



Branch Update

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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. 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: gcostello@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 24 and 25, 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 8**, 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 23 and 24, 2007 at the Capital Hotel in St. John's.

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 2006-07 and your Branch Audit Form for 2005-06 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 will again be set up this year for the two-year period from September 2006 to August 2008.

Each NLTA branch located within the boundaries of a school board is asked to nominate its branch president or designate as a nominee to the School Board-Teacher Liaison Committee.

The Membership Benefits and Services Committee, from the list of nominees, appoints the required number of teacher representatives for each committee.

Teacher representatives are selected from the branch nominees so as to give as wide a representation of branches as possible with consideration for geographical constraints. The representatives are appointed for a two-year period and the teachers so appointed form a three, four or five member committee representing all teachers employed by that school board.

There are three exceptions to the above procedure for the selection of liaison committees: the Eastern School District, the Labrador West area of the Labrador School District and Conseil Scolaire Francophone Provincial de Terre-Neuve et du Labrador.

⇒ An agreement was reached with the Eastern School District that commencing in the 2006-07 school year the district will operate four separate liaison committees, one for each of the four regions within the district as follows: Avalon East, Avalon West, Burin Peninsula, and Clarenville/Bonavista.

⇒ The teachers in Labrador West have a separate bargaining unit and the liaison committee for that area is guided by Article 16 of the Labrador West collective agreement. The

three teacher representatives consist of the branch president and two other teachers chosen from within the Labrador West Branch. The committee is also chosen for two years.

⇒ In the case of the Francophone School District, which covers the entire province, the school board officials have agreed that one School Board-Teacher Liaison Committee will be established for the province representing each of the regions covered by the school district.

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 branch presidents and schools reps in the near future. 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 individual(s) 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 2006-07”.

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 06-07

November 7, 2006

Deadline for Project Overseas applications.

December 6, 2006

Deadline for mailing all nominations for the Office of President and Vice-President to ensure publication in *The Bulletin*.

December 31, 2006

Deadline for registration of substitute teachers and for receipt of branch audit for 2006-07.

January 7, 2007

Final deadline for receipt of nominations for the Offices of President and Vice-President for 2007-09.

January 11, 2007

Deadline for receipt of proposed amendments to NLTA by-laws in order for such proposed changes to be dealt with at the 2007 BGM.

January 15, 2007

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.

Deadline for entries for the 2007 Christmas Card Contest.

February 1, 2007

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

February 6, 2007

Province-wide vote for the election of NLTA President and Vice-President.

February 11, 2007

All nominations for Provincial Executive for publication in the Convention issue of *The Bulletin* must be postmarked by this date.

Names of elected delegates and alternates to Convention should be decided and forwarded to NLTA Office by this date for inclusion in the Convention issue of *The Bulletin*.

Deadline for submission of resolutions to Convention 2007.

February 20, 2007

If required, run-off ballot for election of President and/or Vice-President.

March 4-10, 2007

Education Week

March 31, 2007

Deadline for the Centennial Fund Award nominations.

April 1, 2007

Deadline for Johnson Bursary applications.

April 11-13, 2007

Biennial General Meeting, Holiday Inn, St. John's

April 12, 2007

Final deadline for receipt of nominations for Provincial Executive (second day of Convention.)

April 30, 2007

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

May 13-19, 2007

Branch Election Week

Provincial Executive Meetings

The following schedule for Provincial Executive Meetings for 2006-07 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:

Thursday, November 23

Wednesday and Thursday, February 21 and 22

Friday and Saturday, June 8 and 9

Something To Think About . . .

Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it. (Lee Ho Dz)

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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