



Branch Update

Vol. 19, No. 1

October, 2005

Introduction

Welcome to the new branch and school year. Hopefully you all had a relaxing and rejuvenating summer vacation. I extend a special welcome to all new branch Executive members. 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. This newsletter can also be found on-line at www.nlta.nl.ca. Just click on "Publications" and then go to "B" for Branch Update.

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: goostello@nlta.nl.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 25 and 26, 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 **Wednesday, November 9**, 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, March 31 and April 1, 2006.

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. For your convenience, the Manual is now also located on the NLTA website at www.nlta.nl.ca. Click on "Publications" and then go to "B" for Branch Operations Manual.

Branch Registration and Audit

If you have not already done so, please forward the Official Branch Registration Form for 2005-06 and your Branch Audit Form for 2004-05 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 Jm 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

School Board-Teacher Liaison Committees were set up last year for a two-year period in accordance with the new school board structure. For the 2005-06 school year, there are several changes in committee members. These changes have been forwarded to branch presidents. A listing of all committee members along with an *InfoSheet* outlining information on the operation of these committees and "**Request for Agenda Items**" forms will be forwarded to schools reps in the near future to place on your staff room bulletin board. Please ensure that teacher concerns from your branch are 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 2005-06".

You 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/Deadlines 05-06

November 7, 2005

Deadline for Project Overseas applications.

December 31, 2005

Deadline for registration of substitute teachers and for receipt of branch audit for 2004-05.

January 15, 2006

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.

February 1, 2006

Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.

March 5-11, 2006

Education Week

March 31, 2006

Deadline for the Centennial Fund Award nominations.

April 1, 2006

Deadline for Johnson Bursary applications.

April 30, 2006

Deadline for Deferred Salary Leave applications and year-end contract resignations.

May 14-20, 2006

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 2005-06 are as follows:

EXECUTIVE MEMBER	BRANCHES
Kevin Foley President	*All Branches
Dana Burrige	Baie Verte Peninsula Deer Lake Green Bay Northern Light Taylor's Brook
Bill Chaisson	Churchill Falls Coastal Labrador South Humber Labrador West Lake Melville Nutak Labradorimi
Lily Cole	Bay d'Espoir Belleoram-Wreck Cove Burin-Marystown Harton Seagaulher
Jim Dinn	Bell Island St. John's Centre St. Mary's Bay Waterford Valley
Dean Ingram	Clarenbridge Fogo Island Ganov St. Brendan's Upper Trinity South
Jackie Maloney	GranForLine Hamilton Sound Rushoon-Terrenceville Trinity-Deadman's Bay

EXECUTIVE MEMBER	BRANCHES
Edward Moore	Baccalieu Bay Roberts Carbonear Notre Dame Placentia
Sean Noah	Conception Bay Centre Conception Bay South Exploits Valley Marconi Southern Shore
Wayne Park	Belle Mer Ingornachoix Long Range Table Mountain
Paul Pinsent	Appalachia Burgeon Port aux Basques Rameaux
Jeanne Williams	Aurora Bremco Landfall Trinity, T. Bay

Something To Think About . . .

Life is a series of experiences, each one of which makes us bigger, even though sometimes it is hard to realize this. For the world we've built today is a drop in the bucket, and we must learn that the stakes and goals which we need are help us in our marching onward. (Henry Ford, a ton of manufacture)

Provincial Executive Meetings

The following schedule for Provincial Executive Meetings for 2005-06 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:

September 23 and 24
November 24
January 27 and 28
March 30
June 2 and 3

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

Geralyn Costello, Assistant to the President
Newfoundland and Labrador Teachers' Association
3 Kenmount Road
St. John's, NL A1B 1W1

Telephone: 709-726-3223 or
1-800-563-3599, Ext. 222

Fax: 709-726-4302 or
1-877-711-NLTA

Email/Web Site: gcostello@nlta.nl.ca

www.nltanl.ca