

## A Newsletter for Branch Executives Vol. 13, No. 1, November, 1999

### Introduction

Welcome back to all returning branch executive members; and a special welcome to all newly elected branch officers! I hope your summer vacation was relaxing and that you're energized for the school and branch activities ahead in this, the last year of the twentieth century. Your involvement through your local branch is very important in the operation of your Association.

This newsletter, designed especially for branch executives, is a communications vehicle between the NLTA Office and our 52 branches. We will publish three issues during this year which will contain important news, reminders, and items of interest to branch executive members throughout the province.

This update, along with the Branch Operations Manual sent to each Branch President, will keep you aware of information on the running of your branch and be a source for the various details for which you, as branch executive members, must be aware.

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.nf.ca](mailto:gcostello@nlta.nf.ca).



Geralyn Costello  
Assistant to the President

### WELCOME TO A NEW NLTA BRANCH

As of the start of the 1999-2000 school year, we have a new branch that has formed through the amalgamation of the Belle Mer and Mount St. Margaret branches. The new Belle Mer Branch includes all the schools previously contained within the two separate branches. The new Branch President is [Bernice LaVallee](#) of Flower's Cove. Congratulations to those two branches on making the move to amalgamate their operations.

### JOINT COUNCIL MEETINGS

The first Joint Council meeting for this year will take place on Friday evening and Saturday, November 19th and 20th, at the Albatross Hotel in Gander. You should already have received a registration form for this meeting from [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.

Any branch president who wishes to have an item placed on the agenda during the Branch Presidents' Forum should [contact me](#) as soon as possible with your request.

The second regularly scheduled Joint Council meeting for this school year will take place on February 18-19, 2000, in St. John's.

## **MEET YOUR PROVINCIAL EXECUTIVE FOR 1999-2001**

### **Table Officers**

Fred Andrews – [President] – on leave from his position as Social Studies Department Head at Holy Trinity High School in Torbay.

Winston Carter – [Vice-President] – Principal of Carmanville School Complex, Carmanville.

Clement (Ted) Murphy – Special Needs teacher at Bishop O'Neill Collegiate in Brigus.

Fred Douglas – Senior high English Language/ Literature teacher at Pearce Regional High School in Salt Pond, Burin.

### **Executive Members**

Dana Burridge – French, Social Studies and Mathematics teacher at Pasadena Academy in Pasadena.

Kevin Foley – Junior high Science teacher at St. Michael's High School in Goose Bay.

Kenneth Kavanagh – Mathematics Department Head at St. Michael's High School in Bell Island.

Wayne Lee – Science Department Head at Stephenville High School in Stephenville.

Elizabeth Murphy – High school Mathematics/Science and Learning Resources teacher at Christ the King All-Grade School in Rushoon.

Bill Wheaton – Art and Grade 8 Home Room teacher at Jens Haven Memorial School in Nain.

Fred Wood – Social Studies Department Head at Queen Elizabeth Regional High School in Foxtrap.

## **PROVINCIAL EXECUTIVE MEETINGS**

The schedule for Provincial Executive Meetings was established at the first Executive meeting in August. To avoid the possibility of travel/schedule commitments conflicting with an Executive meeting where their attendance may be required, administrative staff will not normally be available for branch visitation, workshops or other branch activities on the day immediately prior to an Executive meeting, or on the days of an Executive meeting. The following is a list of Executive meetings for 1999-2000:

- November 18th and 19th
- January 7th and 8th
- February 17th and 18th
- April 6th and 7th
- June 9th and 10th

## **BRANCH OPERATIONS MANUAL**

A new Branch Operations Manual was forwarded to each branch president early in October. If you have any questions concerning the contents of the Manual, please give me a call.

## **BRANCH REGISTRATION & AUDIT**

If you have not already done so, please forward the Official Branch Registration Form for 1999-00 and your Branch Audit Form for 1998-99 to the NLTA Office. Your membership rebate for this year can only be forwarded after these forms are received, and, in accordance with Association policy, the audit form should be received at the NLTA Office by December 31st. We need the Official Registration so that we can forward to your executive the various mailings/materials that come from this office.

The policy on branch financing provides that a portion of the branch registration and membership rebates will be forwarded as the registration forms are received. When the Preliminary Registration form is received from the branch, the first \$200 of the branch registration rebate is forwarded to the branch. The remainder of the \$520 registration rebate is forwarded to the branch upon receipt of the Official Branch Registration form. Finally, the branch membership rebate (\$4.00 per member) is forwarded to the branch after the previous year's audit is received. All completed registration forms should be sent to me at the NLTA Office. Thank you for your attention to these branch registration matters.

### **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 Jim Fox, Treasurer.

### **CONTACT WITH SUBSTITUTE TEACHERS**

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.

### **BRANCH VISITATION PROGRAM**

Specific details of the branch visitation program are contained in the Branch Visitation section of your Branch Operations Manual. The purpose of this program is to give every branch a direct contact with a member of the Provincial Executive who is assigned as contact person for a number of branches each year. The President is also available to visit any branch if the assigned Executive person is not available. Your Executive contact should be your first line of contact for information and assistance with branch operations and will assist you with any concerns relative to your branch, or for purposes of discussing any issues that are pertinent to you and your branch members. A minimum of monthly telephone contact is suggested in the policy on branch visitation.

### **SCHOOL REPRESENTATIVE HANDBOOKS**

Handbooks for the school representatives for your branch were distributed to each school rep who attended one of our nine seminars held during September/October. If you need additional copies to distribute to school reps who were unable to attend a seminar, please give me a call.

Regarding the recent School Representatives' Seminars, we have had tremendous feedback on these sessions from those who attended and are now in the process of having the information from the small group sessions and the evaluation forms compiled in a form that can be forwarded to all school representatives.

### **SCHOOL BOARD-TEACHER LIAISON**

The School Board-Teacher Liaison Committees for each school district in the province have been set up for the 1999-2000 school year with a listing of NLTA appointees forwarded to the appropriate school boards. The boards have now been asked to appoint their committee nominees. An InfoSheet outlining information on the operation of these committees has also been forwarded to all schools.

### **ASSOCIATION AWARDS**

You are reminded once again of the nominating procedure for the Bancroft Award, Allan Bishop Award and NLTA Special Recognition Award. 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. If your branch will be nominating any deserving individuals for either of these awards, it is important that the nominating process be put in place immediately so that complete information on the individual is included on the nomination form. Note application deadlines in the section of this newsletter entitled "Important Dates and Deadlines for 1999-2000".

You should note that for the Bancroft Award unsuccessful nominees in any year are automatically renominated for the two subsequent years following the original nomination, subject to the limit of two years following retirement for nominations of retired teachers.

There are many members throughout the province who are deserving of these awards. Is there a potential winner in your branch?

### IMPORTANT DATES AND DEADLINES FOR 1999-2000

November 15, 1999	Deadline Project Overseas applications.
December 31, 1999	Nominations for Barnes, Allan Bishop, and Special Recognition Awards must be postmarked on or before this date. <hr/> Deadline for the 2000 Christmas Card Contest.
January 15, 2000	Nominations for the Bancroft Award must be received in at the NLTA Office by this date. <hr/> Deadline date for branch registration of substitute teachers to be sent to NLTA Office.
January 31, 2000	Deadline for the Centennial Fund Award nominations.
February 1, 2000	Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.
February 14, 2000	Janeway Day in the Schools
March 5-11, 2000	Education Week
April 1, 2000	Deadline for Johnson Bursary applications.
April 30, 2000	Deadline for Deferred Salary Leave applications and year-end contract resignations.
May 7-13, 2000	Branch Election Week

## A THOUGHT TO PONDER...

A hundred years from now it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove . . . but the world may be different because I was important in the life of a child.

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