

BRANCH UPDATE

NEWFOUNDLAND AND LABRADOR TEACHERS' ASSOCIATION

Introduction

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

Branch Items for 2017 BGM

The following branch items dealing with the Biennial General Meeting must be decided upon at a general branch meeting. All forms noted below can be found on the BGM 2017 section of the NLTA website.

1. Proposed change, amendment or repeal of NLTA By-Laws to be actioned by Convention must be considered at a general branch meeting and **received at the NLTA Office by January 19, 2017.**
2. Branch nominations to the Provincial Executive. Nominations will be accepted up to the second day of Convention – April 20, 2017. Nominations must be submitted on the appropriate nomination. **The deadline date for receipt of nominations for inclusion in the Convention edition of *The Bulletin* is February 19.**
3. Possible resolutions for Convention must be considered and voted upon by the branch. Those approved must be **received at the NLTA Office by February 19.**
4. Delegates and alternates to Convention should be decided upon and the names received at the NLTA Office by **February 19.**

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.

Joint Council Meetings

The second regularly scheduled Joint Council meeting for this school year will take place in St. John's on **Friday and Saturday, March 3-4, at Holiday Inn.**

Information on the meeting, including a registration form, will be sent to you in early February. 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.

Branch Audit

There are still several branches that have not forwarded the Branch Audit Form for 2015-16 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. (The Audit form can be completed online and submitted to the NLTA Office. Check the "Forms" section of the NLTA website.)**

Important Dates/Deadlines

January 13, 2017

Applications for Educational Leave for 2017-18 school year are posted on the NLTA website. Application is made to the Districts. The deadline for NLESD and CSFP is January 13, 2017. Teachers must make prior application to the school board.

January 15, 2017

- 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.

April 18, 2017

Pre-BGM sessions and Opening Session for BGM, Sheraton Hotel Newfoundland, St. John's.

April 19-21, 2017

Biennial General Meeting, Sheraton Hotel Newfoundland, St. John's.

April 20, 2017

Final deadline for receipt of nominations for Provincial Executive (second day of Convention).

May 7-13, 2017

Branch Election Week

Contact with Substitutes

The procedure for registering your substitute teacher members, and receiving the \$6.00 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 can be found in the "Forms" section of the NLTA website. Please try to complete the registration process by the deadline date of **January 15.**

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 "Retirement Scrolls/Pins" order form can be completed online and submitted directly to the NLTA.*

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 \$33 per retiree and retiree's guest for the cost of meals provided at your retirement banquet. *You can download a pdf version of the "Branch Request for Additional Funding" form from the "Forms" section of the website or complete it online and submit it directly to the NLTA Office.*

NLTA Kilometrage Rate

For those of you who travel on NLTA business, please note that the kilometrage rate from December 1, 2016 to February 28, 2017 is 54 cents per kilometre for paved roads and 81 cents for unpaved roads.

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:

Geralyn Costello, Executive Assistant, Governance, NLTA

Tel: 709-726-3223 or 1-800-563-3599, Ext. 222

Fax: 709-726-4302 or 1-877-711-NLTA

E-mail: gcostello@nlta.nl.ca **Website:** www.nlta.nl.ca