



Branch Update

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January 2010

Introduction

Happy New Year! I hope that you all enjoyed your Christmas holiday with family and friends.

This newsletter can also be found on-line at www.nlta.nl.ca. Just click on "Publications" and then go to "B" for Branch Update.

If you have any comments, questions, or suggestions for the Branch Update, please contact me at the NLTA Office at Extension 222 or via e-mail: gcostello@nlta.nl.ca.

Geralyn Costello
Executive Assistant, Governance

Distribution of Branch Operations Manual

This is a reminder that the **Branch Operations Manual** is now available online and will only be sent out as a paper copy if there is a request from a branch president. It is located on the NLTA website at www.nlta.nl.ca. Just click on "Publications" and then go under "B" for Branch Operations Manual.

Joint Council Meeting

The second regularly scheduled Joint Council meeting for this school year will take place in St. John's on Friday (all day) and Saturday, March 26 and 27, 2010, at the Holiday Inn in St. John's.

Information on the meeting, including a registration form, will be sent to you in late February. Once you receive it, please ensure that your form is returned to the NLTA Office as soon as possible and that you contact us if you wish to have your travel arrangements made by the NLTA Office.

NLTA Kilometrage Rate

For those of you who travel on NLTA business, please note that the kilometrage rate from December 1, 2009 to February 28, 2010 is 45.3 cents per kilometre.

Policy Change re Death of an Active Member

Provincial Executive recently changed the policy on death of an **active member** so that the Association, once notified of the death by the branch or a member, will either send flowers or a donation to a charity.

Branch Registration and Audit

There are still several branches who have not forwarded the Official Branch Registration Form for 2009-10 and/or the Branch Audit Form for 2008-09 to the NLTA Office. These forms must be submitted before the branch can be sent the remainder of its registration and membership rebates. **Please note that these forms must be received in order for branch representatives to attend meetings of the Association including Joint Council.**

Branch Financing Requests

Just a reminder that the NLTA Treasurer and the Finance Committee are responsible for responding to requests from branches for additional funding. Please use the *Request for Additional Funding Form* included in your Branch Operations Manual when making such requests, and forward them to the NLTA Office.

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 15**.

Association Awards

You are reminded once again that the deadline for nominations for the Bancroft, Barnes, Allan Bishop and Special Recognition Awards is **January 15**. The policy for each of these awards is outlined in the Branch Operations Manual, and the nomination forms are included in the “Forms” section at the back of the Manual.

Important Dates/Deadlines 09-10

January 15, 2010

- Nominations for the Bancroft, Allan Bishop, Barnes and Special Recognition Awards must be received at the NLTA Office by this date.
- Deadline date for sending branch registration of substitute teachers to the NLTA Office.

February 1, 2010

Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.

March 7-13, 2010

Education Week

March 31, 2010

Deadline for the Centennial Fund Award nominations.

April 1, 2010

Deadline for Johnson Bursary applications.

April 30, 2010

Deadline for Deferred Salary Leave applications and year-end contract resignations.

May 9-15, 2010

Branch Election Week

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.

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. *(The order form is located in the FORMS section of your Branch Operations Manual and can be downloaded from the Branch Operations Manual section on the NLTA website.)*

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: The Association will reimburse your branch up to \$28 per retiree and retiree's guest for the cost of meals provided at your retirement banquet. The appropriate reimbursement forms can be obtained from the Branch Operations Manual or on the website.

Something To Think About . . .

Two Sculptors

I dreamed I stood in a studio
 And watched two sculptors there.
 The clay they used was a young child's mind,
 And they fashioned it with care.
 One was a teacher: the tools she used
 Were book, music and art.
 One, a parent with a guiding hand
 And a gentle, loving heart.
 Day after day the teacher toiled
 With touch that was deft and sure.
 While parents laboured by her side,
 And polished and smoothed it o'er.
 And when at last their task was done,
 They were proud of what was wrought;
 For all they had moulded into the child
 Could neither be sold nor bought.
 And each agreed he would have failed
 If he had worked alone.
 For behind the teacher stood the school
 And behind the parent – a home.

(Author Unknown)

Branch Update is published three times a year by the Branch Operations Office of the NLTA.

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

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