



A Newsletter for Branch Executives Vol. 15,

No. 1, October 2001

Introduction

Welcome back to another year of school and branch activity. A special welcome is extended to all newly elected branch officers! Hopefully you all had an enjoyable summer vacation and are ready for the start of another school year. Your involvement through your local branch is very important to the operation of your Association.

This newsletter is a communications vehicle between the NLTA Office and our 52 branch executives. Along with the Branch Operations Manual sent to each Branch President, the three issues of this newsletter published during this year will contain important news, reminders, and items of interest to branch executive members.

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.



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, November 23 and 24, at the Delta Hotel 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 as soon as possible with your request.

The second regularly scheduled Joint Council meeting for this school year will take place in St. John's on Friday (all day) and Saturday, February 22 and 23, 2002.

Branch Operations Manual

A new Branch Operations Manual was forwarded to each branch president early in September. 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 2001-02 and your Branch Audit Form for 2000-01 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 Executive Members

Please note that an NLTA By-Law change made at the 1999 BGM requires that only active teachers be permitted to hold office in the Association. Therefore, retired teachers can no longer be members of a branch executive.

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.

School Board-Teacher Liaison

The School Board-Teacher Liaison Committees for each school district in the province are currently being set up for the 2001-02 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 on the operation of these committees is being forwarded to all schools. Also "Request for Agenda Items" forms will be forwarded to schools reps to place on staff room bulletin boards so that teacher concerns can be brought to the attention of the liaison committee members.

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 2001-02". 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, 2001	Deadline Project Overseas applications.
December 31, 2001	Nominations for Barnes, Allan Bishop and Special Recognition awards must be postmarked on or before this date. Deadline for the 2002 ChristmasCard Contest. Deadline for registration of substitute teachers.
January 15, 2002	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.
February 1, 2002	Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.
February 14, 2002	Janeway Day in the Schools
March 3-9, 2002	Education Week
March 31, 2002	Deadline for the Centennial Fund nominations.
April 1, 2002	Deadline for Johnson Bursary applications.
April 30, 2002	Deadline for Deferred Salary Leave applications and year-end contract resignations.
May 12-18, 2002	Branch Election Week

MEET YOUR PROVINCIAL EXECUTIVE FOR 2001-03

Table Officers

Winston Carter -- [President] -- on leave from his position as Principal of Carmanville School Complex, Carmanville.

Fred Douglas --[Vice-President] -- Senior High Language Arts teacher at Marystown Central High School. (Fred, as Chair of the Negotiating Team, has been seconded by the Association until December 2001.)

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

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

Executive Members

Dana Burridge -- Grades 7-9 Social Studies and French teacher at Pasadena Academy in Pasadena.

Diane Curtis -- Multi-age Grades 4 and 5 teacher at Main River Academy in Pollard's Point.

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

Paul Matthews -- English Department Head at Booth Memorial High School in St. John's.

Ed Moore -- Grade 7 teacher at St. Edward's Elementary School in Placentia.

Elizabeth Murphy -- Mathematics Department Head at Christ the King All-Grade School in Rushoon.

Clement (Ted) Murphy -- Student Services Department Head at Amalgamated Academy in Bay Roberts.

Sean Noah -- Teaching Principal at Avoca Collegiate in Badger.

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.

The branch assignments for Provincial Executive for 2001-02 are as follows:

Winston Carter
President

All branches

Dana Burridge

Aurora
Belle Mer
Bremco
Deer Lake
Humber

Diane Curtis

Ingornachoix
Long Range
Taylor's Brook
Table Mountain

Fred Douglas

Fogo Island
Ganova
Hamilton Sound
Notre Dame
St. Brendan's
Trinity-Deadman's Bay

Kevin Foley

Churchill Falls
Coastal Labrador South
Labrador West
Lake Melville
Northern Light

	Nutak Labradorimi
Wayne Lee	Appalachia Burgeo Port aux Basques Rameaux
Paul Matthews	Bell Island Marconi St. John's Centre Waterford Valley
Edward Moore	Clarenbridge Landfall Placentia Trinity, T.B.
Elizabeth Murphy	Burin-Marystown Granforline Rushoon-Terrenceville
Ted Murphy	Bay de Verde Bay Roberts Carbonear Lower Trinity South Upper Trinity South
Sean Noah	Baie Verte Peninsula Bay d'Espoir Belleoram-Wreck Cove Exploits Valley Green Bay Harton Seagaulher
Fred Wood	Conception Bay Centre Conception Bay South St. Mary's Bay Southern Shore

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 2001-02:

October 12 and 13

November 22

January 11 and 12

February 21

April 19 and 20

June 7 and 8

Teamwork means that we share a common ideal and embrace a common goal. Regardless of our differences, we strive shoulder to shoulder, confident in one another's faith, trust and commitment. In the end, teamwork can be summed up in five short words... "we believe in each other".

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

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