A special meeting of the Groton Board of Education, GEA and AGSA Liaison Committee was held on October 10, 2012, in Room 19 of the School Administration Building.

**A. CALL TO ORDER**

The meeting was called to order at 4:40 p.m.

**PRESENT**

Elizabeth Gianacoplos
Rita Volkmann
Larry Croxton
Beth Horler
Sue Johnson
David Laffargue
Stacey Noreika
Paul Pattavina
Peter Bass
Valerie Nelson
John Ramos

1. Review of the “Communication and Decision Making Guidelines” was conducted. The following process for updating this document was agreed upon: a.) The document will be sent to each school’s Safe Climate Committee for suggestions; b.) The document will then be forwarded to the District Safe Climate Committee to review and incorporate any changes. (There will be representation from the GEA Leadership on the committee for this item.); c.) The Document will then be brought back to the Liaison Committee for review by the committee. At this point, there will be BOE involvement. D.) Folks will be asked to sign the document. (Paul Pattavina will coordinate this process.)

2. Opening of Schools – Generally it was a very good opening. Middle school schedules were successfully launched. There was some angst at the middle school level as portables were not ready. Elementary opening seemed to go well. There was also some concern about getting needed materials/textbooks in a timely manner.

3. Substitutes continue to be a problem. Dr. Ramos will look into 3 suggestions made by the committee: a.) AESOP (the sub service) should allow subs to choose only one opening for a day (online) rather than clicking on several openings and tying them up so that others may not select them. B.) The sub list should be weeded out and updated. C.)
Speed up the hiring process (particularly expedite the process for retired Groton teachers.) A concern was also expressed about having to get subs for ½ days on Fridays (especially Fridays before a long weekend) for LEARN’s professional development. It seems to be harder to get subs on Fridays, especially for half-days. Rita Volkmann is a LEARN Board member and will take this concern to the LEARN Board.

4. Travel booking for conferences – There is concern that teachers must purchase airline and hotels with their personal accounts and then wait to be reimbursed. A past practice was that the Central Office would actually do the booking for travel expenses. Dr. Ramos will look into this practice.

5. The next meeting will be Wednesday, January 9, 2013 – 4:30 p.m. The agenda will include:

   a. Update on status of “respect” document (Paul Pattavina)
   b. Update on substitutes (Dr. Ramos)
   c. Travel Budgets (Dr. Ramos)
   d. Location for May meeting.

The meeting adjourned at 5:40 p.m.