

NIS Meeting Summary

Type of Meeting: SLT Meeting Date: 2016_3_16

Attendees: LM, AT, AO Copies to: all staff

Matters to follow up:

Proposals or Agenda:

1. youku.com
2. Microwave in cafeteria
3. Projects: MYP/DP Furniture, PYP Design, PYP Early Years
4. Budget Heads
5. Strategy Launch
6. Orientation for new teachers

Outcomes		
Description	By When	By Whom
1.1 SLT discussed Brian's idea to open up a public account on youku.com and suggested Brian to liaise with Jane Dai.	Ongoing	Brian
1.2 SLT discussed the possibility of Volume Purchasing of Licenses for Apps through a registered company outside of China. Brian to investigate whether or not this is viable through the Hong Hong ACAMIS office.	Ongoing	Arden
2. SLT confirmed the PYP students cannot use the microwaves in Cafeteria without assistance from an adult or older student because of safety.	/	/
3.1 Arek briefed the projects being considered at Early Years playground: to create grass area; no new canopy, however create shade using existing structure;	Ongoing	Arek
3.2 Kasson and MYP/DP students will meet this Friday to discuss furniture. It is recommended to use WAB's video and process aimed at Space 4 Learning as a helpful reference.	March 18	Kasson
3.3 Arek will draft a schedule for Laurie.	Ongoing	Arek
4.1 SLT reviewed SET's proposal for budget heads. Arden will speak with relevant individuals. Titles will be used instead of names on the name list so they are tied to positions rather than people.	Ongoing	Arden
4.2 Arek and Julia will assist during the transition period.	/	Arek & Julia
5. The Strategy Launch with parents will be kicked off on Thursday April 21. Laurie will talk to staff before this date.	April 21	Laurie
6.1 Anna Yuen will prepare the social part of the welcome package for new teachers, such as transportation, Ayi and shopping.		
6.2 Laurie will discuss with Holly about offering free Chinese lessons on practical language for new teachers following a suggestion in the feedback from new teachers this year. This has limited success when tried in the past.		
6.3 Arek will update the Operations and Finance Team's list as part of the welcome package.		