



# Branch Update

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## A Newsletter for Branch Executives Vol. 14, No. 1, October, 2000

### Introduction

Welcome back to all returning branch executive members; and a special welcome to all newly elected branch officers! I trust you all had a relaxing and enjoyable summer break and are ready to become involved in your branch activities for 2000-01. Your involvement through your local branch is very important in the operation of your Association.

This newsletter is a communications vehicle between the NLTA Office and our 52 branch executives. Three issues will be published during this year and will contain important news, reminders, and items of interest to branch executive members.

Along with the Branch Operations Manual sent to each Branch President, this update 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

### JOINT COUNCIL MEETINGS

The first Joint Council meeting for this year will take place on Friday (all day) and Saturday, October 20 and 21, at the Holiday Inn, St. John's. 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 9 (evening) and 10, 2001, in St. John's.

### 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 AND AUDIT**

If you have not already done so, please forward the Official Branch Registration Form for 2000-01 and your Branch Audit Form for 1999-2000 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 BINDERS**

Following requests from school representatives during the seminars held last year, a new School Representative Binder containing information on various aspects of the

Association has been compiled and is being forwarded to each school rep in the province. The mailing of these binders should be completed by mid-October.

### **SCHOOL BOARD-TEACHER LIASON**

The School Board-Teacher Liaison Committees for each school district in the province are currently being set up for the 2000-01 school year. Information regarding the NLTA appointees will be forwarded to the appropriate school boards, and boards will be asked to appoint their committee nominees. An InfoSheet outlining information of the operation of these committees will also be 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 2000-01".

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 2000-01**

November 15, 2000	Deadline Project Overseas applications.
December 31, 2000	Nominations for Barnes, Allan Bishop, and Special Recognition Awards must be postmarked on or before this date.  Deadline for the 2001 Christmas Card Contest.  Deadline for registration of substitute teachers.
January 15, 2001	Nominations for the Bancroft Award must be received at the NLTA Office by this date.  Deadline date for sending branch registration of substitute teachers to the NLTA Office.
January 18, 2001	Deadline for receipt of proposed amendments to NLTA by-laws in order for such proposed changes to be dealt with at 2001 Convention.

March 31, 2001	Deadline for the Centennial Fund Award nominations.
February 1, 2001	Nominations for NLTA President/Vice-President must be postmarked by this date for inclusion in Convention Bulletin.  Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.
February 14, 2001	Janeway Day in the Schools
February 18, 2001	Deadline for mailing nominations for NLTA Provincial Executive to ensure publication in the Convention Bulletin.  Deadline for submission of resolutions to Convention 2001.  Branch delegates/alternates names must be provided by this date for inclusion in the Convention Bulletin. (All items must be postmarked, faxed or hand-delivered by this date.)
March 4-10, 2001	Education Week
April 1, 2001	Deadline for Johnson Bursary applications.
April 18-20, 2001	Biennial Convention of the Newfoundland and Labrador Teachers' Association, Delta Hotel, St. John's.
April 19, 2001	Final deadline for receipt of nominations for Office of President, Vice-President, and Provincial Executive.
April 30, 2001	Deadline for Deferred Salary Leave applications and year-end contract resignations.
May 6-12, 2001	Branch Election Week

## **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 – Instructional Resource teacher at Amalgamated Academy

in Bay Roberts.

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

### **Executive Members**

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

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

Kenneth Kavanagh – Mathematics teacher at St. Michael's High School on Bell Island.

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

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 recently established. 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 2000-01:

October 19th

November 24th and 25th

January 12th and 13th

February 8th and 9th

March 8th and 9th

April 17th (Pre-BGM Meeting)

April 20th (Post-BGM Meeting)

June 8th and 9th

#### **A THOUGHT ...**

The challenge for every organization is to build a feeling of oneness, of dependence on one another. . . because the question is usually not how well each person works, but how well they work together. (Vince Lombardi)

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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