

# LINDEN EDUCATION ASSOCIATION SUPERINTENDENT'S LIAISON COMMITTEE

MEETING-NOVEMBER 10, 2003

Nancy Gavan-Chairperson  
Cynthia Apalinski-ex-officio and School 6  
JoAnne DiPaola-Soehl  
Bill McMahan- High School  
Dianna Dertinger-Secretary  
Maria Pizzelli-School 2  
Margaret Novalany-School 4  
Dave Hancock-PPS

## OLD BUSINESS

1. Supplementary Checks  
*The expected date for supplementary check notation is January 2004.*
2. Substitute Handbook  
*Mr. Martino indicated that Handbooks are in development and should be ready for use in the near future.*
3. Elementary Report Card  
*The new report card being used in K and I will be assessed pending reaction after the first marking period.*
4. Mentoring  
*The superintendent said mentors are notified about their assignment as quickly as possible.*
5. Special Services  
*The Special Services processing backlog has improved and will continue to do so.*
6. Grade Sheet Categories for IB?  
*Categories will be added –please send suggestions to the Superintendent's Liaison Committee and they will be sent to Mr. Martin for approval.*

- 7. District Policy on elementary retention.  
*A committee will be organized to review the elementary retention issue.*
- 8. Speech Teachers.  
*The district has made arrangements to meet the needs of the students requiring speech therapy.*

**NEW BUSINESS**

- 1. Duties of secretaries regarding orders, invoices and general typing for staff.  
*Mr. Martino said that all materials typed by a secretary must first be channeled through the building principal.*
- 2. New elementary positions---creation and postings?  
*General postings are always issued for elementary and subject teachers. It is up to the discretion of the superintendent to move teachers when and where they are most needed. Resumes are kept on file and drawn from that file as the need arises.*
- 3. G and T student schedules.  
*This situation is being studied and will be discussed in the future should there be any problems.*
- 4. Additional time needed for completing end of the marking period grades  
*A request was made to extend the amount of time given for completing the scantron sheets. Administration informed the committee that the date could be changed, so we will supply suggestions.*

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IF THERE IS AN ISSUE THAT YOU BELIEVE SHOULD BE ADDRESSED BY THE SUPERINTENDENT’S LIAISON COMMITTEE PLEASE SUBMIT IT TO NANCY GAVAN AT THE HIGH SCHOOL OR AT [NPGAVAN@EXCITE.COM](mailto:NPGAVAN@EXCITE.COM). YOU MUST INCLUDE YOUR NAME ON ALL SUBMISSIONS . DO NOT HOLD ISSUES ---SEND TO ME ASAP! THANKS.

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NAME

SCHOOL

