



Branch Update

Newfoundland and Labrador Teachers' Association

Vol. 18, No. 1, 2004

October 2004

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.nl.ca.

[Geraldyn Costello](#)

Assistant to the President

BRANCH ELECTIONS

The first Joint Council meeting for this year will take place on Friday (all day) and Saturday, November 26 and 27, at the Holiday Inn 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 12**, 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 18 and 19, 2005.

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 2004-05 and your Branch Audit Form for 2003-04 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

For those of you new to branch executive positions, 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 SUBSTITUTES

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

Due to the recent changes in the school board structure in the island portion of the province, the Association is consulting with the School Boards Association to determine how Liaison Committees will operate in the future, i.e. whether there will be one committee per board, as is stated in Article 5 of the current Collective Agreement, or whether some other new structure can be put in place possibly on a regional basis. Branches will be advised of the results once this consultation has been completed.

As there were no changes to the school board in Labrador, the committee for the Labrador Board, and the separate committee for Labrador West, will be put in place as soon as the names of nominees are received from the branch presidents.

An *InfoSheet* outlining information on the operation of these committees will be sent 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, Barnes, Allan Bishop and Special Recognition Awards. 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 2004-05".

Your should note that for the Bancroft, Barnes and Special Recognition Awards unsuccessful nominees in any year may be re-nominated for the two subsequent years following the original nomination. Please check your Branch Operations Manual for details.

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 2004-05

| | |
|-------------------|---|
| November 7, 2004 | Deadline for Project Overseas applications. |
| December 8, 2004 | Deadline for mailing nominations for NLTA President and Vice-President to ensure publication in The Bulletin. |
| December 30, 2004 | Deadline for receipt of proposed amendments to NLTA by-laws in order for such proposed changes to be dealt with at the 2005 Convention. |

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| December 31, 2004 | Deadline for the 2005 Christmas Card Contest. Deadline for registration of substitute teachers. |
| January 9, 2005 | Final deadline for receipt of nominations for the Office of President and Vice-President for 2005-07 is thirty (30) days prior to the date of the election of both offices. |
| January 15, 2005 | 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. |
| January 30, 2005 | Deadline for mailing nominations for Provincial Executive to ensure publication in the Convention Bulletin. Deadline for submission of resolutions to Convention 2005. Branch delegates/alternates names must be provided by this date for inclusion in the Convention Bulletin. |
| February 1, 2005 | Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board. |
| February 8, 2005 | Province-wide vote for the election of NLTA President and Vice-President. |
| February 22, 2005 | If required, run-off ballot for the election of NLTA President and Vice-President. |
| March 6-12, 2005 | Education Week |
| March 29-April 1, 2005 | Biennial General Meeting, Delta Hotel, St. John's |
| March 31, 2005 | Final deadline for receipt of nominations for Provincial Executive Council (second day of Convention). Deadline for the Centennial Fund Award nominations. |
| April 1, 2005 | Deadline for Johnson Bursary applications. |
| April 30, 2005 | Deadline for Deferred Salary Leave applications and year-end contract resignations. |
| May 8-14, 2005 | Branch Election Week |

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 2004-05 are as follows:

| Executive Member | Branches |
|---------------------------|--|
| Fred Douglas President | * All Branches |
| Marilyn Bennett | Bell Island Marconi St. John's Centre Southern Shore |
| Dana Burridge | Aurora Baie Verte Peninsula Belle Mer Green Bay Deer Lake Taylor's Brook |
| Art Callahan | Conception Bay Centre Conception Bay South St. Mary's Bay Waterford Valley |
| Bill Chaisson | Humber Ingornachoix Long Range Table Mountain |
| Lily Cole | Burin-Marystown Granforline Rushoon-Terrenceville |
| Dean Ingran | Clarenbridge Landfall Hamilton Sound Trinity-Deadman's Bay Trinity, T.B. |
| Kevin Foley | Churchill Falls Coastal Labrador South Labrador West Lake Melville Nutak Labradorimi |
| Edward Moore | Baccalieu Bay Roberts Carbonear Placentia |
| Elizabeth Murphy | Bremco Northern Light Notre Dame St. Brendan's |
| Sean Noah | Bay d'Espoir Belleoram-Wreck Cove Exploits Valley Fogo Island Ganova Harton Seagaulher |

Fred Wood

Appalachia
Burgeo
Port aux Basques
Rameaux
Upper Trinity South

PROVINCIAL EXECUTIVE MEETINGS

The following schedule for Provincial Executive Meetings for 2004-05 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 dates are:

October 15 and 16

November 25

January 14 and 15

February 17

May 27 and 28

Something To Think About . . .

Excellence is never an accident, it is always the result of high intention, sincere effort, intelligent direction, skillful execution and the vision to see obstacles as opportunities.

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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