



Newfoundland and Labrador  
Teachers' Association

# Branch Update

## A Newsletter for Branch Executives

Vol. 15, No. 2, January 2002

### Introduction

Happy New Year! May the year 2002 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 for the next several months. 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 contact me at Extension 222 or [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 all of you in 2002.



Geralyn Costello  
Assistant to the President

### NLTA KILOMETRAGE/ MILEAGE RATE

For those of you who travel on NLTA business, a recent change was made in the way you will be reimbursed for travel. The Association's kilometrage/mileage reimbursement rates are now established at 49% 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. It is understood that the average cost referenced herein shall mean the cost as determined for the island portion of Newfoundland and Labrador.

**The kilometrage/mileage rate for December 1, 2001, to February 28, 2002, is 36.7¢ per kilometre.**

### Branch Registration and Audit

Please ensure that your Official Branch Registration Form for 2001-02 and the Official Audit for 2000-01 have been sent to the NLTA Office. These forms must be submitted before the branch can be sent the remainder of its registration and membership rebates. Also, please note that branches must be officially registered in order for branch representatives to attend meetings of the Association including Joint Council.

### IMPORTANT DATES AND DEADLINES FOR 2000-01

February 1, 2002	Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.
February 14, 2002	Janeway Day in the Schools
March 3-9, 2002	Education Week
March 31, 2002	Deadline for the Centennial Fund nominations.
April 1, 2002	Deadline for Johnson Bursary applications.
April 30, 2002	Deadline for Deferred Salary Leave applications and year-end contract resignations.
May 12-18, 2002	Branch Election Week

### FEBRUARY JOINT COUNCIL MEETING

The second regular Joint Council meeting for this year will take place on Friday (all day) and Saturday, February 15 and 16, 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. **Please note that if the Conciliation Board Report has not been received prior to the Joint Council meeting date, the meeting may be postponed to a later date, possibly the next weekend. You will be notified in advance if such is the case.**

Any branch president who wishes to have an item placed on the agenda during the Branch Presidents' Forum should contact me by February 8 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 have been 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

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

**When ordering the 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.

Please also ensure that you include in the list of retiring teachers any substitute teachers who may be planning on retiring this year. Scrolls and pins should be ordered for them, and they should then be included in any branch function honouring retiring teachers.

The NLTA policy is that any teacher (or school board director/assistant director) 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.

**A REMINDER TO TREASURERS:** Upon proof of expenditure, the Association will reimburse your branch up to \$23 per retiree and guest for the cost of meals provided to retirees at your retirement banquet. Please check with your Branch President to obtain the appropriate reimbursement forms which are contained in the Branch Operations Manual.

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## SOMETHING TO THINK ABOUT...

Leadership is about capturing the imagination and enthusiasm of your people with clearly defined goals that cut through the fog like a beacon in the night.

Branch Update is published three times a year by the Branch Operations Office of the NLTA and is printed by the Printing Service Division.

For further information on any items dealt with in this publication, please contact:

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