

# 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.*

Joann Russell  
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 on Friday (full day) and Saturday (until 1:00 p.m.), December 1-2, 2017 at the 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 9-10, 2018 at the Holiday Inn, St. John's.

## NLTA Kilometre Rate

For those of you who travel on NLTA business, please note that the kilometre rate from September 1 to November 30, 2017 is 53 cents per kilometre and 79.5 cents 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 from 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 2017-18 and your Branch Audit Form for 2016-17 to the NLTA Office, attention Rita Tee, Accountant/Assistant, Corporate Services. **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 on the NLTA 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 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<sup>00</sup> 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](mailto: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 Rita Tee 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 on the NLTA website.

## Contact with Substitutes

The procedure for registering your substitute teacher members, and receiving the \$6<sup>00</sup> 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 can be found in the "Forms" section on 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 will be meeting in the fall on the following dates:

- Labrador and Labrador West Regions:  
**Monday, November 20, 2017**
- Central and Western Regions:  
**Tuesday, November 21, 2017**
- Eastern Region:  
**Wednesday, November 22, 2017**

An information sheet outlining the operation of these committees and listing committee members for the respective regions has been forwarded to school reps 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.

## School Rep Seminars

Three school rep seminars are being offered this fall. As in the past, nine groupings of branches have been arranged so that three seminars will be offered each fall on a rotating basis. Thus, all school reps will have the opportunity to attend a seminar every three years. For 2017, dates and locations for the seminars are as follows:

### **Group 1: Gander, October 20-21, 2017**

Branches: Fogo Island, Ganova, Hamilton Sound, Notre Dame, and Trinity-Deadman's Bay

### **Group 2: Happy Valley-Goose Bay, October 27-28, 2017**

Branches: Churchill Falls, Coastal Labrador South, Labrador West, Lake Melville, and Nutak Labradorimi

### **Group 3: St. John's, November 3-4, 2017**

Branches: Baccalieu, Bay Roberts, Carbonear, Marconi, Placentia, and Upper Trinity South

## 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 on the NLTA website where you can complete the form 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 2017-18".

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

### **November 1, 2017**

Deadline for receipt of final branch registration form.

### **December 31, 2017**

- Deadline for registration of substitute teachers for 2017-18.
- Deadline for receipt of 2016-17 branch audit.

### **January 15, 2018**

- 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.

### **January 12, 2018**

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

### **May 6-12, 2018**

Branch Election Week

## Provincial Executive 2017-19

### **Table Officers**

**Dean Ingram** – [President] – on leave from his position as Biology/Chemistry/Science e-teacher at Centre for Distance Learning and Innovation (CDLI) in Clarenville.

**Trent Langdon** – [Vice-President] – Guidance Counsellor at St. Peter's Junior High School in Mount Pearl.

**Derek Drover** – Teaching Principal at Victoria Academy in Gaultois.

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

### **Executive Members**

**Bill Chaisson** – Program Specialist Student Support Services, NLESB 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.

**Kelly Loch** – Special Education teacher at Persalvic School in Victoria.

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

**Joseph Santos** – Technology Resource teacher at O'Donel High School in Mount Pearl.

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

**Chesley West** – French Immersion teacher at Macdonald Junior High in St. John's.

## 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 Dean Ingram's office.**

The branch assignments for Provincial Executive for 2017-19 are as follows:

EXECUTIVE MEMBER	BRANCHES
Dean Ingram President	*All Branches
Trent Langdon Vice-President	Churchill Falls Labrador West Notre Dame
Derek Drover Table Officer	Bay d'Espoir Belleoram-Wreck Cove Harton Lake Melville <b>Seagaulher</b>
Gabe Ryan Table Officer	Baie Verte Peninsula Exploits Valley Green Bay Nutak Labradorimi <b>Upper Trinity South</b>
Bill Chaisson	Appalachia Deer Lake <b>Humber</b> Ingornachoix Long Range
Maureen Doyle- Gillingham	<b>Baccalieu</b> Bay Roberts Belle Mer Bremco Placentia

EXECUTIVE MEMBER	BRANCHES
Craig Hicks	Coastal Labrador Fogo Island Ganova <b>Hamilton Sound</b> Trinity-Deadman's Bay
Kelly Loch	Burin-Marystown <b>Carbonear</b> Granforline Rushoon-Terrenceville
Donna Reddick	<b>Conception Bay South</b> Clarenbridge Landfall Trinity, Trinity Bay
Joe Santos	Conception Bay Centre Southern Shore St. Mary's Bay <b>Waterford Valley</b>
Colin Short	Burgeo <b>Port aux Basques</b> Rameaux Table Mountain Taylor's Brook
Ches West	Aurora <b>Marconi</b> Northern Light St. John's Centre

## Provincial Executive Meetings

The following schedule for Provincial Executive Meetings for 2017-18 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 13-14

Thursday, November 30

Friday and Saturday, January 19-20

Thursday, March 8

Friday and Saturday, April 27-28

Friday and Saturday, June 8-9

**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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