

Leader of Principal Duties Report: Board Meeting October 19, 2018

1. School Key

There has been some concern raised about the school key that is presently at the Heerema's home. The key has been picked up at very early and very late hours and these pick-ups have also been unannounced. The office attempts to keep the Heeremas informed when people have called to rent the gymnasium for their activities.

2. Internal Job Posting

Diana Hamilton has informed the school that her expected delivery date is December 17, 2018. She may decide to leave several weeks early which would not be a bad idea because it is right at the end of the first term. We have a staff member that has expressed a willingness to take over that class if it is available. The school does not need to post the position externally if we can find someone on staff that can fill that position.

3. Bus Discipline

There has been some concern raised regarding the behaviour on the buses this year. The school has a form for bus drivers to complete when misbehaviour occurs on the bus. This form is then sent home to inform the parents. This form may need to be amended slightly. The further concern is when a parent would like some clarification on an issue. Does the parent contact the bus driver? The principal? Or the transportation committee?

4. Discipline Policy

Level One of the school discipline policy says that a lunch hour detention shall be served for negative interpersonal behaviour in the classroom, on the bus..... and the parent shall be notified. The discipline policy, I believe, is intended for more serious incidents and not for minor infractions as not sitting in the right seat, or other bus infractions.

5. First Aid Course

The first aid course has been scheduled for October 25 and 26. It will be held in the music room of the school. Will the bus drivers be attending? There are a number of part-time teachers that have questioned if their participation is required.

6. Birthday Parties at the School

There have been an increasing number of families that are asking about having their child's birthday party here at the school. Is this something that we want to allow? What should the cost be for this type of activity, if there needs to be a cost?

7. Staff Evaluations

Last year at a board meeting it was mentioned that it would be good to have an experienced person to come to the school and complete the staff evaluations in the

coming year. We have had Allen Bron come to the school in years past. Should we contact him to see if he is available this year, or are there other possibilities?

8. Grade 8 Trip & Chaperones

The grade 8 parents met earlier this year to discuss the plans for this year's Toronto trip and all the fundraising that will need to be done. The amount that each student needs to raise for the trip was raised to \$1200 due to the increase in costs for the trip. There were a number of parents that expressed interest in being a chaperone for the trip. More details regarding this will be provided at the meeting.