

# MEMO

**To:** NDTA Staff Reps  
**From:** Laura Hrynkiw  
**Date:** September 6, 2019  
**Re:** NDTA Contact Lists 2019-2020.

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## Welcome back!

Please help us to prepare for the return to the classroom. Please print and fill in the information on the attached sheet, and return it to the NDTA by fax (250-756-0188) or email ([ndta@shaw.ca](mailto:ndta@shaw.ca)) so that we are able update our lists.

The School District is required to have an NDTA Health & Safety Rep at every site. Please volunteer yourself or encourage a colleague to volunteer for this job. Otherwise, Principals may appoint a teacher to be the Health & Safety Rep.

If you are unable to volunteer yourself, please encourage a fellow staff member to fill the roles.

Thanks for your help.

