

BRANCH UPDATE

newfoundland and labrador teachers' association

Introduction

Welcome back to another school year and the resumption of NLTA branch activity. I hope 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. 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 on Friday (full day) and Saturday (until 1:00 p.m.), November 27 and November 28, 2015 at Capital Hotel, St. John's.

Information on the meeting, including a registration form, will be sent to you at the end of October. 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 and Saturday, March 18 and 19, 2016 at 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, 2015 is 46.6 cents per kilometre and 79.5 per kilometre for unpaved roads.

Branch Viability Profile

Please ensure that your Branch Viability Profile, which was to have been completed at the end of the last school year, has been submitted to the NLTA Office. Branch rebates will not be sent if the profile has not been received. **The profile can be completed and submitted online at the NLTA website. Just click on "Forms" and go to "B" for Branch Viability Profile.**

Branch Registration/Audit

If you have not already done so, please forward the Official Branch Registration Form for 2015-16 and your Branch Audit Form for 2014-15 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 "Forms" section of the NLTA website.)**

Please note that the 2015 BGM approved an increase in the branch registration and branch membership rebates commencing with the 2015-16 school year. The registration rebate has been changed from \$600 to \$700 and the membership rebate from \$4 per member to \$6 per member.

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 remaining \$500 of the registration rebate is forwarded to the branch upon receipt of the Official Branch Registration Form. Finally, the branch membership rebate (\$6.00 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 rebates are forwarded by electronic transfer directly to branch accounts. An email will be sent by NLTA Accountant Rita Tee (rtee@nlta.nl.ca) to the treasurer each time an amount is transferred. If your bank account information has changed since last year, please ensure that you forward this information to me as soon as possible.

Branch Financing Requests

Just a reminder to use the **Request for Additional Funding Form** when making requests for additional branch funding. **This form can also be completed and submitted online. Check the "Forms" section of the NLTA website.**

Contact With Substitutes

The procedure for registering your substitute teacher members, and receiving the \$6.00 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 NLTA website. Please try to complete the registration process by the deadline date of **January 15**.

School Board-Teacher Liaison Committees

School Board-Teacher Liaison Committees were set up last year for a two-year period from September 2014 to August 2016. For the 2015-16 school year, there may be changes in committee members. An information sheet outlining the operation of these committees and listing committee members for the respective 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. **The nomination forms are included in the “Forms” section of the NLTA website where you can complete the form online and submit it to the NLTA Office or print a 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. Please note application deadlines in the section of this newsletter entitled “Important Dates and Deadlines for 2015-16”.

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.

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 Jim Dinn’s office.

The branch assignments for Provincial Executive for 2015-17 are as follows:

EXECUTIVE MEMBER	BRANCHES
Jim Dinn President	*All Branches
Dean Ingram Vice-President	Clarenbridge Landfall Nutak Labradorimi Trinity, Trinity Bay
Derek Drover Table Officer	Bay d’Espoir Belleoram-Wreck Cove Harton Lake Melville Seagaulher
Jeanne Williams Table Officer	Churchill Falls Labrador West Notre Dame Southern Shore
Bill Chaisson	Appalachia Coastal Labrador South Humber Ingornachoix Long Range
Maureen Doyle- Gillingham	Baccalieu Bay Roberts Carbonear Placentia
Craig Hicks	Fogo Island Ganova Hamilton Sound Trinity-Deadman’s Bay
Trent Langdon	Burin-Marystown Granforline Rushoon-Terrenceville St. John’s Centre Waterford Valley
Donna Reddick	Conception Bay Centre Conception Bay South Marconi St. Mary’s Bay
Sherri Rose	Aurora Bremco Deer Lake Northern Light Taylor’s Brook
Gabe Ryan	Baie Verte Peninsula Exploits Valley Green Bay Upper Trinity South
Colin Short	Belle Mer Burgeo Port aux Basques Rameaux Table Mountain

Important Dates/Deadlines

November 1, 2015

Deadline for receipt of final branch registration form.

December 31, 2015

- Deadline for registration of substitute teachers for 2015-16.
- Deadline for receipt of 2014-15 branch audit.

January 15, 2016

- 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, 2016

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

May 8-14, 2016

Branch Election Week

Provincial Executive Meetings

The following schedule for Provincial Executive Meetings for 2015-16 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:

Friday and Saturday, October 2-3

Thursday, November 26

Friday and Saturday, January 22-23

Thursday, March 17

Friday and Saturday, April 29-30

Friday and Saturday, June 10-11

Provincial Executive 2015-17

Table Officers

James Dinn – [President] – On leave from his position as English Department Head at Holy Heart High School in St. John's.

Dean Ingram – [Vice-President] – Biology/Chemistry/Science e-teacher at Centre for Distance Learning and Innovation (CDLI) in Clarenville.

Derek Drover – Teaching principal at Victoria Academy in Gaultois.

Jeanne Williams – Grade 5 teacher at St. Bernard's Elementary in Witless Bay.

Executive Members

Bill Chaisson – Teaching principal at St. Gerard's Elementary in Corner Brook.

Maureen Doyle-Gillingham – IRT/Social Studies teacher at Baccalieu Collegiate in Old Perlican.

Craig Hicks – Vice-Principal/Librarian and Junior High Social Studies teacher at Phoenix Academy in Carmanville.

Trent Langdon – Guidance Counsellor at St. Peter's Junior High School in Mount Pearl.

Donna Reddick – Grade 4 teacher at St. George's Elementary School in Conception Bay South.

Sherri Rose – Grades 6-9 Music and Grade 7 Core French teacher at Xavier Junior High School in Deer Lake.

Gabriel Ryan – Social Studies Department Head at Crescent Collegiate in Blaketown.

Colin Short – Grade 4 teacher at St. James Elementary School in Port aux Basques.

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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