



Newfoundland and Labrador  
Teachers' Association

# Branch Update

## A Newsletter for Branch Executives

Vol. 16, No. 1, October 2002

### Introduction

Another school year is upon us and with it comes the resumption of NLTA branch activity. I trust that you all had a great summer vacation and that you are all ready for the year ahead. A special welcome is extended to all newly elected branch officers! 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 51 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](mailto:gcostello@nlta.nf.ca).



Geralyn Costello

Assistant to the President

### WELCOME TO A NEW NLTA BRANCH

As of the start of the 2002-03 school year, we have a new branch that has formed through the amalgamation of the Lower Trinity South and Bay de Verde branches. This amalgamation came about because of the realignment of schools in these areas at the end of June past. The new branch is going by the name Baccalieu Branch and the President is Fred Driscoll of Heart's Content. 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 (all day) and Saturday, November 15 and 16, at the Fairmont Hotel Newfoundland 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 by **Friday, November 1**, 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 21 and 22, 2003.

### **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 2002-03 and your Branch Audit Form for 2001-02 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 **2002-04 school years**. (A change in the new Collective Agreement states that these committees will now remain in place for a two-year period.) 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 has been sent to all schools. Also "*Request for Agenda Items*" forms have been 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, Barnes 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 2002-03".

You should note that for the Bancroft and Barnes Awards 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 2002-03	
November 15, 2002	Deadline Project Overseas applications.
December 31, 2002	Nominations for Allan Bishop and Special Recognition Awards must be <b>postmarked</b> on or before this date.  Deadline for the 2003 Christmas Card Contest.  Deadline for registration of substitute teachers.
January 15, 2003	Nominations for the Bancroft and Barnes Awards must be <b>received</b> at the NLTA Office by this date.  Deadline date for sending branch registration of substitute teachers to the NLTA Office.
January 23, 2003	Deadline for receipt of proposed amendments to NLTA by-laws in order for such proposed changes to be dealt with at the 2003 Convention.
February 1, 2003	Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.
February 14,	Janeway Day in the Schools

2003	
February 23, 2003	<p>Deadline for mailing nominations for NLTA President, Vice-President and Provincial Executive to ensure publication in the Convention Bulletin.</p> <p>Deadline for submission of resolutions to Convention 2003.</p> <p>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.)</p>
March 2-8, 2003	Education Week
March 31, 2003	Deadline for the Centennial Fund Award nominations.
First Week of April	Final deadline for receipt of nominations for the Office of President and Vice-President for 2003-05 is thirty (30) days prior to the date of the election for both offices. <b>Please note:</b> The actual date will be confirmed following the announcement by the Electoral Committee of the actual election date.
April 1, 2003	Deadline for Johnson Bursary applications.
April 22-25, 2002	Biennial General Meeting of the Newfoundland and Labrador Teachers' Association, Delta St. John's Hotel
April 24, 2003	Final deadline for receipt of nominations for Provincial Executive Council for 2003-05.
April 30, 2003	Deadline for Deferred Salary Leave applications and year-end contract resignations.
First Week of May	Province-wide elections for the NLTA President and Vice-President for 2003-05. Please note: The actual date for the elections will be chosen by the Electoral Committee and then announced to the membership.
May 11-17, 2003	Branch Election Week

### 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 2002-03:  
 November 14  
 January 17 and 18  
 February 20  
 March 14 and 15  
 April 22 (Pre-BGM)  
 April 25 (Post-BGM)  
 June 6 and 7

**PRELIMINARY INFORMATION FOR BGM 2003**

**Province-Wide Vote for President and Vice-President**

- ▶ The proposed policy regarding Procedures for the Election of President and Vice-President by Province-Wide Vote will be presented to Joint Council at its November meeting for approval. These procedures will then be forwarded to the membership by December 1.
  
- ▶ With this historic move to province-wide voting for NLTA President and Vice-President, potential candidates may be requesting copies of the nomination forms earlier than in the past. Please note that these forms are included in the FORMS section of the Branch Operations Manual. If you require additional copies, please photocopy as necessary or contact me at the NLTA Office.

**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 2002-03 are as follows:

<b>Executive Member</b>	<b>Branches</b>
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	Baccalieu Bay Roberts Carbonear 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

### **SOMETHING TO THINK ABOUT ...**

*The real act of discovery is not in finding new lands, but in seeing with new eyes.* (Marcel Proust)

Branch Update is published three times a year by the Branch Operations Office of the NLTA and is printed by the Printing Service Division.

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

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