

Minutes of Superintendent's Liaison Meeting
Date of meeting: Monday, January 31, 2005

Chairperson: Maria Pizzelli (School No. 2)
Margaret Novalany (School No. 4)
Dianna Dertinger (Field House)
Monica Goncalves (High School) - absent
Jo Anne Di Paola (Soehl, Vice President)
Cynthia Apalinski (School No. 6, President) - absent due to
Custodial/Maintenance Contract Meeting

Old Business

1. Dress Code Committee - committee has been formed composed of LEA members and administrators
 - a. Meeting dates - none have been scheduled as of this time
 - b. Goals -
 1. Visit the existing policy for employees and make recommendations for a new policy
 2. Visit existing policy for students and make recommendations for a new policy
2. School No. 4 --- Facility
 - a. Windows - Mr. Martino viewed pictures of windows and will investigate the situation and do all possible to alleviate this concern
 - b. Temperature - currently working on adjusting the gym thermostat (currently only reported concern)
3. Elementary Report Card Committee
 - a. Meeting dates - regularly scheduled
 - b. Procedure for submitting concerns - address concerns to Mr. J. Iozzi, Principal of School No. 9
4. Evening events at Elementary Schools and the need for Security - Principals have been advised that the possibility exists for security if the need is apparent, however, the situation must truly call for it. Teachers are not to attempt to remove attendees nor direct them, this is the role of the administrator.
5. Spelling and Grammar workbooks (grades 2 and 3) - Spelling books were not purchased because the district is considering developmental spelling and individualized instruction. Supervisors are currently exploring programs that possibly will meet the needs of our students.
6. Supplies for Reading First - Funds are available. Contact your Reading coach and principal.

7. Key problems - Any elementary teachers who do not currently have keys to their classrooms should alert their principals and every available means will be made to remedy the situation the situation.
8. McManus facility concerns - parts have been ordered to fix window in the copy room.
9. Field House -- status of buzzer and intercom installation
The company that handles the district's surveillance equipment has been contacted. Systems have been explored and will be ordered/installed in the near future.
10. Parking at School No. 2 -- Mr. Martino is still investigating options.

New Business

1. McManus concerns
 - a. speakers in hallways - Company has been contacted to address this concern. Problem is due to the installation of drop ceiling.
 - b. clocks - Company has been contacted to remedy the situation.
 - c. faculty lavatories - Mr. Martino has stated that he will address this situation immediately.
2. Need for visitor's parking at the Administration Building - This is not a possibility. The Superintendent does not even have a designated spot.
3. Substitutes - Every measure is taken to fill absences.
 - a. Shortages ? - Shortages still exist.
 - b. Priorities of filling positions - Classroom positions are filled first.
 - c. Non-certified Physical Education Substitutes should not have students actively engaged (due to a liability factor). Students should be sitting.
4. Learning Support Teachers - Reading First
 - a. Clarification of role - Currently working with the bottom 25% of Reading First students (pull out program). They are not to do running records.
 - b. Policy on date and times of meetings with Supervisor - Mr. Martino will discuss this with the Supervisor.
5. Media / IT Entrance at L.A.S.T. - Area is hazardous and Mr. Martino will have it closed off.
6. Lunch Duty in Elementary Schools -- Mr. Martino has requested to discuss this issue with our LEA President
 - a. Clarification of assignment of duty by principals
 - b. Scheduling of Fair Rotational Basis
7. Usage of Basic Skills Teachers:

