

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. 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 second regular Joint Council meeting for this year will take place Friday (full day) and Saturday (until 1 p.m.), March 8-9, 2019 at the **Holiday Inn**, Portugal Cove Road, St. John's.

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.

NLTA Kilometrage Rate

For those of you who travel on NLTA business, please note that the kilometrage rate from September 1 to November 30, 2018 is 55 cents per kilometre for paved roads and 82.5 cents 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 2018-19 and your Branch Audit Form for 2017-18 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 (\$6.00 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 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 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 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 will be meeting in the fall on the following dates:

- Labrador and Labrador
West Regions: Monday, November 26, 2018
- Gander and Corner Brook
Areas: Tuesday, November 27, 2018
- St. John's Area: Wednesday, November 28, 2018

An information sheet outlining the operation of these committees and listing committee members for the respective areas 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.

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 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 2018-19.

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, 2018

Deadline for receipt of final branch registration form.

November 4, 2018

Final deadline for receipt of nominations for the Offices of NLTA President and Vice-President for 2017-19.

December 4, 2018

Province-wide Vote for the election of NLTA President and Vice-President

December 18, 2018

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

December 31, 2018

- Deadline for registration of substitute teachers for 2018-19.
- Deadline for receipt of 2017-18 branch audit.

January 11, 2019

Applications for Educational Leave for 2019-20 school year will be posted on the NLTA website. Application is made to the Districts. The deadline for NLESD and CSFP is January 11, 2019. Teachers must make prior application to the school board.

January 15, 2019

- 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 24, 2019

Deadline for receiving proposed change, amendment or repeal of NLTA By-Laws to be actioned by Convention, to be presented in writing to the NLTA.

February 24, 2019

- All nominations for Provincial Executive for publication in the Convention issue of *The Bulletin* must be postmarked by this date.
- Deadline for submission of resolutions to Convention 2019.

- Names of elected delegates and alternates to Convention should be decided and forwarded to NLTA Office by this date for inclusion in the Convention issue of *The Bulletin*.

April 23, 2019

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

April 24-26, 2019

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

April 25, 2019

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

May 5-11, 2019

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 Dean Ingram's office.

The branch assignments for Provincial Executive for 2018-19 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 Seagaulher
Gabriel Ryan Table Officer	Baie Verte Peninsula Exploits Valley Green Bay Nutak Labradorimi Upper Trinity South
Bill Chaisson (Retiring January 31, 2019)	Appalachia Deer Lake Humber Ingornachoix Long Range

Maureen Doyle-Gillingham	Baccalieu Bay Roberts Belle Mer Bremco Placentia
Craig Hicks	Coastal Labrador South Fogo Island Ganov Hamilton Sound Trinity-Deadman's Bay
Jamie Jenkins	Clarenbridge Conception Bay South Landfall Trinity, Trinity Bay
Joseph Santos	Conception Bay Centre Southern Shore St. Mary's Bay Waterford Valley
Colin Short	Burgeo Port aux Basques Rameaux Table Mountain Taylor's Brook
Sean Weir <i>(Interim for Kelly Loch who is on leave to December 31, 2018)</i>	Burin-Marystown Carbonear GranForLine Rushoon-Terrenceville
Chesley West	Aurora Marconi Northern Light St. John's Centre

Provincial Executive Meetings

The following schedule for Provincial Executive Meetings for 2018-19 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, November 30-December 1

Friday and Saturday, January 25-26

Wednesday (p.m.) and Thursday, March 6-7

Friday and Saturday, June 7-8

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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