

**Linden Education Association
Superintendent's Liaison Committee**

Meeting – March 10, 2003

**Nancy Gavan, Chairperson
Cynthia Apalinski, School #6
JoAnne DiPaola, Soehl and ex officio
Bill McMahon, High School
Diana Dertinger, Secretary
Maria Pizzelli, School #2**

Old Business

1. Supplementary Checks
The expectation from the Superintendents office is that this concern will be resolved. No specific date has been given.
2. Substitute Handbook
The handbook remains in the development stage.
3. Grade sheets - time and submission
Grade sheet submission process seems to meet the needs of most teachers.
4. Elementary report cards and tardy policy
A committee report is in the completion process. Recommendations are forthcoming.
5. Template
A template is available for PC's, however, the Mac problem persists.
6. Mentoring – before the end of the school year or even the summer.
Every effort will be made to have mentors and mentees assigned at the earliest possible date.
7. Special Services
Mr. Martino is aware of the backlog and is operating the present system at capacity in order to accommodate the referrals.
8. Elementary nurses
The elementary school nursing shortage should be solved by the end of April.
9. Basic Skills teachers
The Superintendent has assigned Ms. Apierto to address basic skills concerns. An update will be given in May.

New Business

1. Grade sheet categories for IB's
Mr. Martino indicated that a few new categories can be added for IB and honors. Please submit suggestions to the Liaison Committee.
2. Job posting phone lines
The Superintendent will look into posting job openings on the hot line during the entire year.
3. District policy on elementary retention
The district policy on elementary retention is always dictated by the philosophy of keeping the best interest of the child in mind. The process of retention remains basically the same, but individual circumstances are dealt with on a case by case basis.
4. Helping teachers – what are their exact duties?
The main role designated to a helping teacher is their duty to improve instruction. The Pre-K through 4th grade teacher should determine the scope of responsibility for the helping teacher.
5. High School midterms
Mr. Martino needs to investigate this topic further. The high school will adhere to the current schedule.
6. Staff safety
Phone personnel will be instructed to take all measures possible regarding staff privacy.

7. Speech teacher

The Superintendent agrees that a full time teacher is needed and is actively seeking to fill the vacancy as soon as possible.

8. Elementary IB

Mr. Martino assured staff that the Elementary IB program was at least one year away from introduction to the faculty. Appropriate steps will be taken to train teachers and assess student readiness.

. All concerns should be sent to Nancy Gavan at Linden High School prior to May 2, 2003.
Only concerns, which are not contractual in nature and those already discussed on the building level should be sent.

To have your concern addressed, the committee must have your name and building. Should there be questions, you can then be contacted. No concern will be addressed without the requested information.

Name	Building
Concern	