



Branch Update

Newfoundland and Labrador Teachers' Association

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January 2004

INTRODUCTION

Happy New Year! I hope you all enjoyed the Holiday Season. May 2004 bring health and happiness to you and your loved ones. 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 opening of provincial negotiations.

This issue of the Branch Update contains details on deadlines and other items of interest and importance for 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.nl.ca.

Geralyn Costello
Assistant to the President

JOINT COUNCIL MEETING

The second Joint Council meeting for this year will take place on Friday (all day) and Saturday, February 27 and 28, at the Holiday Inn in St. John's. 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 13**, with your request.

NLTA KILOMETRAGE RATE

For those of you who travel on NLTA business, please note that the kilometrage rate for December 1, 2003 to February 29, 2004 is 40.6 ents per kilometre.

BRANCH REGISTRATION AND AUDIT

There are still several branches who have not forwarded the Official Branch Registration Form for 2003-04 and your Branch Audit Form for 2002-03 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.**

CONTACT WITH SUBSTITUTES

The procedure for registering your substitute teacher members, and receiving the \$4.00 membership rebate for them, is included in your Branch Operations Manual. These members have to be contacted and registered individually and the forms designed for that purpose are included in the "Forms" section of the Manual. Please try to complete the registration process by the deadline date of January 15th.

IMPORTANT DATES AND DEADLINES FOR 2003-04

February 1, 2004	Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.
February 13, 2004	Janeway Day in the Schools
March 7-13, 2004	Education Week
March 31, 2004	Deadline for the Centennial Fund Award nominations.
April 1, 2004	Deadline for Johnson Bursary applications.
April 30, 2004	Deadline for Deferred Salary Leave applications and year-

	end contract resignations.
May 9-15, 2004	Branch Election Week

PROVINCIAL EXECUTIVE MEETINGS

Please note a change in the April meeting of Provincial Executive from the date that was listed in the November issue of Branch Update. The new meeting date is April 23 and 24.

RETIREMENT SCROLLS AND PINS

NLTA policy states 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.

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.

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...

Trust is the emotional glue that holds every team together...in times of trial, it transforms a group of committed individuals into a team of individuals committed to each other.

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

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