

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, 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 "About NLTA" and then go to "Branches of the NLTA". 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 1:00 p.m.), December 6-7, 2019 at the **Holiday Inn**, Portugal Cove Road, St. John's.

Information on the meeting, including a registration form, will be sent to you by mid-November. 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.

The second regularly scheduled Joint Council meeting for this school year will take place on Friday and Saturday, March 6-7, 2020 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, 2019 is 51 cents per kilometre for paved roads and 76 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; click on "Forms" and scroll down to "B" for Branch Viability Profile.

Branch Registration/Audit

If you have not already done so, your Official Branch Registration Form for 2019-20 and your Branch Audit Form for 2018-19 can

be completed and submitted online. The forms are available on the NLTA website under "Forms". **Your membership rebate for this year can only be forwarded after these forms (including the Branch Viability Profile) 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 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.

Thank you for your attention to these branch registration matters.

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. Forms are available under 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 on the NLTA website. Please try to complete the registration process by the deadline date of **January 15**.

School Board-Teacher Liaison Committees

The School Board-Teacher Liaison Committee will be holding a meeting for all regions in St. John's on October 22, 2019. Please ensure that teacher concerns from your branch are brought to the attention of the liaison committee members.

Branch Leadership Seminars

Three Branch Leadership Seminars are being offered this fall. Nine groupings of branches have been arranged so that three seminars will be offered each fall on a rotating basis. Branches

will, therefore, have an opportunity to attend a seminar every three years. Dates and locations for the 2019 seminars are as follows:

- Group 1: October 25–26**, Grand Falls-Windsor, Mount Peyton
 Branches: Bay d’Espoir, Belleoram-Wreck Cove, Exploits Valley, Green Bay, Harton, Seagaulher
- Group 2: November 1–2**, Corner Brook, Glynmill Inn
 Branches: Appalachia, Burgeo, Humber, Port Aux Basques, Rameaux
- Group 3: November 15–16**, St. John’s, Capital Hotel
 Branches: Conception Bay Centre, Conception Bay South, St. John’s Centre, St. Mary’s Bay, Southern Shore, Waterford Valley

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 2019-20.

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, 2019**
 Deadline for receipt of final branch registration form.
- November 6, 2019**
 Deadline for receipt of Project Overseas Application.
- December 6–7, 2019**
 Joint Council Meeting, Holiday Inn, St. John’s.
- December 31, 2019**
- Deadline for registration of substitute teachers for 2019–20.
 - Deadline for receipt of 2018–19 branch audit.

January 10, 2020
 Deadline for Educational Leave Application for 2020–21 school year. Applications are to be submitted to the School District. The application form will be posted on the NLTA website.

- January 15, 2020**
- 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.

May 10–16, 2020
 Branch Election Week

Provincial Executive 2019–2021

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 Clarendville

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

Derrick Baker — Social Studies Grade 8–12 teacher at Conrad Fitzgerald Academy in English Harbour West

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 — Vice-Principal/Reading Specialist at Persalvic School in Victoria

Tracey Payne — Science teacher at Corner Brook Regional High in Corner Brook

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

Sean Weir — Vice-Principal/Teacher-Librarian at Bayside Academy in Port Hope Simpson

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 2019-21 are as follows:

EXECUTIVE MEMBER	BRANCHES
Dean Ingram President	*All Branches
Trent Langdon Vice-President	Conception Bay Centre Marconi St. John’s Centre

Derek Drover Table Officer	Baie Verte Peninsula Exploits Valley Green Bay Notre Dame
Gabriel Ryan Table Officer	Bay Roberts Clarenbridge Landfall Placentia Trinity, Trinity Bay Upper Trinity South
Derrick Baker	Bay d’Espoir Belleoram-Wreck Cove Harton Seagaulher
Maureen Doyle-Gillingham	Aurora Baccalieu Belle Mer Bremco Ingornichoix
Craig Hicks	Fogo Island Ganova Hamilton Sound Trinity-Deadman’s Bay
Kelly Loch	Burin-Marystown Carbonear Granforline Rushoon-Terrenceville
Tracey Payne	Deer Lake Humber Long Range Table Mountain Taylor’s Brook

Joseph Santos	Conception Bay South St. Mary’s Bay Southern Shore Waterford Valley
Colin Short	Appalachia Burgeo Port aux Basques Rameaux
Sean Weir	Churchill Falls Coastal Labrador South Labrador West Lake Melville Northern Light Nutak Labradorimi

Provincial Executive Meetings

The following schedule for Provincial Executive Meetings for 2019-20 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 18–19, 2019**

Thursday, **December 5, 2019**

Friday and Saturday, **January 24–25, 2020**

Thursday, **March 5, 2020**

Friday and Saturday, **April 24–25, 2020**

Friday and Saturday, **June 12–13, 2020**

For further information on any items dealt with in this publication, please contact:
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