support nor provide financial assistance to other employee groups unless the basis of the dispute involves some principle of labour relations and then only with Executive approval.
5. In the case of disputes involving locals of any union, if teachers within the area want to offer financial assistance, they should do so through individual contributions and present such contributions on behalf of the teachers in the area. **[Apr/6-7/84] [1984 AGM]**
6. If at some future time NLTA should seek affiliation with other unions, the Association must approach the general membership for a vote. **[1984 AGM]**

S.—— Financial Assistance to Members

1.—— Academic Loans

~~The following regulations govern the granting of academic loans by the NLTA to its members:~~

- a) ~~All members of the NLTA having at least one full year of teaching experience and who hold a valid teaching certificate or licence issued by the Department of Education of Newfoundland are eligible to make application for a loan.~~
- b) ~~The required funding for the academic loan fund will be by way of direct transfer from the emergency fund to the academic loan fund. If and when surpluses over and above that required for the school year accumulate in the academic loan fund, all such surpluses are to be returned to the emergency fund until such time as all monies transferred from that fund to the academic loan fund have been returned. [Feb/11-12/88] [1988 AGM]~~
- c) ~~Loans will only be made to applicants seeking to improve their qualifications for teaching in Newfoundland.~~
- d) ~~Effective September 1, 1996, the interest rate shall be the prime interest rate charged by the bank where NLTA has its account. Said interest rates are to be set at September 1st of each academic year and applied to all new and existing loans. [Nov/2 3/95] [1996 AGM]~~
- e) ~~If, for any reason, the recipient ceases to continue the studies for which a loan has been granted, then the total amount received plus interest, becomes payable within two months after the recipient ceases studies.~~
- f) ~~Loans will be made on a promissory note signed by one or more sureties but collateral will also be accepted.~~
- g) ~~After repayment in full of a first loan, applicants may be granted a second loan.~~
- h) ~~No defaulter on an academic loan is ever to be granted another loan. [Oct/16/82]~~
- i) ~~Applications for academic loans must be completed on the proper form which may be obtained from the NLTA Office.~~
- j) ~~The Finance and Property Committee administers this fund.~~
- k) ~~The maximum amounts of money available for an academic loan per member will be indexed at the beginning of each school year by an amount equal to one percent less than the rate of interest earned on the loan during the previous school year. [Feb/11-12/88] [1988 AGM]~~
- l) ~~Loans shall be granted for university studies only and there shall be two types of loans granted.~~

m) ~~Type "A" Full-Time Semester Loans~~

- ~~i) These loans shall be made available to help teachers who are full time students at university.~~
- ~~ii) Surplus funds accumulated under Type A in any one year are to be used to grant amounts in excess of regulations in certain deserving cases. This disbursement of such funds would be at the discretion of the Finance Committee.~~
- ~~iii) Applications of this type will be considered only after the applicant has sought financial assistance from the Canada Student Loan Plan.~~
- ~~iv) This type of loan may be granted to members holding an A, B, C, or P licence, or a Grade 1 or higher certificate, doing a full year of university studies.~~
- ~~v) The repayment of this loan shall be made according to the scale as outlined by the Finance Department.~~
- ~~vi) The first payment of the loan must be made not later than twelve months after the date on which the loan was made.~~
- ~~vii) Applications for this type of loan may be made at any time during the school year. However, the payment of the loan to such applicants will only be made between September 1st and August 1st of each year.~~

n) ~~Type "B" Summer School Loans~~

- ~~i) These loans shall be made available to teachers attending a summer course of studies in conjunction with a full year of studies, and teachers studying at a university outside the province.~~
- ~~ii) Loans for regular summer school will be granted providing there are surplus funds in this account after the obligations for the three semesters and the two present summer school sessions are met.~~
- ~~iii) The first payment of this loan must be made not later than three months after the date on which the loan is given unless the applicant is borrowing for the semesters immediately following summer school in which case the Manager of Corporate Services would be authorized to consolidate this loan with the semester loan.~~
- ~~iv) Repayment of this loan shall be in accordance with the scale outlined by the Finance Department.~~
- ~~v) Applications for this type of loan may be made at any time during the year. However, the payment of a loan to such applicant will only be made between June 1 and August 15 each year.~~

2 ~~Tax and Audit Services~~

~~NLTA will cover the costs of the auditor and of other assistance for teachers in income tax actions which pertain to categories of teachers and in matters related to their responsibilities~~

~~as a teacher. However, appeal to individual claims is to be the responsibility of the individual teacher, except in such cases where an individual claim is appealed to set the procedure for the total group.~~ [Oct/23 & 25/14]

T. Association Awards

1. Presentation of Provincial Awards Outside BGM

- a) During a non-Convention year, award recipients will be presented with their awards at an occasion to be determined by the provincial President. Award recipients from both the non-Convention and Convention years will be invited to the Biennial General Meeting where their awards will be recognized and presented. If an award recipient is residing outside of the province at the time the award is to be presented at BGM, the maximum travel expenses paid will be limited to travel expenses in accordance with NLTA policy to the BGM site from the award recipient's place of residence within the province at the time of winning the award. **[Jan/9-10/98] [JC Feb/98] [Jan/17/03] [JC Feb/03] [2003 BGM]**
- b)
 - i) When awards are presented at a branch/council function, such as a year-end or retirement dinner, the Association will reimburse the branch/council for the cost of the meals for the award recipient and spouse/guest and the NLTA President/designate and guest.
 - ii) When awards are presented at a special function, such as at the award recipient's school or a branch/council function for that specific purpose, the Association will pay the actual cost up to \$150.
 - iii) Amounts to be reimbursed will come from the Additional Branch Projects Budget if monies are available there. **[Apr/19/02] [JC Nov/02] [2003 BGM]**

2. The Bancroft Award

The Bancroft Award, named in honour of James Frederick Bancroft, the first President of NLTA, was established in 1980, the 90th anniversary of the Association, to recognize outstanding service by teachers at the branch level.

a) Nomination Procedure

- i) Nominations must come from branches and are open to any active branch member and to retired teachers within two years after retirement from teaching. **[1996 AGM]**
- ii) Nominations must be made at a general branch meeting and receive the support of the majority of those present.
- iii) Nominations are to be submitted on the approved nomination form. Criteria to be submitted with nominations include:
 - offices held at branch level and for how long;
 - other branch positions/appointments;
 - projects initiated or led by nominee;
 - other information considered pertinent to branch service;
 - the names and addresses of two individuals who would be able to provide references concerning the nomination. These could be the names of current

or former officers of the branch or a branch member who is familiar with the nominee's achievements. **[Jan/17-18/08] [JC Apr/08] [2009 BGM]**

- iv) All nominations must be received by the Association by January 15. **[1992 AGM]**
- v) Unsuccessful nominees in any year will be automatically re-nominated for the two subsequent years following the original nomination, subject to the limit of two years following retirement for nominations of retired teachers. **[1996 AGM] [June/14-15/96]**

b) **Provincial Selection Committee**

The Selection Committee will be the Membership Benefits and Services Committee. **[Aug/21-22/98]**

c) **Guidelines for Selection**

- i) The selection of each award recipient is to be based on clear majority vote of the Committee;
- ii) Selection of each recipient is to be made by Executive on the recommendation of the Membership Benefits and Services Committee;
- iii) In addition to a study of the materials submitted by the branch, the Committee, or the staff consultant to the Committee, may conduct interviews with nominees and/or branch personnel.
- iv) Specific guidelines drawn up by the Committee must receive Executive approval.

d) **Presentation**

- i) A maximum of three awards may be presented each year. **[1986 AGM]**
- ii) Each award recipient will be presented with a ring and a plaque.
- iii) The President of the Association shall announce the recipient(s) at least two weeks prior to Convention and, in a non-Convention year, at a convenient time following the Executive meeting at which the award recipient is approved. **[Jan/9-10/98] [JC Feb/98] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
- iv) The recipient(s) will be notified by the President, by telephone and letter. A copy of the letter will be forwarded to the recipient's Director of Education and school principal. **[Jan/9-10/98] [JC Feb/98]**
- v) Paid announcements containing information on the recipient and the award will appear in The Telegram, The Western Star, and a local paper in the recipient's home area. (The cost for these announcements will be taken from the Professional Development budget.) **[Jan/9-10/98] [JC Feb/98]**
- vi) All nominees for the award will be sent a letter of recognition by the President. **[Jan/9-10/98] [JC Feb/98]**

3. The Barnes Award

The Barnes Award, named in honour of Dr. Arthur Barnes, the first Minister of Education in the province who, in 1928, initiated a number of teacher conferences to promote excellence in education, was established in 1987 to recognize outstanding professional development services provided by teachers at the special interest council level.

a) Nomination Procedure

- i) Nominations must come from provincial special interest councils or branches and are open to any member of the Newfoundland and Labrador Teachers' Association who is active in the special interest council structure of the Association **and to any retired teacher within two years of retirement from teaching who was active in the special interest council structure.** [Sept/29-30/00][JC Oct/00] [Jan/18-20/01] [JC Feb/01] [2001 BGM] [Oct/31&Nov/2/13] [JC Nov/13]
- ii) Nominations are to be **completed and** submitted **online** on the approved nomination form ~~and must be typewritten.~~ Nomination forms will be available **on the NLTA** ~~at the NLTA office and~~ website and will include all necessary guidelines and regulations governing the award. [Sept/29-30/00] [JC Oct/00] [2001 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM] [Oct/23&25/14]
- iii) All nominations must be received by the Association by January 15. [Feb/14&16/02] [JC Feb/02] [2003 BGM]
- iv) Unsuccessful nominees in any year will be automatically re-nominated for the two subsequent years following the original nomination, **subject to the limit of two years following retirement for nominations of retired teachers** ~~providing the nominee is an active member of the Association in the year of consideration/awarding.~~ [Feb/14&16/02] [JC Feb/02] [2003 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM] [Oct/31&Nov/2/13] [JC Nov/13]

b) Selection Committee

The recommendation for the Barnes Award recipient will be made to the Provincial Executive by the Professional Issues Committee.

c) Presentation

- i) A maximum number of one award will be presented each year.
- ii) Each recipient will be presented with a ring and a plaque. [Jan/8-9/99] [Nov/27/08] [JC/Feb/09]
- iii) The President of the Association shall announce the recipient(s) at least two weeks prior to Convention and, in a non-Convention year, at a convenient time following the Executive meeting at which the award recipient is approved. [Jan/9-10/98] [JC Feb/98] [Nov/27/08] [JC/Feb/09] [2009 BGM]

- iv) The recipient will be notified by the President, by telephone and letter. A copy of the letter will be forwarded to the recipient's Director of Education and school principal. **[Jan/9-10/98] [JC Feb/98]**
- v) Paid announcements containing information on the recipient and the award will appear in The Telegram, The Western Star, and a local paper in the recipient's home area. ~~(The cost for these announcements will be taken from the Professional Development budget.)~~ **[Jan/9-10/98] [JC Feb/98] [Oct/23&25/14]**
- vi) All nominees for the award will be sent a letter of recognition by the President. **[Jan/9-10/98] [JC Feb/98]**

4. The Allan Bishop Award

The Allan Bishop Award was established in 1991 to recognize outstanding service to NLTA at the provincial level and is named in honour of Allan Bishop, a former President and General Secretary of NLTA.

a) Nomination Procedure

- i) Nominations may come only from branches, special interest councils, Joint Council or Provincial Executive and are open to any active or life members of NLTA except that:
 - Current members of the Provincial Executive are ineligible for the award.
 - A provincial past-president of NLTA is ineligible for the award within three years of his/her presidency. **[Mar/5-6/99]**
- ii) Nominations are to be submitted on the approved nomination form. Criteria to be submitted with nominations include:
 - offices held at the provincial level of NLTA (with relevant dates);
 - other NLTA appointments and offices held (with relevant dates);
 - projects initiated or led by nominee (with relevant dates);
 - other information considered pertinent;
 - the names and addresses of two individuals who would be able to provide references concerning the nomination. These could be the names of current or former officers of the branch or a branch member who is familiar with the nominee's achievements. **[Jan/17-18/08] [JC Apr/08] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
- iii) All nominations must be received by the Association by January 15. **[Feb/20/03] [2003 BGM]**

b) Provincial Selection Committee

The Selection Committee will be the Membership Benefits and Services Committee. **[Aug/21-22/98]**

c) **Guidelines for Selection**

- i) The basic criteria for the award shall be service to NLTA at the provincial level.
- ii) The selection of the award recipient is to be based on clear majority vote of the Committee.
- iii) Selection of the recipient is to be made by Executive on the recommendation of the Membership Benefits and Services Committee.
- iv) In addition to a study of the materials submitted by the branch or council, the Committee, or the staff consultant to the Committee, may conduct interviews with nominees and/or branch personnel.
- v) Specific guidelines drawn up by the Committee must receive Executive approval.

d) **Presentation**

- i) A maximum of one award may be presented each year.
- ii) Each award recipient will be presented with a gift and a plaque. **[June/14-15/91]**
- iii) The President of the Association shall announce the recipient at least two weeks prior to Convention and, in a non-Convention year, at a convenient time following the Executive meeting at which the award recipient is approved. **[Jan/9-10/98] [JC Feb/98] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
- iv) The recipient will be notified by the President, by telephone and letter. A copy of the letter will be forwarded to the recipient's Director of Education and school principal. **[Jan/9-10/98] [JC Feb/98]**
- v) Paid announcements containing information on the recipient and the award will appear in The Telegram, The Western Star, and a local paper in the recipient's home area. (The cost for these announcements will be taken from the Professional Development budget.) **[Jan/9-10/98] [JC Feb/98]**
- vi) All nominees for the award will be sent a letter of recognition by the President. **[Jan/9-10/98] [JC Feb/98]**

5. **The President's Award**

- a) This award may be presented to one person during a President's **two-year** term of office. **[Sept/26/14] [JC Nov/14]**
- b) Such award will be presented at the Convention during the final year of the President's term of office.
- c) For a recipient to be eligible for this award, he/she must:
 - i) be, or have been, an active member in good standing of the Newfoundland and Labrador Teachers' Association for at least five years.

- ii) have served the Association at the provincial, branch, or executive level or within the special interest council structure.
- iii) be recognized amongst his/her peers as a teacher who has given of him/herself to the Association.
- iv) be recognized amongst his/her peers as an exemplary educator in the profession.
- d) The award will consist of an appropriately engraved watch and a suitably worded plaque to be presented to the recipient at the BGM during the second year of a President's term. (Approximate cost \$500.)
- e) The name of the recipient will be presented to the Provincial Executive at its February meeting for information.
- f) The Executive will maintain the right not to have the proposed individual given the President's award by motion at the February Executive meeting, provided such motion is accompanied by extraordinary reasons for the deletion of the person's name.
- g) The President will retain the option of presenting an alternate name(s) should a proposed recipient be refused by the Provincial Executive. **[June/8-9/90] [1991 AGM]**

6. **The Special Recognition Award**

The NLTA Special Recognition Award, instituted by Johnson Inc. to recognize the 100th anniversary of the Newfoundland and Labrador Teachers' Association, is presented annually to an active or life member of the NLTA who, while a teacher in the province, made a major contribution to the cultural, social and/or the community life of Newfoundland and Labrador. The award will recognize contributions in the areas of the arts (music/literature/visual arts), community service and/or municipal politics. Consideration will be given to contributions towards and achievements in the areas of music, literature, visual arts, community involvement and leadership, service organizations, youth programs, church and church organizations, municipal politics, etc. Nominees may have demonstrated outstanding achievement in a particular field of endeavour or a variety of achievements in various fields.

a) **Guidelines for Selection**

- i) The basic criteria for the award shall be outstanding achievements in, and contribution to Newfoundland community service, social and/or cultural endeavour.
- ii) Selection of the recipient will be made by the Provincial Executive Council upon the recommendation from the Membership Benefits and Services Committee. The recommendation to Executive is to be based on a clear majority vote of the committee.

b) **Nomination Procedure**

- i) Nominations may come only from NLTA branches and must be approved at a general branch meeting. **[Jun/14-15/91]**

- ii) Any active or life member of the Newfoundland and Labrador Teachers' Association is eligible for nomination. **[Jun/14-15/91]**
 - iii) Nominations are to be submitted on the approved nomination form. Information to be submitted with the nomination will include:
 - Curriculum vitae;
 - Detail of nominee's existing projects, participation, achievements, recognition, commendations, awards or honours;
 - An outline of the nominee's particular achievements in and contributions towards community service, social and/or cultural endeavour, municipal politics;
 - A list of positions, offices, or appointments held by the nominee including the dates of tenure;
 - The names and addresses of three individuals who would be able to provide references concerning for the nomination. These could be the names of officers of organizations in which the nominee is or has been an active member, community or church leaders, or any other persons who are familiar with the nominee's achievements.
 - Any other information or documentation supporting the nomination. **[Jun/14-15/91]**
 - iv) One or several nominations may be submitted by an NLTA branch provided that each nomination is submitted on the proper nomination form and is approved at a general branch meeting in accordance with By-Law IX.D. of the NLTA By-Laws. **[Jun/14-15/91]**
 - v) All nominations must be received by the Association by January 15. **[Jun/14-15/91] [Feb/20/03] [2003 BGM]**
 - vi) Unsuccessful nominees in any year will be automatically re-nominated for the two subsequent years following the original nomination. **[Feb/14&16/02] [JC Feb/02]**
- c) **Provincial Selection Committee**
- The selection committee will be the Membership Benefits and Services Committee. **[Aug/21-22/98]**
- d) **Presentation of the Award**
- i) A maximum of one award may be presented annually.
 - ii) The award recipient will be presented with:
 - An "NLTA Special Recognition Award" plaque.
 - A cash award of \$1,000 provided by Johnson Inc. **[Aug/23-25/90]**

- iii) The President of the Association shall announce the recipient at least two weeks prior to Convention and, in a non-Convention year, at a convenient time following the Executive meeting at which the award recipient is approved. **[Jan/9-10/98] [JC Feb/98] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
- iv) The recipient will be notified by the President, by telephone and letter. A copy of the letter will be forwarded to the recipient's Director of Education and school principal. **[Jan/9-10/98] [JC Feb/98]**
- v) Paid announcements containing information on the recipient and the award will appear in The Telegram, The Western Star, and a local paper in the recipient's home area. (The cost for these announcements will be taken from the Professional Development budget.) **[Jan/9-10/98] [JC Feb/98]**
- vi) All nominees for the award will be sent a letter of recognition by the President. **[Jan/9-10/98] [JC Feb/98]**
- vii) Expenses (in accordance with NLTA standards) for travel, accommodations, and meals in order for the nominee and his/her spouse to attend the presentation ceremony will be reimbursed up to \$1,000 upon submission to the Johnson Inc. either directly or through the NLTA. **[Aug/23-25/90]**

7. **The Patricia Cowan Award for Support and Promotion of Education**

The Patricia Cowan Award, named in honour of the first female president of the NLTA, was 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.

- a) The award may be presented to one person during the President's term of office.
- b) The award will be formally presented at the Convention during the final year of the President's term of office.
- c) In order to be considered for the award, the individual or group must have had a sustained relationship/partnership with the NLTA over a period of time.
- d) A list of potential recipients will be generated by the Executive for the consideration of the President, who would then determine the award recipient.
- e) The award will take the form of a piece of artwork, the original to be kept at 3 Kenmount Road, with a reproduction being awarded to the recipient.
- f) Paid announcements containing information on the recipient and the award will appear in The Telegram, The Western Star, and a local paper in the recipient's home area.
- g) The costs associated with the award will be taken from the Centennial Fund. **[Nov/23&25/06] [Feb/21-23/07] [2007 BGM]**

U. **Association Liaisons**

1. **Provincial Liaison Groups**

The Newfoundland and Labrador Teachers' Association shall maintain a continuing liaison with:

- a) teacher associations of the Atlantic Region through the Conference of Atlantic Provinces Teacher Organizations;
- b) the teacher associations of Canada through the Canadian Teachers' Federation;
- c) Memorial University;
- d) the Department of Education through the Department Liaison Committee;
- e) the Newfoundland and Labrador School Boards Association;
- f) Newfoundland and Labrador Federation of School Councils; and
- h) the Association of Directors of Education.

2. **Canadian Teachers' Federation**

- a) Newfoundland's representative on the CTF Board of Directors may entertain annually in Ottawa, the Newfoundland members of the House of Commons and the Senate.
- b) Funding may be provided to send an observer to one meeting per year of the CTF Board of Directors, if required. **[Feb/13-14/87]**

V. **NLTA Scholarships and Awards for Students**

1. **NLTA Medal to MUN Students**

In consultation with Memorial University, the Association will make an annual award to an Education student who, during his/her academic career, has made an outstanding contribution to the Faculty of Education and to the University. The recipient must be a graduating student and have a consistently good academic record in the professional courses required for the degree.

The award will be made by the University acting on the recommendation of the Dean of Education. **[May/6-7/88]**

2. **NLTA Scholarships to Students**

NLTA will award six scholarships annually to dependents of active, retired, disabled, or deceased members, subject to the following conditions:

- a) The award will be made upon completion of secondary school and through application to the Newfoundland and Labrador Teachers' Association.
- b) The amount of each scholarship will be \$1,000.
- c) The award is based on the criteria used by the Department of Education for the selection of provincial scholarship recipients. **[JC Feb/98] [June/11/04] [JC Nov/04] [2005 BGM]**

3. **NLTA Scholarship to MUN Faculty of Education Student**

This scholarship, made possible through a donation to the MUN Anniversary Fund, will be awarded annually on the basis of academic excellence and character to a senior student enrolled in the Faculty of Education. The award will be made by the MUN Senate Committee on Scholarships acting on the recommendation of the Dean of Education. **[May/22/81]**

W. Election of President and Vice-President by Province-wide Vote

1. Procedures for Conducting the Election

a) Eligibility of Candidates

Candidates for the office of President and Vice-President must be active members of the Newfoundland and Labrador Teachers' Association in good standing (a member who has the proper proportion of his/her dues paid) in accordance with By-Law III.

b) Nominations

- i) Nominations for the office of President and Vice-President of the Newfoundland and Labrador Teachers' Association shall be submitted on the official nomination form. In accordance with By-Law XII, nomination papers shall be signed by at least 10 members in good standing, each signature being witnessed by

- an officer of a branch, or
- a member of the NLTA Executive, or
- a Commissioner for Oaths,

and submitted to the Electoral Committee, appointed by the NLTA Executive under By-Law XV.B. Such nominations must be accompanied by 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. (The total length of the biographical data and policy statement must not exceed 800 words for presidential candidates and 600 words for vice-presidential candidates.)
[2007 BGM]

- ii) The Electoral Committee shall receive nominations for the office of President and Vice-President up to thirty (30) days before the date of the election. Nomination forms must be delivered to the NLTA Office via mail, courier or in person. Nominations will be accepted by facsimile or other electronic means provided the original nomination form is received at the NLTA Office within ten (10) days of the receipt of the facsimile/electronic nomination.
- iii) Subject to b) i) above, the name of each candidate shall be released by the Electoral Committee 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. **[Jan/16/04] [JC/Feb 04] [2005 BGM] [2007 BGM]**
- iv) Nomination forms may be obtained from the NLTA Office or from any branch president.

c) Returning/Electoral Officers

- i) The Chairperson of the Electoral Committee, as appointed by Executive, shall be the Provincial Returning Officer for the election.

- ii) The Electoral Committee, the President of each NLTA branch (or designate) and the school representative (or designate) of each school or school board office shall conduct the vote in accordance with this policy and the voting instructions outlined by the Association. **[Jan/16/04] [JC/Feb 04] [2005 BGM]**

d) **Ballots**

Ballots shall be printed with candidates listed in alphabetical order using the full name of the candidate as it appears on the nomination form.

e) **Distribution of Ballots**

- i) The branch executive shall ensure that the school representative (or designate) is fully aware of the duties involved in conducting the vote **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- ii) Ballots will be distributed by the NLTA Office to school representatives (or designates) in each school and board office in numbers sufficient for each teacher in that school and allowing extra ballots for substitute teachers, teachers on leave, teachers from other schools or branches, and spoiled ballots. The number of ballots sent to each school shall be recorded on the appropriate form supplied to the school. The package shall also include the appropriate forms as supplied by the NLTA office, any background materials needed and a voting instructions sheet. **[Jan/16/04] [JC/Feb 04] [2005 BGM] [Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- iii) A record of the total number of all ballots issued to each school shall be maintained by the NLTA Office.
- iv) School representatives (or designates) shall complete the acknowledgement of receipt of ballots form included in the electoral package and fax it to the NLTA Office. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**

f) **Eligibility to Vote**

All NLTA members who satisfy the requirements of active membership in the Association, in accordance with By-Law III.A., shall be eligible to vote, including substitute teachers who have taught for at least one day during the school year.

g) **Voting**

- i) Voting shall take place on the first Tuesday in December. **[Feb/20/03] [JC Feb/03] [2003 BGM] [2011 BGM] [June/10/11]**
- ii) Voting shall be by written secret ballots issued to active members as defined by By-Law III.
- iii) Voting by proxy is not permitted.

- iv) Each member must have the opportunity to vote in secret, and every effort shall be made by the branch executive to ensure confidentiality at an individual, school, and branch level.
- v) A faxed ballot is permissible if it is not possible for a member to be physically present in any branch on voting day, provided that the completed ballot which is returned by facsimile is accompanied by a signed statement from the member in question stating that the ballot was indeed cast personally by him/her. Such vote will be administered by the Electoral Committee and the completed ballot received only at the NLTA head office.
- vi) The branch executive shall ensure that the organizational structure is in place within the branch and each school so that the vote can be conducted on the designated date. Voting should take place on the date designated by the NLTA office, unless special circumstances at a school require the vote being conducted at another time. With the approval of the Electoral Committee, a vote may be conducted on a date other than the designated date only if required by conditions of geography, weather, school closure, etc.

Candidates with concerns or questions related to the procedures for conducting the vote in branches or schools shall direct such concerns or questions to the Electoral Committee only and shall not make contact with individual branch presidents, branch executives or school representatives (or designates) concerning such matters. **[Jan/16/04] [JC/Feb 04] [2005 BGM]**

- vii) A voter who has inadvertently dealt with the ballot delivered to him/her in a manner that it cannot properly be used shall return it to the school representative (or designate) who shall destroy the ballot and provide another ballot to the voter. **[Jan/16/04] [JC/Feb 04] [2005 BGM]**
- viii) A voting station will be provided at the NLTA office so that teachers on leave attending university will have the opportunity to vote. **[Jan/16/04] [JC/Feb 04] [2005 BGM]**
- ix) If required, a deciding (run-off) ballot shall be conducted 14 days later, (i.e. the same day of the second week following the original voting day).
- x) All regulations governing the voting procedure are to be strictly followed.
- xi) Special Instructions for Coastal Labrador South, Nutak Labradorimi Branches and other isolated schools as designated by the Electoral Committee.
 - The person designated to conduct the vote in each school will, with a witness, count the ballots, record the results, and telephone or fax the results to the branch president on the day of the count. All materials to be returned, as specified under i) vi) below, shall be sent directly by the school representative (or designate) to the NLTA Office via an Express Post envelope which will be provided. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**

- Any other variations from the regulations for the province will be made in consultation with the Electoral Committee. **[Jan/16/04] [JC/Feb 04] [2005 BGM]**

h) Collection of Ballots

- i) Each voter shall deposit his/her completed ballot into the envelope provided to the school representative (or designate) by the NLTA Office. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- ii) After the voting has been completed:
 - The school representative (or designate) and a witness shall ensure that the number of ballots used corresponds with the number of teacher signatures on the registration of voters form. Should the number of completed ballots returned to the branch executive be more than or less than the number of signatures on the registration of voters form, the vote from that school will be nullified. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
 - The completed ballots and accompanying forms shall be delivered to the branch executive by the school representative (or designate) or collected by the branch executive. **[Jan/16/04] [JC/Feb 04] [2005 BGM] [Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- iii) Ballots are not to be counted at the school but shall be counted by the branch executive in accordance with i) "Counting of Ballots", below. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**

i) Counting of Ballots

- i) Ballots shall be counted by the branch executive, in the presence of one representative for each candidate, if s/he so desires. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- ii) On election day, or the day following, all completed ballots from all schools, once verified by the branch executive in accordance with h) ii) above, will be placed together to ensure that a total branch count is achieved, and not a school-by-school breakdown.
- iii) The branch ballots must be counted by a committee of the branch executive, with the results recorded on the appropriate form(s) and telephoned, faxed or e-mailed to the NLTA Office no later than 6:00 p.m. of the day following the election day. **[Jan/27/06] [JC Nov/06] [2007 BGM]**
- iv) The counting of the ballots will be done at a time and place designated by the Branch Executive. Each candidate may appoint one scrutineer to be present at the counting of ballots. All such scrutineers must complete an "Oath or Affirmation of a Scrutineer" form and present it to the Branch President or his/her designate. A scrutineer shall not interfere with the counting process in any manner, but is permitted to:

- observe the counting of all ballots cast in the branch (or coastal or isolated schools),
 - offer his/her opinion whether a particular ballot should be counted or should be rejected, (however, the decision of the Branch Executive Committee responsible for counting the ballots is final). **[Jan/16/04] [JC/Feb 04] [2005 BGM]**
- v) In counting the ballots, the Branch Executive shall reject all ballots:
- that have not been marked for a candidate;
 - on which votes have been cast for more than one (1) candidate;
 - upon which there is writing or a mark or other means by which the voter could be identified; or
 - on which the intention of the voter is not clear and evident. **[Jan/16/04] [JC/Feb 04] [2005 BGM]**
- vi) The branch executive will mail the ballots and all related forms to the NLTA office no later than the second day after election day, via Express Post envelopes provided, ensuring that all ballots are packaged in accordance with the voting instructions. **[Jan/16/04] [JC/Feb 04] [2005 BGM]**
- vii) The branch executive may release the voting results of the branch to the members of the branch, only after the Electoral Committee has officially declared the name of the incumbent for that office. All results of the vote which are released to the public will be released by the Electoral Committee. **[JC/Feb 04] [Nov/25&27/04] [2005 BGM]**
- j) **Election of Candidate**
- In accordance with By-Law XII.D.:
- i) In order to be elected, a candidate must receive a majority of votes of the active members voting.
 - ii) If no majority of votes of the active members voting is registered on the initial ballot, where more than two candidates are involved, all but the two candidates receiving the highest number of votes shall be dropped and a deciding ballot shall be held within fourteen (14) days of the original ballot.
 - iii) In the event of a tie on a ballot with only two candidates, a vote of the Executive Council will decide the issue. **[Oct/15/04] [JC/Nov 04] [2005 BGM] [2007 BGM]**
- 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. **[Mar/25/10] [JC/Mar 10] [2011 BGM]**
 - ii) The results shall be based on the telephone/faxed results received from branches unless, in the opinion of the Electoral Committee, the margin is too narrow thus requiring an official count at the provincial level.

- iii) If an official count is required at the provincial level, each candidate may appoint one scrutineer to be present at the counting of ballots by the Electoral Committee.
- iv) All candidates shall be notified of the vote results as soon as the results are known.
- v) The results of the ballot shall be made known to the membership by contact with Provincial Executive and branch presidents. In addition, the results shall be communicated to each school representative (or designate) by the NLTA Office. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- vi) The Electoral Committee is permitted to release the branch-by-branch breakdown of the vote to the candidates after the name of the incumbent is officially announced. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- vii) The NLTA shall issue a media release announcing the outcome of the vote but not containing the vote count.

l) Recount of Ballots

- i) A defeated candidate receiving at least ninety-eight percent (98%) of the votes cast for the leading candidate is entitled to appeal for a recount.
- ii) Notwithstanding i), a candidate receiving at least ninety-eight percent (98%) of the votes cast for the candidate receiving the second highest number of votes is also entitled to appeal for a recount.
- iii) A candidate requesting a recount of ballots must do so within forty-eight (48) hours of the notification of results. In such case, the Electoral Committee shall, as soon as possible, retabulate the ballots.
- iv) A request for recount must be made to the Electoral Committee.
- v) Each candidate may appoint one scrutineer to be present at the recounting of ballots by the Electoral Committee.

m) Financial Guidelines

- i) No direct financial contribution from the Association will be provided towards campaign financing for candidates.
- ii) A series of "in kind" contributions will be offered by the Association for the electoral campaigns of candidates. [See Section n) v) - viii)]
- iii) Financial limits on campaign spending by candidates will be set at \$3,500 per candidate excluding the cost of travel and unpaid leave and no campaign donations (including paid leave) will be accepted by candidates from an employer, an agent of an employer or an organization competing with the NLTA in a matter that is detrimental to the NLTA. All amounts spent by the candidate and all spending on behalf of the candidate, including the value of any 'in kind'

contributions, are included in this limit for campaign spending. **[Jan/17/03] [JC Feb/03] [2003 BGM] [Jan/16/04] [JC/Feb 04] [2005 BGM]**

- iv) The total campaign spending for candidates on a run off ballot may include an additional \$500 for a total of \$4,000. All amounts spent by the candidate and all spending on behalf of the candidate, including the value of any 'in kind' contributions, are included in this limit for campaign spending. **[Jan/17/03] [JC Feb/03] [2003 BGM]**
- v)
 - Each candidate must disclose sources and amounts of all financial contributions and expenditures such to be verified within 60 days of the election and published to the membership.
 - The position of a successful candidate who fails to comply with the foregoing shall be declared vacant.

n) **Publicity**

- i) Candidates are free to contact teachers in any way they see fit, keeping in mind the professional Code of Ethics. Candidates and their supporters will be expected to observe accepted standards of conduct in accordance with the Association's overall objectives as outlined in the Constitution and By-Laws. No candidate or his/her supporters shall publish or circulate, either verbally or otherwise, information on another candidate that is false or defames that person's character and/or integrity. **[Jan/16/04] [JC/Feb 04] [2005 BGM]**
- ii) Candidates may advertise in *The Bulletin* as per current advertising guidelines and subject to the NLTA policy on communications. Candidates may purchase two one-quarter (1/4) page advertisements in *The Bulletin* at one-half (1/2) the current advertising rates. Any additional advertisements will be subject to current advertising rates. All advertisements placed in *The Bulletin* by candidates must be prepaid. **[Jan/16/04] [JC/Feb 04] [2005 BGM] [Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- iii) No branch funds or branch assets may be used to support the campaign of a candidate for NLTA provincial office.
- iv) Branches, special interest councils or schools which choose to set up "Meet the Candidates" sessions must extend invitations to attend to all candidates. **[Feb/20/03] [2003 BGM] [June/6/03] [JC Nov/03] [2005 BGM]**
- v) Photographs and information on candidates referred to in b) i) above will be published in *The Bulletin* at least one month prior to the date of the election. **[Jan/16/04] [JC/Feb 04] [2005 BGM] [2007 BGM]**
- vi) The Association will provide web page space for all candidates through the NLTA web site that would include photo, biography, position statement and opportunities for updating at specific times during the campaign. The Association will also provide space on the web page for a five (5) minute video of each of the candidates. Candidates are responsible for the cost of production of such a video. **[Jan/16/04] [JC/Feb 04] [2005 BGM]**

- vii) Two sets of school mailing list labels will be provided to each candidate.
- viii) For each candidate, Communications staff of NITA will print and mail to each school and school board office an 8½" x 11", one-sided poster.

o) **Campaign Irregularities**

Anyone alleging irregularities in nomination or election procedures must make such allegations known in writing to the Chairperson of the Electoral Committee within seven (7) days of the event on which the allegation is based. Upon receiving such allegation, the Electoral Committee shall investigate the allegations and report its findings and recommendations to the Executive Council within a further seven (7) days. In the event the allegation of irregularity is accepted as proved by a majority of the Electoral Committee, the Committee shall, by majority vote of its members, recommend to the Executive Council appropriate actions, including but not limited to setting aside the nomination or election, providing for new or further nominations or elections or any other act which will give effect to the by-laws, and the Executive Council shall act in accordance with that recommendation.

p) **Administration**

- i) After the vote is taken, ballots have been received from individual branches and any necessary provincial count or recount has been completed, the Electoral Committee, by Executive motion, shall be authorized to destroy the ballots in question, but not less than ~~30~~ **60** days after the date of the ballot.
- ii) Following the election, the Electoral Committee shall conduct an evaluation of the election procedures and a report shall be made to the Provincial Executive. The evaluation report shall be kept on file to facilitate periodic overall reviews.
[Jan/16/04] [JC/Feb 04] [2005 BGM]

2. **The Electoral Committee**

- a) In accordance with By-Law XV.B., the Executive Council shall appoint an Electoral Committee of three members, one of whom shall be named Chairperson (a Past President, if possible). The Chairperson of the Electoral Committee will be the Provincial Returning Officer.
- b) Members of the Electoral Committee shall not be candidates for election and shall maintain a position of neutrality in relation to the candidates for election.
- c) The duties of the Electoral Committee shall be:
 - i) To recommend to the Executive policies governing the conduct of elections such rules of conduct to be published not later than 30 days prior to the date of the elections.
 - ii) To hold the election on the first Tuesday in December in accordance with By-Law XV.A. **[Feb/20/03] [JC Feb/03] [2003 BGM] [2011 BGM] [June/10/11]**

- iii) To receive nominations for the offices of President and Vice-President as per the by-laws and policies of the Association.
- iv) To confirm the eligibility of candidates for the election.
- v) To release the name of each candidate within two weeks of receipt of each nomination. **[Jan/16/04] [JC/Feb 04] [2005 BGM]**
- vi) To oversee the printing and distribution of ballots to voters in accordance with the policy governing procedures for election of NLTA President and Vice-President by province-wide vote.
- vii) To confirm the eligibility of voters, if required.
- viii) To conduct the election of the President and Vice-President in accordance with By-Law XII and the policy governing procedures for election of NLTA President and Vice-President by province-wide vote.
- ix) To receive the results of the balloting from branches.
- x) To tabulate the results of the balloting for President and Vice-President.
- xi) To conduct an official count or recount, if necessary.
- xii) To release the results of the ballot to the candidates and to the NLTA Office for release of the results to the NLTA membership and the media.
- xiii) To announce the date of the deciding (run-off) ballot to be held within fourteen (14) days of the original ballot if no majority of votes of active members voting is registered on the initial ballot and to conduct the deciding (run-off) ballot in accordance with the by-laws and policy governing the procedures for election of the NLTA President and Vice-President by province-wide vote.
- xiv) To conduct a vote of the Executive Council to decide the issue in the event of a tie on a ballot with only two candidates. **[Oct/15/04] [JC/Nov 04] [2005 BGM] [2007 BGM]**
- xv) To receive and investigate allegations of irregularities in nomination or election procedures and to make recommendations to the Executive Council on appropriate actions regarding such allegations.
- xvi) To release the branch-by-branch breakdown of the vote to the candidates after the name of the incumbent is officially announced. **[Apr/2-3&5/08] [JC Apr/08] [2009 BGM]**
- xvii) To ensure that all publicity guidelines as contained in the policy governing the procedures for election of President and Vice-President by province-wide vote are followed.
- xviii) To ensure that all financial guidelines are followed by the candidates and that all campaign expenditures are verified within 60 days of the election and published to the membership.

- xix) To recommend to Executive Council that the ballots from a vote be destroyed in accordance with the policy governing the procedures for election of President and Vice-President by province-wide vote.
- xx) To conduct an evaluation of the election procedures and make a report to the Executive Council. **[Sept/27/02] [2003 BGM] [Jan/16/04] [JC/Feb 04][2005 BGM]**

SECTION II

COMMUNICATIONS

II. COMMUNICATIONS OF THE ASSOCIATION

A. Communications Policy

1. Goals

- a) To enhance image of the Association and support quality education in this province. [May/27-28/05] [JC/Nov/05] [2007 BGM]
- b) To enhance the image of teachers while providing motivation and inspiration. [Mar/4-5/94] [1994 AGM] [2007 BGM]
- c) To increase the awareness of the functions of teachers within the school system as perceived by the users and other stakeholders (i.e., students, families, etc.) and the differences and similarities between the various groups' expectations of the school system. [May/27-28/05] [JC/Nov/05] [2007 BGM]
- d) To increase the involvement of other educational stakeholders in the educational process by enhancing understanding of the roles, responsibilities, and effectiveness of various non-educators, the family, community, corporations, and students in the attainment of excellence in education. [May/27-28/05] [JC/Nov/05] [2007 BGM]
- e) To enhance understanding of education as continually developing and changing within society.
- f) To enhance the understanding of, and support for, the leadership role educators have accepted in meeting the challenge of changing educational needs.
- g) To increase awareness among the members of the general public for improvements in the educational system.
- ~~h) To increase teacher awareness of the functions of schools as perceived by both users and teachers and of the differences and similarities between the perceptions of various groups. [Nov/28/14]~~
- i) To increase teacher awareness of positive community/school public relations in education.
- j) To increase teacher awareness of the leadership role they play in meeting the challenge of changing educational needs.
- k) To increase involvement of teachers in improving education.

2. Internal Communications

- a) The Association communicates openly, honestly, and frequently with its membership utilizing all appropriate modes of communication. A good flow of information is considered vital.
- b) The Association supports and promotes effective communications among the membership, within branches and special interest councils and with school representatives. [May/27-28/05] [JC/Nov/05] [2007 BGM]
- c) The Association communicates openly, honestly, transparently and frequently with its staff, keeping all staff members informed on all activities and directions of the

Association. The Association is responsive to the needs of its employees and, therefore, maintains a flow of communication.

- d) When meeting with teachers, Executive and staff members are to allow a significant amount of time for discussion on topics and issues of concern to all members. Wherever possible, material should be sent out in advance so that participants can be informed of information prior to the meeting. **[Mar/18-19/88] [May/27-28/05] [JC/Nov/05] [2007 BGM]**

3. External Communications

- a) The NLTA cultivates and maintains an ongoing and supportive relationship with outside agencies and government both within and outside of the educational sphere.
- b) In particular, the NLTA cultivates and maintains a positive working relationship with the news media. This is accomplished by
 - i) responding quickly and honestly to media enquiries;
 - ii) treating media equally when releasing news, bearing in mind their differing needs and deadlines to as great a degree as possible; and
 - iii) having the President as the principal spokesperson. If he/she is not available, the Vice-President will take his/her place. With approval, the Executive Director or Communications Officer may make statements to the news media.
 - iv) seeking approval from teachers prior to recommending them as resource persons for educational/teacher issues including the media **[May/22/87] [May/27-28/05] [JC/Nov/05] [2007 BGM]**

B. Publications

1. Publication Guidelines

All publications of the Newfoundland and Labrador Teachers' Association, whether published by the Association as a whole or by a sub-group of the Association, are subject to the following guidelines:

- a) All publications will be guided by a respect for truth, a concern for human dignity, and a commitment to the Code of Ethics of the teaching profession.
- b) Material which is demeaning, condescending, or that discriminates on the basis of age, race, religion or sexual orientation is unacceptable. **[May/27-28/05] [JC/Nov/05] [2007 BGM]**
- c) Material printed in NLTA publications, posted on the NLTA website or in e-mail correspondence must be accurate and in good taste so as not to leave the Association and author open to libel. This principle applies equally to articles, photographs, illustrations, advertising, e-mail, social media and web pages. **[May/27-28/05] [JC/Nov/05] [2007 BGM]**
- d) Opinion articles shall be clearly identified as such and shall carry the name of the author. **[May/27-28/05] [JC/Nov/05] [2007 BGM]**
- e) Inclusion of any material of a political nature should be done with consideration of NLTA's policy that this Association, as a body, will remain independent from specific political party affiliations while maintaining the right of members to participate in the democratic process.
- f) Copyright must be honoured. When reproducing any material, permission must be obtained from the person or organization holding copyright. **[May/11/85] [May/27-28/05] [JC/Nov/05] [2007 BGM]**

2. The Bulletin

- a) The purpose of *The Bulletin* is to provide useful, interesting, and insightful information about the members of the Association, about the programs and services offered by the Association and about the Association itself. **[May/27-28/05] [JC/Nov/05] [2007 BGM]**
- b) *The Bulletin* will be published a minimum of five times per year. Every regular issue of *The Bulletin* will contain article(s) regarding teacher issues. **[Mar/6-8/91] [1991 AGM] [May/27-28/05] [JC/Nov/05] [2007 BGM] [Feb/13-14&15/13] [JC/Feb/13] [2013 BGM]**
- c) *The Bulletin* is circulated to NLTA members on the basis of one for every two teachers and also to other persons deemed appropriate by the editor. Additional copies sufficient to provide one copy per teacher will be supplied upon request from a school. **[Nov/5-6/98]**

d) **Subscription Rates**

The subscription rates for *The Bulletin* are adjusted annually as necessary based on production costs.

e) **Editorial Policy**

i) **Letters to the Editor**

- **Subject** - All letters must pertain to educational and/or Association issues or contain comments on an item previously carried in *The Bulletin*. **[June/11-12/93]**
- **Brevity** - All letters should be as brief as possible, generally not more than 250 words; however, consideration may be given to longer letters if it is deemed appropriate by the editor. **[May/27-28/05] [JC/Nov/05] [2007 BGM]**
- **Signatures** - All letters received by the Association must contain contact information for the author. However, the Association will agree to publish a "nom de plume" if the author prefers.
- **Taste** - All letters must conform to general norms of good taste.
- **Editorial Discretion** - *The Bulletin* Editorial Board (President, Vice-President, Executive Director, Assistant Executive Director, Editor) reserves the right to exclude material which is libellous, offensive, or deemed inappropriate by the Editorial Board.
- **Responsibility** - The views expressed in letters to the editor do not necessarily represent the views of the Editor, Editorial Board, Provincial Executive, Administrative Staff, or the Newfoundland and Labrador Teachers' Association and will state this information when published.

ii) **In Memoriam (submitted by the membership)**

In memoriams are to be limited to approximately 300 words. This policy recognizes the fact that as our teaching population ages there will be an increased requirement for the printing of in memoriams.

The NLTA believes this policy treats all teachers fairly and ensures that the notice of death is printed as soon as possible, **preferably within one year of the death of the teacher**. **[May/27-28/05] [JC/Nov/05] [2007 BGM] [Nov/28/14]**

iii) **Branch Events**

Articles on professional development days and special ceremonies, etc., at the branch level will not be accepted for publication if they are received more than 30 days after the event has taken place. Beyond that, they should be printed in a branch newsletter. This policy is to keep *The Bulletin* current and, therefore, more enjoyable for the readership. **[June/8-9/90] [1991 AGM]**

f) **The Convention Issue of The Bulletin**

- i) The Convention issue of *The Bulletin* will be distributed only to the active membership mailing list in the quantity of one copy for each teacher. [Nov/5-6/98]
- ii) The Convention issue of *The Bulletin* publishes the name, dossier, and photo of each nominee to the Provincial Executive Council, as submitted by the branches. The total length of the biographical materials and policy statement for each nominee shall be limited to 400 words. [May/22/87] [May/27-28/05] [JC/Nov/05] [2007 BGM]
- iii) The Convention issue of *The Bulletin* shall be published and mailed at least one month prior to Convention (See By-Law XI.B.)

g) **NLTA Annual Budget**

The Association's budget, as approved by the Convention, is published in the biennial report. [1995 AGM] [May/27-28/05] [JC/Nov/05] [2007 BGM]

3. **Information for Members**

- a) All Bargaining Briefs and Presidential Updates on negotiations should include a section which highlights, in summary form, the information contained within. [Jan/14-15/94] [1994 AGM]
- b) All communiques from the provincial office to the membership which are distributed via the school rep should be addressed as follows: Name; NLTA School Representative; School Address and be marked for delivery to the appropriate teacher. [Jan/14-15/94] [1994 AGM] [May/27-28/05] [JC/Nov/05] [2007 BGM]
- c) ~~i) When communiques and other materials from the provincial office to the membership are distributed through branch presidents, each branch president will deliver these materials only to the schools in his/her immediate area and all other materials will be forwarded via the most expeditious route as required by the immediate circumstances, and~~ [Nov/28/14]
- ii) When deemed appropriate during the school year, the NLTA will obtain appropriate contact information for each NLTA school representative for the purpose of distribution of NLTA materials. [Jan/14-15/94] [1994 AGM] [May/27-28/05] [JC/Nov/05] [2007 BGM]

4. **Special Interest Council and Branch Publications**

- a) Special interest councils **and branches may** ~~must~~ be charged for the cost **associated with design, print and** ~~of material used in printing and for the cost of~~ mailing **of any resource or promotional materials.** [Nov/28/14]
- ~~b) Councils availing of the Association's distribution service must provide up to date contact lists which are reviewed annually by the Executives of the councils for accuracy. The list for the newsletters and flyers of each Council should be the Council membership. Schools or school district offices who wish to subscribe to Council~~

~~publications will be placed annually on the mailing list upon receipt of their subscription fee. Such fee is to be set by Executive in September of each year. [1984 AGM] [May/27-28/05] [JC/Nov/05] [2007 BGM]~~

5. **Presidential Updates**

The Presidential Updates shall be published as per the request of the NLTA President.

6. **Executive Notes**

Notes on Executive meetings are prepared by the Communications Officer and circulated to all schools in a timely manner after regular Provincial Executive meetings.

7. **Other Educational Publications**

Other education oriented materials for distribution to teachers will be considered upon recommendation by the special interest councils, branches, the Communications Officer, or the Executive.

8. **NLTA Website**

The NLTA website is to be updated on a regular basis and all NLTA information will be posted for accessibility by teachers. [May/27-28/05] [JC/Nov/05] [2007 BGM]

9. **E-Mail**

All e-mail communication is to be appropriate, accurate and in good taste **and should contain an appropriate NLTA signature, disclaimer and privacy statement.** [May/27-28/05] [JC/Nov/05] [2007 BGM] [Nov/28/14]

10. **Gender Identity/Expression Information on Surveys and Questionnaires**

The question of gender identity/expression will not be part of NLTA surveys and questionnaires unless this information is of direct relevance to the survey topic. [May/2/14] [JC/Oct/14]

11. **Social Media**

The use of social media will follow all appropriate policy of the NLTA and will be used when deemed appropriate by the Communications Officer. [Nov/28/14]

C. Printing

1. Printing Priorities

In order that Printing Services may operate in an efficient manner with minimal overtime work, the following policies will apply:

a) Regular Publications

- i) The Presidential Update and items required by Executive shall be given top priority for printing followed by *The Bulletin*, work for Communications and followed other by work as approved by the Communications Officer. **[June/12-13/87]**

b) Seasonal Publications

- i) The NLTA wall calendars will be printed annually. **[May/27-28/05] [JC/Nov/05] [2007 BGM]**
- ii) The NLTA Act, By-Laws, and Code of Ethics booklet is to be published at least every third year.

c) Convention Materials

- i) The Convention issue of *The Bulletin* shall be published and mailed at least one month prior to Convention. (See By-Law XI.A.)
- ii) Other Convention materials shall be prepared after *The Bulletin*.

2. Printing Costs

~~Executive is to be provided with a comparison of the projected versus the actual cost following the completion of any printing projects completed by Printing Services free of charge for outside agencies. [Oct/12/84]~~

3. Printing for Branches

~~The following printing will be done for branches:~~

- ~~a) letterheads and envelopes~~
- ~~b) programs for professional development and retirement functions if they are submitted to Printing Services at least four to six weeks prior to the required delivery date. [June/12-13/87] [May/27-28/05] [JC/Nov/05] [2007 BGM]~~

4. Printing for Special Interest Councils

~~The following printing will be done for special interest councils:~~

- ~~a) letterhead and envelopes~~
- ~~b) agendas and banquet programs for annual general meetings. Such items must be submitted to Printing Services at least four to six weeks ahead of the required delivery~~

date and are limited in length to 12 pages (including cover). ~~[May/27-28/05] [JC/Nov/05]~~
~~[2007 BGM]~~

c) ~~one 16-page newsletter (plus cover) twice per year~~ ~~[June/12-13/87]~~

D. Public Relations

NLTA develops and conducts its public relations and communications programs to achieve clearly defined goals and objectives in keeping with the intent to enhance the image of the Association and its members and support quality education in this province. **[Mar/8-10/85]**

1. Public Relations/Communications/Design Agency

The NLTA will hire a public relations/communications/design agency only with Executive approval. **[May/27-28/05] [JC/Nov/05] [2007 BGM]**

2. Advertising

a) NLTA's ad campaigns are developed in order to achieve clearly defined goals and objectives. Campaign schedules and target audiences are to be supportive of the particular goals and objectives of the Association.

b) Whenever possible, NLTA cooperates with other groups, both nationally (such as CAPTO or CTF) and locally (such as MUN, the Department of Education, school districts, and school councils) in public relations or advertising campaigns aimed at improving the image of teachers, in particular, and of education, in general. **[Mar/8-10/85]**

3. News Releases

a) News releases are sent to appropriate media outlets throughout the province with copies going to members of the Provincial Executive, branch presidents, school reps and other education stakeholders as deemed necessary. **[May/27-28/05] [JC/Nov/05] [2007 BGM]**

4. Janeway Day in Schools

Valentine's Day, February 14th, or the nearest school day, is designated by the Newfoundland and Labrador Teachers' Association as Janeway Day in Schools. **[Dec/6-7/85] [May/27-28/05] [JC/Nov/05] [2007 BGM]**

E. Political Action

1. Subject to NLTA By-Laws, the Association supports the right of each of its members to participate in the democratic process of our society, to be active in any political party of his/her choice, and to seek and hold public office.
2. The Association will maintain a position of independence from specific political party affiliations.
3. The Association will seek avenues of making representations, both formally and informally, to all political parties and other interest groups.
4. The Association will strive to keep its members and the community fully informed on educational development and issues and the policy of the Association with respect to these.
5. Specifically, the Association will:
 - a) normally employ the influence approach in political action as opposed to that of confrontation;
 - b) work within the political system to influence decisions affecting education and teachers, both locally and provincially;
 - c) seek to influence the educational policies of political organizations when appropriate and possible;
 - d) seek to influence the educational policies of other organizations;
 - e) maintain contact with all major political parties;
 - f) organize teachers for political action activities and plan programmes for educating teachers in the political process;
 - g) be prepared to take a stand on issues which directly affect students and learning;
 - h) monitor the proceedings of the legislature and provide information on educational issues to both government and opposition legislators and to members of the Association.
6. At the local level the Association will work through the branch structure to:
 - a) actively encourage branches to undertake political education programmes and action programmes at the local level;
 - b) provide assistance and advice to branches undertaking political involvement programmes at the local level;
 - c) permit branches to speak publicly on local issues of concern to them, in particular, at the school board and provincial levels, after having determined that their statements are not in conflict with that of Association policy. **[Mar/3-4&6/83]**

F. **Education Week**

1. The goal of Education Week is to focus public attention on education, the educational system, educational issues, and educational accomplishments. **[June/10-11/88] [1989 AGM]**
2. To achieve the goal of Education Week, emphasis is to be placed on encouraging parents, community members, politicians, and others to visit schools and/or become involved in other Education Week activities with the purpose of showcasing school activities and educational issues. **[June/10-11/88] [1989 AGM]**
3. Education Week is the responsibility of the NLTA Communications in consultation with the Communications/Political Action Committee. **[Mar/2-3/84] [May/27-28/05] [JC/Nov/05] [2007 BGM] [Nov/26/09] [JC/Nov/09] [2011 BGM]**
4. Education Week Committee activities include:
 - a) selection of Education Week theme;
 - b) preparation of Education Week resource materials;
 - c) arrangements for provincial proclamation ceremony;
 - d) organization of paid advertising and/or public service announcements to highlight Education Week;
 - e) organization of media coverage of Education Week by the most appropriate and effective means possible. **[June/10-11/88] [1989 AGM] [May/27-28/05] [JC/Nov/05] [2007 BGM] [Nov/26/09] [JC/Nov/09] [2011 BGM]**

G. Release of Membership Information

Information on teachers such as name, position, school address, certificate level, and teaching experience will be released only to those individuals who, by working in conjunction with the Association, would require such information. These individuals would not be permitted to release the information to any other source without written permission from the Association.

Total or partial listing of membership and addresses may be released only to those individuals or groups who require such a list to carry out an education related task. Permission for the list shall be granted only by written permission issued under the authority of the Table Officers Committee of the Provincial Executive Council. **[Dec/6-7/85]**

The Association will supply to the provincial political parties, on request, list of names and addresses of NLTA branch presidents and political action officers, provided that these individuals are notified of such on an annual basis and given the opportunity to have their names excluded from the list. **[Feb/13-14/87]**

H. Privacy

The NLTA understands the importance of its members' privacy and the sensitivity of personal information. The NLTA is committed to protecting privacy in its collective use and distribution of personal information. The following outlines how the NLTA manages its members' personal information and safeguards privacy.

When a teacher registers on the *Members Only* section of the NLTA website all personal information will not be used or disclosed for purposes other than those for which it was collected, except with consent or as required by law. Information will not be shared with third parties.

The NLTA supports the principles of the Personal Information Protection and Electronic Documents Act (PIPEDA). These principles are:

1. **Accountability**

The NLTA complies with all 10 of the PIPEDA principles, has an individual responsible for compliance of the principles, and protects all personal information held by the Association.

2. **Identifying Purpose**

The NLTA identifies the reasons for collecting personal information before or at the time of collection and will identify any new purposes for the information and obtain the individual's consent before using it.

3. **Consent**

The NLTA obtains the individual's consent before or at the time of collection as well as when new use is identified, and informs the individual in a meaningful way of the purposes for the collection, use, or disclosure of personal information.

4. **Limiting Collection**

The NLTA will limit the collection of personal information – by fair and lawful means – to that which is necessary for the purposes identified.

5. **Limiting Use, Disclosure and Retention**

The NLTA uses and discloses personal information only for the purpose for which it was collected and keeps personal information only as long as necessary to satisfy the purposes.

6. **Accuracy**

The NLTA keeps personal information as accurate, complete and up to date as necessary, taking into account its use and the interests of the individual.

7. **Safeguards**

The NLTA safeguards information from unauthorized access, disclosure, copying, use or modification.

8. **Openness**

The NLTA's policies and practices relating to the management of personal information are available to the membership.

9. **Individual Access**

When requested, individuals are informed of any personal information about them, how it is or has been used. Individuals can have access to their information and may correct or amend any personal information if its accuracy and completeness is found to be incorrect.

10. **Challenging Compliance**

Members of the NLTA are able to challenge compliance of the privacy principles and the matter will be assigned to a person with the skills necessary to review it fairly and impartially.

The NLTA reviews its privacy policies from time to time. Any revisions will be noted on the NLTA website. If you have any questions, concerns, comments or to file a complaint please contact the NLTA Privacy Officer at mail@nlta.nl.ca. **[Apr/2-3&5/08] [JC/Apr/08] [2009 BGM]**

I. **Audio-Video Recording of NLTA Meetings**

For specific purposes (e.g. audio recording of BGM), the Association may require an audio and/or video record of a particular meeting or may permit accredited media to record a portion of a meeting. No other audio/video recording of an NLTA meeting shall occur without express permission from the Association. For purposes of this policy, such permission may be provided by the President or, in his/her absence, the Executive Director. If such permission is granted, all meeting participants shall be notified that such recording is taking place. [Nov/26/09] [JC/Nov/09]

J. **Environmental Policy**

The NLTA will:

1. comply with relevant environmental legislation as a minimum level of performance especially in the storage and disposal of hazardous material.
2. minimize waste by recycling materials whenever possible and practical **or by using electronic means when possible. [Oct/23&25/14]**
3. use environmentally friendly products whenever available and reasonable such as using biodegradable chemicals and minimizing use of solvent and lead-based paints.
4. use appropriate disposal methods for electronic equipment, batteries, toner cartridges, monitors, printers, etc.
5. ensure efficient use of water and energy.
6. expect similar environmental standards from its suppliers and contractors.
7. continuously seek to improve environmental performance and raise awareness, whenever possible, on environmental matters. **[Nov/1&3/07] [JC Apr/08] [2009 BGM]**

SECTION III

PROGRAMS AND SERVICES – PROFESSIONAL DEVELOPMENT

III. PROGRAMS AND SERVICES – PROFESSIONAL DEVELOPMENT

A. Teacher Certification

1. The minimum standard for all initial certification in this province shall be Certificate IV.
2. Any student teacher who graduates from an approved teacher training program and meets the standards for initial certification in this province shall be granted a permanent teaching certificate.
3. The Department of Education should give ample warning to school boards, teachers, and students and faculty in the Faculty of Education, Memorial University of Newfoundland, of any change in certification regulations. **[Jan/8-9/99] [1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
4. The Newfoundland and Labrador Teachers' Association shall have representation on the Provincial Teacher Certification Committee so that the largest single group on that committee would be representative of the teaching profession.
5. The Newfoundland and Labrador Teachers' Association **will provide information and advice to individuals considering entering** ~~should play a major role in the recruitment, screening, and admission of prospective teachers into~~ the teaching profession. (Such efforts should be made in cooperation with the Faculty of Education, School Boards Association, and the Department of Education.) **[Oct/23&25/14]**

B. Curriculum

1. There should be consultative permanent staff at the Department of Education so that all programs can receive ongoing review and development.
2. There should be provision and opportunity for secondment of personnel from the field on a one- or two-year basis to meet specific needs that arise.
3. A Provincial Curriculum Board should be established to facilitate, coordinate, and promote curriculum development throughout the province. This board will consist of representatives from **the** Newfoundland and Labrador Teachers' Association, **the** Department of Education, **the** School Boards' Association, MUN and the Newfoundland and Labrador Federation of School Councils. [Apr/2-3&5/08] [JC/Apr/08] [2009 BGM]
4. There should be current curriculum guides for all subject areas. Hard (paper) copies of all curriculum guides, **in a binder format**, should be available at the school level. When curriculum guides are being updated during a school year, the updates must be provided to classroom teachers in hard copy. Included in the curriculum guides would be the following:
 - a) Philosophy and rationale.
 - b) Clearly defined curriculum outcomes, correlated with the resources prescribed and mode available by the Department of Education.
 - c) Scope and sequence chart of performance expectations.
 - d) Course descriptions.
 - e) Suggested techniques and procedures for authentic student assessment. [Apr/2-3&5/08] [JC/Apr/08] [2009 BGM] [Oct/23&25/14]
5. There should be developed at the provincial level suitable instruments for ongoing evaluation of existing and new programs.
- ~~6. Schools involved with pilot projects should be supplied not only with textbooks but also with all the prescribed and supplementary student and teacher resources and necessary supports (e.g. technology) which would properly evaluate the effectiveness of the program. [Apr/2-3&5/08] [JC/Apr/08] [2009 BGM] [Oct/23&25/14]~~
7. Government, in cooperation with NLTA and school boards, should provide ways and means of identifying teachers who have expertise and who wish to be involved in program development.
8. Teachers working on Department committees should receive some professional recognition for their services, e.g. formal acknowledgements **with a copy provided to the applicable school principal and district program specialist**. In no way should a teacher on a Committee be negatively affected because of his/her involvement (e.g. loss of P.D. days, etc.) [Oct/23&25/14]

9. The Department of Education should provide total funding for inservicing all new programs implemented by the Department.
10. The duties of program specialists at the district level should be consistently defined from region to region.
11. Special ministerial leave should be granted to teachers who are involved with implementation of new programs at the district level.
12. When new curriculum and programs are introduced by the Department of Education for new courses, teachers should not be required to teach such courses until the appropriate prescribed and supplementary student and teacher resources are **on site at schools piloted**, teachers are inserviced, and other applicable materials are made available. [Dec/4-5/86] [Apr/2-3&5/08] [JC/Apr/08] [2009 BGM] [Oct/23&25/14]
13.
 - a) Significant curriculum change (i.e. change requiring ideologically different teaching and assessment techniques) should be introduced to teachers at least one academic year before classroom implementation.
 - b) New curriculum and program initiatives should not be implemented until the Department of Education provides adequate personnel, resources, finances, and 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. [Nov/22-23/89] [1990 AGM] [Jan/8-9/99]
 - c) New curriculum and programs can only be implemented when the necessary resources are provided. [Jan/8-9/99]
14. The Curriculum Committee of NLTA shall develop or coordinate the development of position papers on curriculum issues as the need arises. [Jan/8-9/99]
15. To achieve effective curriculum implementation:
 - a) The Department of Education will have a program development specialist for the following areas – career education, distance education, enterprise education, fine arts, health/home economics, English language arts, mathematics, modern languages, ~~practical arts~~, religious education, science, social studies, physical education, **art, economic education, English as a second language, family studies, music, skilled trades** and technology **education**. In addition, program development specialists will be allocated in early childhood/primary, elementary, intermediate, senior high, and school development as well as in student support services to work directly with the district program implementation specialists. [Oct/23&25/14]
 - b) A mechanism should be established to allow teachers to share best practices and explore the various media by which this can be accomplished, taking into account any new technologies. [Apr/2-3&5/08] [JC/Apr/08] [2009 BGM]

- c) Allregions of the districts will pilot new programs and program implementation specialists will receive copies of all program development documents and pilot resources.
- d) With teacher consent, a pilot program **may** ~~will~~ include all classes when the piloting school has more than one stream at the grade level of the pilot. **[Oct/23&25/14]**
- e) The Department of Education, in consultation with the districts, will make days available for induction of new teachers, and for inservice or mentoring programs for teachers new to courses.
- f) Curriculum implementation will be integrated into teacher/school/district professional growth and improvement plans.
- g) There will be at least three meetings per year between program implementation specialists and Department of Education personnel to discuss curriculum implementation issues.
- h) The Department of Education, school districts, NLTA, and Memorial University's Faculty of Education will collaborate on developing a strategic plan for program implementation, and will coordinate implementation of new programs.
- i) Professional development needs for teachers must be addressed beyond initial curriculum implementation as a means of ongoing support for issues that are related to the new curriculum.
- j) Financial resources should be provided to Department of Education program development specialists so that they can actively participate in program implementation at the district level.
- k) A process of curriculum program review will be established and maintained to ensure programs are current and reflective of best practice. **[Apr/6-7/00] [JC/Oct/00] [2001 BGM]**

C. **Teacher Education**

1. The Newfoundland and Labrador Teachers' Association, in cooperation with Memorial University of Newfoundland, will make provision for information sessions, seminars or other activities designed to acquaint students in the Faculty of Education with the NLTA. **[Oct/23&25/14]**
2.
 - a) The NLTA supports the view that its members must remain current with respect to advances in knowledge and the development of teaching strategies as a result of this new knowledge. The NLTA believes it is essential that the teacher be provided an opportunity for continuing professional development. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
 - b) The NLTA will continue to strive to have government support the professional growth of its teacher employees. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
3. The NLTA accepts the principle that continuing professional development of teachers is a shared responsibility of the NLTA, Department of Education, Memorial University, School Boards' Association, and school boards. **[Jan/8-9/99] [1999 BGM]**

D. **Teacher Evaluation**

The NLTA recognizes the importance of meaningful evaluation within the educational system of our province. The evaluation of teachers has two distinct purposes. The first is formative, the process which occurs to improve the professional performance of teachers. The second is summative, the process which results in decision making relating to employment. Both have the primary purpose of increasing the effectiveness of personnel in improving instruction and the educational environment.

For evaluation to be appropriate and meaningful, it should assist teachers, as employees, in their professional growth and re-affirm their competency in their profession. In addition, evaluation must assist school boards, as employers, to ensure the highest level of teaching in the classrooms. In order for evaluation to be meaningful, the following principles of personnel evaluation, as described below, must be addressed.

1. **Service Orientation**

Evaluations of educators should promote sound educational principles, fulfilment of organizational missions, and effective performance of job responsibilities so that the educational needs of students, community, and society are met.

2. **Formal Evaluation Guidelines**

Guidelines for personnel evaluations should be recorded in statements of policy, and/or personnel evaluation manuals so that evaluations are consistent, equitable, and in accordance with pertinent laws, ethical codes and the NLTA collective agreement.

3. **Conflict of Interest**

Conflicts of interest should be identified and dealt with openly and honestly so that they do not compromise the evaluation process and results. In circumstances of perceived conflict of interest, every reasonable effort shall be given to utilizing another evaluator.

4. **Access to Personnel Evaluation Reports**

Access to reports of personnel evaluation should be limited to those individuals authorized to review and use the reports so that appropriate and ethical use of the information is assured. [Nov/27/08] [JC/Feb/09] [2009 BGM]

5. **Interaction with Person Being Evaluated**

The evaluator should address the person being evaluated in a professional, considerate, and courteous manner. [June/11/04] [JC/Nov/04] [2005 BGM]

6. **Constructive Orientation**

Evaluations should be constructive and on-going so that they help school boards to develop human resources and encourage and assist those evaluated to provide excellent service.

7. **Defined Uses**

The users and the intended uses of a personnel evaluation should be identified so that the evaluation can address appropriate questions.

8. **Evaluator Credibility**

The evaluation should be managed and executed by persons with the necessary qualifications, skills, and authority, and evaluators should conduct themselves professionally so that evaluation reports are respected and used.

9. **Functional Reporting**

Reports should be clear, timely, accurate, and relevant so that they are of practical value to the person being evaluated and other appropriate users. **[June/11/04] [JC/Nov/04] [2005 BGM]**

10. **Follow-Up and Impact**

Evaluations should be followed up in a timely manner so that users and the person being evaluated are assisted in understanding the results and in taking appropriate actions. **[June/11/04] [JC/Nov/04] [2005 BGM]**

11. **Practical Procedures**

Personnel evaluation procedures should be planned and conducted so that they produce needed information while minimizing disruption and cost.

12. **Collaboration**

The personnel evaluation system should be developed and monitored collaboratively so that all concerned parties are constructively involved in making the system work.

13. **Fiscal Viability**

Adequate time and resources should be provided for personnel evaluation activities so that evaluation plans can be effectively and efficiently implemented.

14. **Defined Role**

The role, responsibilities, performance objectives, and needed qualifications of the position of the person being evaluated should be clearly defined so that the evaluator can determine valid assessment criteria. **[June/11/04] [JC/Nov/04] [2005 BGM]**

15. **Work Environment**

The context in which the person being evaluated works should be identified and recorded so that significant environmental influences and constraints on performance can be considered in the evaluation. **[June/11/04] [JC/Nov/04] [2005 BGM]**

16. **Documentation of Procedures**

The evaluation procedures followed should be documented so that the person being evaluated and other users can assess the actual, in relation to intended, procedures. **[June/11/04] [JC/Nov/04] [Nov/27/08] [JC/Feb/09] [2009 BGM]**

17. **Valid and Reliable Measurement**

The data collection procedures should be chosen or developed and implemented on the basis of the described role and the intended use so that the inferences concerning the person being evaluated are valid, accurate and reliable. **[June/11/04] [JC/Nov/04] [2005 BGM]**

18. **Systematic Data Control**

The information used in the evaluation should be kept secure and should be carefully processed and maintained.

19. **Bias Control**

The evaluation process should provide safeguards against bias so that the qualifications and performance of the person being evaluated are assessed fairly. **[June/11/04] [JC/Nov/04] [2005 BGM]**

20. **Monitoring Evaluation Systems**

The personnel evaluation system should be reviewed periodically so that appropriate revisions can be made. **[Mar/1-2/96] [1996 AGM]**

E. Learning Resource **Programs** Centres

Educational programs in an ever-changing society must meet the individual needs of students and prepare them to become effective, self-directed, and discriminating citizens. To be effective citizens in an information rich society, students need to learn skills which will allow them to locate and select appropriate information, to critically analyze that information and to use it wisely. This is the primary aim of the learning resource program in the context of today's curriculum. To fulfill this aim:

1. All students should have access to a **library learning** resource program which is an integral part of the school's instructional program. [Feb/18-19/15]
2. All schools should have a learning resource centre which will support and enhance program activities and contribute to the efficiency of operation. While there are certain basic components of a learning resource facility, the actual size and sophistication will depend on the nature of the particular school in which it is located, but should comply with accepted standards **as defined by the Canadian Library Association**. [Feb/18-19/15]
3. The learning resource program is most effective when it is planned and implemented in a cooperative manner by the teacher librarian and the classroom teacher to integrate those skills necessary to locate, assess, organize and present information in the context of the curriculum.
4. Learning resources should be selected in accordance with standardized criteria to support and enrich the curriculum as well as to meet the needs and interests of the students. Materials in a variety of formats (e.g. children's literature, magazines, periodicals, novels, research resources, **print and non-print, i.e. online and/or digital resources**, etc.) should be provided to accommodate the different abilities and learning styles of the students. Selection of learning resources should be **coordinated/led by the teacher librarian** ~~the responsibility of all staff members~~. [Nov/27/08] [JC/Feb/09] [2009 BGM] [Feb/18-19/15]
5. Learning resources should be centralized and electronically (e.g. **Insignia Library-Pro**) catalogued **and shelved** according to the Dewey Decimal System to provide optimum accessibility to all students and teachers. [Nov/27/08] [JC/Feb/09] [2009 BGM]
6. School districts will provide the current technology (i.e. computer hardware, software, etc.) to facilitate the cataloguing and circulation of learning resources. **A union catalogue such as** this can be particularly effective in schools with part-time teacher librarians to alleviate some of the clerical duties and allow time for the teaching aspects of the learning resource program. [Nov/27/08] [JC/Feb/09] [2009 BGM] [Feb/18-19/15]
7. Where possible, all learning resource centres should be administered by a full-time qualified teacher librarian who has appropriate training and expertise in education as well as specialized training in the area of learning resources. In schools where this is not possible, the district should assume responsibility for ensuring that an adequate program is provided.
8. Where possible, clerical assistance should be provided to teacher librarians to free them from routine clerical duties and provide time to work with students and teachers. [Nov/27/08] [JC/Feb/09] [2009 BGM]

9. All funds allocated for learning resources should be used for that purpose. School districts and schools should allocate funds for learning resources. An additional start-up grant should be allocated for any school establishing a learning resource centre. **Department of Education materials provided to schools (i.e. Cultural Connections) should include MARC records and be age appropriate as well.** [Nov/27/08] [JC/Feb/09] [2009 BGM] [Feb/18-19/15]
10. District/regional resource centres, under the administration of a qualified learning resources program specialist, should be established to supplement school collections and provide production facilities, consultative services, and professional development activities. [May/5-6/89] [1990 AGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]

F. ~~Text Books~~

1. ~~A provincial book order (for information) should be submitted to the Department of Education in January of each year. Such an order would help improve the accuracy in ordering by the Department and also would help to ensure the delivery of books needed by schools. Schools should submit their actual order for books in June of each year.~~
2. ~~The quality and quantity of consumable materials to be ordered by each school should be left to the discretion of the school principal. [Apr/2 3&5/08] [JC/Apr/08] [2009 BGM]~~
3. ~~The Department of Education should supply all schools with all the prescribed and supplementary resources necessary for the successful implementation of all programs of study. [Apr/2-3&5/08] [JC/Apr/08] [2009 BGM]~~

G. Gender Equity in Education and in the Profession

1. Equity issues, including gender equity, cannot be compartmentalized from other issues of education and the profession. They are intrinsic in all that comprises the education of students and the professional lives of teachers.
2. Gender equity is a broad issue affecting both genders since it addresses imbalances of power which are the essence of equity issues.
3. Any strategy to redress gender equity will have the input of both males and females.
4. NLTA is committed to working proactively within the organization and with other agencies towards achieving gender equity at all levels of education and the profession so that students and educators experience a school and working life free of gender bias. NLTA initiatives might include, but not be limited to, a review of and recommendations on:
 - a) Preservice and inservice professional programs.
 - b) Curriculum content, school policies/practices/activities, teaching practices and teacher/student interaction.
 - c) Working conditions and benefits for members.
 - d) Behaviour among members in school situations and in professional activities.
 - e) Recruitment, hiring and promotion policies/practices of boards and the NLTA.
 - f) Equitable gender representation within the different fields and disciplines of the profession and within NLTA staff.
 - g) Leadership training within the Association and at the board/school level based on collaborative and empowering models.
 - h) The Association as an organizational leader in promoting gender equity. **[Mar/10-11/95]**
[1995 AGM]

H. French Programming

1. Minority Language Educational Rights

- a) The NLTA will uphold and support the rights of minority language groups as defined in the Canadian Charter of Human Rights and Freedoms. **[Jan/8-9/99]**
- b) No teacher employed in the school systems of Newfoundland and Labrador shall lose his/her job by virtue of the introduction of minority language educational rights programming into any and all school systems.

2. French as a Second Language Program

- a) The NLTA accepts and supports French second language programs as viable programs for bilingual instruction in Newfoundland and Labrador schools.
- b) No teacher employed in the school systems of Newfoundland and Labrador shall lose his/her job by virtue of the introduction of French second language programming into any and all school systems. **[Mar/18-19/88] [1988 AGM] [Jan/17-18/08] [JC/Apr/08] [2009 BGM]**

I. Student Support Services

1. For students requiring support services, a wide variety of placement possibilities should be considered, ranging from inclusion to alternate placements in student support services classes. The most appropriate placement will depend upon the individual needs of the child and the ability of the school to provide the necessary supports in a given setting. **[Jan/8-9/99] [1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
2. An Individualized Support Service Plan (ISSP) or an Individual Education Plan (IEP) should be developed and approved by all parties involved in educating the student concerned. **[Jan/8-9/99] [1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
3. Methods of evaluating a child with an identified exceptionality should be set down during ISSP/IEP formation with the cooperative efforts of a programming team. **[Jan/8-9/99] [1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
4. For all curriculum areas, a student assistant should be available if deemed necessary by the programming team. **[Jan/8-9/99] [1999 BGM]**
5. Teachers who have children with an identified exceptionality should have access to necessary materials and resources to implement the ISSP/IEP. **[Jan/8-9/99] [1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
6. All teachers who teach children with an identified exceptionality should have access to ongoing inservice in student support services. **[Nov/27/08][JC/Feb/09] [2009 BGM]**
7. Where deemed necessary by the program team, a student assistant, under the supervision of a qualified teacher, should be provided for supervision during lunch hour and recess. **[Jan/8-9/99] [1999 BGM]**
8. The inclusion of children with an identified exceptionality into any one classroom should be governed by a class size flexible enough to accommodate the individual needs of the child. **[Jan/8-9/99] [1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
9. There should be an increase of student support services positions due to increased inclusion. **[Jan/8-9/99] [1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
10. Regular classroom teachers will receive appropriate inservice, resource materials, and other support services as mandated by the ISSP/IEP. **[Nov/22-23/89] [1990 AGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
11. Whenever the needs of a student in Pathways 2, 3, 4 or 5 are to be met in the regular classroom setting, the regular classroom teacher and administration must receive all necessary inservice related to the Pathways document, including in such topics as assessment procedures, program modification, and the ISSP/IEP process. **[Jan/8-9/99] [1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
12. The “new” Teacher Allocation Model must ensure that sufficient student support services teachers are al located by the Department and deployed by school districts to meet the needs

of students who present with identified exceptionalities. The allocation must be needs based rather than the current hierarchical needs/service model. [Nov/27/08] [JC/Feb/09] [2009 BGM]

J. **Equality and Access of Opportunity**

1. **General Policy**

- a) The Association strongly encourages all individuals involved in educational endeavours to reach the highest level of individual development; the Association will not condone discrimination which in any way limits human potential.
- b) The Association promotes the ideas of democracy and self-worth.
- c) The Association is opposed to discrimination in any form on the basis of gender, race, colour, creed, language, geographic location, socio-economic status, political affiliation, marital status, age, mental or physical challenge, or sexual orientation/expression.
- d) The Association endorses programming which promotes equality and access of opportunity.

2. **Specific Policy**

- a) The Association will endeavour to ensure equal opportunity and equitable treatment of all teachers within the profession.
- ~~b) The Association will endorse the concept of equality of access for all teachers within the profession to employment, educational opportunity, promotion, due process, and all other benefits of employment as outlined in the collective agreement. [Oct/23&25/14]~~
- c) There should be equal opportunity for all members of the Association to hold elected offices and appointed staff positions within the Association.
- d) The Association will ensure that all teachers with similar qualifications and experience receive equal pay for work of equal value and responsibility.
- e) The Association will provide professional development and information, upon request, to its members regarding the implications and effects of discrimination and stereotyping. [Feb/20/03] [2003 BGM]
- f) The Association will ensure that all its communications and documentation are non-discriminatory and utilize non-discriminatory language.
- g) The Association endorses the principles of equality and the use of non-discriminatory language and other forms of media in teachers' instruction and assessment procedures.
- h) Instructional materials used by teachers should recognize the contribution and value of each individual in society.
- i) Teachers should monitor the curriculum materials for discriminatory or biased views.
- j) All materials utilized in schools should be non-stereotypic, non-discriminatory, and unbiased.

- ~~k) School boards should eliminate instructional or resource materials which promote biased or stereotypic views. [Oct/23&25/14]~~
- l) Teachers should encourage participation of students in all subject areas, non-curricular and curricular activities.
- m) The Association will support equality of access to and choice of curricular, non-curricular, and co-curricular activities for all students.
- ~~n) NLTA awards should be based on individual merit, skills, and competence. [Oct/23&25/14]~~
- o) The Association will support the provision of unbiased, non-stereotypic guidance which reflects employment opportunities of contemporary society. This would include exposure to non-traditional occupations.
- p) School boards should ensure equal access and opportunity for professional development to all teachers.
- ~~q) School board applications for employment should request information pertinent only to qualifications and experience. [Oct/23&25/14]~~
- r) All school boards and board of director positions and the like, whether elected or appointed, should be equally accessible to all members of the general public and no individual will be discriminated against on the basis of gender, race, colour, creed, language, geographic location, socio-economic status, political affiliation, marital status, age, mental or physical challenge or sexual orientation/expression.
- s) All school board communication and documentation should be non-discriminatory and utilize non-discriminatory language.
- ~~t) School boards should provide equal access to all teachers in recruiting, hiring, and promotion practices within the terms of the collective agreement. [Oct/23&25/14]~~
- u) Teachers should report incidents or occurrences of discrimination or bias to the Association. [Mar/19/83] [1987 AGM]

Complete Policy Revised - [June/2/06] [JC/Nov/06] [2007 BGM]

K. **Length of the Kindergarten Day**

The NLTA accepts the following criteria as its position on an extended kindergarten day program:

1. **Resources**

In order to implement the Kindergarten curriculum in a developmentally appropriate manner, adequate resources must be in place for the extended Kindergarten program to be successful; for example, adequate physical space, reading area, washrooms, suitable furniture, and help from assistants when and where required.

2. **Class Size**

Class size for the extended kindergarten program shall be a maximum of fifteen students to one classroom teacher and in no circumstances shall class size exceed fifteen students to one teacher. Where multigrading exists, eg (K-1, (K, 1, 2) etc., class size for the combined class shall be no larger than fifteen students for one teacher.

3. **Entrance Age**

The entrance age for all children to extended kindergarten programs should be five years of age on or before August 31st of the year in which they attend kindergarten. This should be phased in over a four-year period with the entrance age adjusted yearly:

Year 1 – November 30

Year 2 – October 31

Year 3 – September 30

Year 4 – August 31

4. **Developmentally Appropriate Curriculum**

Critical to the success of an extended kindergarten day is the provision of developmentally appropriate programs. Such programs are characterized by the following:

- a) There is an emphasis placed on the importance of play as a medium through which young children learn best, with a focus on exploration and discovery.
- b) Curriculum outcomes and assessment focus on the physical, social, emotional, intellectual, moral and ethical development of the child.
- c) Learning experiences are designed to engage each child in large groups, small groups and individual instruction.
- d) Each child is valued as a unique individual.
- e) Curriculum outcomes encompass the development of:
 - i) Literacy
 - ii) Numeracy
 - iii) Scientific Processes
 - iv) Self and Society
 - v) Fine Arts

- vi) Personal and Social Relationships
- vii) Independent Learning
- viii) Healthy and Active Living

- f) A developmentally appropriate curriculum for Kindergarten children does not mean the addition of new learning outcomes or a downward extension of Grade One. Rather, the intent of a full-day Kindergarten is to provide children with opportunities to deepen their understanding of the current curriculum at a pace more appropriate for young children.
- g) In those instances where one or more Kindergarten children are part of a multi-age setting for a full school day appropriate staffing resources should be provided to ensure that the needs of all children in the multi-age class are adequately met. **[Apr/2-3&5/08]**
[JC/Apr/08] [2009 BGM]

5. **Teachers**

In keeping with currently modern standards, teachers for the full-day Kindergarten shall be qualified teachers knowledgeable of early childhood growth and developmental processes and trained in primary and early childhood methods.

6. **Length of Full-Day Kindergarten**

The length of full-day Kindergarten should be consistent with current practices in the school.
[Oct/14-15/94] [1995 AGM]

Complete Policy Revised - [June/2/06] [JC/Nov/06] [2007 BGM]

L. **Collegial Model/Association Membership**

All teachers, regardless of professional role, shall be members of the same professional association and, hence, members of **either the provincial or the Labrador West bargaining units** ~~the same bargaining unit~~. [Oct/23&25/14]

The collegial model is a recognized aspect of an educational system. It espouses the following basic principles of educational leadership:

1. Educational administration exists to promote and assist in the achievement of educational goals. [Oct/23/14]
2. The educational function is not divisible along lines which can be clearly ascribed to "management" or "labour".
3. All teachers have a responsibility to be participants in the administrative process.
4. The administrator's role is that of an educational leader among teachers.
5. A better educational climate is to be found where members of the Association enjoy high morale, where they work together enthusiastically, where the administrator is a professional co-worker on a professional team.

These principles, which have been developed over many years, are rooted in the experiences of education and are fundamental to the profession.

The Association recognizes that there are role differences within the educational process; that administrators, in their role as leaders, are often assigned managerial responsibilities. Notwithstanding, all teachers can operate most effectively as colleagues within the ranks of the one professional teachers' association. [Aug/26-28/85]

M. Remedial Services

1. Definition of Remediation

Remediation refers to particular instructional techniques that attempt to expose the learner once again to concepts and skills that were not adequately learned during previous teaching/learning experiences.

2. Considerations for Effective Remediation

- a) Remediation services should be recognized as an identified need in the education of certain students. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
- b) Remediation should be recognized as being distinctly different from student support services. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
- c) Children requiring remediation should be recognized as Pathway 1 students who experience difficulties in learning which can usually be overcome by:
 - i) a concentrated application of specific needs instruction, or
 - ii) ongoing supports and accommodations, or
 - iii) specific intervention, possibly for a short period of time, in a one/one or small group setting. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
- d) Remediation can occur in either a segregated or non-segregated environment depending on the prevailing circumstances of any particular class.
- e) Diagnosis of student difficulties should be based on an informal approach consistent with ongoing classroom evaluation and followed by individual student assessment by the regular classroom teacher(s).
- f) Remedial support should be determined by the assessed needs, interests, and abilities of the student.
- g) Remedial support can be planned and delivered by both regular classroom and student support teachers, with the actual involvement of each teacher dependent on the requirements of the child. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**

N. Multiage Classrooms

Multiage classes are created when children of different ages and grade levels are intentionally combined in a single classroom to realize academic and social benefits. [Nov/27/08] [JC/Feb/09] [2009 BGM]

1. Multiage classrooms will be established on a sound philosophical and pedagogical basis, and not just because of economic necessity or convenience. [Nov/27/08] [JC/Feb/09] [2009 BGM]
2. In determining the enrolment of multiage classrooms, the number of special needs students to be integrated will be considered. [Nov/27/08] [JC/Feb/09] [2009 BGM]
3. Teachers of multiage classrooms will have extra preparation time. [Nov/27/08] [JC/Feb/09] [2009 BGM]
4. Teachers assigned to multiage classrooms should preferably be those who are most willing to teach in a multiage environment.
5. Inservice and information concerning appropriate groupings, classroom organization, instructional strategies and curriculum modification will be provided to principals and teachers. [Nov/27/08] [JC/Feb/09] [2009 BGM]
6. The Department of Education, with the assistance of experienced teachers and administrators, will develop courses of study specially designed for the various combinations of multiage classrooms. [Nov/27/08] [JC/Feb/09] [2009 BGM]
7. Teachers of multiage classrooms require adequate resource material and will have ready access to resource personnel. [Nov/27/08] [JC/Feb/09] [2009 BGM]
8. The Curriculum Division of the Department of Education (with the aid of experienced educators) will be approached to develop different curricula and materials for multiage classroom use, and to develop curriculum guides with suggested teaching strategies and relevant resource and instruction materials and that such planning and development of resource materials be given high priority by the Department of Education. [Nov/27/08] [JC/Feb/09] [2009 BGM]
9. The Department of Education, in conjunction with the NLTA and Memorial University, will develop and implement a comprehensive and systematic plan of inservice for teachers in the multiage classrooms. [Nov/27/08] [JC/Feb/09] [2009 BGM]
10. The Faculty of Education of Memorial University will meet the increasing demand for the education of multiage teachers with special skills by revamping their teacher preparation program. [Nov/27/08] [JC/Feb/09] [2009 BGM]
11. The Department of Education, the NLTA, the Newfoundland and Labrador School Boards Association and Memorial University will support research dealing specifically with teaching and learning in the multiage classroom, and with the cognitive development of students in the multiage classrooms. [Nov/27/08] [JC/Feb/09] [2009 BGM]
12. Multiage classrooms should be defined as classrooms that contain two or more grade levels. [June/12-13/92] [1993 AGM] [Jan/8-9/99] [1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]

13. The Department of Education, in collaboration with experienced educators with a background in multiage education, will develop an inservice that will assist parents in their understanding of this educational approach. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**

O. Home Schooling

1. Principles

- a) NLTA respects the rights of parents to choose home schooling as an alternate form of schooling.
- b) Home schooled children shall be permitted access to specific evaluation processes conducted by their base school, i.e. the school where they are registered throughout the year (e.g. standardized tests, criterion reference tests, etc.).
- c) Additional evaluation processes shall not be arranged by classroom teachers for home schooled children except for those referred to in b) above.
- d) The teacher does not take responsibility for the outcomes of assessment(s) (standardized test results/criterion test results) referred to in b) above.
- e) The teacher does not take responsibility for assessing and evaluating home schooled students.
- f) The teacher does not determine the promotional standards for home schooled children nor does it take responsibility for the promotion of home schooled children.

2. Curriculum

A teacher who has home schooled children registered in his/her classroom:

- a) Shall not be expected to have an understanding of, or be required to become knowledgeable about the intended curriculum for home schooling programs if separate from provincial curriculum.
- b) Shall not be expected or required to provide curriculum support materials and social growth experiences to home schooled children/parents without the teacher's consent which may be given on a voluntary basis.
- c) Shall not be expected to be available for educational and curriculum advice outside of school hours.
- d) Shall not be expected or required to provide evaluation and assessment materials or advice other than that supplied through standardized evaluations and assessment materials.
- e) Shall not be expected or required to provide partial or total assessment for course and grade promotions.
- f) Shall not be expected to take responsibility for learning and educational outcomes of home schooled students. **[Mar/10-11/95] [1995 AGM]**

P. **Assessment – Criterion Referenced Testing**

1. The Newfoundland and Labrador Teachers' Association believes that while criterion referenced testing is a valid tool in assessing how well our students are achieving the outcomes of the authorized curriculum, it is but one of the many forms of student assessment and should not be the focus. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
2. No more than one criterion referenced test should be administered in any given year in any grade level. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
3. The results of criterion referenced testing should be used to measure student achievement but shall not be used to evaluate teacher performance and/or the success of individual schools.
4. Teachers should be provided with the necessary professional development in the administration of criterion referenced testing and the interpretation of test results. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
5. The Department of Education should communicate to parents, school councils and other stakeholders the purposes of CRTs, how to interpret results and indicate how these results should and should not be used.
6. Teachers should be involved in the development of CRTs. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
7. The NLTA opposes any introduction of "high stakes" testing where results of tests are widely published, schools are compared and ranked, and teachers are held directly accountable for test results.

[Apr/6-7/00] [JC/Oct/00] [2001 BGM]

Q. Professional Development Programs

1. Centennial Fund Awards

The Centennial Fund, created in 1990 to mark the 100th anniversary of the Newfoundland and Labrador Teachers' Association, provides educational opportunities to teachers to enhance knowledge about teaching and learning. The Fund makes monies available to teachers to pursue avenues which would increase such knowledge. The Centennial Fund will be used as follows:

a) Study Awards

i) Purpose

The Study Awards are awarded to teachers on an annual basis to support the continuing professional development of certified teachers in the province. At least two awards, valued at \$2,500 each, will be presented each year provided suitable applications are received **and sufficient funds are available**. [Sept/29-30/00] [JC/Oct/00] [Oct/23&25/14]

ii) Criteria

- To be eligible, an individual must be an active member of the NLTA as described by Section I.A.1 of NLTA policy. [Nov/27/08] [JC/Feb/09] [2009 BGM]
- Applicants must be in full-time attendance at a recognized university. The award will be paid upon receipt of the student's transcript indicating successful completion of courses. [Jan/17/03] [June/6/03] [JC/Nov/03] [2005 BGM] [Nov/25/10] [JC/Nov/10] [2011 BGM] [Sept/28/12] [JC/Nov/12] [2013 BGM]
- Considerations for selection will include:
 - involvement in the Association at school, branch, regional and/or provincial levels;
 - two letters of recommendation outlining your service to the profession from any of the following: administrators, colleagues, branch presidents, special interest council presidents ; [Nov/25/10] [JC/Nov/10] [2011 BGM]
 - interest in and/or participation in professional development activities;
 - indication of how the proposed study supports future teaching plans; and
 - possible benefits which could accrue to the school/educational community. [Sept/29-30/00] [JC/Oct/00] [Nov/27/08] [JC/Feb/09] [2009 BGM]
- 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. [Sept/29-30/00] [JC/Oct/00] [Nov/25/10] [JC/Nov/10] [2011 BGM]

- Successful applicants must return to teaching in this province as full members of the Newfoundland and Labrador Teachers' Association upon completion of their studies. Failure to do so will result in a requirement to repay the award amount. **[Jan/8-9/99]**
 - Successful applicants should be willing, upon completion of study, to share their increased knowledge with other teachers as requested. **[June/12-13/92]**
[Nov/25/10] [JC/Nov/10] [2011 BGM]
- iii) Recipients are chosen by the Professional Issues Committee. **[Nov/27/08]**
[JC/Feb/09] [2009 BGM]
- iv) Applications must be submitted to the NLTA on or before March 31. The award is to be used for study in the spring, summer, fall and winter semesters following this deadline. Incomplete applications will not be considered. Application forms may be obtained from the NLTA office or on the NLTA website. **[Mar/6-8/91]**
[Sept/29-30/00] [JC/Oct/00] [Nov/27/08] [JC/Feb/09] [2009 BGM] [Nov/25/10]
[JC/Nov/10] [2011 BGM]

b) ~~Project Awards~~

- i) ~~The Association funds ongoing educational projects submitted by qualifying teachers, as long as they meet the purposes of the Centennial Fund. Projects submitted for funding should have a demonstrable benefit to teachers, students, and/or the learning environment. Thesis writing or other work for which university credit is being earned will not qualify. [June/8/01] [JC/Nov/01] [2003 BGM]~~
- ii) ~~Project proposals should contain the following:~~
- ~~• an executive summary of no more than two pages outlining the educational significance of the project, the educational and inservice materials to be produced, and the potential of the project as a continuing program;~~
 - ~~• rationale;~~
 - ~~• goals and objectives;~~
 - ~~• timelines;~~
 - ~~• budget;~~
 - ~~• evaluation and reporting procedures; and~~
 - ~~• a list of other partners, if any, and a brief description of their involvement. [Sept/29-30/00] [JC/Oct/00]~~
- iii) ~~Recipients are chosen by the Professional Issues Committee [Sept/29-30/00] [JC/Oct/00] [Nov/27/08] [JC/Feb/09] [2009 BGM]~~
- iv) ~~Proposals/applications will be accepted by the NLTA Professional Development Division on an ongoing basis and will be considered at the next regularly scheduled meeting of the selection committee, with disbursements dependent upon the availability of funds at that time. Application forms may be obtained from the NLTA office or on the NLTA's website. [Sept/29-30/00] [JC/Oct/00] [2001 BGM] [June/6/03] [JC/Nov/03] [2005 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]~~

- ~~v) Projects must be innovative in nature and not part of an existing program.~~
- ~~vi) Funding is available only for costs for teacher initiated projects for which school or school board funds are not normally available. Funding is not available for the purchase of hardware or for activities whose major purpose is the production of commercial materials. Funding will also not include honoraria for project sponsors. [Sept/29-30/00] [JC/Oct/00]~~
- ~~vii) A final report to the Professional Development Division of NLTA must be in such form so that the information gathered will be of benefit to others wishing to undertake similar projects. The final report, including an executive summary suitable for posting on the NLTA web site, will be submitted to the NLTA office, and its availability will be announced in *The Bulletin*. [Sept/29-30/00] [JC/Oct/00]~~
- ~~viii) Recipients of this award must supply progress reports, as stipulated by the Professional Issues in Teaching committee, on the status of the project. Funding will be awarded as successive stages of the project are completed. [Sept/29-30/00] [JC/Oct/00]~~
- ~~ix) Failure to meet any or all of the criteria for the project will result in rejection of future applications. [Mar/6-8/91] [June/13-14/14]~~

c) **Presenters at International Conferences**

i) **Eligibility**

To be eligible, an individual must be an active member of the NLTA as described by Section I.A.1 of NLTA policy. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**

ii) **Conference/Presenter**

- The conference must be categorized as “international”.
- The presenter must make a significant contribution to the professional agenda of the conference.
- Submissions will be accepted on an ongoing basis and, once received, 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. **[Sept/29-30/00] [JC/Oct/00] [2001 BGM] [Nov/24/11] [JC/Nov/11] [2013 BGM]**

iii) **Process**

The request for funding must include:

- A copy of the letter of acceptance from the conference organizers. **[Sept/29-30/00] [JC/Oct/00]**

- A copy of the conference agenda, with the applicant's session highlighted. [Sept/29-30/00] [JC/Oct/00]
- An itemized budget indicating relevant expenses such as transportation costs, accommodation costs, meal costs, etc.
- A statement of honorarium supplied, if any.
- A rationale as to the relevance of the presenter's paper, project, thesis, etc., to the professional agenda/theme of the conference and to education in general.

iv) **Conference Submission**

A copy of the paper/project/report presented at the conference will be made available to the NLTA. [Sept/29-30/00] [JC/Oct/00]

v) **Funding**

- The presenter(s) must demonstrate efforts to secure funding other than that provided through the NLTA Centennial Fund.
- A maximum amount of \$5,000.00 per year will be provided from the Centennial Trust Fund for the explicit purpose of funding presenters to an international conference.
- The maximum amount to be approved for presenters at any one conference will be up to \$1,250. [May/6/94] [1995 AGM]

d) ~~New Programs Fund~~

i) ~~Purpose~~

~~This program is initiated by the NLTA to fund the cost of developing, implementing and revising new professional development initiatives.~~

ii) ~~Structure~~

- ~~The Executive initiates and approves funding for new programs under this fund. [1999 BGM] [Sept/29-30/00] [JC/Oct/00]~~
- ~~The maximum funding period for any new program will be three (3) years. The first year will be for initiation/development; the second for implementation, and; the third for revisions/adjustments. [Sept/29-30/00] [JC/Oct/00]~~
- ~~After the third year, the program is either funded from the general professional development budget, or terminated.~~
- ~~The maximum amount of funding for any single new program is limited to \$5,000 per year.~~

- ~~As with other Centennial Fund programs, expenditures must be limited by the total amount of interest accumulated in the Centennial Fund for all programs. [Sept/29-30/00] [JC/Oct/00]~~
- ~~The maximum number of new programs that could be funded in any single year are two, subject to the above provision.~~
- ~~A written, annual report will be provided to Executive outlining the progress and development of these new programs.~~
- ~~The Professional Issues Committee, or a committee approved by Executive, will monitor quarterly progress of any new programs.~~

iii) ~~Criteria~~

- ~~New programs will be limited to expending only the approved amount of funding.~~
- ~~New programs can only be initiated/approved by Executive.~~
- ~~Programs must benefit classroom teaching practices/conditions/experiences or leadership development.~~
- ~~Program evaluation must be an integral component of each new program that is approved.~~
- ~~Expenditures cannot be made available for the purchase of hardware equipment or the paying of salaries or honoraria.~~
- ~~Any materials/programs developed become the property of the Association. [Mar/10-11/95] [1995 AGM] [Oct/23&25/14]~~

e) Educational Research Program

- i) Through the Centennial Fund, the Association will make available a maximum of \$10,000 annually to support educational research projects initiated and/or approved by the NLTA. [Sept/29-30/00] [JC/Oct/00]
- ii) The Association will fund a maximum of three (3) research projects in any one academic year.
- iii) Preference will be given to funding research that is classroom-based and conducted within an action research model. The focus of the research should be either
 - teaching
 - learning
 - methods of instruction
 - curriculum
 - student assessment, or
 - other classroom-related topics. [Sept/29-30/00] [JC/Oct/00] [Oct/23/14]

Thesis writing or other work for which university credit is being earned will not qualify. [June/8/01] [JC/Nov/01] [2003 BGM]

- iv) Funding obtained for these research projects cannot be used for the purchase or leasing of hardware or to offset any costs related to the public presentation of the findings. [Sept/29-30/00] [JC/Oct/00]
- v) The Association will be presented with a copy of all research findings from any project funded through this program.
- vi) Costs related to the publication of the findings will be limited to no more than ten percent of the total project budget and must be included in the original proposal. [Sept/29-30/00] [JC/Oct/00]
- vii) Research projects will be approved according to the following priorities:
 - practising classroom teachers, school administrators, district program implementation specialists;
 - students and/or faculty in the Faculty of Education at Memorial University of Newfoundland; and
 - other recognized educational agencies. [Sept/29-30/00] [JC/Oct/00]
- viii) Proposals/applications will be accepted by the NLTA Professional Development Division on an ongoing basis and will be considered at the next regularly scheduled meeting of the Professional Issues Committee, with disbursements dependent upon the availability of funds at that time. [Mar/1-2/96] [1996 AGM] [Sept/29-30/00] [JC/Oct/00] [2001 BGM] [Oct/12-13/01] [JC/Nov/01] [2003 BGM] [June/6/03] [JC/Nov/03] [2005 BGM]

f) **International Programs**

i) **Purpose**

Through the Centennial Fund, the Association will make available a maximum of \$12,000 annually to support international projects initiated and/or approved by the NLTA Executive.

ii) **Funding**

Funding will be provided to support two specific and separate components:

- To support teacher organizational development in a developing country.
- To support the work of an organization working with children in a developing country.

iii) **Procedures**

- Applications must be made in consultation with the staff at the Newfoundland and Labrador Teachers' Association.

- The selection of a teacher organization will be determined in cooperation with the Canadian Teachers' Federation.
- The selection of a children's organization will be done in consultation with the Canadian Teachers' Federation or a recognized international children's organization.

2. Professional Development Fund

a) Out-of-Province Grants for Individuals

i) Purpose

The Professional Development Fund will allow for the funding of individuals for professional development which is not funded through any of the existing NLTA professional development programs. Funds are not available from this source to help individuals attend in-province conferences, as these types of initiatives may be supported through existing special interest council and branch structures and should be supported by the board. However, travel between Labrador and the island of Newfoundland will be eligible for funding from this source. [Nov/27/08] [JC/Feb/09] [2009 BGM]

ii) Eligibility

- All projects must focus on the professional development of educators.
- All applicants must give documented evidence that additional sources of funding have been investigated and provide details of funding received.
- To be eligible, an individual must be an active member of the NLTA as described by Section I.A.1 of NLTA policy.
- An individual must not have personally received any financial assistance from this Professional Development Fund within the previous five school years. [Oct/12-13/01] [JC/Nov/01] [2003 BGM]

iii) Selection

Applications will be review by NLTA staff. In considering candidates and applications, consideration shall be given to the following criteria:

- potential benefits of the project to professional growth and development
- past contribution of the applicant to the profession, including to the work of the NLTA; and
- funding received from other sources. [Nov/27/08] [JC/Feb/09] [2009 BGM]

iv) Funding Guidelines

For individuals requesting funding to attend out-of-province activities only travel and registration will be covered, **to a maximum of** ~~up to 75% of the total cost of the activity and not more than~~ \$500, **provided sufficient funds are available**. The

fund does not cover meals and accommodations. Funds will be awarded when proof of attendance and necessary receipts are received ~~along with written reports in accordance with reporting procedures below.~~ [Sept/29-30/00] [JC/Oct/00] [2001 BGM] [Oct/12-13/01] [JC/Nov/01] Jan/17/03] [JC/Feb/03] [2003 BGM] [May/30-31-June1/13] [JC/Oct/13]

v) **Reporting**

~~Individuals who receive assistance to attend an out of province conference will be awarded funds upon submission of a written report. The report is due within 30 days of completion of the activity. Failure to report by the deadline will constitute waiver of the grant. The person's name, with contact information, will be added to the NLTA database of resource persons for sharing of information and resources. [Sept/29-30/00] [JC Oct/00] [2001 BGM] [Nov/27/08] [JC Feb/09] [2009 BGM] [May/30-June/1/13] [JC/Oct/13]~~

vi) **Application Process**

Applications must be **completed and submitted online** ~~made~~ on the appropriate form which **is available** ~~may be obtained from the NLTA office or~~ on the NLTA website. ~~When completed the application form must be submitted to the Professional Development Division of the NLTA.~~ [Nov/27/08] [JC/Feb/09] [2009 BGM] [Oct/23&25/14]

vii) **Deadlines**

Grants shall be awarded ten times a year, assuming there are suitable applications and funds available. The deadlines for receipt of applications are the third Thursday of September, October, November, December, January, February, March, April, May and June. [Oct/2-3/98] [Sept/29-30/00] [JC/Oct/00] [2001 BGM] [Nov/27/08] [Feb/25-26/09] [JC/Feb/09] [2009 BGM]

3. **The Teachers Talking to Teachers Program**

The "Teachers Talking to Teachers" Program allows for the provision of professional development with teachers as the consultants or facilitators. It provides an opportunity for teachers to discuss with colleagues innovative practices and pilot projects in the field. The program recognizes that there are many exciting innovations taking place in the classrooms of Newfoundland and Labrador, and teachers would benefit from being able to talk to colleagues engaged in these innovations. The program is also based on the premise that the most effective professional development takes place when teachers work together in relatively small groups. It is designed to supplement and enrich the other forms of professional development provided by branches, councils and schools.

a) **Guidelines for Teacher Talking to Teachers Applications**

- i) The following host groups are eligible to apply for funding:
- special interest councils and affiliates;
 - schools; and

- NLTA branches.
- ii) Programs shall be directed towards the processes of learning rather than subject content. Preference shall be given to such programs that highlight innovation and creativity on the part of individual teachers.
- iii) Teachers acting as consultants and/or facilitators under the program should request leave from their respective boards.
- iv) Teachers acting as consultants and/or facilitators under the program will be reimbursed by the host group for transportation costs and meals as per NLTA policy; and accommodation, if required, as per NLTA policy. **[Feb/25-26/09] [JC/Feb/09] [2009 BGM]**
- v) Upon completion of the program, host groups will be reimbursed as per regulation iv) above after receipted documentation of expenses is completed.
- vi) Funding will be limited to one teacher consultant/facilitator per host group per year. **[June/7/02] [JC/Nov/02] [2003 BGM] [Feb/17/05]**

4. **Johnson Inc. Bursaries**

To be eligible for a Johnson Inc. 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:

- a) A sum of \$2,000.00 will be made available to the NLTA to be awarded annually to teachers in full-time attendance at university. The value of the awards will depend on the number of awards granted annually by the Professional Issues Committee (e.g. two at \$1,000.00, four at \$500.00). **[Apr/2-3&5/08] [JC/Apr/08] [2009 BGM]**
- b) Where there are competing applicants, on an annual basis, any member may be granted only one award for those programs which are designated for teachers undertaking full-time study.
- c) The bursaries shall be open to both graduate and undergraduate students.
- d) The bursary will be paid upon receipt of the student's transcript indicating successful completion of courses. **[Sept/28/12] [JC/Nov/12] [2013 BGM]**
- e) Applications **are due on April 1 and must be completed and submitted online on the appropriate form which is available on the NLTA website** ~~for bursaries must be completed on the form provided and must be received at the NLTA Office by April 1.~~ **[June/7/02] [Nov/27/08] [JC/Feb/09] [2009 BGM] [Oct/23&25/14]**
- f) Bursaries awarded are to be used for study undertaken in the spring, summer, fall and winter semesters following this deadline. **[Nov/25/10] [JC/Nov/10] [2011 BGM]**

R. Accountability

1. Defining Accountability

- a) Accountability is the process through which individuals, organizations, and governments take responsibility for their actions, report on these actions to those who are entitled to the information, and work to improve their performance.
- b) Educational accountability is the responsibility shared by all those involved in public education to provide evidence of the performance of their educational roles and duties in support of the growth and development of students.

2. Accountability as Shared Responsibility

- a) All partners in the education community share responsibility and are accountable for those factors over which they have control and/or jurisdiction.
- b) Clear definitions of the respective roles and responsibilities developed, understood and accepted by the various partners are fundamental to any accountability framework.
 - i) The provincial government and school boards are responsible for funding all aspects of the KinderStart preschool program and K-12 education and for providing educational programs on an equitable basis to all students in accordance with the goals of education. [Nov/27/08] [JC/Feb/09] [2009 BGM]
 - ii) School boards are responsible for managing funds to provide resources and programs to meet the needs of all students in the system and to provide resources for ongoing professional learning of teachers.
 - iii) Teachers and administrators have a primary responsibility for the provision of effective learning in school environments.
 - iv) Parents have a primary responsibility for the provision of home environments that support learning.
 - v) Students have a responsibility to be actively engaged in learning.
- c) While the educational partners are accountable for their specific roles and responsibilities, they also have a responsibility for working collaboratively.
- d) Each partner has the right and a responsibility to speak out on issues and on concerns relating to accountability.
- e) Our educational system is accountable for the attainment of established educational goals within the limitations resulting from such factors as resource allocation, home and societal influences, and the abilities of learners.

3. Professional Accountability

- a) As professionals dedicated to ensuring that all students are provided with a high-quality education, teachers are committed to being accountable for their professional practice.

- b) In this shared accountability model, and providing all other partners meet their commitments to accountability, teachers are responsible for:
 - i) possessing a widely-shared, continuously-updated subject and pedagogical knowledge base;
 - ii) using that knowledge to make decisions which will enhance student learning;
 - iii) working collaboratively with other professionals to make decisions in the interests of students;
 - iv) describing and explaining their decisions about student learning to students, parents, and the community; and
 - v) engaging in self-directed ongoing professional learning to enhance their professional practice.
- c) The NLTA is responsible for:
 - i) developing programs to assist teachers individually and collectively in pursuing their professional learning;
 - ii) establishing and promoting standards of professional practice; and
 - iii) establishing frameworks for teacher conduct and responding to related concerns.

4. **Linking Accountability with the Vision and Goals of Public Education**

- a) Accountability must be driven by a vision of the role of public education in developing the potential of the individual and in promoting a strong sense of citizenship and democracy. As such, accountability measures must reflect the common goals of public education and the diverse nature of students, schools, and communities.

5. **Focus on Student Learning**

- a) Accountability should be focused upon supporting and enhancing student learning which includes the entire range of learning outcomes.
- b) Quality classroom-based assessment – in which teachers employ an array of methods over time, incorporating authentic forms of assessment aligned with curriculum – must be a central feature of educational accountability.

6. **Accountability and Reporting**

- a) Parents have a right to clear, comprehensive, and timely information about their child's progress.
- b) The public has the right to information that shows how well the system is achieving its goals. This information should be contextual, broad in scope, and clearly communicated. Any instrument used should be used only for its intended purpose and in no case should become part of ranking or comparison of students, teachers, or schools.

- c) Accountability policies and practices should balance transparency with the right to privacy.
- d) An accountability model should endeavour to foster trust in the system and in those who work within the system. It should also foster active public support for and engagement in public education. **[Feb/6/04] [JC/Feb/04] [2005 BGM]**

S. Gender Identity and Sexual Orientation/Expression

The NLTA reaffirms its commitment to Section 15 of the Canadian Charter of Rights and Freedoms, to Section 3 of the Canadian Human Rights Act and to the UN Declaration of Human Rights, Article 1 which accepts that “All human beings are born free and equal in dignity and rights.” It follows, therefore, that

1. We recognize that all people of all gender identities and sexual orientations/expressions have the right to be treated fairly, equitably and with dignity.
2. **We recognize that biological sex assignment at birth may not be consistent with an individual's intrinsic sense of self – gender identity.**
3. **We accept that individuals have the right to express gender identity/orientation as they wish.**
4. We condemn abuse, harassment or bullying as serious disciplinary offenses and we insist on avenues of recourse (without fear of reprisal) for any student, staff member, parent or guardian who is the victim of such harassment, discrimination or violence because of gender identity or sexual orientation/expression.
5. We acknowledge that students and staff come from diverse backgrounds, and we advocate for educational systems and environments that are safe, welcoming, inclusive and affirming for all people of all gender identities and sexual orientations/expressions.
6. We accept that as educators we have a critical role to play in creating these environments in our workplaces, and also within the broader society and will uphold actions or take actions to do so, including educating young people and preparing them to live in open, pluralistic and democratic societies where discrimination and aggression is not tolerated.
7. We understand and accept our duty to model respect, understanding and affirmation of diversity.
8. We will monitor curriculum materials, pedagogy, policies, practices and programs to ensure that they are not homophobic, **transphobic** or heterosexist, and further, we will make complaint against any which are found to be so.
9. We will promote equity and inclusiveness for all individuals in our workplaces, regardless of gender identity or sexual orientation/expression. [May/27-28/05] [JC Nov/05] [2007 BGM] [Dec/13-14/13] [JC/Mar/14]

T. Technology in Education

1. The NLTA supports the use of technology as an instructional tool for teachers.
2. The NLTA should be represented at all decision-making levels regarding the application of technology for education.
3. The essence of teaching is a personal, pedagogical relationship between teacher and student which cannot be replaced by technology.
4. Decisions regarding the use of technology in education must be guided by the following principles:
 - a) the enhancement of teaching, learning and the pedagogical relationship.
 - b) equity and accessibility for all students and teachers.
 - c) the development of active, involved citizens of a democratic society.
 - d) feasibility and economic sustainability over time.
 - e) financial support without compromise to other aspects of the education system.
5. The NLTA supports ongoing, collaborative, job-embedded, personalized teacher professional learning in technology for education. Learning initiatives, over time, will encompass a variety of strategies, such as face-to-face sessions, to accommodate individual learning styles and needs.
6. The NLTA supports the establishment of partnerships with individuals and organizations that share compatible goals, to maximize resources and opportunities for teacher professional learning in technology for education.
7. Teachers must have primary involvement in the design, development and selection of instructional materials that accompany technology in education, and they must receive adequate time and compensation for work involved in the development of related resources.
8. The NLTA supports the principles of the Personal Information Protection and Electronic Documents Act (PIPEDA). These principles are outlined in the NLTA Privacy Policy.
9. The NLTA endorses the principles outlined in Copyright Matters! Some Key Questions and Answers for Teachers – Current Edition.
10. Digital instructional materials developed by the Department of Education should include adequate provision for reproduction and revision at the school level.
11. The Department of Education should provide sustainable funding for technology in the following areas:
 - a) acquisition, maintenance, upgrading and replacement of technology for schools.

- b) **licensing and instructional development.**
 - c) **teacher professional learning.**
 - d) **research.**
 - e) **district technical support personnel.**
 - f) **technology for education support personnel available for each school.**
12. **Certificated teaching personnel, representing both the school districts and schools, will collaborate and serve as the final authority for the administration, application and monitoring of technology for education and the provincial distance education program.**
13. **The effective use of technology for education requires:**
- a) **equitable access to the technology for all students.**
 - b) **equal opportunity for each student to learn.**
 - c) **evidence that the student's learning needs are appropriately met.**
 - d) **the potential for technology to enhance the practice of teaching and learning.**
 - e) **an appropriate student-teacher ratio and teaching assignment.**
 - f) **teacher control of the instructional program and the use of technology.**
 - g) **the opportunity for face-to-face contact with the teacher.**
 - h) **access to equitable instructional time available in traditional instructional programs.**
 - i) **timely and effective professional learning, resources and technical supports for the teacher in the use of the technology for education.**
14. **Technology for education can have a positive impact on teaching and learning when used appropriately and with the following necessary conditions in place:**
- a) **vision for the role of technology in public education.**
 - b) **identification of appropriate curriculum connections.**
 - c) **access to state-of-the-art technology and connectivity.**
 - d) **timely access to technical support.**
 - e) **adequate time during the instructional day for teachers to learn about technology and to develop technology-supported instruction.**
 - f) **government funding that addresses the total cost of technology for education.**
 - g) **school organization and culture that supports effective teaching and learning.**

- h) policies at the department, district and school levels that support the appropriate integration of technology.
 - i) consideration for the well-being of students.
 - j) acknowledgment of and support for the diverse learning needs of students.
 - k) consideration of the latest research related to technology for education.
15. Elementary and secondary curricula must include the development of critical literacy related to the role of technology in a democratic society.
 16. Teacher as facilitator is the preferred option for most students.
 17. School boards should recognize that the nature of distance learning imposes its own set of unique responsibilities on teachers, which must be recognized in the teacher allocation formula.
 18. School boards must ensure that all distance learning at school is supervised under the direction of an onsite teacher.
 19. Distance learning can augment and enrich traditional delivery methods for K-12 students and has the potential to extend learning opportunities for Newfoundland and Labrador students. [Mar/1-2/96] [1996 AGM] [Sept/26/14] [JC Nov/14]
- ~~1. Technology must enhance the learning process and is not acceptable as a cheaper and less effective replacement for teaching personnel.~~
 - ~~2. Technology should be utilized as an equalizer and should not be developed as a means by which those who have the financial capacity can find an advantage over those who do not.~~
 - ~~3. Technology should be available for all, and all should have an equal opportunity for its use.~~
 - ~~4. Technology must serve people. Teachers and students must learn to use technology as a means to an end and not as an end in itself.~~
 - ~~5. Technology should not cause its users to compromise on the ethics which have been developed over centuries and which are important. Technology should not transcend personal privacy. Technology should not permit us to obtain information and use it as if it were our own. Technology should not permit the taking of someone else's work without recognizing it as such. Technology should not cause us to create a language which belongs to a few so that they can control the knowledge which belongs to all.~~
 - ~~6. NLTA supports an aggressive teacher development program for training and support in the evolving use of information and technology.~~
 - ~~7. We must accept that technology will cause someone in our ranks to question his/her own competency and usefulness to the profession. We must never accept the principle "come on board or get out of the way". Those with a discomfort level are also important, and we must work with them to make certain that they continue to find a place of comfort in this profession.~~

U. Formation and Operation of School Councils

1. The NLTA believes that school-based decision making can be an avenue for teacher empowerment and a mechanism for cooperative partnerships in education, both of which will enhance the possibilities an improved learning environment.
2. The NLTA supports the concept of school councils as a mechanism for the realization of school-based decision making provided the following conditions are met:
 - a) School councils are advisory in nature.
 - b) The authority of school councils is embodied in legislation. Such legislation must delineate the relationship of school councils to school boards, and the parameters of the jurisdiction of each. The development of protocol agreements in this regard should cease. If there is a necessity for such agreements beyond legislation, a standard document should be developed by representatives of school boards and school councils, and used province-wide.
 - c) School councils have the responsibility to set school policy consistent with school board policy in well-defined areas which have an impact on learning outcomes. These areas should include policy related to curriculum, scheduling, facilities, student evaluation, school discipline, budget, staffing and professional development.
 - d) While policy development is the legislated responsibility of school councils, policy implementation is the domain of the administration and professional staff of the school.
 - e) Ultimately, the principal and teachers of a school are the focus of accountability for educational outcomes. Those vested with that responsibility must have the right to make the decisions affecting those outcomes. Therefore, the number of teachers who serve on school councils, must not be less than the total number of non-teachers serving on the council. Participation of teachers in the work of school councils should not negatively impact on their overall workload and day to day duties and responsibilities.
 - f) Should the principal decide to serve as a member of the school council, he or she must be a full participating member of the council with the right to vote and the right to be chairperson, if duly elected by majority vote of the council. **[Nov/27/08] [JC Feb/09] [2009 BGM]**
 - g) The decision-making process of school councils is undertaken through consensus building whenever possible.
 - h) The chairperson of the school council is decided by the council members.
 - i) Subsection e) above notwithstanding, standing committees on specified policy areas are established to assist the school councils in their work. Additional ad hoc committees are established by the school council as needs dictate. Committees should involve both parents and teachers. Committees should be responsible to and report only to the school councils. They should have only the power to make recommendation to the school council on policy structure or implementation of policy decisions.

- j) Training in the purpose and operation of school councils is provided to teachers, parents and other stakeholders province-wide on an ongoing basis. Specific training for school council members must include:
 - i) the meaning of educational accountability;
 - ii) the process of consensus building, problem solving and conflict resolution;
 - iii) effective procedures for council operation including the committee structure; and
 - iv) an examination of legislation, protocol agreements (if any) and budgetary provisions.
 - k) Teachers, elected to serve on a school council, shall remove themselves from any discussions and/or decisions where such discussions and/or decisions might result in a conflict of interest of a professional or collegial nature.
 - l) Teachers, elected to serve on a school council, are permitted to speak as a full participating member without jeopardizing their relationship to their employment. **[Jan/8-9/99] [1999 BGM]**
3. School councils have a significant impact on the role of the teacher and require a considerable time commitment from principals and teachers in order to make them function effectively. The time available to teachers and administrators for school related work is already at a premium. The time required for the work of school councils has to come from some other area to which the teacher has made commitments, or add additional pressure to the teachers work schedule. Questions as to how this time is to be provided, what form of compensation is to be available, how certain non-teaching duties can be reduced or eliminated (i.e. lunch time supervision) must be satisfactorily answered. **[Nov/27/08] [JC Feb/09] [2009 BGM]**
4. Teachers, by virtue of their participation on school councils shall be reimbursed for any personal expenses incurred in filling their mandate as council members.
5. Teachers/administrators who serve on school councils should receive compensation through extra pay or time off in lieu of pay. **[Jan/8-9/99] [1999 BGM]**
6. Teacher participation on school councils is encouraged by NLTA as a means of developing, enhancing and maintaining family/community partnerships for the improvement of education. In the spirit of cooperation and shared responsibility, the Association supports the involvement of teachers participating on a voluntary basis. **[June/6/97] [JC Feb/98] [1999 BGM]**

V. ~~Human Immunodeficiency Virus (HIV) Infection/Acquired Immunodeficiency Syndrome (AIDS)~~

1. ~~Students With AIDS or HIV Infection~~

- a) ~~The identity of a student with AIDS or HIV infection should be protected.~~
- b) ~~Students with AIDS or HIV infection should have the right to attend their regular classes.~~

2. ~~Alternative Instruction For Students With AIDS or HIV Infection~~

- a) ~~Where the physical condition or behaviour of a student with AIDS or HIV infection poses a health risk, alternative methods of delivery of instruction should be provided.~~
- b) ~~Decisions regarding alternative methods of delivery of instruction should be made on a case by case basis.~~
- c) ~~Alternative methods of delivery of instruction for students with AIDS or HIV infection should be provided by teachers who, fully understanding the situation of a student who has developed AIDS related illnesses, agree to provide their services.~~

3. ~~Teachers With AIDS or HIV Infection~~

- a) ~~The identity of a teacher with AIDS or HIV infection should be protected.~~
- b) ~~Teachers with AIDS or HIV infection should have the right to continue their employment.~~
- c) ~~Where a teacher with an AIDS related illness becomes too sick to work, full access to sick leave, long term disability, and medical benefits should be ensured.~~

4. ~~HIV Testing~~

~~HIV testing should not be a condition of a teacher's employment [Aug/31-Sept/1/87] [1991 CTF AGM] [Jan/8 9/99] [1999 BGM]~~

SECTION IV

PROGRAMS AND SERVICES – BENEFITS AND ECONOMIC SERVICES

IV. PROGRAMS AND SERVICES – BENEFITS AND ECONOMIC SERVICES

The Association accepts as its responsibility the protection, at all times, of the job security of its members. The Association will vigorously pursue avenues to provide for reassignment and/or retraining when such become necessary. [Aug/28-30/89] [1990 AGM]

A. Collective Bargaining

1. Bargaining Agent

The NLTA is the appropriate bargaining agent for all teachers, as defined in Paragraph v of Section 2 of the Schools Act, 1997, who are employed with a school board or private school in Newfoundland and Labrador and/or who are employed by **any agency or department of government** ~~the Division of Special Services of the Department of Education and/or the Department of Human Resources and Employment.~~ [Nov/28/14]

2. Bargaining Units

Each bargaining unit of the NLTA shall include all teachers, as defined in Paragraph v of Section 2 of the Schools Act, 1997, who are employed by the employers referred to in paragraph 1. above that are bargaining with that unit.

3. Costs Associated with Bargaining

The costs associated with collective bargaining shall be absorbed by the Emergency Fund in keeping with the finance policy of the NLTA.

4. Procedures for Development of Opening Proposals

Procedures to be followed for the development of proposals for a new Collective Agreement are as follows:

- a) The Collective Bargaining Committee, a standing committee of the NLTA Provincial Executive, is established when necessary.
- b) The Collective Bargaining Committee will develop opening proposals for negotiations. In its deliberations, the Committee will consider all material necessary to obtain views representative of the total spectrum of the membership. The material should include, but not be limited to;
 - i) Problem areas of the current Collective Agreement;
 - ii) Other current collective agreements in the province;
 - iii) Current collective agreements of affiliates across Canada;
 - iv) Convention resolutions;
 - v) NLTA policy;
 - vi) NLTA collective bargaining files;
 - vii) Written submissions from individuals, branches and special interest councils;
 - viii) Report of previous negotiating committee.
- c) The Collective Bargaining Committee will facilitate the gathering of information on problems with current articles, suggested improvements in current articles, and possible new articles.
 - i) Branch presidents will be requested to make written submissions to the Collective Bargaining Committee, on behalf of their branches, which reflect the views of their members on the objectives for bargaining and the specific modifications, to

be sought. The method of obtaining information from the members in this respect will be determined by the branches in cooperation with the Collective Bargaining Committee.

- ii) Special interest councils will be requested to provide input similar to the above.

Submissions referred to above will in no way restrict any group or individual from submitting briefs, either written or oral, to the Committee.

- d) Once the Collective Bargaining Committee has determined the generalities of what is to be included in the opening proposals, a sub-committee will then be set up whose objectives shall be to:
 - i) prepare the actual wording of each article recommended by the Collective Bargaining Committee, and
 - ii) present the final draft of the opening proposals to the Collective Bargaining Committee for ratification.

This sub-committee will consist of the Chairperson of the Collective Bargaining Committee, one other member of the Collective Bargaining Committee, and a resource person from NLTA staff.

- e) The proposals along with recommended priorities for negotiations will subsequently be presented to Executive by the Collective Bargaining Committee.
- f) The Executive will review the proposals and suggested priorities, recommend changes, if any, and return the proposals to the Collective Bargaining Committee for the final draft.
- g) Before Executive gives final approval to the opening proposals and priorities, a meeting of the Joint Council will be held for the purpose of reviewing the priorities and general objectives established. This meeting will not examine specific wording changes, but would confirm whether or not the Collective Bargaining Committee and Executive are properly attuned to the membership's wishes.

5. Negotiating Team for Provincial Negotiations

- a) A Negotiating Team shall be appointed prior to the beginning of provincial contract negotiations. The Team shall be appointed by the Provincial Executive upon recommendation from the President. **The Negotiating Team shall have a full mandate to negotiate a tentative agreement and to recommend same to Provincial Executive.** [Nov/28/14]
- b) Representation on the Negotiating Team shall consist of:
 - i) The NLTA Vice-President who shall serve as Chairperson of the Team.
 - ii) Seven members of the Association in accordance with the following:
 - a member of the Provincial Executive;

- a primary/elementary teacher;
- an intermediate/high school teacher;
- a representative from the School Administrators' Council; [Sept/22/06]
- a member employed at a district/regional office (eg. program specialist, educational psychologist, itinerant teacher);
- a member employed in a small K-12 school (as a general guideline, a school with fewer than 100 students); and
- a substitute **or replacement** teacher. [2007 BGM]

Where possible, at least one of the above referenced members shall be chosen from among those who served on the Negotiating Team for the previous round of negotiations. [Nov/28/14]

- iii) The Assistant Executive Director or a Programs and Services Administrative Officer, who shall serve as Chief Spokesperson at the negotiating table.
 - iv) A Programs and Services Administrative Officer who shall serve as Staff Consultant to the Team.
- c) Every effort will be made to ensure:
- i) equal representation of males and females,
 - ii) generational equity,
 - iii) representation from large and small schools,
 - iv) representation for urban and rural schools, and
 - v) balanced geographical representation on the Team. [Mar/30/06] [JC/Nov/06] [2007 BGM]

6. Communication with the Membership

- a) Following the exchange of opening packages between the parties, a series of branch meetings will be arranged to give a summary of the NLTA opening proposals, and a summary of the government/school board opening proposals to all teachers.
- b) The Executive shall advise the membership on the progress of negotiations as fully as is deemed advisable by the Executive.
- c) Regular communications in the form of special newsletters will be forwarded to each teacher in the province following the beginning of negotiations. The purpose of the communications is to keep teachers generally informed of the status of negotiations even if no progress has been made. **During periods of negotiations, a negotiations update will be on the agenda for Joint Council meetings.** ~~When Joint Council meets to discuss matters pertaining to negotiations, a complete detailed update of negotiations will be given.~~ [Nov/28/14]
- d) The Association shall inform the membership about negotiations through branch presidents prior to the release of information to the public media. However, during collective bargaining and, in particular, during collective bargaining crises, when deemed strategically appropriate, the Provincial Executive has the authority to email or fax information first to branch presidents and then immediately to the media without

an intervening *wait* period. When the latter is done, branch presidents will be so informed by a notation on the message forwarded to them.

- e) Presentations on negotiations at special branch meetings will be made jointly by the branch president and the Executive contact person.
- f) All branches are requested to put in place a special communications network for the purposes of disseminating negotiations information and of determining the views of the membership on negotiations issues when requested. This network must be organized so that:
 - i) each branch executive member is assigned a school(s) for which s/he accepts communication responsibility,
 - ii) a school representative(s) is identified who accepts the responsibility for negotiations communications within his/her school, and
 - iii) a branch president/executive member/school representative telephone tree network is established.

7. General Guidelines

- a) Negotiations should begin at least four months prior to the expiry date of any current agreement. The date for requesting the commencement of negotiations is determined by the Provincial Executive.
- b) **During periods of negotiations, the Chief Negotiator** ~~The Negotiating Team~~ will give regular ~~written~~ reports to the Executive, ~~where possible, to provide an ongoing record of the Team's position.~~ [Nov/28/14]
- c) Any change(s) made to collective agreements shall be made known to all members of the Association.
- d) Immediately following Provincial Executive's consideration of the Negotiating Team final reports, said final reports will be circulated to all branch presidents.
- e) A strategy response team will be formed to handle the coordination of activities at the NLTA office during crucial stages of negotiations.
- f) A decision to request the appointment of a Conciliation Officer or to move to the Conciliation Board stage of negotiations shall be made by Provincial Executive upon recommendation from the Negotiating Team.

The approval of the NLTA nominee and the Chairperson of a Conciliation Board shall be made by Provincial Executive, upon recommendation from the Negotiating Team.

8. Membership Voting Requirements and Procedures

- a) A vote will be conducted among the membership on conciliation board reports.

- b) A province-wide vote is to be held prior to any contemplated job action by the Association.
- c) When information is circulated to the membership in advance of a strike vote, it must include information on the provision for a special levy, in accordance with By-Law XIV.J., for payment of indebtedness incurred during a strike. **[2003 BGM]**
- d) An affirmative strike vote giving Provincial Executive the authority to call a strike:
 - i) in no way compels Executive so to act; and
 - ii) is not intended to dictate to Executive the timing or manner of invoking a strike.
- e) Before a collective agreement is signed, it must be ratified by a majority vote of the membership. The holding of a ratification vote must be approved by the Provincial Executive.

The wording of the ballot must always include at least the right of the voting member to accept and the right to reject and must be approved by a majority vote at the Joint Council meeting. In the event that more than two items are placed on a ballot, a majority vote of the membership will be required to accept an option. Should no option receive a majority, a run-off ballot shall be carried out listing those two items which received the highest number of votes on the first ballot.

- f) Substitute teachers who qualify for active membership as per By-Law III are eligible to participate in a ratification vote.
- g) After a province-wide vote is taken, the results of the ballot shall be released to teachers. **[Feb/25-26/09] [JC/Feb/09] [2009 BGM]**
- h) After a province-wide vote is taken and ballots received from individual branches have been reconciled with any telephone vote that has been received, NLTA staff, by Executive motion, will be authorized to destroy the ballots in question once an accurate tabulation and record has been compiled of said voting incident, but not less than 60 days after the date of the ballot.

9. Negotiations in Local Bargaining Units

- a) i) There shall be coordination between the committee responsible for the development of the provincial opening proposals and the committee drafting the opening proposals of the local bargaining unit, in order to ensure consistency in approach and to avoid conflict in the adjustment of specific articles.
- ii) ~~The preliminary submission to the school boards shall be sent to the NLTA provincial office for comment and recommendation before being submitted to the school board(s).~~

The **opening proposals** ~~preliminary submission~~ shall be approved by the Provincial Executive prior to release to the local teachers or to the school board(s).

In the event that the board(s) submits a notice to negotiate, the local **unit group** shall immediately notify the NLTA provincial office. **[Feb/18-19/15]**

- iii) Prior to the commencement of a round of negotiations for the local unit, a meeting or meetings between the provincial President, or his/her designate, **the chief negotiator for the local unit**, the local branch president, and the Chairperson of the local negotiating committee shall be held to discuss issues of mutual concern such as negotiations, strategy, and media presentation. **[Feb/18-19/15]**
 - iv) The generalities of the opening package shall be made known to the teachers prior to submission to the school board(s).
 - v) The Provincial Executive shall, on the recommendation of the branch, appoint the members of the negotiating committee and the chief negotiator, **who shall be a member of the NLTA provincial staff**. **[Feb/18-19/15]**
 - vi) There shall be constant communication between the local negotiating committee, the local branch president, and the NLTA provincial office throughout negotiations. ~~This communication would include, but not be limited to, copies of each letter of confirmation and offers and counterproposals being forwarded to the NLTA provincial office within 48 hours of each negotiating session.~~ **[Feb/18-19/15]**
 - vii) There shall be involvement of provincial personnel before an impasse is declared.
 - viii) The Provincial Executive must approve the holding of a ratification vote.
 - ix) All votes taken during collective bargaining by any bargaining unit of the NLTA shall be recorded in writing and sent to the St. John's office within one week of the vote.
 - x) The Collective Agreement shall include ~~the signatures on behalf of the teachers of the branch~~, the signatures of the president of the branch, and of the President of the Newfoundland and Labrador Teachers' Association. **[Feb/18-19/15]**
- b) Job action will be supported by the Provincial Executive on the basis of the following:
- i) The requirements of Section (a) and the **Teachers' Collective Bargaining Newfoundland Teacher (Collective Bargaining)** Act have been fulfilled.
 - ii) There shall be a vote by secret ballot of the local membership before any sanction is imposed.
 - iii) There must be approval by the Provincial Executive before the imposition of a sanction.
 - iv) In the event that the proposed sanction is in the nature of withdrawal of services, the positive vote required shall be determined by the Provincial Executive following consultation with the local group.
 - v) Financial support of the membership in a withdrawal of services shall be determined from time to time by the Provincial Executive and the terms of such support shall be made known to the membership prior to a job action vote being taken.

- vi) When a sanction has been authorized by the Provincial Executive, it shall be the responsibility of the local group to establish a job action committee which, under the direction of the Provincial Executive, shall organize and coordinate the job action. (Also see Section B. - Job Actions)

10. **Administrators/Program Specialists and the Bargaining Unit**

NLTA will ensure that administrators and program specialists remain as part of the collective bargaining unit. **[Feb/2-3/95] [1995 AGM]**

B. Job Actions

1. Job Actions by Teachers

The Newfoundland Teacher (Collective Bargaining) Act, 1973, outlines under Section 31 conditions precedent to certain actions, namely, with reference to the Association, the sequence of events which must transpire before a job action can be implemented. (For a detailed statement of procedure and policy to be followed in the event that a job action is imminent and during the duration of a job action, see the Job Action Policy Handbook.)

2. Job Actions by Other Employee Groups

a) Members Acting on Behalf of their Employer

When a member acts on behalf of the member's employer (school board) the following will apply to job actions by other employee groups:

- i) the union or appropriate party should be notified of the teachers' contractual obligations.
- ii) the union or appropriate party should be notified that the teachers will in no way undertake the normal duties carried out by the members of the striking union.
- iii) all members will follow the directives of the Association and will in no way undertake the normal duties carried out by the members of the striking union.
[June/11/04] [JC/Nov/04] [2005 BGM]

A teacher's first responsibility is to honour the obligations of the contract. However, in the event that the well being of the teacher, the teacher's family or property is threatened, prudence should be the rule. In that case the employer should be informed that the teachers are ready to honour their contractual commitments when it is safe to do so. Furthermore, teachers should attempt to maintain a position of neutrality in any such dispute.

The above will also apply when there are demonstrations using the school as a focal point.

b) Members and Staff Acting on Behalf of the Association

When a member or staff acts on behalf of the Association, the following will apply to job actions by other employee groups:

- i) The Newfoundland and Labrador Teachers' Association respects the right of employees to mutually determine with their employers benefits and working conditions.
- ii) The Association and individuals working on behalf of the Association will respect a legally constituted picket line.
- iii) The Association and individuals working on behalf of the Association will respect the efforts of employees seeking collective bargaining rights.

- iv) The Association and individuals working on behalf of the Association will not knowingly cooperate with groups or individuals actively undermining the efforts of employee groups toward improved benefits and working conditions.
[Jan/9/87]

C. **Contracts with School Boards**

1. Teachers are advised not to sign contracts with any school board until these contracts have first been approved by the NLTA.
2. Every teacher shall sign an individual contract with the school board which operates the school in which he or she works. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
3. All individual teacher contracts should contain a statement to the fact that both parties to the contract shall be subject to all provisions of the Collective Agreement.

D. Grievance and Arbitration Cases

1. The NLTA office advises teachers not to resign under pressure, but to contact the NLTA office. Procedures governing the appointment and dismissal of teachers, and grievance and arbitration procedures available to all teachers are contained in the Collective Agreement. [Nov/27/08] [JC/Feb/09] [2009 BGM]
2.
 - a) Following appropriate investigation of each case by a Programs and Services Administrative Officer, Programs and Services, through the Assistant Executive Director, is authorized to grant/deny a teacher's request for consent of the NLTA to proceed to arbitration.
 - b) Consent to proceed to arbitration shall be given only in cases where the arbitration has the support of the Association.
 - c) Support of the Association for the arbitration will be based on the recommendation of administrative staff in Programs and Services in consultation with the legal firm retained by NLTA. [May/27-28/05] [JC/Nov/05] [2007 BGM]
3.
 - a) A member, if denied consent to proceed to arbitration by Programs and Services, will have the right to request that the decision be reviewed **in writing** by Table Officers, and such a request shall be made to the Executive Director within **30** ~~60~~ days of receiving notification that consent is being denied. [Feb/18-19/15]
 - b) Table Officers shall determine whether Programs and Services acted fairly and reasonably in denying consent. **In addition to considering the merits of any complaints, where a member appeals more than once, Table Officers may consider whether that appeal is frivolous, vexatious or otherwise an abuse of process, and dismiss that appeal on one or more of those grounds.** The decision of Table Officers shall be final. [Feb/18-19/15]
 - c)
 - i) Should the member's appeal be upheld by Table Officers, costs incurred by the appellant in bringing the appeal shall be borne by the Association in accordance with NLTA expense policies.
 - ii) Should the appeal be denied by Table Officers, the appellant will be responsible for one-half (1/2) of the costs incurred, up to a maximum of \$500, in bringing the appeal. Costs accruing in this context, will be in accordance with NLTA expense policies.
 - iii) With regard to c) i) and ii) above, any legal costs incurred by the member in bringing the appeal before Table Officers will be the entire responsibility of the appellant. [May/27-28/05] [JC/Nov/05] [2007 BGM]
4. In arbitration cases, the NLTA will pay its share of the costs as per Executive policy.
5. For hearings of Boards of Arbitration, the NLTA shall pay, on behalf of the grievor, expenses **approved in advance**, where necessary, **and** in keeping with Association policy. These expenses are to be verified by the administrative officer assigned to the case. [Feb/18-19/15]

6. NLTA will not publish specific details of grievance or arbitration cases using names, places, or dates. A brief summary of the awards in all arbitration cases is to be placed in the NLTA Bulletin. A general report will be made biennially to Convention by Executive and will be published in the NLTA Bulletin. The report will contain only:
 - a) The number of cases handled.
 - b) The number still not resolved.
 - c) The number resolved to the teacher's satisfaction.
 - d) The number resolved to the satisfaction of the other party or parties.
 - e) The articles of the Collective Agreement which were involved. **[Aug/26-28/85]**

E. Group Insurance

1. The NLTA shall provide a group insurance plan consisting of life, accidental death and dismemberment, health, dental, critical illness, long-term disability and out-of-province medical insurance to all members who qualify under the eligibility guidelines.
2. The NLTA Group Insurance Plan shall be administered by a Board of Trustees appointed by the Provincial Executive. Teachers who sit as Trustees must be members of at least one option under the plan. The Trustees shall operate under the guidelines of the Group Insurance Deed of Trust, and in accordance with the Trustee Act of the Province of Newfoundland and Labrador. **[Aug/23-24/91] [1993 AGM]**
3. The eligibility guidelines shall be drawn up by the Trustees, in collaboration with the administrator and underwriters and reviewed on an annual basis.
4. For all teachers covered by the provincial collective agreements, and who are on regular payroll, participation in Options A1 (Life), A3 (Accidental Death and Dismemberment), B (Health), B2 (Dental), and CI (Critical Illness) shall be automatic. In addition, teachers under age 40 shall be enrolled automatically for Option C (Long-Term Disability). **[June/14-15/91] [1993 AGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
5. Teachers so automatically enrolled under No. 4 above, may opt out of any or all of these coverages by completing the official opt out form. Subsequent re-entry into any or all of the options will be governed by the guidelines set by the Trustees and underwriting provisions.
6. The Government of Newfoundland and Labrador shall contribute 50% of the premiums to Option A1, A3, B, B2, C and CI for teachers on regular payroll.
7. Non-NLTA members of the bargaining units shall be eligible only for those options of the plan which receive financial contribution by government as per the collective agreement.
8. For teachers on regular payroll and retired teachers in receipt of pension, premiums shall be paid through deduction at source. For other eligible members, premiums shall be paid through an arrangement made with the insurance administrators.
9. The Government of Newfoundland and Labrador shall contribute 100% of the premiums for A1, A3, B, B2, C and CI for teachers who are on unpaid leave of absence to pursue studies and at least 50% of the premiums for the same options, for teachers on other forms of unpaid leave.
10. For all members of the NLTA on substitute teacher payroll, participation in A1, A2, A3, A4, B and B2, shall be by application, and subject to the eligibility guidelines.
11. For all members of the NLTA over age 65, and in receipt of pensions, participation in a Post-65 Life coverage, Health Plan and Dental Plan shall be automatic, subject to the eligibility guidelines.
12. a) Full-time staff members of the Association are eligible for the same coverage offered members of the Association.

- b) Replacement staff members who are hired for 20 or more consecutive working days will be eligible on hiring for participation in the plan. Otherwise, the replacement staff members will be eligible on the completion of 20 consecutive working days or when it is known to the Association that their services will exceed 20 consecutive working days. **[May/6-7/88] [1989 AGM]**
- c) Regular part-time staff members, when it is known that their total service with the Association will exceed 20 working days, will be eligible for participation in the plan at the time of hiring. Otherwise, they will be eligible for participation in the plan when the total service exceed 20 working days or when it has become known to the Association that their total service will exceed 20 working days. **[May/6-7/88] [1989 AGM]**
- 13. With the approval of Trustees, the insurance administrator is authorized to include material on automobile and home insurance (available through payroll deduction) in the NLTA Group Insurance Plan Information Kit. Members are to be informed that home and auto insurance are not part of the group insurance plan.
- 14. Information on all aspects of the NLTA Group Insurance shall be disseminated to the membership on a regular basis. At the Biennial General Meeting, the Group Insurance Trustees shall present a statement of projected income and expenditure for the upcoming year. **[Nov/3-4/88] [1989 AGM]**
- 15. An Emergency Fund is to be established out of the Group Insurance surplus to the level of one month's premium for all options. The Fund will be used for the following purposes:
 - a) to pay group insurance premiums for insured NLTA members during a job action, and
 - b) to pay any other emergency cost related to insurance that Trustees deem justified and within the parameters of the Deed of Trust.
- 16. **Insurance Fund Investment Policy**

Group insurance funds are invested as per the NLTA Investment Policy. **[June/6/03] [JC/Nov/03] [2005 BGM] [Mar/30/06] [2007 BGM]**
- 17. **Education and Training Policy**

Individual teachers appointed to serve as a member of the NLTA Group Insurance Trustees shall be governed by the NLTA Group Insurance Trustees Education and Training Policy. The length of the Education and Training Policy makes it impossible to include it in this publication. However the complete text is available upon request from the NLTA office. [JC/Feb/15]

F. **Legal Assistance Aid**

1. The basic aim of legal **assistance aid** is to render professional or legal service to NLTA members. [Nov/28/14]
2. **Procedure**
 - a) All requests for legal assistance must be made to administrative staff in Programs and Services at the NLTA Office.
 - b) Following appropriate investigation of the facts of each case by the administrative staff in Programs and Services, the staff officer, through the Assistant Executive Director, is authorized to grant or deny a request for legal assistance.
 - c) The Association will continue to use all available means to inform the membership of the provisions of the legal **assistance aid** policy and the procedure involved in implementing this policy. [Nov/28/14]
 - d) ~~In any instance where~~ A member **who** seeks legal ~~advice/~~assistance from the Association, in addition to being advised and counselled by a member of the Programs and Services administrative staff, ~~he/she~~ will also be provided with a written copy of the legal **assistance aid** policy. [Nov/28/14]
3. **Policies**
 - a) The Association may grant permission for legal assistance to teachers who are involved in arbitration cases and other problems arising **as a result of their role** ~~from situations contingent on the individual's position~~ as a teacher. [Nov/24/00] [2001 BGM] [Nov/28/14]
 - b) The services described herein will not be extended to teachers **who have elected to be excluded from membership in the Association** ~~have written themselves out of the NLTA~~, except where such services relate to employment terms and conditions as contained in the Collective Agreement. [Nov/28/14]
 - c) i) A member will be entitled to free legal **assistance service** in any case in which a member is ~~a the~~ defendant or accused provided the Association considers that the case arises **as a result of their role** ~~from a situation contingent on the member's position~~ as a teacher. [Nov/27/08] [JC/Feb/09] [2009 BGM] [Nov/28/14]
 - ii) For cases resulting from actions initiated or charges laid after August 30, 1989, free legal assistance will be made available to individuals who were once members of the Association, if the case arises, in accordance with c) i) above, from a situation which occurred when the person was a member of the Association. [Nov/27/08] [JC/Feb/09] [Nov/27/08] [JC/Feb/09] [2009 BGM]
 - d) In cases of court actions on behalf of teachers authorized by the Association, the NLTA shall pay travel, accommodations, and other legitimate expenses, **approved in advance by administrative staff in Programs and Services**, less any award of costs which may be rendered in the court decision. The NLTA will not normally provide funding for the

conduct of civil actions ~~for the recovery of damages, since such cases are usually handled by lawyers on a contingency basis and the percentage fee charged only on successful recovery.~~ However, permission may be granted, **at the discretion of the Association,** for funding certain civil actions, where, in the opinion of the Association, the outcome may be significant **for not only the individual member, but** ~~for~~ the general membership ~~of NLTA.~~ [Nov/28/14]

- e) The NLTA office provides a toll-free telephone number in order to receive calls from teachers who seek advice on legal matters. However, transportation costs of visits to the office will not be paid unless the teacher is invited to the NLTA office by the Association and prior approval has been given for payment of transportation and other related costs.
- f) Legal assistance granted to a teacher in accordance with the above policy can be continued to the completion of a specific case initiated while the teacher was an active member irrespective of whether the teacher's membership status alters in the interim (e.g. retires, resigns, etc.).
- g) No legal case initiated by a member will be supported at NLTA expense unless the Association has authorized **legal assistance support.** Such ~~authorization support~~ must be sought in advance of engaging legal services. **The provision of legal assistance may be withdrawn by the Association if the teacher fails to aid and cooperate with the Association and its appointed legal counsel and/or fails to reasonably follow the advice of the Association and its appointed legal counsel.** [Nov/27/08] [JC/Feb/09] [2009 BGM] [Nov/28/14]
- h) Legal ~~services or legal~~ assistance provided in accordance with this policy shall **be provided by** ~~mean the legal services of~~ the law firm retained by the Association. [Nov/28/14]

4. Employment Insurance, WHSC, TPP Disability, **Long Term Disability** and CPP Disability Appeals

- a) Legal ~~advice/~~assistance **shall may** be provided to teachers who **have grounds for** ~~wish to present~~ an Employment Insurance appeal; an **appeal to the Workplace Health, Safety and Compensation Review Division** ~~External Workers' Compensation appeal;~~ a Teachers' Pension Plan Disability appeal; **a Long Term Disability appeal** or a Canada Pension Plan Disability appeal to the relevant tribunal. [Nov/24/00] [2001 BGM][Nov/27/08] [JC/Feb/09] [2009 BGM] [Nov/28/14]
- b) Legal assistance for such appeals shall be provided only in cases when the appeal has the support of the Association.
- c) Support of the Association for the appeal will be based on the recommendation of administrative staff in Programs and Services in consultation with the legal firm retained by NLTA. [Nov/18-19/99] [JC/Feb/18-19/00] [2001 BGM]

5. Teacher Certification Cases

- a) Only when a case has the support of the Association

- i) shall ~~financial and~~ legal assistance be provided for those teachers wishing to make representations or submissions to the Teacher Certification Review Panel;
 - ii) shall ~~financial and~~ legal assistance be provided for those teachers wishing to make representations or submissions to the Registrar of Teacher Certification with respect to the re-examination of an application. [Nov/28/14]
- b) If the Teacher Certification Review Panel, or the re-examination of an application by the Registrar, does not resolve a member's case, ~~financial and~~ legal assistance shall be provided for those teachers wishing to present an appeal before the Teacher Certification Appeals Board only in cases when the appeal has the support of the Association. [Nov/28/14]
- c) Support of the Association for a case, application or appeal will be based on the recommendation of administrative staff in Programs and Services in consultation with the legal firm retained by NLTA. [Feb/20/03] [2003 BGM]

6. Appeal Procedures

- a) A member, if denied legal assistance by the administrative staff in Programs and Services, will have the right to request, **in writing**, that the decision be reviewed by Table Officers, and such a request shall be made to the Executive Director within **30** ~~60~~ days of receiving notification that legal services are being denied. [Nov/28/14]
- b) Table Officers shall determine whether the administrative staff in Programs and Services acted fairly and reasonably in denying legal assistance. **In addition to considering the merits of any complaint, where a member appeals more than once, Table Officers may consider whether that appeal is frivolous, vexatious or otherwise an abuse of process, and dismiss that appeal on one or more of those grounds.** In all areas, exclusive of those cases coming under Section 17 of the NLTA Act, the decision of Table Officers shall be final. [Nov/27/08] [JC/Feb/09] [2009 BGM] [Nov/28/14]
- c)
 - i) Should the member's appeal be upheld by Table Officers, costs incurred by the appellant in bringing the appeal shall be borne by the Association in accordance with NLTA expense policies.
 - ii) Should the appeal be denied by Table Officers, the appellant will be responsible for one-half (½) of the costs incurred, up to a maximum of \$500, in bringing the appeal. Costs accruing in this context, will be in accordance with NLTA expense policies.
 - iii) With regard to c) i) and ii) above, any legal costs incurred by the member in bringing the appeal before Table Officers will be the entire responsibility of the appellant. [Feb/3-4&6/99] [1999 BGM]

G. Pre-Retirement Counselling

1. The NLTA will make provision for an ongoing program of pre-retirement counselling through the involvement of Program and Services staff in branch workshops, branch meetings, and small group sessions as requested. Elements of programs and services relating to retirement planning will be communicated through the use of the NLTA Bulletin, Infosheets, and special publications.
2. The NLTA will provide a special program of pre-retirement counselling to teachers in the form of annual pre-retirement seminars. Only those teachers who are eligible to retire within two years of the expiry of the school year in which the seminars are held will be permitted to attend. Exceptions will be allowed in the case of teachers required to retire on disability pensions.
3. Pre-retirement seminars will be planned each year by the Programs and Services staff. The location and number of seminars will be determined on the basis of Association policy as determined from time to time by the Provincial Executive Council.
4. Expenses will be paid for teachers who attend the pre-retirement seminars in accordance with the following stipulations:
 - a) Travel expenses shall be reimbursed in accordance with the following provisions:
 - i) participants shall be reimbursed the lesser of travel by private vehicle or public transportation to the seminar closest to the place of residence. In the event that a teacher requests and is accepted to attend a seminar other than the closest seminar, the participant shall only be reimbursed the amount applicable for travel to the closest seminar.
 - ii) 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. **[Mar/30/06][JC/Nov/06] [2007 BGM] [Nov/1&3/07] [JC/Apr/08] [2009 BGM]**
 - iii) travel by public conveyance shall be reimbursed ~~for at the rate of 80 percent of~~ ferry, taxi, or economy airfare; in the case of airfare, the lesser of excursion (seat sale) or 80 percent of economy airfare will be paid, where excursion (seat sale) fares can be arranged. Receipts shall be required for all reimbursement. **[Feb/18-19/15]**
 - iv) no expenses will be paid to participants living or teaching in the community where the seminar is held. **[Feb/19-20/98] [JC/Feb/98]**
 - v) a partner is welcome to accompany the participating teacher to the pre-retirement seminar, but no expenses will be covered. **[Feb/20&22/03] [2003 BGM] [Jun/13-14/14]**
 - b) All other expenses, such as meals, accommodation, and child care, are not covered. These expenses are the responsibility of the participating teacher. **[Feb/20&22/03] [2003 BGM]**

- c) Any reception(s) held during the pre-retirement seminars will be on a cash basis only. **[June/8/01] [JC/Nov/01] [2003 BGM]**
5. Expenses will be provided for one pre-retirement seminar only per teacher participant. A teacher participant shall be permitted to attend one seminar only. (Notwithstanding this, a teacher may attend a second seminar as a partner.) **[Jun/13-14/14]**
 6. Teachers attending a pre-retirement seminar must attend the seminar location closest to their place of residence, except in cases where the mode, cost or availability of transportation necessitates otherwise. Such determination will be made by Programs and Services.
 7. School board management staff and partners are welcome to attend one pre-retirement seminar, but no expenses will be paid in accordance with this policy. **[Jun/13-14/14]**
 8. All participants, in order to attend, must register for a particular seminar. Registration must be received at the NLTA office at least four (4) weeks in advance in order to ensure approval of attendance.
 9. The funding mechanism and program content for pre-retirement seminars will be reviewed annually by the Membership Benefits and Services Committee with recommendations being made to Executive as required. **[Feb/3-4/94] [1994 AGM]**

H. Pensions

1. General

- a) A teacher's pension is an earned right to be exercised after specified conditions of length of service have been met.
- b) A teacher's pension should be sufficient to allow the teacher to live in dignity and in a manner closely approximating that to which the teacher was accustomed.
- c) Teacher pensions should be provided through a compulsory plan(s) to all teachers in Newfoundland and Labrador and to such other persons as legislation may recognize.

2. Right of Access

- a) Compulsory retirement based on an arbitrary age distinction should be eliminated for teachers; termination of a teacher's contract should be governed by conditions related to job performance as stipulated within the collective agreement. The elimination of mandatory retirement is supported with a recognition that the continuing employment of teachers shall not have a detrimental effect upon the benefit entitlement of the majority of the membership of the Teachers' Pension Plan.
- b) Teacher pension plans should have full reciprocity with other similar plans.

3. Benefit Improvement

- a) Teacher pensions should be indexed.
- b) Vesting for members of the Teachers' Pension Plan should occur after a minimum of two years of pensionable service.
- c) Teachers should be eligible for disability benefits under the Teachers' Pension Plan after a minimum of two years of pensionable service.
- d) Teachers should have rights to deferred pensions under the Teachers' Pension Plan after a minimum of two years of pensionable service.
- e) Survivor benefits should be paid to the surviving spouse and/or dependent children to age 18 or to age 24 if the children are enrolled in post secondary studies. For disabled children, the benefit should continue indefinitely. The benefit should be 70% of the member's pension, payable to the spouse, and, in the case of no spouse, payable in equal amounts to eligible children.
- f) Teachers in Labrador West should be permitted to make pension contributions based upon the Labrador West differential, and payments should take into account earnings represented by the Labrador West differential. **[Feb/5-7/92] [1993 AGM]**
- g) The Teachers' Pension Plan should provide access to a pension at age 55 with fewer than 25 years of pensionable service. Such pension would be available on the application of an appropriate benefit reduction factor so that the availability of the pension to the teachers does not create any increase in the overall liability of the Plan. **[Mar/7-8/97]**

- h) The calculation of the pension benefit for a teacher under the defined benefit plan should be based on the average of the highest 30 tenths of salary.

4. **Service Acquisition**

- a) Teachers who take unpaid leave should be entitled to purchase such time as worked service. **[Feb/5-7/92] [1993 AGM]**
- b) The Pensions Act should be amended to allow teachers who have federal, military or teaching service within Canada which cannot otherwise be credited into the Teachers' Pension Plan to purchase such periods of service directly under the Education (Teachers' Pensions) Act.
- c) Teachers with substitute service prior to September 1989 should be provided with a more equitable method of purchasing such service for pension purposes. **[Aug/28-29/92]**
- d) University years should be counted as work service under the teachers' pension plan. **[1992 AGM]**
- e) Teachers should be able to buy back any time lost due to job actions. **[1999 BGM]**

5. **Interprovincial Transfer**

- a) The Association will continue to pursue efforts through the provincial government, as pension plan sponsor, to retain reciprocity with other teacher pension plans under the current multilateral transfer agreement. **[Jun/2-3/95] [1996 AGM] [Mar/9/01] [2001 BGM] [Apr/22/04] [JC/Nov/04] [2005 BGM]**

6. **Pension Indexing**

An indexing provision should be included in the Teachers' Pension Plan (TPP) for all plan members whose benefits have been integrated with the Canada Pension Plan (CPP). **[1999 BGM]**

7. **Pension Integration**

The integration formula in the TPP should be adjusted to ensure that the integration factor cannot be greater than the monies the recipient receives from the CPP. **[1999 BGM]**

I. Salaries and Allowances

1. Salaries

- a) The basic salary scale shall be based on experience and qualifications only. This implies that there shall be no salary differences based on such factors as differences in grades or subject areas taught, or differences in sex, race, national origin, colour, or religion.
- b) Qualifications shall be provided for by groups or categories based on the levels of certification prescribed in the Teacher Certification Regulations.
- c) The Collective Agreement, including terms and conditions of employment, shall provide for:
 - i) A minimum salary large enough to attract worthy candidates into the teaching profession.
 - ii) A maximum salary high enough to ensure the mature, experienced and well-qualified teacher a salary and standard of living comparable to those enjoyed by members of other professions.
 - iii) In salary negotiations, attempts should be made to negotiate a clause covering any cost of living increase during the term of the agreement.

2. Allowances

- a) The salaries of those in positions of responsibility beyond that of classroom teacher shall be based on category placement according to experience and qualifications. The allowances for such positions shall be based on the premise that a teacher who is required to fulfill any position of additional responsibility shall be paid an allowance appropriate to the additional responsibility. Allowances for teaching in special subject areas or special classes do not apply in this context.
- b) Additional qualifications such as post-graduate degrees, extra undergraduate degrees, specialized training, etc., which cannot be used for increases in certificate level, should be recognized by a fixed allowance applicable to all teachers.
- c) Allowances shall be considered as being an integral part of the basic salary.
- d) The number of teachers in a school, department or board should be a factor in the calculation of the various administrative allowances.
- e) Allowances for department heads should be on a sliding scale structure similar to the one used for allowances of principals and vice-principals.
- f) Teachers should receive a living allowance equivalent to that of other government employees in any area of the province where government employees receive a living allowance.
- g) Travel and relocation allowances should be provided to teachers at a level comparable to that received by other government employees. **[Feb/28-30/89]**

- h) A hiring bonus should be paid to all teachers seeking employment in Labrador and other isolated communities throughout the province. **[2001 BGM]** **[June/8/01]** **[JC/Nov/01]** **[2003 BGM]**

3. **Method of Payment**

- a) Teachers will be paid their annual salary in 26 equal installments as per the Collective Agreement.
- b) The portion of salary currently being held back by government should, at the request of the teacher, be deposited with the Newfoundland and Labrador Credit Union.
- c) Government shall pay at least bank rates of interest on the portion of teachers' salaries being held back.
- d) Part-time teachers under term contracts will be given the option to be paid according to the same method as substitute teachers, i.e. holdback will not be taken out of their cheques. **[Dec/6-7/91]**

J. **Summer/Night School and Supplementary Exam Compensation**

1. **Night/Summer School Instruction**

a) **Teachers**

- i) Teachers shall be compensated on the basis of \$30 per hour of instruction time.
- ii) Examination setters shall be selected from the teachers of night/summer school and shall receive \$100 per examination set.
- iii) Examination markers shall be selected from the teachers of night/summer school and shall receive \$10 per examination marked.

b) **School Director/Principal**

An additional allowance equal to 25 percent of the hourly rate of pay shall be paid to the director/principal of night/summer school. It is expected the director/principal will receive additional hours of employment for administrative duties, i.e. school registration, final report, and other such duties determined by the employer.

c) **Guidelines**

- i) Teacher and director/principal positions for night school shall be advertised, clearly indicating the time required and the commensurate salary. Qualified, active teachers shall be given priority in hiring.
- ii) An individual contract will be signed by the school board and the teacher outlining the method of payment and employee deductions. Teachers shall be paid before, or no later than, 15 days following completion of the service performed.
- iii) Adequate clerical support must be provided or made available by the employer.

2. **Supplementary Examinations**

- a) Examination setters and markers shall receive comparable compensation to night/summer school examination setters and markers, specifically, \$100 per examination set and \$10 per examination marked.
- b) Teachers re-reading supplementary examinations shall receive \$10 per exam. **[Jan/10-11/97] [1997 AGM]**

K. Human Rights of Teachers

1. We, the teachers of Newfoundland, and Labrador, denounce and deplore the use of violent repression against teachers and their organizations. [Nov/27/08] [JC/Feb/09] [2009 BGM]
2. We affirm that it is the right of teachers to practice their profession, and to do those things which are necessary for the responsible discharge of their professional duties, without fear and without interference.
3. We affirm that it is the right of teachers to assemble, to speak freely, and to act collectively for the purposes of improving the quality of educational services, their own competence and professional effectiveness, their conditions of employment, and their working environment, and further, to exercise the full rights of citizens in the process of a democratic society.
4. We call upon the Government of Canada to condemn those instances in which teachers suffer reprisals for the exercise of these rights, and to make vigorous protests to Governments which perpetrate or condone outrages against teachers.
5. We affirm our solidarity with teachers and teacher organization that are striving to maintain these rights. We express our deep sympathy with the many teachers who have suffered injury, imprisonment, and torture, and with the families of those who have lost their lives.
6. We urge Education International to continue and increase its efforts to secure the rights of teachers and to assist the victims of repression, and we pledge our collaboration in this work. [1982 AGM]
7. Teachers who are parents should be permitted to speak as parents on educational changes affecting their children without jeopardy to their employment. [1997 AGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]
8. Teachers should not be discriminated against by reason of age, sex, race, colour, marital status, political or religious affiliation, physical or mental disability, sexual orientation, **nationality, ethnic origin, social origin, disfigurement, gender identity, gender expression, family status, source of income, political opinion, criminal conviction unrelated to the individual's employment** or by reason of their membership in the NLTA. [June/6/03] [JC/Nov/03] [2005 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM] [Feb/18-19/15]

L. **Substitute Teachers**

1. **Substitute Teacher Pay**

- a) The Association is to vigorously defend against a deterioration of the rate of pay for substitute teachers so that we can continue to attract and retain qualified and competent substitute teachers of the highest professional calibre.
- b) A substitute teacher should be paid no later than two (2) weeks following the date on which the work was performed.

2. **Pensionable Service**

Time spent as a substitute teacher should count for pensionable service and the counting of such service should be retroactive to the date when the person first began teaching.

3. **Paid Leaves**

- a) Substitute teachers should be eligible for paid sick leave credits subject to the following:
 - i) Time limit of accumulated sick leave credits.
 - ii) Paid sick leave would not extend beyond the terminating date of the contract in existence at the time when the illness occurred.
- b) With the exception of educational leave, substitute teachers should be eligible for all paid and unpaid leaves which are available through the Collective Agreement and The Schools Act.
- c) The concept of educational leave for substitute teachers should be examined in more detail to determine if such a scheme is viable.

4. **Voting on Collective Agreements**

Substitute teachers who qualify for active membership as per By-Law III are eligible to participate in a ratification vote. [1985 AGM]

5. **Collective Agreement Provisions**

Except where provisions to the contrary are included, the Collective Agreement should apply in its entirety to all teachers who are members of the bargaining unit.

6. **Curricular Duties**

Substitute teachers are to be expected to assume all curricular duties of the teacher being substituted for and the substitute shall be granted all preparation and planning periods which are regularly scheduled for that teacher. [Mar/3-4&6/83] [1983 AGM]

7. Hiring of Substitute Teachers

- a) Substitute and replacement teachers should be recognized as defined in Clause 42.01 (h) and 42.01 (n), and in accordance with Clause 49.08, of the Provincial Collective Agreement.
- b) Subject to Clause 9.10(a) of the Provincial Collective Agreement, preference in the hiring of persons for substitute and replacement positions shall be given to individuals who have served in substitute and or replacement positions with the employing school board.
- c) Subject to b) above, preference in hiring of substitute and replacement teachers shall be given to persons other than those in receipt of a pension under a teachers' pension plan, unless there are no other persons capable to fill the position. **[June/6/03] [JC/Nov/03] [2005 BGM]**
- d) i) Subject to b) and c) above, and the requirement of capability, hiring of substitute and replacement teachers shall be on the basis of accumulated seniority in a substitute or replacement position in the Province of Newfoundland and Labrador. **[June/6/03] [JC/Nov/03] [2005 BGM]**
 - ii) Teachers who have been laid off and are still unemployed in a full-time position shall have service accumulated in any continuing position included in the calculation of seniority as a substitute or replacement teacher.
- e) Capability shall be recognized and determined on the basis of the overall ability of the candidate to perform the job function required.
- f) A substitute/replacement teacher list shall be compiled on a district wide basis comprising candidates approved by the director or designate, subject to the candidates' holding a valid teaching certificate.
- g) A school list of substitute and replacement candidates shall be a sub-set of the district list and shall contain names of teachers who have indicated a particular desire to be considered for call-in to a given school or schools.
- h) A substitute/replacement teacher whose name appears on the school list shall remain on that list for that school as long as the teacher indicates a desire to continue substituting/replacing at that school. Removal of a substitute's name from the list by the school board may be undertaken only for just cause and shall be subject to the grievance and arbitration process.
- i) Subject to Clause 9.10(a) of the Provincial Collective Agreement, and the requirements of capability and seniority, a teacher who has been hired on a substitute or replacement basis at a specific school shall be given preference for hire for substitute and replacement positions at that same school over a candidate who has no previous experience at that school. **[Oct/14-15/93] [1994 AGM]**
- j) A substitute teacher will be provided and paid (salary and benefits) by the employer when any teacher is away from his/her regular place of employment for any period

during the school day, including teacher absences to accompany groups/teams of students for field trips, sporting events, etc. [1997 AGM] [2007 BGM] [June/8/07]

- k) School administrators and/or regular teachers should provide feedback to substitute teachers who are hired to carry out duties in the school. [Sept/22/06] [JC/Nov/06] [2007 BGM]
- l) Substitute teachers who are hired into a term or replacement contract should be encouraged to request that an evaluation be conducted. [Sept/22/06] [JC/Nov/06] [2007 BGM]

8. **Professional Development and Inservice Sessions**

- a) School districts should be encouraged to invite substitute teachers to school-based and board-based professional development/inservice sessions. [Sept/22/06] [JC/Nov/06] [2007 BGM]
- b) School districts should cover the cost of travel and meals for substitute teachers wishing to attend professional development/inservice sessions. [Sept/22/06] [JC/Nov/06] [2007 BGM]
- c) During district-wide close-out sessions, the school district should be encouraged to provide relevant professional development/inservice sessions related to the needs of substitute teachers, e.g. Winschool, e-class, First Class, etc. [Sept/22/06] [JC/Nov/06] [2007 BGM]

9. **School Board/School Web Access**

Substitute teachers should be provided full access to school board and school website information, e.g. passwords be made available (if applicable); e-mail accounts, etc. [Sept/22/06] [JC/Nov/06] [2007 BGM]

10. **Substitute Teacher Kit**

All schools should be encouraged to develop a regular teacher kit that would be provided to a substitute teacher. The kit would include class lists; daily school schedule; teacher's schedule, including supervision; list of students with special and/or medical needs; school discipline policy and procedure; fire drill plan and procedure; student assistant name (if applicable); substitute teacher registration form; photocopy access; and any other relevant information that a substitute teacher needs to know. [Sept/22/06][JC/Nov/06] [2007 BGM]

11. **Posting of Information from NLTA**

School reps should be asked to ensure that information relating to substitute teachers is posted on the NLTA bulletin board in their school. [Sept/22/06] [JC/Nov/06] [2007 BGM]

M. **Government/School Boards General Liability Insurance Policy**

In the event that an insurance adjuster requests a statement from a teacher concerning an incident which involved the teacher, the teacher, in every case, should be advised by one or both of the parties (employer and/or insurance company) that no statement should be issued until the teacher involved has had an opportunity to contact the NLTA for consultation and possible legal assistance. If a teacher is not so advised before giving a statement, then the NLTA maintains that the employer should not have the right to use the statements in any disciplinary or other proceedings provided for under the Collective Agreement. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**

N. Medication/Medical Treatment/Health Support Procedures

1. All school aged children have a right to attend school regardless of special health support needs which they may need during school hours providing their condition does not expose other people in the school setting to serious risk.
2. Student-specific health support procedures should be administered in school only as necessary. Whenever possible, to avoid interruption of school activities and to minimize the involvement of teachers in such procedures, arrangements should be made for such health support procedures to be administered outside of school hours. **[June/11-12/93] [1994 AGM]**
3. Responsibility for providing those health support services lies with and should be coordinated by the Ministries of Education, Health, and Human Resources, Labour and Employment. Adequate finances should be made available by those agencies and guidelines agreed upon should be communicated to all school boards and their teachers.
4.
 - a) Teachers, other than those working in categorical special education positions, should not be expected to perform student-specific, health-related procedures unless an emergency situation arises and failure to act before qualified medical help arrives may prove injurious or life-threatening to the child or to other children placed in the teacher's care.
 - b) Where children routinely require such student-specific, health-related and personal care procedures in order to be in regular attendance at school, such procedures should be the responsibility of a student assistant. Subject to statement 4, teachers working in categorical special education positions will only undertake such procedures if the student assistant service is not available. Student assistants should be provided to all students needing such care. **[June/11-12/93] [Jan/8-9/99][1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
5.
 - a) Qualified health professionals should be provided at the local level through the appropriate ministries named in number 2 above. These professionals should provide training, demonstration, monitoring, assessment and certification for student assistants and teachers in the provision of the following services:
 - i) positioning, assistance with mobility, oral feeding, toileting and personal assistance for physically disabled students;
 - ii) manual expression of bladder/stoma;
 - iii) postural drainage and tube feeding;
 - iv) recommended physical exercises in connection with physio/occupational therapy.
 - b) The services of qualified health professionals should be available to provide the following student-specific services. Where a student assistant is provided for such student(s), responsibility for providing these services may be transferred to the student assistant, or after appropriate training is provided by the qualified health professional. Responsibility for providing these services may be transferred to the categorical special education teacher provided for such student(s), with the consent of the teacher, after appropriate training is provided by the qualified health professional:
 - i) gastrostomy feeding;

- ii) colostomy/ileostomy care;
 - iii) clean catheterization;
 - iv) suctioning;
 - v) open-site skin care. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
- c) The following student-specific procedures will be administered only by the appropriate health professionals:
- i) injections;
 - ii) dressings;
 - iii) intravenous therapy;
 - iv) ventilator therapy;
 - v) insertion of nasogastric tube. **[June/11-12/93]**
6. Where teachers are requested, and agree, to administer prescribed oral and/or inhalant medication to students, the following procedures should apply:
- a) School boards shall supply authorized oral medication request forms to all schools.
 - b) These forms shall contain:
 - i) the signature of the parent or guardian.
 - ii) the signature of the physician prescribing the medication.
 - iii) the name, dosage, frequency, and method of administration.
 - iv) the dates for which the authorization applies.
 - v) any side effects of the medication.
 - vi) specific request that the teacher perform the administering.
 - vii) consent statement allowing the teacher to administer the medication.
 - viii) acknowledgement that the teacher is not a medically trained person.
 - ix) storage and safekeeping requirements for the medication as directed by the prescribing physician.
 - x) name and telephone number of the physician to be contacted in case of an emergency.
 - c) All signed forms shall be kept in the principal's office to ensure that all regular and substitute teachers have access to such records.
 - d)
 - i) Prescribed oral medication shall be brought to the school by a parent or guardian, shall be clearly labelled, and shall be kept in a locked and secure place to prevent access to any child.
 - ii) The medication shall be stored as per the direction of the prescribing physician.
 - iii) A record of administration of the medication shall be kept and stored in a safe place and shall include the child's name, place and quantity of dosage given, and the signature of the administering teacher.
 - e) With the written consent of the student's parent/legal guardian and where the student is competent and capable to administer same, the student should be responsible for the safekeeping and administration of his/her own prescribed inhalant medication.

- f) Medication is to be administered in a manner which allows for sensitivity and privacy and which encourages the child to take an appropriate level of responsibility for the required drug.
 - g) Stale or outdated medication shall be disposed of upon written direction of the prescribing physician. **[Dec/3/93] [1994 AGM]**
- 7. At no time shall teachers administer over-the-counter oral medication to students.
- 8. The Association recognizes that despite the above precautionary and prudent measures teachers may still be potentially liable should the health of the child be detrimentally affected by the teacher's involvement in administering prescribed oral medication. **[Oct/16-17/86]**
- 9. Legislation should be enacted without delay to protect teachers from claims arising from the administration of prescribed oral medication to students and action taken by teachers who must deal with other medical procedures during a time of emergency. **[Oct/16-17/86]**

O. Part-Time Teaching

1. Part-time teaching is defined as regular paid employment carried out during time periods that are distinctly shorter than normal. It may or may not be related to the concept of job-sharing.
2. A part-time teaching assignment should:
 - a) be recognized as an option for teachers;
 - b) be established by a formal mutual agreement between the teacher and employer, such formal agreement including reference to:
 - i) the period of time covered;
 - ii) the status of the teacher at the end of the time period, i.e. full-time status or other agreed upon status;
 - c) be recognized as a route to permanent certification where teaching service is required for such certification, with such teaching service to be pro-rated;
 - d) have a relationship of workload to non-teaching time equivalent to that which applies to full-time assignments;
 - e) include attendance at all other staff meetings, inservice training sessions, and all other school functions as required, where practical and feasible.
3. The collective bargaining process should:
 - a) apply to part-time positions, with all part-time teachers being members of the teachers' bargaining unit;
 - b) determine the remuneration, workload, job description, experience credit, and benefits of part-time teachers;
 - c) determine the procedures for redundancy, seniority, layoff, and recall;
 - d) provide appropriate measure of job security for part-time teachers.
4. Employee benefits that apply to full-time teachers, such as superannuation, unemployment insurance, group life and health insurance, and education leave plans should apply to part-time teachers on a pro-rated basis.
5. A part-time teacher applying for a full-time assignment should be given priority over new applicants. **[Mar/2-3/84] [1984 AGM]**

P. Teacher Workload

1. Instructional Day

- a) The student instructional day as legislated should be strictly adhered to and recess periods should be excluded from this instructional time.

The Schools Act should ensure consistency in length of the school day in schools throughout the province and that bus contracts are designed to meet the scheduling needs of the schools.

- b) Teaching time available must be utilized effectively and efficiently by providing to teachers the necessary supports and resources to maintain a positive classroom learning environment, and remove from teachers the responsibilities for such activities as fund-raising or other tasks which are not directly related to teaching.
- c) No discussions over lengthening of school day or school year will be entertained without achieving maximization of teaching time as outlined in (b) above. In any event, no increases will occur without the consent of teachers.
- d) Teachers should receive, on average during an instructional cycle, a minimum of 60 minutes of preparation time during a 300-minute instructional day. **[2005 BGM]**

2. Teacher Workday

- a) The length of the workday for teachers shall be arrived at through collective bargaining but the scheduled workday shall not exceed six hours or thirty hours per week. **[1999 BGM]**

- b) **Definition**

A teacher's workday is that period of time necessary in a day to fulfill the requirements of the teaching position. The time necessary can fall into two categories - scheduled, and unscheduled.

It should be noted that the concepts of scheduled and unscheduled time reference the time required to accommodate the normal assigned duties of a teacher. It should not be interpreted that the teacher's workday described herein corresponds to a day of salary. The number of hours on which pay is based is five per day. The tasks indicated in the time categories in this definition will take considerably longer than five hours. In addition, there are a variety of activities such as supervision of after school student events, coaching, chaperoning for special excursions, etc., which teachers undertake as voluntary assignments.

- i) Scheduled time is that period of time during a school day when a teacher has specifically assigned duties such as: supervision of students, administrative duties, classroom instruction and scheduled preparation time.
- ii) Unscheduled time is that period of time a teacher may find necessary for proper fulfilment of duties beyond the regular school day. This time is used to

accommodate tasks which are unable to be completed during the regular school day.

- c) No teacher shall be required to be present at school beyond the normal school day for more than a total of three hours in any one week. **[Mar/7-8/97] [1997 AGM]**
- d) No teacher shall be required to be present for school duties on Saturday or Sunday.
- e) A teacher's participation on a school-based or board-based committee requires that teacher's consent.
- f) Any teacher required to attend interagency meetings regarding a student shall be given time during the instructional day to attend such meetings. **[1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**

3. **Supervision**

- a) The performance of supervisory duties is not an effective utilization of a professional educator's time. It is also recognized that a reduction of supervision duties will have a positive effect on other workload issues. Supervision duties have a negative impact on teacher time which should be available for more productive professional activity. Therefore, supervisory duties should be minimized for teachers and school boards should utilize other community supports and resources to take responsibility for such duties.
- b) Supervision before and after classes should be kept to a maximum of 20 minutes. Teachers shall not be expected to supervise pupils who arrive very early in the morning and also leave late in the evening. In such cases the school board should provide the extra necessary supervision.
- c) A program of hiring non-teaching personnel for lunch time supervision be introduced into our school systems at the earliest opportunity.
- d) Supervision of extra-curricular activities shall be done on a voluntary basis.

4. **Work Assignment**

- a) There shall be consultation at the local level between teachers and their principals in determining the allocation to teachers of curricular and non-curricular duties. The workload of teachers will be distributed in a fair and equitable manner, and the process will involve, but not be limited to; consideration of numbers of students, both pre-school and school aged children, number of course preparations, nature of courses taught, characteristics and identified learning/behavioural difficulties of students taught, administrative duties required, and multigrade/course teaching situations. (Article 29.01 of the collective agreement.) **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
- b) Every effort shall be made to determine a teacher's curricular duties for the coming school year prior to the last day of the current school year. **[2001 BGM] [June/8/01] [JC/Nov/01] [2003 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**

- c) Notwithstanding b) above, every effort shall be made to ensure that the consultation for the coming school year referred to in Clause 29.01(a) of the collective agreement between teachers and their principals shall occur not later than the first scheduled instructional day. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
- d) Kindergarten teachers should not be responsible for implementation of any pre-school readiness programs for children. **[2003 BGM]**

5. Preparation Time

A significant number of teachers have inadequate time for preparation and function within a school day overcrowded with instructional and other duties, allowing little or no time for preparatory necessities. Therefore;

- a) A teacher shall receive, on average throughout an instructional cycle, a minimum of 60 minutes of preparation time during the instructional day. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
- b) Consideration be given to hiring part-time personnel in order to provide preparation time in small schools.
- c) Limits be placed on the number of course preparations required of a teacher, and additional resources be allocated, where necessary, in order to achieve this goal.

6. Class Size

The NLTA maintains the view that a direct relationship exists between student achievement and class size. Therefore, in order to promote effective teaching and learning conditions and in the interest of quality education and enhanced levels of student achievement, the Association will make every effort to pursue limits on class sizes appropriate to the teaching situation involved, in accordance with the following guidelines:

- a) Kindergarten classes – maximum 12 students;
- b) Primary classes – maximum 20 students;
- c) Elementary/Intermediate and High School classes – maximum 20 students;
- d) Special education classes – maximum six students;
- e) Classes of students designated as either hearing or sight impaired, trainable mentally handicapped, multi-handicapped, or emotionally disturbed – maximum four students;
- f) The number of students in laboratory, workshop and computer classes should not exceed the number of fully equipped student stations provided, or the number of students recommended by the Department of Education, whichever is lesser;
- g)
 - i) multigrade/multicourse classes, K-3 – maximum 12 students;
 - ii) multigrade/multicourse classes, 4-12 – maximum 15 students;
- h) In situations where integration of special needs students occurs in regular classrooms - maximum 15 students. **[1999 BGM]**

7. Teacher Allocation

a) Administrators

Administrative personnel should be allocated separately from the pupil/teacher ratio formula in accordance with the following:

All schools in the province shall receive the following administrative allocations:

Number of Pupils	Admin FTE
1 - 49	0.50 units
50 - 174	1.00 units
175 - 249	1.25 units
250 - 399	1.50 units
400 - 549	1.75 units
550 - 699	2.00 units
700 - 849	2.50 units
850 +	3.00 units

[Mar/1-2/96] [1996 AGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]

b) Specialists

- i) Teachers for specialty program areas such as physical education, music, Core French, reading recovery, and later literacy should be excluded from the normal pupil-teacher allocation ratio and allocated on a different formula devised to provide adequate personnel to deliver a curriculum expected of schools in today's society. [Feb/17-18/00] [JC/Feb/00] [June/9/00] [JC/Oct/00][2001 BGM]
- ii) A salary unit for a full-time learning resource person should be made available, apart from the regular teacher allocation, for schools having 150 or more students. Where there are less than 150 students a half-time salary unit should be provided.
- iii) Teacher allocations should include units for remedial instruction. [Nov/27/08] [JC/Feb/09] [2009 BGM]
- iv) Guidance counsellors should be allocated based on a ratio of 1:333 students in addition to the regular allotment of teachers. [Nov/27/08] [JC/Feb/09] [2009 BGM]
- v) The Department of Education should provide field consultation services for psychological problems in school districts that do not have the services of a psychologist.

c) **Teachers**

- i) Teaching units should be allocated based on programs and needs, not student numbers. [2001 BGM] [June/8/01] [JC/Nov/01] [2003 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]
- ii) Additional teachers should be allocated to schools on the basis of programs approved by the Director on the recommendation of the principal and staff of these schools.

d) **Program Specialists**

- i) All districts will have a program implementation specialist for early childhood/primary, elementary, intermediate, senior high, school development and special services.
- ii) All districts will have a minimum of four additional program implementation specialists, to be allocated according to programs, funded by the Department of Education in addition to existing teacher allocations, and to be assigned based on needs defined by each district.
- iii) All districts will be provided time for lead teacher secondment to support curriculum initiatives at the district level.
- iv) The Department of Education shall provide resources so that lead teachers can be assigned to each district, for all areas of the curriculum, to work with district level personnel on curriculum implementation issues. [Apr/6-7/00] [JC/Oct/00] [2001 BGM]

8. **Leave Provisions**

- a) Teacher leave is to be governed by specific provisions of the collective agreement. Efforts should be made to change the discretionary nature of leave provisions to non-discretionary, in order to ensure that all teachers have access to leave, particularly for family leave and professional development activity. [Mar/10-11/95] [1995 AGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]
- b) Teachers should be able to avail of unpaid leave for an unspecified number of days if a capable substitute is available. [2001 BGM] [June/8/01] [JC/Nov/01] [2003 BGM]

9. **Bargaining Unit Duties**

Duties which are normally performed by members of the bargaining unit will continue to be performed by members of the bargaining unit and at no time will be assigned to personnel outside the bargaining unit. [June/14-15/96] [1997 AGM]

10. **School Secretarial Services**

All schools shall have a minimum of one full-time secretarial position. [1999 BGM]

Q. Teacher Participation In Volunteer Food Programs

1. Definition

A volunteer food program is a program whereby meals are provided without charge to students, prior to school opening or during lunch period, by a school board and/or some other organization or agency and in which teachers may be participating on a volunteer basis. Such a program should not be confused with the regular school canteen/cafeteria service or with student lunch periods when students provide their own lunch.

2. Preamble

Teachers and others placed in charge of students have a duty to be responsible for their safety and welfare. The failure to act reasonably under certain circumstances, if this failure results in injury or death to a student, can result in legal action. In other words, liability for damages or injury arises when there is negligence.

The duty imposed upon a teacher with respect to the care of students is to act in a manner similar to that of a prudent or careful parent. This duty does not change with the type of student or the type of teaching that is done. The legal liability of a teacher participating in a voluntary food program is no different than the legal liability of a teacher participating in any other extra-curricular activity. Parents sending their children to school have the right to expect that the standard of the reasonably prudent parent will be applied in respect of all activities offered in the school. In the absence of an express waiver of liability, parents are entitled to assume that all activities in the school will be carried on with the same degree of diligence and regard for the safety, health and well-being of students; whether those activities are academic or extra-curricular. The question must always be asked by the participating teacher: "What would a reasonably prudent parent do in these circumstances?"

3. Policy Statements

- a) Teacher participation in volunteer food programs requires the teacher's consent and teachers shall not be required to participate in such programs. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
- b) Participation in volunteer food programs should only be undertaken by a teacher when the teacher has a clear understanding that his/her legal liability in respect of participation in such a program is the same as it is in respect of all other duties of the teacher. The school administration or any other body organizing the program is responsible for taking the appropriate steps to ensure that teachers are able to respond properly to their legal obligations when assisting in the operations of the program.
- c) Full and complete information must be made available to parents by the school or other organizing group concerning the operation of the volunteer food program, including information on the contents of all foods which will be served. Information on medical conditions of a child which may prevent or limit the child's participation in the program must be solicited from parents prior to the start of the program in each school year.
- d) Before participating in a volunteer food program, teachers should ensure:

- i) that the school or organizing group has solicited and obtained from the parents of all students participating in the program, information on any food allergies which student(s) may have or medical conditions which may prevent or limit a student's participation in the program;
- ii) that this information on food allergies and/or medical conditions has been made available to teachers who are participating; and
- iii) that information on the contents of all food items being served in the program has been made available to teachers who are participating.

Teachers should not participate in a food program where such information is not sought and obtained from the parents and conveyed to the teachers. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**

- e) Teachers who are supervising a volunteer food program must be aware of the possibility of illness due to students' overeating or eating too quickly. It is the participating teacher's duty not to ignore those circumstances or situations which come to the attention of the teacher as a result of a reasonable level of supervision. In addition, a teacher should not contribute to a student's eating too quickly by rushing the child to complete eating when the time does not allow it.
- f) If a volunteer food program is provided in a school, it should be made available to all students attending the school in order to avoid parents having to demonstrate a need before a child is permitted to participate and to avoid the consequent social stigma attached to participation when such participation is limited to those who can thus demonstrate a need. **[Dec/6-7/91] [1993 AGM]**

R. **School Board Consolidation**

NLTA will seek to obtain the following provision in the Collective Agreement for all teachers whose previous school board was partitioned by the new school board boundaries established under the 1996 legislation changes:

"Any teacher under a permanent contract who requests a transfer to a vacant position in a portion of his/her previous school district which is now under the jurisdiction of a school district different from, but adjacent to, the teacher's current school district, will be considered as an employee of that other school district for purposes of Article 6.12(a) of the Provincial Collective Agreement."

[Jan/8-9/99] [1999 BGM]

S. **Auxiliary Personnel in Schools**

1. The term "auxiliary personnel" refers to those other than teachers, as defined in the NLTA Act, who function in a supportive role to teachers in the schools and who are neither paid nor hold contracts with a school board. Teacher assistants, library assistants, clerical assistants, audio-visual technicians are example of auxiliary personnel.
2. **Definitions**
 - a) Teacher assistants are auxiliary personnel assigned to work with a teacher, or small team of teachers.
 - b) Student assistants are auxiliary personnel assigned to work with students with special needs. (See Section IV.U.)
 - c) School assistants perform a large variety of tasks for the entire teaching staff in the building.
 - d) Volunteers are usually part-time teacher assistants who offer their services without pay.
3. Every person who is employed to fulfill an instructional role (as authorized by the Acts and Regulations) shall be qualified as a teacher and under contract as a teacher.
 - a) The function of auxiliary personnel is to assist the teacher or student to whom assigned.
 - b) Auxiliary personnel shall assume no responsibility for any evaluation involving the school personnel, pupils, or program.
 - c) Auxiliary personnel shall be responsible to the principal of the school.
 - d) Any teacher has the right to decline auxiliary personnel services.
 - e) Auxiliary personnel shall not be included in the calculation of student-teacher ratio.
 - f) Teaching functions which involve decisions regarding diagnosis of pupil difficulties, prescription of learning experiences and evaluation of pupil progress are the exclusive domain of professional teaching staff.
 - g) The deployment and assignment of duties within the school of auxiliary personnel who are to work in a classroom setting are the responsibility of the teachers involved in consultation with the principal.
4. Volunteers in the school are responsible persons who provide a service to the school to fulfill specific needs, as determined by the principal and the teaching staff directly involved, without reimbursement or contractual commitments of any kind.
 - a) The function of school volunteers is to assist the teacher and/or the school.
 - b) School volunteers who work with children shall work at all times under the supervision of a designated teacher.
 - c) School volunteers shall be responsible to, and designated by, the principal of the school.

- d) School volunteers shall assume no responsibility for any evaluation involving the school personnel, pupils, or program.
 - e) School volunteers shall not be included in the calculation of student-teacher ratio.
 - f) Teaching functions which involve decisions regarding diagnosis of pupil difficulties, prescription of learning experiences and evaluation of pupil progress are the exclusive domain of the professional teaching staff.
- 5.
- a) The NLTA clearly recognizes the need for additional professional personnel in the schools of our province and will continue to press for such an increase through a change in the present teacher allocation formula.
 - b) The NLTA holds that as additional funds for personnel become available at the government and/or school board level, such funds should be utilized to provide additional classroom teachers, and such funds should be utilized for the provision of teacher assistants only when adequate professional requirements have been met.
 - c) If and when teacher assistants are utilized (e.g. LIP volunteer assistants, etc.) they should be governed by the following guidelines:
 - i) **Instructional Assistant**

The function of an instructional assistant is to assist with the implementation of programs designed and prescribed by teachers, to be involved on an ongoing day-to-day interaction with students in classrooms and other learning centres, and to follow strategies, tactics, and materials which have been prescribed by teachers.
 - ii) **School Assistant**

The function of a school assistant is to perform tasks under the direction of a teacher and to work in preparing stencils, duplicating materials, preparing bulletins, distributing materials, supervising certain pupil activities, and setting up visual equipment, displays, and equipment used in the teaching process.

6. Specific Guidelines

- a) A teacher assistant shall perform such duties as are assigned to him/her by the principal subject to the instructions of the school board and the superintendent, but those duties shall not include the organization and management of the classrooms; the planning of teaching strategies; and the direction of learning experiences of pupils (excepting under the guidance of a qualified teacher with the approval of the administration).

Such duties may include the assessment of individual needs of pupils; the selection of materials to meet pupil needs; and the evaluation of pupil progress.
- b) In the absence of a teacher, a teacher assistant shall not assume or be assigned duties reserved for teachers. A teacher assistant shall not function in a classroom role if a certified teacher is not available for direction and guidance.

- c) Broad guidelines for establishing the roles and functions of teacher assistants are as follows:
 - i) Clerical - collecting money, keeping records, typing, filing, etc.
 - ii) Housekeeping - keeping instructional materials neat and ready for use, arranging work areas, supervising pupil clean-up activities, lab preparations, etc.
 - iii) Non-instructional - making arrangements for field trips or resource persons, checking out library books and supplies, etc.
 - iv) Audio-visual - ordering audio-visual materials, setting up equipment, etc.
 - v) Instruction-related - making objective tests and objective type homework, preparing instructional materials, working with small groups, etc.
- d) The onus must be on school boards to define the duties of teacher assistants in such terms as to ensure that they do not come in conflict with The Schools Act and/or any existing collective agreement by performing functions which can only be assigned to teachers.
- e) Teachers who make use of the services of teacher assistants must accept responsibility for the manner in which they are utilized. Not only must such teachers avoid assigning assistants tasks which are teaching tasks, but also they must protect any such assignment by their employees and bring any violation to the attention of the Newfoundland and Labrador Teachers' Association for necessary action.
- f) Memorial University of Newfoundland should be encouraged to offer a course or courses designed to enable teachers to acquire flexibility in the utilization of teacher assistants.

7. **Native Teachers**

The NLTA encourages the employment of native teachers rather than native teacher assistants, and feels that the Department of Education (Certification Committee) should give special consideration to persons possessing skill in a native language.

8. **Mental Health Specialists**

Since most Newfoundland and Labrador schools are too small to have mental health specialists attached permanently to them, the Newfoundland and Labrador government should select and pay teams of mental health specialists who would travel to Newfoundland and Labrador schools and attach themselves to these schools for one or two weeks at a time, each year, to render specialist services. [1981 AGM] [May/2-3/86]

T. Student Assistants

1. A student assistant is a person who is employed in a school to assist with student-specific needs as identified by the student support services team; including such needs as personal care, portering, lifting, and behaviour management. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
2. Student assistants shall be responsible to the principal of the school.
3. The primary role of the student assistant is to assist the special needs student(s) in the effective implementation of the student's Individual Support Services Plan (ISSP) under the direction of the ISSP team. The student assistant shall not be responsible for instruction, assessment, program design, evaluation, or reporting to parents. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
4. To fully implement the special needs students' program as outlined by the ISSP, student assistants may be required to carry out, under the direction of the program planning team, personal care duties such as, but not limited to feeding, cleaning, toileting; portering, lifting; and individual student supervision. If such services are routinely required in order for a student to be in regular attendance at school, student assistant(s) shall be provided in sufficient numbers to carry out such duties. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
5. Where children require student-specific, health-related procedures, the student assistant will not undertake such procedures unless fully inserviced by the appropriate personnel. Under no circumstances (except in an emergency situation) will teachers, other than those working in categorical special education positions, be required to undertake student-specific, health-related procedures. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
6. Where the services of a student assistant would normally be available to assist with the implementation of the student's ISSP in a regular classroom, and when such a service is not available, placement other than in the regular classroom will be arranged unless parents/volunteers are available to perform the functions of the student assistant in the regular classroom. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
7. Whenever a student assistant is absent due to illness or any other reason, a substitute shall be provided.
8. The duties ordinarily performed by the student assistant shall not be assigned to teachers, other than those working in categorical special education positions, unless in an emergency situation. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
9. In case of a job action by student assistants, teachers other than those working in categorical special education positions will not carry out those duties ordinarily performed by student assistants and no increase in teachers' assigned duties will occur. **[Jan/8-9/99] [1999 BGM] [Nov/27/08] [JC/Feb/09] [2009 BGM]**
10. In any situation where student assistant services, which are ordinarily provided, are not available and the safety of the student(s) cannot be assured, the principal shall have the authority to determine whether it is appropriate for such student(s) to remain in school.

11. Student assistants shall receive ongoing inservice training in all matters relating to their specific duties regarding the effective implementation of the student's ISSP.
12. Student assistants shall not be included in the student-teacher ratio for the school. **[Mar/5-6/93] [1993 AGM]**

U. School Preparedness

1. The Newfoundland and Labrador Teachers' Association believes that the Government of Newfoundland and Labrador, through the Department of Education and the school boards, is responsible for ensuring that all school facilities are in good condition for the start of each school year.
 - a) Throughout the year, each district shall compile a list of needed repairs and renovations for each school within its jurisdiction and such repairs shall be actioned within a reasonable amount of time.
 - b) Minor repairs which do not interfere with school activities may be carried out on a regular basis as long as there are no health and safety concerns associated with the repairs. Whenever possible, this work shall be scheduled when students and staff have vacated the site.
 - c) Major repairs and renovations shall occur during non-teaching periods such as Christmas, Easter, summer vacation and long weekends.
 - d) If major repairs must occur during the school year, every effort should be made to ensure that they adhere to Section 6.(d) of the NLTA Policy on Construction, Renovation and Physical Conditions of School Building, which states:
 - "i) Renovations to an existing school building shall not occur during the instructional day.
 - ii) The school board shall ensure that renovation work which occurs within the school year, but outside the instructional day, will not affect the air quality in the school building and/or disrupt any aspect of student activity or classroom instruction."

However, if the above conditions cannot be met, the building shall be closed until the work is completed.
 - e) The school principal shall be a member of the school construction progress team.
2.
 - a) Where there is a question of health and safety, such concerns shall be reported immediately to the school administration and to the Occupational Health and Safety Committee or workplace health and safety representative. The school administrator(s) shall notify the appropriate school board personnel of these concerns. **[Jan/26/04] [JC/Feb 04] [2005 BGM]**
 - b) While awaiting the results of health and safety tests, the school administration, in consultation with school board officials, shall have the authority to close the facility and/or take other corrective action.
 - c) A representative from Occupational Health and Safety shall be assigned to school construction progress teams.
 - d) There shall be open and ongoing communication between school board personnel, school staff, and the Occupational Health and Safety Committee or workplace

health and safety representative on issues related to the physical condition of the school construction. **[Jan/26/04] [JC/Feb 04] [2005 BGM]**

3. a) When a school is closed due to health and safety concerns, teachers will not be required to be in attendance. Instructional time lost due to such circumstances will not result in an extension of the school day, week or year.
- b) When facilities are required to close or relocate, teachers are not expected to pack or move school materials and equipment from one site to another.
- c) Teachers shall be reimbursed for additional travel expenses caused by temporary relocation of their workplace. **[Feb/8-9/01] [JC/Feb/01] [2001 BGM]**

V. **Transfer of Teachers**

1. A teacher may be transferred to a comparable position within the same community when it is deemed necessary but shall not be transferred from one community to another without the teacher's consent. Any transfer may be made with the mutual agreement of the school board and the teacher.
2. In filling vacant positions in accordance with Clause 6.03, the school board shall be required to accommodate transfer request(s) from teachers already employed in a continuing contract with the school board. If more than one teacher makes a request, all of whom are capable, preference shall be given to the teacher with the greatest seniority.
[Feb/8-9/01] [JC/Feb/01] [2001 BGM]

W. Hiring of Teachers

In filling vacant positions in accordance with Clause 6.03 of the Provincial Collective Agreement, the following shall apply:

1. a) Positions for the subsequent school year that are known to be vacant by April 15, the school board shall accommodate transfer request(s) from teachers already employed in a permanent contract with the school board. If more than one teacher makes a request, all of whom are capable, preference shall be given to the teacher with the greatest seniority. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
 - b) Notwithstanding a) above, in the event of a school closure or school restructuring, a teacher who is declared redundant and not reassigned in accordance with Clause 9.02, shall have priority, based upon seniority, subject to capability to perform the job function required, to vacant teaching positions and teaching positions held by junior teachers, in the following order of priority:
 - i) within the community;
 - ii) within the nearest community, within the school district, where such a position exists. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
2. Where it is determined by the school board that a teaching position within a school has become redundant, the senior teachers of that school shall be reassigned to the remaining positions within the school which they are capable of fulfilling. Subject to the requirement of capability, the teachers to be retained at the school shall be given priority, based on seniority in the following sequence.
 - a) tenured teachers;
 - b) teachers on a one-year probationary contract;
 - c) teachers on a two-year probationary contract; and
 - d) teachers on probationary contracts in accordance with Clause 7.05.
3. a) Subject to subsection 1. above, a teacher, who is not reassigned in accordance with subsection 2. above, shall have priority, based upon seniority, subject to capability to perform the job function required, to vacant teaching positions and teaching positions held by junior teachers, in the following order of priority:
 - i) within the community;
 - ii) within the nearest community, within the school district, where such a position exists.
 - b) In determining which teachers are junior under subsection 3.a) above, the sequence of seniority referenced in subsections 2.a)-d), shall apply.
4. a) Subject to Clause 8.03 and subsection 1. above, a school board will not advertise any positions or hire any teachers until it has made every effort to place those teachers who have been laid off or who have been notified in writing that they are to be laid off.
 - b) Subject to Clause 9.04, the filling of vacancies in accordance with Clause 9.09(a) shall be in order of seniority.

5.
 - a) Subject to subsection 1. above, a teacher who has not been reassigned in accordance with subsections 2. and 3. above and has been laid off and is still unemployed as a teacher, or still employed in less than a full time position, shall have priority, based upon seniority, subject to capability to perform the job function required, to vacant teaching positions which occur during the subsequent five (5) school years. It is the responsibility of teachers to inform the appropriate school boards prior to September 1 in each of the subsequent five (5) school years of their interest and availability to fill positions that become vacant on or after September 1.
 - b) Teachers in receipt of an offer in accordance with subsection 5.a) above shall reply within five (5) calendar days or it will be deemed to be rejected.
 - c)
 - i) Teachers who are laid off and are eligible for recall shall, subject to Clause 6.03, be given priority for replacement, term and substitute positions which are determined to be of more than one month's duration; however, rejection of offers of such positions does not eliminate the teacher's right to recall for available permanent positions.
 - ii) If the position(s) referenced in subsection 5.c)i) above is determined to be of at least one year's duration, the filling of such position(s) shall be subject to subsection a) above.
 - d) A teacher whose position is declared redundant, and who accepts a term and/or replacement contract(s) for a subsequent school year (190 days) shall not have the period of recall under subsection (5)(c)(i) terminated until five (5) years following the period of time employed on a term and/or replacement contract(s) has expired.
6. Subject to Article 9 and subsection 1. above, in filling vacant positions in accordance with Clause 6.03, the board shall:
 - a) give priority to transfer requests from teachers already employed in a permanent contract with the board. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
 - b) subject to Clause 6.12 (a), give preference in hiring to teachers who have served in replacement, term, and/or substitute position(s) with the board before teachers with no previous teaching experience with the board is considered.
7.
 - a) The basic criterion for the selection of teachers shall be seniority, subject to competence, capability, and qualifications to perform the job functions required.
 - b) If the seniority of two (2) or more teachers as defined in Clause 9.01 (a) of the Provincial Collective Agreement is equal, the teacher to be selected shall be determined by the school board. **[June/8-9/01] [JC/Nov/01] [2003 BGM]**

X. Teacher Stress

1. The NLTA will provide to the membership information on the identification of the symptoms of stress, suggestions for remediation, and the availability of support agencies, including professional workshops and employee assistance program services.
2. The NLTA, in cooperation with the Department of Education and school boards, will develop and conduct stress management seminars for members through the professional development division and the employee assistance program.
3. The NLTA will continue its personal service to teachers through the professional development program and the benefits and economic services program which provide assistance in areas such as financial counselling, teacher induction, mid-career and pre-retirement counselling.
4. The NLTA, through collective bargaining, will continue to press for earlier and improved retirement provisions.
5. The NLTA, through collective bargaining, will continue efforts to reduce class size and to further define teacher workload.
6. The NLTA will work with the schools boards to help initiate the development of wellness programs for teachers. **[Nov/27/08] [JC/Feb/09] [2009 BGM]**
7. The NLTA will continue to give serious consideration to the support and implementation of programs to assist teachers in improving classroom management and discipline.
8. The NLTA, through MUN Liaison, will encourage the inclusion of a unit or course or provide seminars on coping with stress in the primary, elementary, and secondary school in the teacher education programs at MUN.
9. The NLTA will work to improve the communication between parents and teachers in order to provide a greater understanding of mutual objectives and to develop avenues of supportive activity.
10. The NLTA will provide a program of public relations to help improve the image of teaching and teachers to the general public of this province. **[Mar/3-4/83] [Jan/8-9/99] [1999 BGM]**

Y. 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. **[Nov24/11] [JC/Nov/11] [2013 BGM]**

Z. Financial Planning Sessions and Full-Day Financial Information Seminars

1. The NLTA will make provision for an ongoing program of financial planning sessions **and financial information seminars** through the involvement of Programs and Services staff in branch workshops, branch meetings, and school staff sessions as requested, **as well as full-day financial information seminars organized by the NLTA. A financial planning session is an educational opportunity hosted at the branch and/or school level that is usually no more than one to two hours in duration. A financial planning seminar is an educational opportunity organized by NLTA Programs and Services staff and is a full-day event which could include guest presenters.** 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. [Oct/31&Nov/2/13] [JC/Nov/13]
2. Teachers who attend the financial planning sessions **or financial information seminars** 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 a **financial planning** session from their place of residence, provided that the session occurs in the branch in which they are a member. [Oct/31&Nov/2/13] [JC/Nov/13]
 - b) **participants who are accepted to attend a full-day financial information seminar shall be reimbursed the lesser of travel by private vehicle or public transportation to the full-day financial information seminar closest to their place of residence. In the event that a teacher requests and is accepted to attend a full-day financial information seminar other than the closest full-day financial information seminar, the participant shall only be reimbursed the amount applicable for travel to the closest full-day financial information seminar.** [Oct/31&Nov/2/13] [JC/Nov/13]
 - c) 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.
 - d) travel by ferry, or other public transportation where deemed necessary, shall be reimbursed **with receipts; in the case of airfare, reimbursement will be at** the rate of 80 percent of the fare. Receipts shall be required for all reimbursement. [Feb/18-19/15]
 - e) no expenses will be paid to participants living in the community where the session is held.

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. **[Feb 13-14&15/13] [JC/Feb/13] [2013 BGM]**

AA. Educational Finance

1. General

- a) Every Canadian has a right to quality education and is, therefore, entitled to participate in a series of educational experiences which enable him/her to develop his/her potential.
- b) Funds allocated to education are an investment in human resources.
- c) Education finance is concerned with the intelligent, equitable, and efficient utilization of human and economic resources of a country to provide quality education.
- d) There should be a federal office of education to coordinate the activities of the federal government in education.
- e) A basic minimum educational program should be established throughout the province regardless of geography, demographic, or climatic factors. Local school boards shall have the right within the guidelines of a provincial education plan and provincial financial structure, to determine the type of programs to be offered within their communities.
- f) Government should be responsible for one hundred percent financing of all capital and operational expenditure based on the Newfoundland and Labrador Government educational policy.

2. Revenue Sources

- a) Stability of revenue is required to finance education.
- b) Federal/provincial fiscal arrangements must be maintained at a level sufficient to ensure that the province can meet constitutional responsibilities with regard to education.
- c) Education is best supported on the broadest possible tax base and educational monies should be raised primarily through progressive rather than through regressive taxation.
- d) Within the province, the funding of education at the primary, elementary, and secondary levels should be separate from the funding of other levels of education and must be primarily the responsibility of the provincial government. The provincial system for financing education should allow for financial input at the local level.

3. Expenditure Allocation

- a) Allocation should be made to school boards on the basis of program-based budgets. Budgets should attempt to identify accurately costs incurred. There should be no global-based budgeting. All monies budgeted by the school board are to be spent in the areas for which they were earmarked.
- b) The level of financial support for education must be sufficient to permit the realization of human and economic objectives and to make adequate provision for all individual and group needs of children within each and every school district.

- c) Operational audits must be conducted to ensure efficient and effective use of economic resources disbursed to school boards.
- d) Government expenditure in education at the primary, elementary, and secondary levels should be budgeted for and reported upon separately from other areas of education.
[Mar/3-4&6/83]

4. **Public-Private Partnerships (P3's)**

In the event that the Government of Newfoundland and Labrador alters its present commitment to the funding arrangement of education, the following principles should be applied:

a) **Ethical Principles**

i) **Control**

- Schools must remain in the public domain.
- Public-private partnership schools must be subject to the public school policies of school boards and the Department of Education and all acts of the Legislature that are pertinent.
- Administration of the school and the delivery of educational services must be the responsibility of duly certified teachers as defined in the Schools Act.
- Public-private partnership schools must respect all duly negotiated collective agreements and the legislation on which the agreements are based.
- The legitimate interest of the private partner should be limited to construction and/or maintenance of the facility.
- As public funds are used to pay the lease, all use of school space and facilities should be solely under the jurisdiction of the school board and the educational administration of the school.
- Partnerships (lease agreements) must respect the collegial atmosphere of the school and this should be reflected in lease agreements.

ii) **Transparency of Process**

- The public has a right to:
 - a fair and transparent process that instills confidence and protects the integrity of public education which would include public participation in decisions affecting site, design and leases;
 - full public disclosure of the arrangements around the P3 model;
 - a clear definition of roles and responsibilities of all partners;
 - a definition and assignment of risk including long term guarantees such as performance bonds.

- Public needs, as determined by the site selection committee, must be respected in site selection.
- Social and ethical behaviour must be an important consideration when a school, a school board and/or the Department of Education, choose a sponsor, partner or consortium.
- Leases must be signed before construction begins.

iii) **Equity**

The province, through consultation with the Newfoundland and Labrador Teachers' Association and the public, must develop standards for adequate and equitable construction, renovations, upgrading and the provision of resources for all schools. An action plan to implement the standards must be developed and communicated to the public.

b) **Operational Principles**

- i) The safety, security, health, well-being and privacy of staff and students must be priorities in all decisions relating to P3 schools.
- ii) Leases must contain guarantees of standards of construction, levels of services, quality of furnishings and equipment, and sustainability throughout the duration of the leases.
- iii) Due penalties must be imposed if the conditions described in the leases are not met.

c) **Educational Principles**

i) **Expertise**

- Public-private partnerships must not place limitations on the academic freedom of the school community.
- Public-private partners and agreements must respect the right of professional educators to make all educational decisions.
- Public-private partners and agreements must recognize that professional educators are in the best position to make decisions concerning school resources, program methodologies and other pedagogical issues.

ii) **Access to Students**

The educational environment of students must be protected. Access to students must be dependent upon a positive evaluation by educators in relation to educational objectives.

- **Advertising**

- Schools should be free of commercial enterprise, including such things as advertising, franchising and other forms of business for profit.
- Schools should generally be advertisement-free zones.
- Commercial enterprise in schools shall be consistent with educational values.
- Commercial enterprise must not exploit students as a captive audience.
- Commercial enterprise must not infringe on the individual's freedom of choice, freedom of expression or the academic freedom of the school community.

- **Curriculum Materials**

- The Newfoundland and Labrador Teachers' Association supports the position of the Canadian Teachers' Federation, which states: "...materials intended for classroom use should be subjected to rigorous evaluation. Particular attention should be paid to accuracy and completeness, objectivity, commercialism, and bias and stereotyping."
- The names of sponsors of curricular supplements shall be stated clearly on all packaging and teacher-directed materials.
- Skills should be enhanced among school system officials, administrators, teachers, parents and students to assist them in a critical analysis of curricular materials.

- **Sponsorship**

- Sponsorship agreements shall be consistent with educational values. Acknowledgment should be made only in appropriate ways.
- The Department of Education and school boards, in cooperation with the Newfoundland and Labrador Teachers' Association, shall develop policies providing guidance for sponsorships and their acknowledgments.

iii) **Teacher Workload**

The impact on teacher workload within P3 schools is an issue that shall be jointly addressed by the Department of Education, the school boards and the Newfoundland and Labrador Teachers' Association.

iv) **Discipline**

Discipline and codes of conduct in P3 schools shall be in accordance with school and school board policies. [Feb/17-18/00] [JC Feb/18-19/00] [2001 BGM]

BB. Teacher Allocations and Declining Enrolments

1. Consolidation of schools should only be encouraged and promoted where such consolidation would be beneficial to the academic and social development of the students involved. **[Nov/27/08] [JC Feb/09] [2009 BGM]**
2. Consolidation should be undertaken in accordance with an agreed set of guidelines. These guidelines might include:
 - a) an increased educational opportunity;
 - b) an assessment of the educational needs of the community or communities concerned;
 - c) the existence of a strong school-community relations program before and after the consolidation process;
 - d) every effort being made to incorporate new students in the consolidated school unit, especially students coming from smaller communities to a large one;
 - e) consideration of cost factors such as bussing, cafeteria, etc.;
 - f) the wishes of the parents. **[Nov/27/08] [JC Feb/09] [2009 BGM]**
3. In areas where consolidation of schools would serve the best interest of students, community or neighbourhood schools should be encouraged and government support for the same should be solicited. **[Jan/8-9/99] [1999 BGM]**
4. The per pupil grant should be adjusted each year to keep pace with inflation and provide for increasing demands in education. **[Nov/27/08] [JC Feb/09] [2009 BGM]**
5. Grants should be allocated to reflect local needs and local costs.
6. Every effort should be made to increase the total educational budget by increasing the size of the various grants.
7. The Department of Education should initiate the establishment of a core curriculum for Kindergarten to Grade Nine. **[Nov/27/08] [JC Feb/09] [2009 BGM]**
8. Teacher allocations should be needs-driven/school developed and community sensitive. A process for ensuring that this occurs should include the following elements:
 - a) the completion of an annual school profile by every school, outlining the needs of the total student population and identifying the resources, both human and physical, that would be required to deliver the courses and programs to all students enrolled at the school;
 - b) the completion of community profiles, developed in conjunction with regional economic development boards, to be used to consider not only the immediate needs of the school and students, but also the needs of the community served by the school in the formulation of a teacher allocation process;

- c) the establishment of an Independent Provincial Staffing Committee to review each school profile and determine the appropriate teacher allocation. The Provincial Staffing Committee would have equal representation from the Department of Education, the Newfoundland and Labrador School Boards Association and the NLTA. **[Nov/27/08] [JC Feb/09] [2009 BGM]**
- 9. The Department of Education should continually monitor the delivery of curriculum offerings via distance to ensure optimal experiences for both teachers and students. **[Nov/27/08] [JC Feb/09] [2009 BGM]**
- 10. Memorial University should review and reassess its teacher education program with a view to:
 - a) equipping teachers with a more diverse professional background;
 - b) emphasizing the importance of providing continuing professional development to teachers who are presently in the field;
 - c) providing opportunity for teacher training personnel to spend some time in schools and, specifically, in the classroom, to update their knowledge of the current situation and relevant problems. **[Nov/27/08] [JC Feb/09] [2009 BGM]**
- 11. The bursaries currently paid to students who must leave their communities to continue their education should continue and be increased annually to reflect increases in the cost of living. **[Nov/27/08] [JC Feb/09] [2009 BGM]**
- 12. A thorough examination of itinerant teaching should be undertaken by the Department of Education. This examination should include:
 - a) an assessment of current practices in the province, including the role of itinerant teachers;
 - b) cost of travel to school boards;
 - c) approaches to scheduling necessary to permit greater exchange and cooperation among schools and boards. **[Nov/27/08] [JC Feb/09] [2009 BGM]**

CC. **Employment Equity**

1. NLTA views employment equity as a positive process leading to full equality between men and women in all aspects of education and employment.
2. NLTA recognizes that an employment equity program is one which translates equality of opportunity into equality of results by:
 - a) promoting the education, professional development, and career advancement of under-represented groups.
 - b) ensuring that inappropriate employment qualifications are eliminated, and
 - c) ensuring that hiring and promotion are done strictly on the basis of merit.
3. NLTA recognizes that a successful employment equity program depends on a strong employer commitment which should include:
 - a) both remedial and support measures where inequities exist,
 - b) specific goals and time tables, but does not contain mandatory quotas, and
 - c) evaluation of procedures and results.
4. NLTA recognizes that when successfully implemented, an employment equity program is an efficient management tool for making the best use of all human resources. **[Mar/13-14/87]**
[1991 AGM]

DD. Corporate/School Partnerships

Philosophically the NLTA is opposed to corporate/school partnerships. However, where they do exist, such partnerships must be based on sound educational principles, built on trust and mutual respect between the contracting parties, and established under the following conditions:

1. Partnerships shall be based on shared objectives and a clear definition of the responsibilities of each party.
2. Partnerships shall not exploit students.
3. Partnerships shall benefit students and staff.
4. The expectations of each partner shall be clearly defined before entering into the partnership.
5. Full discussion involving the participating school board, school staff, school council, parent groups and the prospective business partner shall take place before entering into a partnership.
6. Partnerships shall not compromise the aims, goals, and outcomes of public education.
7. Teacher participation in partnerships shall be voluntary.
8. Partnership agreements shall be for a specified period of time.
9. Partnership agreements shall be systematically evaluated.
10. Partnerships shall not be established to compensate for inadequate provincial or local funding for education.
11. The Department of Education and school boards should develop, through wide consultation, guidelines regarding corporate involvement in education and should monitor and publicly report on such ventures.
12. Programs of corporate involvement should meet an identified education need, not a commercial motive.
13. The Department of Education and school boards should ensure that opportunities for partnerships are made available, on an equitable basis, to all schools regardless of size, grade levels, or location. **[Apr/6-7/00] [JC Oct/00] [2001 BGM]**

EE. **Programs and Curricula from Corporate Sources**

1. **Programs/Curricula Offered Within the Instructional Day**

The NLTA believes that programs or curricula promoted by private enterprise, which have not been authorized by the Department of Education, should only become part of the schools' offerings under the following conditions:

- a) All programs and curricula intended for classroom use shall be subjected to a rigorous evaluation and accepted only upon recommendation by appropriate program development specialists at the Department of Education and/or program implementation specialists at school district offices.
- b) Programs and curricula utilized by the school or district shall be taught only by certified teachers who have been hired by school districts in accordance with the provisions of the Collective Agreement.
- c) Parents and/or students shall not be expected to pay additional private fees, either directly or indirectly to a private company, to access any programs which meet the outcomes of the authorized provincial curriculum, when these programs are offered through the school during the regular instructional day.
- d) Such programs and curricula shall contain no advertising of any kind as this would constitute commercial exploitation of children. The names of sponsors of curricular supplements should be stated clearly on all packaging and teacher directed materials. However, student materials shall not display corporate logos or brand names.
- e) Programs or curricula which have passed the necessary rigorous evaluation process should be made available on an equitable basis to all students who can benefit from these programs, and not only to those who can financially afford access.

2. **Programs /Curricula Offered Outside the Instructional Day, Which Meet the Outcomes of the Authorized Provincial Curriculum**

- a) All programs and curricula from corporate sources, offered outside the instructional day, shall undergo an accreditation process and licensing procedure administered by the Government of Newfoundland and Labrador.
- b) Teachers and administrators should not provide advice or feedback directly to corporations offering instructional programs outside the regular school day. Educators shall not divulge confidential information from school records regarding student progress, strengths and needs, or other informal and formal assessment information.
- c) All such programs should be delivered by teachers who are certified to teach in the Province of Newfoundland and Labrador. **[Apr/6-7/00] [JC Oct/00] [2001 BGM]**

FF. Construction, Renovation and Physical Conditions of School Buildings

1. General Guidelines

- a) A planning committee shall be appointed prior to the beginning of the planning and design stages with equal representation from school board, teaching staff, school administration team, community stakeholders, curriculum planners, educational consultants, program specialists, architect and design consultants, and the Department of Education.
- b) The school design and physical layout shall reflect:
 - i) a positive work environment and working conditions for all school-based personnel and students;
 - ii) a positive school climate which fosters the growth and development of all students' social and educational abilities, aptitudes, and personal characteristics;
 - iii) a modular and/or flexible structure which provides and promotes the importance of adequate personal and instructional space, while taking into consideration class size, the variety of teaching and learning techniques and styles, and the suggested strategies and recommended materials necessary for the implementation of curriculum programs recognized by the Department of Education.
- c) Adequate time, resources, and supports shall be provided to a teaching staff, an administration team, and students to ensure that a physical move from one school site to another or from one classroom to another, as a result of ongoing renovations and/or the rearrangement of an existing school structure, is positive and uneventful.

2. Site Selection

- a) Site selection must take into consideration and make accommodation for the following elements:
 - i) the site is an integral part of the total school facility, plays an important role in the overall education of students, and should be considered to be part of the instructional space;
 - ii) the school is an integral part of the community and should, therefore, be located so that a mutual sharing of educational and other public facilities is possible;
 - iii) the site should contain sufficient space for parking, bus movement, recreation, future expansion, outdoor educational activities, and esthetic considerations in landscaping;
 - iv) the site should be located for easy access to municipal services and utilities, the centre of the population it is designed to serve and other facilities such as arenas, playing fields, libraries, etc.;
 - v) the site should be reasonably level, well drained, and have soil conditions which are suitable for construction;

- vi) the site should be free of and distant from such dangerous features as cliffs, excavations or water courses;
- vii) the site should meet local zoning regulations;
- viii) the school building should be designed at ground surface elevation in order to facilitate exiting in emergency situations and to facilitate accessibility for students with mobility impairments;
- ix) the building should be located on the site taking into consideration sunlight orientation, prevailing wind conditions, and snow drifting;
- x) the site must have potable water available to it; and
- xi) the site must be provided with or have access to an acceptable sewage disposal system.

3. Consultation Process

- a) In reference to 1a) above, the planning committee shall:
 - i) arrange consultation forums and provide sufficient opportunities for all community stakeholders to have input into the planning stage;
 - ii) arrange consultation meetings with the teaching staff, the administration team, and the support staff to obtain input and suggestions with respect to the functional and operational aspects of the school and school site;
 - iii) consult with other teacher representatives, school board officials, and support staff representatives who have experienced new school construction and /or renovations to seek advice relating to the functional and operational aspects of their facility; and
 - iv) meet, on a regular basis, to discuss concerns, seek solutions, and be updated on progress of the project.

4. Physical Design and Layout

- a) The school building shall have a main entrance, with additional entrances strategically located throughout the structure. The number of entrances, and their locations, shall reflect the population and the age/grade level of the students attending the school.
- b) The administration/main office shall:
 - i) be strategically located at or near the main entrance to the building;
 - ii) be of adequate dimensions to address the demands and expectations of staff, students, and community; and
 - iii) have adequate storage and meeting space which is reflective of the administrative duties and responsibilities as they pertain to the overall functioning and operations of the school and the communities it serves.

- c) The design, layout, and physical placement of classrooms and specialty rooms within a school shall:
 - i) reflect the educational, social, behavioral, and physical needs of all children and teachers;
 - ii) provide for the physical separation of students, based on the and/or grade levels, where necessary;
 - iii) provide sufficient resources and space for teachers to engage in teaching strategies, styles, and techniques which are necessary to accommodate the modes of program delivery suggested in curriculum materials;
 - iv) provide teaching staff adequate space to engage in preparation and other work-related necessities;
 - v) provide adequate “personal space” to both teachers and students, reflective of a positive teaching and learning environment;
 - vi) provide sufficient storage space and resources, reflective of the age, grade level, and curriculum expectations;
 - vii) reflect special provisions for programs such as music, art, drama, physical education, home economics, industrial technology, computer technology, etc.;
 - viii) provide adequate space and resources for a learning resource centre; and
 - xi) provide adequate natural lighting, whenever possible.
- d) A school, to which students are bussed and/or required to stay for lunch, shall have a cafeteria. This room shall have adequate space and sufficient seating capacity to accommodate the number of students requesting such services.
- e) The number, design, and physical placement of student washrooms and gymnasium change room facilities shall be reflective of the population and the age/grade level of the students attending the school.
- f) Corridors and other spaces outside the regular classroom setting should be designed to foster student social interaction and inter-personal skill development.
- g) Direct external access is recommended in school setting where the community is dependent on school facilities such as the gymnasium, learning resource centre, computer technology centre, etc. Consideration must also be given to the layout and placement of these rooms within the school.
- h) Public washroom facilities shall be provided in all schools, in addition to the teacher and student washroom facilities.

5. **Quality of Teacher Life**

a) **Work Area in Classrooms**

- i) An adequate work area shall be provided in each classroom setting.
- ii) Each work area shall be equipped with sufficient resources and storage space to enable the teacher to carry out his/her duties, responsibilities, and expectations.

b) **Teacher Lounge**

- i) All schools shall have a teacher lounge.
- ii) The lounge should be strategically located in the building allowing for easy teacher access, as well as for teacher access to other educational materials, equipment, and resources.
- iii) The lounge shall be equipped with the necessary kitchen facilities and other amenities.
- iv) The lounge shall have a seating capacity capable of accommodating the entire staff population.

c) **Staff Washroom Facilities**

All schools shall provide both male and female washroom facilities specifically for staff members.

6. **Quality of Student Life**

a) **Social Interaction and Interpersonal Skill Development**

- i) Sufficient space shall be provided in all classroom and specialty room settings to encourage student social interaction and interpersonal skill development.
- ii) Adequate space shall be provided throughout the school to enhance student social interaction and interpersonal skill development.

b) **Health and Personal Hygiene**

- i) Students shall be permitted to eat lunch only in a cafeteria.

c) **Commuting Distance to an Assigned School**

- i) A student living greater than a 1.5 kilometre distance from his/her assigned school shall be provides bus transportation.
- ii) No student shall be required to travel by bus transportation more than 30 kilometres in order to reach his/her assigned school.

d) **Renovations Ongoing During the School Year**

- i) Renovations to an existing school building shall not occur during the instructional day.
- ii) The school board shall ensure that renovation work which occurs within the school year, but outside the instructional day, will not affect the air quality in the school building and/or disrupt any aspect of student activity or classroom instruction. **[Aug/23/00] [JC Oct/00] [2001 BGM]**

7. **Health and Safety**

- a) The physical condition of every school should be maintained to protect the health and safety of all teachers and students. **[Jan/8-9/99] [1999 BGM] [Feb/21-23/07] [2007 BGM]**
- b)
 - i) All schools and school board offices shall establish an Occupational Health and Safety Committee or a Worker Health and Safety Representative in accordance with the Occupational Health and Safety Act and Regulations during the first 30 days of the school year.
 - ii) Where school boards establish a district Occupational Health and Safety Coordinating Committee, NLTA representatives on such committees shall be appointed by the President. **[Jan/16/04] [JC/Feb 04] [2005 BGM] [Feb/21-23/07] [2007 BGM]**
- c)
 - i) All school boards shall implement and abide by the applicable provisions of the Workplace Health, Safety and Compensation Act and Regulations.
 - ii) All NLTA members shall abide by the applicable provisions of the Workplace Health, Safety and Compensation Act and Regulations.
 - iii) Any teacher who loses time due to a work related injury shall notify the NLTA as soon as possible and complete the appropriate NLTA Teacher's Report of Accident/Injury form. **[Jan/16/04] [JC/Feb 04] [2005 BGM] [Feb/21-23/07] [2007 BGM]**

GG. Child Abuse

1. NLTA accepts the view that child abuse is a complex and inherent problem of society.
2. NLTA accepts as a definition of child abuse according to the Harvard Review, Vol. 43, No. 4, November 1973:

"A situation in which a child is suffering from serious physical injury inflicted upon him by other than accidental means; is suffering harm by reason of neglect, malnutrition; or sexual abuse; is going without necessary and basic physical care; or is growing up under conditions which threaten his physical and emotional survival."

3. NLTA accepts the definition for "a child in need of protective intervention" as stated in **Section 10 (1) of the Children and Youth Care and Protection Act: ~~Child, Youth and Family Services Act.~~**

"A child is in need of protective intervention where the child

- (a) is being, or is at risk of being, physically harmed by the action or lack of appropriate action by the child's parent;**
- (b) is being, or is at risk of being, sexually abused or exploited by the child's parent;**
- © is being, or is at risk of being, emotionally harmed by the parent's conduct and there are reasonable grounds to believe that the emotional harm suffered by the child, or that may be suffered by the child, results from the actions, failure to act or pattern of neglect on the part of the child's parent;**
- (d) is being, or is at risk of being, physically harmed by a person and the child's parent does not protect the child;**
- (e) is being, or is at risk of being, sexually abused or exploited by a person and the child's parent does not protect the child;**
- (f) is being, or is at risk of being, emotionally harmed by a person and the child's parent does not protect the child;**
- (g) is in the custody of a parent who refuses or fails to obtain or permit essential medical, psychiatric, surgical or remedial care or treatment to be given to the child when recommended by a qualified health practitioner;**
- (h) is abandoned;**
- (i) has no living parent and no adequate provision has been made for the child's care;**
- (j) has no parent available to care for the child and the parent has not made adequate provision for the child's care;**
- (k) has no parent able or willing to care for the child;**

- (l) **is living in a situation where there is violence or is living in a situation where there is a risk of violence;**
- (m) **is living with a parent whose actions show a propensity to violence or who has allegedly killed or seriously injured another person;**
- (n) **has been left without adequate supervision appropriate to the child's developmental level; or**
- (o) **is actually or apparently under 12 years of age and has**
 - (i) **allegedly killed or seriously injured another person or has caused serious damage to another person's property, or**
 - (ii) **on more than one occasion caused injury to another person or other living thing or threatened, either with or without weapons, to cause injury to another person or other living thing, either with the parent's encouragement or because the parent does not respond adequately to the situation."**

~~"A child is in need of protective intervention where the child-~~

- ~~(a) is, or is at risk of being, physically harmed by the action or lack of appropriate action by the child's parent;~~
- ~~(b) is, or is at risk of being, sexually abused or exploited by the child's parent;~~
- ~~(c) is emotionally harmed by the parent's conduct;~~
- ~~(d) is, or is at risk of being, physically harmed by a person and the child's parent does not protect the child;~~
- ~~(e) is, or is at risk of being, sexually abused or exploited by a person and the child's parent does not protect the child;~~
- ~~(f) is being emotionally harmed by a person and the child's parent does not protect the child;~~
- ~~(g) is in the custody of a parent who refuses or fails to obtain or permit essential medical, psychiatric, surgical or remedial care or treatment to be given to the child when recommended by a qualified health practitioner;~~
- ~~(h) is abandoned;~~
- ~~(i) has no living parent or a parent is unavailable to care for the child and has not made adequate provision for the child's care;~~
- ~~(j) is living in a situation where there is violence; or~~
- ~~(k) is actually or apparently under 12 years of age and has~~
- ~~(l) been left without adequate supervision;~~

- ~~(ii) allegedly killed or seriously injured another person or has caused serious damage to another person's property, or~~
 - ~~(iii) on more than one occasion caused injury to another person or other living thing or threatened, either with or without weapons, to cause injury to another person or other living thing, either with the parent's encouragement or because the parent does not respond adequately to the situation."~~ [Nov/27/08] [JC Feb/09] [2009 BGM] [Feb/18-19/15]
4. NLTA will develop ways and means to make teachers aware of the different aspects of child abuse and the teacher's role in prevention, recognition and reporting of such abuse as directed in Section 15 of the Child Youth and Family Services Act. **[Nov/27/08] [JC Feb/09] [2009 BGM]**
 5. NLTA recognizes the need for counselling services for all those involved in child abuse cases: the victims, parents, siblings, and the abuser. **[Feb/28-Mar/1/86]**

HH. Harassment

Harassment exists when a person acts to irritate, distress, humiliate, or torment another. It may occur only once or on many occasions, and it takes both verbal and non-verbal forms.

Harassment of a sexual nature is unsolicited, one-sided and/or coercive behaviour which is comprised of sexual comments, gestures or physical contact that the individual knows, or ought reasonably to know, to be unwelcome, objectionable or offensive. The behaviour may be on a one-time basis or a series of incidents, however minor. Both males and females may be victims. **[Jan/8-9/99] [1999 BGM]**

Harassment of a personal nature is any behaviour that endangers an employee's job, undermines performance, or threatens the economic livelihood of the employee, which is based on race, religion, religious creed, sex, marital status, sexual orientation, physical or mental disability, political opinion, colour, or ethnic, national or social origin or Association status. **[Jan/8-9/99] [1999 BGM]**

Whether or not harassment has occurred is best determined by the impact certain behaviours have on another's dignity, or on his/her freedom of choice.

NLTA believes:

1. Every person has the right to dignity and the right to be free of all forms of harassment within and outside the workplace;
2. Every teacher is responsible for being sensitive to the impact as well as the intent of his or her action;
3. Pupils, teachers, and others who work in schools have the right to protection from all forms of harassment;
4. Victims of harassment must have avenues of recourse available to them, without fear of reprisal. **[May/5-6/89] [1990 AGM]**

SECTION V

PROGRAMS AND SERVICES – EMPLOYEE ASSISTANCE PROGRAM

V. PROGRAMS AND SERVICES – EMPLOYEE ASSISTANCE PROGRAM

A. General

There are health and behavioural problems which have a potentially serious impact upon the lives of those teachers so afflicted and, in turn, their families and their job performance. This is true whether the problem is one of physical, mental, or emotional illnesses, finances, marital or family stress, alcoholism, drug abuse, legal problems, or other concerns. The Association recognizes that almost any human problem can be successfully treated provided it is identified in its early stages and a referral is made to an appropriate treatment resource.

The Association recognizes that the educational system is deprived of the full benefit of talent, experience, and professional training when personal problems reduce job performance or the coping ability of a member.

The Association recognizes that rehabilitating competent members is more beneficial than terminating their services because of serious decline in work performance.

Assisting the teacher to maintain or return to a high level of job performance benefits not only the teacher but also the students, colleagues, the system, and the community.

An employee assistance program should operate with the full support of the Department of Education, the School Boards Association, the Directors of Education Association, and the Newfoundland and Labrador Teachers' Association to assist all teachers who may have personal problems which affect their job performance and to help them to gain assistance at the earliest possible time.

Assistance to the teacher to overcome job performance decline related to identifiable physical and/or psychological illnesses shall be subject to the leave provisions of the Collective Agreement.

Any teacher who feels he/she has a problem is encouraged to seek help and any decision on the part of a teacher to seek such help will not interfere with his/her position of employment. Confidentiality will be maintained at all times.

The Association supports an employee assistance program which is interventive and preventive in nature and which attempts to correct job performance difficulties at the earliest possible time. Such a program is in no way meant to interfere with the private life of a teacher. **[Jan/8-9/99] [1999 BGM]**

The Association recognizes that the purpose of an employee assistance program is to help facilitate the general well being of the teachers it represents as well as to ensure their rights under the Collective Agreement.

As part of the proactive component of the employee assistance program, all teachers, branches and school administrators may approach the program to request workshops, seminars, presentations or assistance with in-school projects on teacher wellness and related topics. This component of the employee assistance program is referred to as the Wellness Program. **[Jan/8-9/99] [1999 BGM]**

The Association recognizes that any participation in an employee assistance program shall not be used for disciplinary purposes or in any manner restrict or jeopardize the participating teacher's opportunity for advancement or other work-related alternatives.

Enrolment in the Employee Assistance Program, which includes access to funding under the Membership Assistance Plan, may be granted to substitute teachers who may not meet the normal

eligibility requirements due to being unable to substitute teach as a result of a medical illness/injury which precluded them from teaching during the required time limits. Such access to the Employee Assistance Program and funding for counselling and/or travel available through the Membership Assistance Plan will only be considered on a case-by-case basis and only with the approval of the Assistant Executive Director. **[June/11-12/99] [JC/Feb/00] [2001 BGM]**

All teachers who enroll in the Employee Assistance Program shall receive a copy of the NLTA Employee Assistance Program policy. **[Jan/17-18/08] [JC/Apr/08] [2009 BGM]**

The Employee Assistance Program operates from the NLTA Office within the Benefits and Economic Services Division. **[Feb/3-4/84] [1984 AGM]**

B. Membership Assistance

Funding for membership assistance under the Employee Assistance Program, within the Benefits and Economic Services budget, may be used for, but not be limited to, the following:

1. Assisting members enrolled in the Employee Assistance Program with expenses which are not covered under other benefit programs such as medicare or group insurance or private insurance, and which are incurred while attending counselling or rehabilitation sessions in accordance with the following guidelines:
 - a) Subject to clause (iii) below, return out-of-town transportation from the teacher's residence to counselling/rehabilitative services – 70% of public transportation, buses, taxis, or economy airfare or 12¢ per kilometre in a private vehicle. It being understood that if public transportation is the preferred choice, it is to be by the most economical transportation service available unless otherwise medically necessary. **[Jan/17-18/08] [JC/Apr/08] [2009 BGM]**
 - b) Subject to clause (iii) below, in-town travel from the place of residence in town to the treatment centre – 70% of one in-town return trip per day via public transportation or taxi when private transportation is not available and public transportation/taxi is required. **[Jan/17-18/08] [JC/Apr/08] [2009 BGM]**
 - c) Membership assistance for transportation costs to avail of counselling/ rehabilitative services shall not exceed a total of 50% of the teacher's total Employee Assistance Program funding limit as set out in paragraph (vii) herein. Other than in exceptional circumstances approved by an Employee Assistance Program transportation costs to the counselling/rehabilitative services located nearest to the teacher's residence shall be eligible for assistance. **[Jan/17-18/08] [JC/Apr/08] [2009 BGM]**
 - d) 50% of registration fee in an approved and properly accredited rehabilitation program. **[Jan/17-18/08] [JC/Apr/08] [2009 BGM]**
 - e) 50% of professional services rendered by an approved and properly accredited rehabilitation treatment counsellor, to a maximum of \$40.00 per hour for individual counselling, effective as of November 1, 2001, and \$15.00 per hour for group counselling. One hundred percent (100%) of the "no show" fee billed by the counsellor will be borne by the referred teacher. **[Oct/12-13/01] [JC/Nov/01] [2003 BGM] [Jan/17-18/08] [JC/Apr/08] [2009 BGM]**
 - f) Membership assistance shall only be available in relation to counselling/treatment provided by properly accredited programs and/or service providers as approved by the Employee Assistance Program Coordinators. Approved programs and service providers must submit proof of professional liability insurance coverage annually to the Employee Assistance Program. **[Jan/17-18/08] [JC/Apr/08] [2009 BGM]**
 - g) Funding limits for membership assistance are as follows:
 - \$5,000 for teachers who enrolled in the program before August 23, 1990;
 - \$1,000 for teachers who enrolled in the program after August 23, 1990;

- \$2,000 for teachers who enrolled in the program on or after November 1, 2001.
 - Teachers enrolled in the program between August 23, 1990 and October 31, 2001, will have their limit raised to \$2,000 for expenses incurred as of November 1, 2001.
 - Teachers for whom the total expenses paid have reached the applicable funding limit may request that their case be reviewed by the Membership Benefits and Service Committee. **[Oct/12-13/01] [JC/Nov/01] [2003 BGM] [Jan/17-18/08] [JC/Apr/08] [2009 BGM]**
- h) These guidelines are to be applied for rehabilitation sessions both in the province and out of the province.
2. Expenses incurred by the members as per (a) above, shall be paid only with the approval of the Benefits and Economic Services Division.
 3. NLTA and the employer shall jointly share the cost of operating the employee assistance program and rehabilitating teachers in need with the goal of 100% provincial government funding. **[Nov/4-5/93] [1994 AGM]**

Head Table (raised)



podium

Provincial Executive Table (raised)
(8)

screen

Salon Doors

Salon Doors



Notre Dame (2) Nutak Labradorimi (2) Placentia (2) Port aux Basques (2) Rameaux (2)

Upper Trinity South (2)

Waterford Valley (7)

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

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



Bay d'Espoir (2)

Bay Roberts (2)

Belle Mer (2)

Belleoram-Wreck Cove (2)



SPECIAL INTEREST COUNCILS:
Council of Special Services
NL Counsellors & Psychologists
Second Languages
Math/Science
Physical Education
Teacher-Librarians
Music
School Administrators
Technology Education



Appalachia (3)

Aurora (2)

Boccalieu (2)

Baie Verte Peninsula (2)



Clarenbridge (2)

Coastal Labrador South (2)

Conception Bay South (5)



Conception Bay Centre (2)

Deer Lake (2)

Exploits Valley (3)

Fogo Island (2)

Bremco (2) Burgeo (2) Burin-Marystown (2) Carbonear (2) Churchill Falls (2)



Clarenbridge (2)

Coastal Labrador South (2)

Conception Bay South (5)



Lake Melville (2)

Landfall (2)

Long Range (2)

MUN Observers (3)

Ganovia (3) GranForLine (2) Green Bay (2) Hamilton Sound (2)



Harlon (2)

Humber (4)

Ingornachoix (2)

Labrador West (2)

NLTA Staff (8)



Marcani (8) Northern Light (2)

DELEGATES AND FUNDED ALTERNATES TO THE 2015 BGM

Branch/ Council	Delegate Name(s)	Funded Alternate
Appalachia	Jeff Blundon, Wally Childs, Shana Bentley	
Aurora	Sharon Young	Stephanie Bishop
Baccalieu	Maureen Doyle-Gillingham	Wendy Clarke- Tizzard
Baie Verte Peninsula	Ryan White	Amanda Ryan
Bay d'Espoir	<i>unavailable at time of printing</i>	
Bay Roberts	David Gill, Paul Sheppard	
Bell Mer	Della Way	Perfie Jenneaux
Belleoram-Wreck Cove	Derrick Baker	Andrea Bartlett
Bremco	Mary Foley	
Burgeo	Wayne Vivian	John Barter
Burin-Marystown	Colleen Scott	
Carbonear	Kelly Loch, Danielle Doyle	
Churchill Falls	Cathy Flynn	
Clarenbridge	Heather Wells, Colette Oldford-Short	
Coastal Labrador South	Britanny Antle	Mary Ward
Conception Bay Centre	<i>unavailable at time of printing</i>	
Conception Bay South	Donna Reddick, Daniel Stanley-Genge, JoAnne Taylor, Deborah Ash, Scott Fifield	
Deer Lake	Jim Davis	
Exploits Valley	Rick Duffy, Paul Moore, Cameron Snow	
Fogo Island	Dawn Payne	Susan Crawford
Ganov	Chad Horne, Lee Anne Johnson, Clifford Budgell	
GranForLine	Glenn Rogers	
Green Bay	Kevin Flynn	Michael Barrett
Hamilton Sound	Darren Goodyear	Andrew Hicks
Harton	Bernetta Delaney	Dominic Ricketts
Humber	Linda Chaisson, Glenn MacArthur, Katherine Rowsell, Darren Hutchings	
Ingornachoix	Connie Myers	Tammy Young
Labrador West	Peter McCormack, Arlene Johnson	
Lake Melville	Jennifer White, Vicki Urquhart	
Landfall	Paula Smith	Joette Wells

Branch/ Council	Delegate Name(s)	Funded Alternate
Long Range	Tara Tobin	Vanessa Terry
Marconi	Chesley West, Krista Wells, Brandon Field, Valerie Ryan, Stephen Wade Lambert	
Northern Light	Maurice Smith	
Notre Dame	Craig Tucker, Dean Catling	
Nutak Labradorimi	<i>unavailable at time of printing</i>	
Placentia	Sheldon Slaney	
Port aux Basques	Colin Short	
Rameaux	<i>unavailable at time of printing</i>	
Rushoon-Terrenceville	Patrick Whiffen	Pam Hackett
St. John's Centre	Jamie Jenkins, Christina Cox, Colleen Martin-Ward, Jason Ave	
St. Mary's Bay	Patti Corcoran	
Seagaulher	Guy Nash	Derek Hunt
Southern Shore	Erin Lake	
Table Mountain	David Baines	Heather Brake
Taylor's Brook	Janice House	Natalie Jackson
Trinity-Deadman's Bay	<i>unavailable at time of printing</i>	
Trinity, Trinity Bay	Earle Pike	Vicki Hodder
Upper Trinity South	Kim Siegfriedt	Katrina Vanta
Waterford Valley	Marnie Sinnott, Joseph Santos, Kimberly Fifield, Debra Sparkes-Mercer, Neal Tremblett	
Math/Science SIC	Yvonne Dawe	
Music SIC	Bethany Saunders	
NL Counsellors' and Psychologists' Association	Angela Wilmott	
Physical Education SIC	Zoë Hamilton	
School Administrators Council	Kyran Dwyer	
Second Languages SIC	<i>no delegate attending</i>	
Teacher-Librarians NL SIC	Heather Godden	
Technology Education SIC	Thomas Kennedy	
MUN Observers	<i>unavailable at time of printing</i>	