



# Branch Update

Newfoundland and Labrador  
Teachers' Association

## A Newsletter for Branch Executives

Vol. 16, No. 2, January 2003

### Introduction

Happy New Year! I hope you all enjoyed your Christmas vacation, and may 2003 be a happy and prosperous year for you and your families. The next few months will be busy ones in your schools and also a busy time for NLTA activities as we prepare for our second Joint Council meeting and for the Biennial General Meeting.

This issue of the Branch Update contains details on deadlines dealing with your branch's preparations for BGM as well as other 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 at [gcostello@nlta.nf.ca](mailto:gcostello@nlta.nf.ca).



### Geralyn Costello

Assistant to the President

### JOINT COUNCIL MEETING

The second Joint Council meeting for this year will take place at Holiday Inn in St. John's on Friday (all day) and Saturday, February 21 and 22, 2003. You will receive a registration form from Colleen Wade in advance of this meeting. 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 by **Friday, February 7**, with your request.

### NLTA KILOMETRAGE RATE

For those of you who travel on NLTA business, please note that the kilometrage rate for December 1, 2002, to February 28, 2003, is 42.3 cents per kilometre.

### BRANCH REGISTRATION AND AUDIT

There are still several branches who have not forwarded the Official

Branch Registration Form for 2002-03 and your Branch Audit Form for 2001-02 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 and BGM.**

### CONTACT WITH SUBSTITUTE TEACHERS

This is a reminder that the deadline date for the registration of substitute teacher members of your branch was January 15th. If you already have your registration completed, please send it to the NLTA office as soon as possible -- even though the deadline has passed. The procedure for registering your substitute teacher members, and receiving the \$4.00 membership rebate for them, is included in your Branch Operations Manual.

IMPORTANT DATES AND DEADLINES FOR 2002-03	
February 1, 2003	Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.
February 14, 2003	Janeway Day in the Schools
February 23, 2003	<p>Deadline for mailing nominations for NLTA President, Vice-President and Provincial Executive to ensure publication in the Convention Bulletin.</p> <p>Deadline for submission of resolutions to Convention 2003.</p> <p>Branch delegates/alternates names must be provided by this date for inclusion in the Convention Bulletin.</p> <p><i>(The above items must be postmarked, faxed or hand-delivered by this date.)</i></p>
March 2-8, 2003	Education Week
March 31, 2003	Deadline for the Centennial Fund Award nominations.
April 1, 2003	Deadline for Johnson Bursary applications.
April 6, 2003	Final deadline for receipt of nominations for the Office of President and Vice-President for 2003-05 is thirty (30) days prior to the date of the election for both offices.
April 22-25, 2002	Biennial General Meeting of the Newfoundland

	and Labrador Teachers' Association, Delta St. John's Hotel
April 24, 2003	Final deadline for receipt of nominations for Provincial Executive Council for 2003-05.
April 30, 2003	Deadline for Deferred Salary Leave applications and year-end contract resignations.
May 6, 2003	Province-wide election for NLTA President and Vice-President for 2003-05.
May 11-17, 2003	Branch Election Week

### **BRANCH ITEMS FOR BGM 2003**

The following branch items dealing with the Biennial General Meeting must be decided upon at a general branch meeting in accordance with NLTA By-Law IX.D.:

1. Branch nominations to the Provincial Executive.
2. Possible resolutions for Convention must be considered and voted upon by the branch and those approved forwarded to the NLTA Office.
3. Delegates and alternates to Convention should be decided upon and the names forwarded to the NLTA Office on the form provided in your Branch Operations Manual.

The Convention Bulletin will be mailed to all branches approximately one month prior to the BGM. A full branch meeting, or some other mechanism, must be put in place to permit branch members an opportunity to discuss and inform their delegates regarding positions on resolutions, by-law changes, candidate choices, etc.

Nomination forms for Provincial Executive must be submitted on the appropriate nomination form. This form is included in the FORMS section of the Branch Operations Manual. If you require additional copies, please photocopy as necessary or contact me at the NLTA Office.

Resolutions for BGM should be submitted on the appropriate form, a copy of which is also included in the FORMS section of the Branch Operations Manual. The form can also be photocopied as necessary.

### **PROVINCE-WIDE VOTE FOR PRESIDENT AND VICE-PRESIDENT**

The Electoral Committee has set the date for the province-wide elections for the NLTA President and Vice-President for 2003-05 for **Tuesday, May 6, 2003**. Further information on the elections will be provided to branch presidents at the February Joint Council meeting.

Nomination forms for NLTA President and Vice-President are included in the FORMS section of the Branch Operations Manual. If you require additional copies, please photocopy as necessary or contact me at the NLTA Office.

## **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 should 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 retiree's 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.

### **SOMETHING TO THINK ABOUT ...**

*Teamwork: Snowflakes are one of nature's most fragile things, but just look at what they can do when they stick together.*

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

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[back to main page](#)



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