

## A Newsletter for Branch Executives Vol. 13, No. 2, January, 2000

### Introduction

Happy New Year! May the year 2000 be a happy and prosperous one for you and your families. I trust that the Christmas season was a relaxing and enjoyable break from the hectic school and branch activities of last Fall.

This issue of the Branch Update contains details on items of importance and interest to you and your branch. If you have any comments or questions regarding what is contained within your Branch Update or any other matter of concern to your branch, please give me a call at extension 222 or e-mail me [gcostello@nlta.nf.ca](mailto:gcostello@nlta.nf.ca).

Thank you for your continued efforts on behalf of your branch members. I look forward to working with you in 2000.



Geralyn Costello  
Assistant to the President

### IMPORTANT DATES AND DEADLINES FOR 1999-2000

January 15, 2000	Nominations for the Bancroft Award must be received in at the NLTA Office by this date.
	Deadline date for branch registration of substitute teachers to be sent to NLTA Office.
January 31, 2000	Deadline for the Centennial Fund Award nominations.
February 1, 2000	Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.
February 14, 2000	Janeway Day in the Schools
March 5-11, 2000	Education Week
April 1, 2000	Deadline for Johnson Bursary applications.
April 30, 2000	Deadline for Deferred Salary Leave applications and year-end contract resignations.
May 7-13, 2000	Branch Election Week

## BRANCH REGISTRATION AND AUDIT

A reminder that there are several branches which have not yet finalized their Official Branch Registration Form for 1999-2000 and their Official Audit for 1998-99. These forms must be submitted before the branch can be sent the remainder of its registration and membership rebates. Please follow up on this task if you have not already done so.

## FEBRUARY JOINT COUNCIL MEETING

The second regular Joint Council meeting for this year will take place on Friday evening and Saturday, February 18th and 19th, at the Holiday Inn in St. John's. Registration forms for this meeting will be forwarded to you by Colleen Wade. Please ensure that your forms are returned to her as soon as possible and that you contact her if you wish to have your travel arrangements made by the NLTA Office.

Any branch president who wishes to have an item placed on the agenda during the Branch Presidents' Forum should contact me as soon as possible with your request.

## CONTACT WITH SUBSTITUTE TEACHERS

The purpose of the registration procedure for substitute teachers is to maintain contact with these active members of the Association so that they can be included in ongoing branch activities. Remember that the procedure for registering your substitute teacher members should be completed by January 15th in order to receive your \$4.00 membership rebate for them. These members should be contacted and registered individually, and the forms designed for this purpose are included in the FORMS section of the Branch Operations Manual. If you have not already done so, please try to complete the registration process as soon as possible.

## RETIREMENT SCROLLS AND PINS

If there are any teachers in your branch who are retiring during this school year, please ensure that a suitable occasion is arranged for presentation of the retirement scroll and pin. It is important that retirement scrolls be ordered well in advance of the date you will require them.

When ordering retirement scrolls, please ensure that you have included the teacher's name as he/she wishes it to appear on the retirement scroll; whether the person has taught for 20 years or more in the province; and the teacher's retirement date or the date of the retirement banquet.

The form to use when requesting retirement scrolls and pins is located in the FORMS section of your Branch Operations Manual.

Also, please remember that when you contact your school reps for the names of teachers from their schools who are planning to retire this year, you should ask them to check to see if there are any teachers who substitute at their school who are also planning to retire. Scrolls and pins should be ordered for these retiring substitute teachers, and they should then be included in any branch function honouring retiring teachers.

The NLTA policy is that any teacher who has been a member of the Association for over 20 years and who has accumulated over 20 years of teaching in the province is entitled to a Life Membership Scroll, and those who have taught for less than 20 years will receive an Honourable Retirement Scroll.

**Please note that because of a By-Law change accepted at the 1999 BGM, branches should now present retirement scrolls and pins to retiring directors or assistant directors who taught for not less than 20 years in the aggregate.**

## A THOUGHT TO PONDER...

Successful is the person who has lived well, laughed often and loved much, who has gained the respect of children, who leaves the world better than they found it, who has never lacked appreciation for the earth's beauty, who never fails to look for the best in others or give the best of themselves.



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