

BRANCH UPDATE

NEWFOUNDLAND AND LABRADOR TEACHERS ASSOCIATION

Happy New Year!

Wishing you and yours a joyous and healthy 2018!

Introduction

This newsletter can also be found on-line at www.nlta.nl.ca; click on "About NLTA" and then click on "Branches of the NLTA" and under the sub-heading "Links to Branch Information" click on the link "Branch Updates".

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: jrussell@nlta.nl.ca.

Joann Russell
Executive Assistant, Governance

Joint Council Meetings

The second regularly scheduled Joint Council meeting for this school year will take place in St. John's on **Friday and Saturday, March 9-10 at the Holiday Inn.**

Information on the meeting, including a registration form, will be sent to you in mid-February. In order to guarantee your hotel room please ensure that your registration 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.

Branch Audit

There are still branches that have not forwarded their Branch Audit Form for 2017-18 to the NLTA Office. These forms must be submitted before the branch can be sent the remainder of its registration and membership rebates. **Please note that these forms must be received in order for branch representatives to attend meetings of the Association including Joint Council. (The Audit form can be completed online and submitted to the NLTA Office. 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 can be found online at the NLTA website. Just go to the "Forms" section and click on "S" for the teacher and branch substitute registration forms. Please try to complete the registration process by the deadline date of **January 15.**

Important Dates/Deadlines

January 12, 2018

Deadline for receipt of applications for Educational Leave. Applications are available on the NLTA website under "Forms" and must be forwarded to the school district (instructions on forwarding your form is printed on the last page of the application form).

January 15, 2018

Nominations for the Barnes, Bancroft, Allan Bishop 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.

May 6-12, 2018

Branch Election Week

Retirement Scrolls and Pins

NLTA policy states that any teacher (or school board director/assistant director) who has been a member of the Association for over 20 years and who has accumulated over 20 years of teaching in the province is entitled to a Life Membership Scroll, and those who have taught for less than 20 years will receive an Honourable Retirement Scroll.

Scrolls should be ordered well in advance of the date you will require them. When ordering the scrolls, please ensure that you have included the teacher's name as he/she wishes it to appear on the retirement scroll; whether the person has taught for 20 years or more in the province; and the teacher's retirement date.

The "Retirement Scrolls/Pins" order form can be completed online and submitted directly to the NLTA.

Please also ensure that you include in the list of retiring teachers any substitute teachers who may be planning on retiring this year. Scrolls and pins should be ordered for them, and they should then be included in any branch function honouring retiring teachers.

Jeanine Warford, Administrative Assistant, is responsible for processing retirement scrolls and pins. If you have any questions please contact Jeanine at the NLTA office at extension 234 or by email at jwarford@nlta.nl.ca.

A REMINDER TO TREASURERS: The Association will reimburse your branch up to \$33 per retiree and retiree's guest for the cost of meals provided at your retirement banquet. *You can download a pdf version of the "Branch Request for Additional Funding" form from the "Forms" section of the website or complete it online and submit it directly to the NLTA Office.*

NLTA Kilometre Rate

For those of you who travel on NLTA business, please note that the kilometre rate from December 1, 2017 to February 28, 2018 is 53 cents per kilometre and 79.5 cents per kilometre for unpaved roads.

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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