



# Branch Update

Vol. 21, No. 1

October 2007

## Introduction

*Welcome back!*

*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](http://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](mailto:gcostello@nlta.nl.ca).*

**Geralyn Costello**  
**Executive Assistant - Administration**

## Joint Council Meetings

The first Joint Council meeting for this year will take place on Friday (all day) and Saturday, November 2 and 3, at the Holiday Inn in St. John's. You should have already received a registration form from Colleen Wade for 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.

The second regularly scheduled Joint Council meeting for this school year will take place in St. John's on Friday (all day) and Saturday, April 4 and 5, 2008 at the Holiday Inn 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](http://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 2007-08 and your Branch Audit Form for 2006-07 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 15<sup>th</sup>.

## 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 2007-08 school year, there are several changes in committee members. These changes are being 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 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 2007-08".

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.

## Important Dates/Deadlines 07-08

### November 10, 2007

Deadline for Project Overseas applications.

### December 31, 2007

Deadline for registration of substitute teachers and for receipt of branch audit for 2007-08.

### January 15, 2008

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 2008 Christmas Card Contest.

### February 1, 2008

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

**March 2-8, 2008**  
Education Week

**March 31, 2008**  
Deadline for the Centennial Fund Award nominations.

**April 1, 2008**  
Deadline for Johnson Bursary applications.

**April 30, 2008**  
Deadline for Deferred Salary Leave applications and year-end contract resignations.

**May 11-17, 2008**  
Branch Election Week

## Provincial Executive for 2007-08

### Table Officers

**Sean Noah** – [President] – On leave from his position as Teaching Principal at Cape St. Francis Elementary in Pouch Cove.

**Lily Cole** – [Vice-President] – Special Services Grades 8 & 9 teacher at Pearce Junior High School in Salt Pond.

**Dean Ingram** – Teaching Principal of Swift Current Academy in Swift Current.

**Paul Pinsent** – English Department Head at Stephenville High School.

### Executive Members

**Callista Burridge** – Assistant Principal at Xavier Junior High School in Deer Lake.

**James Dinn** – Level I-III English teacher at Holy Heart High School in St. John's.

**Derek Drover** – Teaching Principal (French and English) at Victoria Academy in Gaultois.

**Jackie Maloney** – Non-categorical Special Education teacher at Christ the King School in Rushoon.

**Jean Murphy** – Grades 7-9 Mathematics and Grades K-6 Numeracy teacher at Long Range Academy in Cow Head.

**Gabriel Ryan** – Grade 9 French Immersion teacher (science, religion, history and English) at Crescent Collegiate in Dildo.

**Tina Ryan** – Multi-age Grades 1-3 and Grades 4-6 French teacher at Jakeman All-Grade School in Trout River.

**Jeanne Williams** – Social Studies, Math, Technology and Learning Resources teacher at Discovery Collegiate in Bonavista.

## Branch Visitation/Contact Program

Specific details of the branch visitation/contact 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 2007-09 are as follows:

EXECUTIVE MEMBER	BRANCHES
Sean Noah President	*All Branches
Callista Burridge	Baie Verte Peninsula Deer Lake Green Bay Notre Dame Taylor's Brook

EXECUTIVE MEMBER	BRANCHES
Lily Cole	Burin-Marystown Labrador West Lake Melville Southern Shore Waterford Valley
Jim Dinn	Bell Island Marconi Northern Light St. John's Centre
Derek Drover	Bay d'Espoir Belleoram-Wreck Cove Exploits Valley Harton Seagaulher
Dean Ingram	Baccalieu Churchill Falls Clarenbridge Coastal Labrador South Nutak Labradorimi
Jackie Maloney	GranForLine Placentia Rushoon-Terrenceville St. Brendan's
Jean Murphy	Aurora Belle Mer Bremco Ingornachoix Long Range
Paul Pinsent	Appalachia Burgeo Humber Port aux Basques Rameaux
Gabriel Ryan	Conception Bay Centre Conception Bay South St. Mary's Bay Upper Trinity South
Tina Ryan	Fogo Island Ganova Hamilton Sound Table Mountain Trinity-Deadman's Bay
Jeanne Williams	Bay Roberts Carbonear Landfall Trinity, T. Bay

## Provincial Executive Meetings

The following schedule for Provincial Executive Meetings for 2007-08 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 1  
Friday and Saturday, January 18 and 19  
Thursday, April 3  
Friday and Saturday, June 6 and 7

## Something To Think About . . .

Nothing stops an organization faster than people who believe that the way you worked yesterday is the best way to work tomorrow.  
(Jon Madonna)

**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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