



# Branch Update

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September-October 2012

## Introduction

*Welcome back to another school year and 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 49 branch executives. Along with the Branch Operations Manual available to Branch Presidents, 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, Governance

## Branch Operations Manual

The **Branch Operations Manual**, which contains information and tips on operating your branch, is available online via the NLTA website at [www.nlta.nl.ca](http://www.nlta.nl.ca). Just click on "Publications" and then go under "B" for Branch Operations Manual. **If you would prefer to have a paper copy of the Manual, please contact me.**

## Joint Council Meetings

The first regular Joint Council meeting for this year will take place Friday (full day) and Saturday (until 1 PM), November 2 and 3, 2012 at the **Holiday Inn**, St. John's. **The Candidates' Forum for the upcoming Province-Wide Election for NLTA President and Vice-President will take place on Saturday morning during the meeting.**

Information on the meeting, including a registration form, will be sent to you one month prior to the meeting. 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 on Friday (full day) and Saturday (until 1 PM), February 15 and 16, 2013 at the Holiday Inn, St. John's.

## NLTA Kilometrage Rate

For those of you who travel on NLTA business, please note that the kilometrage rate from September 1 to November 30, 2012 is 53 cents per kilometre.

## Branch Registration/Audit

If you have not already done so, please forward the Official Branch Registration Form for 2012-13 and your Branch Audit Form for 2011-12 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 Branch Registration and Audit forms can be completed online and submitted to the NLTA Office. Check the "Online Forms" section of the website.)**

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 \$600 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.

**As per my correspondence with branch presidents and treasurers last spring, branch rebates will now be forwarded by electronic transfer directly to branch accounts. An email will be sent to the treasurer each time an amount is transferred.**

## 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 (including substitutes) 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. **This form can also be completed and submitted online. Check the Online Forms section of the NLTA website.**

## 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 (and can also be found online at the NLTA website). 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 2012 to August 2014.

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 request for nominations was sent to branch presidents on September 21. **If you have not already forwarded the name of your nominee, please do so by October 5.**

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 operates four separate liaison committees, one for each of the four regions within the district -- 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.

An information sheet outlining information on the operation of these committees and listing committee members for the respective district/region will be forwarded to schools reps in the near future to place on the 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. **(Nomination forms are also online at the NLTA website -- just go to the "Online Forms" section to download the pdf version.)** 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 2012-13".

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

### October 4, 2012

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*.

### November 1, 2012

Deadline for receipt of final branch registration form.

### November 4, 2012

Final deadline for receipt of nominations for the Offices of President and Vice-President for 2013-15.

### December 4, 2012

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

### December 18, 2012

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

### December 31, 2012

- Deadline for registration of substitute teachers for 2012-13.
- Deadline for receipt of 2011-12 branch audit.

### January 3, 2013

Deadline for receipt of proposed amendments to NLTA by-laws in order for such proposed changes to be dealt with at the 2013 BGM.

### January 15, 2013

- 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, 2013

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

### February 3, 2013

- 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 the NLTA Office by this date for inclusion in the Convention issue of *The Bulletin*.
- Deadline for submission of resolutions to Convention 2013.

### April 2, 2013

Pre-BGM sessions and Opening Session, Sheraton Hotel Newfoundland, St. John's.

**April 3-5, 2013**

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

**April 4, 2013**

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

**May 5-11, 2012**

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. 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 phone/e-mail contact is suggested in the policy on branch visitation.

**Please note that requests for Provincial Executive members to attend year-end branch dinners or retirement banquets should be made through President Lily Cole's office.**

The branch assignments for Provincial Executive for 2011-13 are as follows:

EXECUTIVE MEMBER	BRANCHES
Lily Cole President	All Branches
Jim Dinn Vice-President	Burin-Marystown GranForLine Rushoon-Terrenceville St. John's Centre
Derek Drover	Bay d'Espoir Belleoram-Wreck Cove Harton Seagaulher
Dean Ingram	Clarenbridge Labrador West Landfall Trinity, T. Bay
Bill Chaisson	Appalachia Burgeo Humber Port aux Basques Rameaux
Craig Hicks	Fogo Island Ganova Hamilton Sound Notre Dame Trinity-Deadman's Bay
Jean Murphy	Aurora Belle Mer Bremco Ingornachoix Long Range
Sharon Penney	Baccalieu Bay Roberts Carbonear St. Mary's Bay

EXECUTIVE MEMBER	BRANCHES
Sherri Rose	Baie Verte Peninsula Deer Lake Green Bay Table Mountain Taylor's Brook
Gabriel Ryan	Exploits Valley Placentia Upper Trinity South Waterford Valley
Sean Weir	Churchill Falls Coastal Labrador South Lake Melville Northern Light Nutak Labradorimi
Jeanne Williams	Conception Bay Centre Conception Bay South Marconi Southern Shore

## Provincial Executive Meetings

The following schedule for Provincial Executive Meetings for 2012-13 has been 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:

September 28 and 29, 2012  
November 1, 2012  
February 13 (afternoon) and 14, 2013  
May 31 and June 1, 2013

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: Geralyn Costello, Executive Assistant, Governance, NLTA.

Telephone: 709-726-3223 or 1-800-563-3599, Ext. 222  
Fax: 709-726-4302 or 1-877-711-NLTA  
E-mail: [gcostello@nlta.nl.ca](mailto:gcostello@nlta.nl.ca)  
Website: [www.nlta.nl.ca](http://www.nlta.nl.ca)