



Branch Update

Newfoundland and Labrador Teachers' Association

A Newsletter for Branch Executives Vol. 17, No. 1, 2003

INTRODUCTION

Welcome to another year of NLTA branch activity. Hopefully you all had a relaxing summer vacation and are prepared for the new 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.

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.

[Geraldyn Costello](#)

Assistant to the President

NLTA E-MAIL/WEB SITE ADDRESS

NLTA has changed its web site address to nlta.nl.ca following the change of the provinces official abbreviation to "NL". Therefore, the "nl" in the e-mail addresses of all NLTA staff members will also change to "nl". (The old addresses will continue to work for several months.)

JOINT COUNCIL MEETINGS

The first Joint Council meeting for this year will take place on Friday (all day) and Saturday, November 14 and 15, at the Fairmont Hotel Newfoundland in St. Johns. 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 Friday, October 31, with your request.

The second regularly scheduled Joint Council meeting for this school year will take place in St. Johns on Friday (all day) and Saturday, February 27 and 28, 2004.

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.

BRANCH REGISTRATION AND AUDIT

If you have not already done so, please forward the Official Branch Registration Form for 2003-04 and your Branch Audit Form for 2002-03 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 15th.

SCHOOL BOARD TEACHER-LIAISON

The School Board-Teacher Liaison Committees for this school year will remain the same with several changes in members being made to accommodate changes in the branch presidents. (*A change in the new Collective Agreement states that these committees will now remain in place for a two-year period.*) Information regarding changes to NLTA appointees will be forwarded to the appropriate school boards and branches. An InfoSheet outlining information on the operation of these committees has been sent to all schools. Also "Request for Agenda Items" forms have been forwarded to schools reps to place on staff room bulletin boards so that teacher concerns can be 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 2003-04".

You should note that for the Bancroft and Barnes 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 AND DEADLINES FOR 2003-04	
November 15, 2003	Deadline Project Overseas applications.
December 31, 2003	Deadline for the 2004 Christmas Card Contest.

	Deadline for registration of substitute teachers.
January 15, 2004	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, 2004	Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.
March 7-13, 2004	Education Week
March 31, 2004	Deadline for the Centennial Fund Award nominations.
April 1, 2004	Deadline for Johnson Bursary applications.
April 30, 2004	Deadline for Deferred Salary Leave applications and year-end contract resignations.
May 9-15, 2004	Branch Election Week

MEET YOUR PROVINCIAL EXECUTIVE 2003-05

TABLE OFFICERS

Fred Douglas c [President] c On leave from his position as Senior High Language Arts teacher at Marystown Central High School.

Kevin Foley c [Vice-President] c Junior High Mathematics and Science teacher at Mealy Mountain Collegiate in Goose Bay.

Winston Carter c [Past-President] c Principal of Carmanville School Complex in Carmanville.

Sean Noah - Teaching Principal at Avoca Collegiate in Badger.

Executive Members

Marilyn Bennett c On leave from her position as a Grade 6/Elementary Special Education teacher at Bishop Abraham Elementary School in St. Johns.

Dana Burridge -- Grades 7-9 Social Studies and French teacher at Pasadena Academy in Pasadena.

Art Callahan c Religious Education/Special Education teacher at St. Kevins High School in Goulds.

Bill Chaisson c Principal of St. Gerards Elementary School in Corner Brook.

Lily Cole c Special Services Grade 9 teacher at Pearce Junior High School in Salt Pond.

Dean Ingram c Teaching Principal of Swift Current Academy in Swift Current.

Ed Moore c Grade 7 teacher at St. Edwards Elementary School in Placentia.

Elizabeth Murphy -- Mathematics Department Head at Christ the King All-Grade School in Rushoon.

Fred Wood c Social Studies Department Head at Queen Elizabeth Regional High School in Foxtrap.

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 2003-04 are as follows:

Executive Member	Branches
Fred Douglas President	All Branches
Marilyn Bennett	Bell Island Marconi St. John's Centre Southern Shore
Dana Burrige	Aurora Baie Verte Peninsula Bell Mer Deer Lake Taylor's Brook
Art Callahan	Conception Bay Centre Conception Bay South St. Mary's Bay Waterford Valley
Bill Chaisson	Humber Ingornachoix Long Range Table Mountain
Lily Cole	Burin-Marystown Granforline Rushoon-Terrenceville
Dean Ingram	Clarenbridge Landfall Trinity, T.B. Upper Trinity South
Winston Carter	Fogo Island Ganova Hamilton Sound Trinity-Deadman's Bay
Kevin Foley	Churchill Falls Coastal Labrador South Labrador West Lake Melville Nutak Labradorimi
Edward Moore	Baccalieu Bay Roberts Carbonear Placentia
Elizabeth Murphy	Bremco Northern Light Notre Dame St. Brendan's
Sean Noah	Bay d'Espoir Belleoram-Wreck Cove Exploits Valley

	Green Bay Harton Seagaulher
Fred Wood	Appalachia Burgeo Port aux Basques Rameaux

PROVINCIAL EXECUTIVE MEETINGS

The following schedule for Provincial Executive Meetings for 2003-04 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:

October 17 and 18
November 13
January 16 and 17
February 26
April 16 and 17
June 11 and 12

SOMETHING TO THINK ABOUT...

Attitude - Our life is what our thoughts make it. Do the best you can, with what you have.

Branch Update is published three times a year by the Branch Operations Office of the NLTA and is printed by the Printing Service Division.

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

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