
A Newsletter for Branch Executives Vol. 12, No. 1, October, 1998

Introduction

Welcome back to all returning branch executive members; and a special welcome to all of you who are new to elected positions within your local branch! I trust you all had a relaxing and enjoyable summer break and are ready to become involved in your branch activities for 1998-99.

This newsletter, designed especially for branch executives, is a communications vehicle between the NLTA Office and our 53 branches. We will publish three issues during this year which will contain important news, reminders, and items of interest to branch executive members throughout the province.

This update, along with your Branch Operations Manual, will keep you aware of information on the running of your branch and be a source of information for the various details for which you, as branch executive members, must be aware.

Your involvement in your Association through your local branch is very important. I wish you much success in your schools and branches during the 1998-99 school year.

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
Responsible for Branch Operations

Welcome to a New NLTA Branch

As of the start of the 1998-99 school year, we have a new branch that has formed through the amalgamation of the Gros Morne and St. Barbe South branches. The new branch includes all the schools previously contained within the two separate branches. A new official name for the branch has not yet been chosen so, for now, it will be known as the Gros Morne Region Branch. Congratulations to those two branches on making the move to amalgamate their operations.

Branch Registration and Audit

If you have not already done so, please forward the Official Branch Registration Form for 1998-99 and your Branch Audit Form for 1997-98 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 and school representatives the various mailings/materials that come from this office. Please attend to this item immediately if you have not already done so.

The policy on branch financing provides that certain portions 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 at the NLTA Office. Finally, the branch membership rebate (currently \$4.00 per member) is forwarded to the branch after the previous year's audit is received. Thank you for your attention to these branch registration matters.

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 Substitute Teachers

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.

JOINT COUNCIL MEETINGS

The first Joint Council meeting for this year will take place on Friday evening and Saturday, November 6th and 7th, at the Airport Plaza in St. John's. You should already have received a registration form for this meeting from Colleen Wade. 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 as soon as possible with your request.

The second regularly scheduled Joint Council meeting for this school year will take place on February 5-6, 1999, at a location to be announced.

Important Dates and Deadlines for 1998-99

November 15, 1998	Deadline for Project Overseas applications.
December 31, 1998	Nominations for Barnes, Allan Bishop, and Special Recognition Awards must be postmarked on or before this date. Deadline for the 1999 Christmas Card Contest.
January 7, 1999	Deadline for receipt of proposed amendments to NLTA by-laws in order for such proposed changes to be dealt with at the 1999 Convention.
January 15, 1999	Nominations for the Bancroft Award must be postmarked on or before this date. Deadline date for branch registration of substitute teachers.

January 31, 1999	Deadline for the Centennial Fund Award nominations.
February 1, 1999	Nominations for NLTA President/Vice-President must be postmarked by this date for inclusion in Convention Bulletin. Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.
February 7, 1999	Deadline for mailing nominations for NLTA Provincial Executive to ensure publication in the Convention Bulletin. Deadline for submission of resolutions to Convention 1999. Branch delegates/alternates names must be provided by this date for inclusion in the Convention Bulletin. (All items must be postmarked, faxed or hand-delivered by this date.)
February 12, 1999	Janeway Day in the Schools
March 1-7, 1999	Education Week
April 1, 1999	Deadline for Johnson Bursary applications.
April 6-9, 1999	First Biennial Convention of the Newfoundland and Labrador Teachers' Association, Delta Hotel, St. John's.
April 8, 1999	Final deadline for receipt of nominations for Office of President, Vice-President, and Provincial Executive.
April 30, 1999	Deadline for Deferred Salary Leave applications.
May 9-15, 1999	Branch Election Week

MEET YOUR PROVINCIAL EXECUTIVE Table Officers

Brendan Doyle [President] --; on leave from his position as Vice-Principal at Belanger Memorial School, Upper Ferry, Codroy Valley.

Fred Andrews [Vice-President] --; Social Studies Department Head at Holy Trinity High School in Torbay.

Clement (Ted) Murphy --; Special Needs teacher at Bishop O'Neill Collegiate in Brigus.

Doreen Noseworthy --; Replacement teacher for Grade 7 at St. Catherine's Academy, Mount Carmel.

Executive Members

Beverley Butler --; Grade 6 teacher at Notre Dame Academy, Grand Falls-Windsor.

Graham Butler --; Social Studies Department Head at Clarenville High School, Clarenville.

Winston Carter --; Principal of Carmanville School Complex, Carmanville.

Fred Douglas --; Senior high English Language/Literature teacher at Pearce Regional High School in Salt Pond, Burin.

Kevin Foley --; Junior high Science teacher at St. Michael's High School in Goose Bay.

Rivlyn Galway --; Program Specialist for Intermediate Education, Lewisporte/Gander School Board.

Michael Luedee --; Principal, C. C. Loughlin Elementary School, Corner Brook.

Elizabeth Murphy --; High school Mathematics/Physics teacher and Learning Resources teacher, Christ the King All-Grade School, Rushoon.

Provincial Executive Meetings

The schedule for Provincial Executive Meetings was established at the first Executive meeting in August. 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 following is a list of Executive meetings for 1998-99:

November 5th and 6th

January 8th and 9th

February 4th and 5th

March 5th and 6th

June 4th and 5th

Branch Operations Manual

A new Branch Operations Manual was forwarded to each branch president early in October. If you have any questions concerning the contents of the Manual, please give me a call.

Branch Visitation Program

Details of the branch visitation program are contained in your Branch Operations Manual. The purpose of this program is to give every branch a direct contact on the Provincial Executive. Every branch is assigned an Executive contact person and, for those Executive members who are assigned branches which are located at a great distance from the Executive member's home location, the President and Vice-President are assigned to assist the Executive person for visitation purposes when necessary.

Your Executive contact should be your first line of contact for information and assistance with branch operations. Please make use of your assigned Executive contact person to 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. S/he will be happy to do whatever possible to assist you. A minimum of monthly telephone contact is suggested in the policy on branch visitation.

For details of the specific policy governing the operation of the branch visitation program, please see the section of your Branch Operations Manual dealing with Branch Visitation Policy.

School Representative Handbooks

Handbooks for the school representatives for your branch were mailed to each school rep early in September. If you need additional copies to distribute during your rep orientation session, please give me a call.

School Board-Teacher Liaison

The new structure for the School Board-Teacher Liaison Committees has been approved, and committees for each school district in the province will consist of up to four branch presidents (or designate) representing the branches located within the boundaries of a school district. Preliminary information has already been sent to branch presidents asking whether they will agree to be the nominee from their branch. The Membership Benefits and Services Committee, on behalf of the Provincial Executive, will be appointing these committees at its meeting on October 16th-17th. Once the appointments have been made, the names of the NLTA appointees will be forwarded to the appropriate school boards and the boards will be asked to appoint their committee nominees.

The School Board-Teacher Liaison Committee Handbook is currently being revised and will be distributed to committee members when completed.

Association Awards

You are reminded once again of the nominating procedure for the Bancroft Award, Allan Bishop Award and NLTA Special Recognition Award. 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 1998-99".

You should note that for the Bancroft Award unsuccessful nominees in any year are automatically renominated for the two subsequent years following the original nomination, subject to the limit of two years following retirement for nominations of retired teachers.

There are many members throughout the province who are deserving of these awards. Is there a potential winner in your branch?

A Thought to Ponder . . .

So you've got a problem? That's good! Why? Because repeated victories over your problems are the rungs on your ladder to success. With each victory you grow in wisdom, stature, and experience. You become a bigger, better, more successful person each time you meet a problem and tackle and conquer it with a positive mental attitude.

[Clement Stone]