



# Branch Update

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## 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 relaxing summer vacation and are 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.*

**Geralyn Costello**  
Executive Assistant, Administration

## Distribution of Branch Update

*Commencing with this edition, **Branch Update** will be sent via e-mail to all branch presidents, rather than by Canada Post. We ask that you forward copies via e-mail to your branch executive members, or copy it for distribution to them at your branch executive meeting. Remember also that the newsletter can 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 regarding this new distribution method, please contact me at the NLTA Office at ext. 222 or via e-mail at [gcostello@nlta.nl.ca](mailto:gcostello@nlta.nl.ca).*

## Joint Council Meetings

The first Joint Council meeting for this year will take place on Friday (all day) and Saturday, November 29 and 30, at the **Capital Hotel** in St. John's. Information on the meeting, including a registration form, will be sent to you shortly. Please ensure that your form is returned to the NLTA Office as soon as possible and that you contact us 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, February 27 and 28, 2009 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 registration form should

be received at the NLTA Office by **November 1** and the audit form by **December 31**.

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 the NLTA Office.

## 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**.

## School Board-Teacher Liaison

School Board-Teacher Liaison Committees will again be set up this year for the two-year period from September 2008 to August 2010.

Each NLTA branch located within the boundaries of a school board has been 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.

⇒ The Eastern School 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 Vista.

⇒ 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, 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 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 2008-09”.

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 08-09

### November 1, 2008

Deadline for receipt of final branch registration form.

### November 7, 2008

Deadline for Project Overseas applications.

### December 3, 2008

Deadline for mailing all nominations for the Office of President and Vice-President (including photograph, biographical sketch and election statement) to ensure publication in *The Bulletin*.

### December 31, 2008

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

### January 4, 2009

Final deadline for receipt of nominations for the Offices of President and Vice-President for 2009-11.

### January 15, 2009

Deadline for receipt of proposed amendments to NLTA by-laws in order for such proposed changes to be dealt with at the 2009 BGM.

### January 15, 2009

- 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, 2009**

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

**February 3, 2009**

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

**February 15, 2009**

- 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 2009.

**February 17, 2009**

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

**March 1-7, 2009**

Education Week

**March 31, 2009**

Deadline for the Centennial Fund Award nominations.

**April 1, 2009**

Deadline for Johnson Bursary applications.

**April 14-17, 2009**

Biennial General Meeting, Fairmont Hotel Newfoundland, St. John's

**April 16, 2009**

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

**April 30, 2009**

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

**May 10-16, 2009**

Branch Election Week

## Branch 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 Burrige	Baie Verte Peninsula Deer Lake Green Bay Notre Dame Taylor's Brook
Lily Cole	Burin-Marystown Labrador West Lake Melville Southern Shore Waterford Valley

EXECUTIVE MEMBER	BRANCHES
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 Matthews	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 2008-09 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 27

Wednesday and Thursday, February 25 and 26

Friday and Saturday, May 29 and 30

## Something To Think About . . .

Leadership is the art of getting someone else to do something you want done because he [she] wants to do it. ~ Dwight Eisenhower

*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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