

## NIS Meeting Summary

Type of Meeting: SLT      Meeting Date: 2016\_4\_13

Attendees: Laurie McLellan (LM), Arden Tyoschin(AT) , Arek Owczarek (AO)

Copies to: all staff

### **Matters to follow up:**

1. Activities and Athletics BHs
2. Photo sharing

### **Proposals or Agenda:**

3. iPad - future replacement proposal
4. Code of Conduct
5. End of Date of Semester 1 in 2016/17
6. Furniture
7. Insurance
8. Big events
9. ACAMIS field trip

<b>Outcomes</b>		
<b>Description</b>	<b>By When</b>	<b>By Whom</b>
1. Arek, Arden, Danny C and Robin H will meet again early next week on budget issue.	April 19	AO, AT
2. Arden updated the practice of another school on school photos, which is 100% open. The folder is named after the event while each photo is not. This needs further research.	Ongoing	AO, AT
3. SLT (Senior Leadership Team) reviewed and approved an iPad Replacement Proposal, with minor changes on wording. Marina will communicate with teachers about iPad storage during the school day.	/ asap	/ AT
4. Arek confirmed the Code of Conduct will only be signed once unless there are any changes. It will be included in staff folder and will be part of the new teachers' orientation.	asap	AO, AT
5. It was raised in the Focus Group meeting and Board meeting that school-related acronyms are hard to understand. SLT called for using the full title of an event/organization when it shows up for the first time in an article with the acronym in brackets. The acronyms of events/organizations will be included in the school calendar 2016/17.	Ongoing	Everyone
6. Arek provided an update on the meetings with relevant teachers on classroom furniture.	Ongoing	AO
7. The health insurer will be selected from two companies for 2016/17 which will be confirmed in 2~3 weeks.	2~3 weeks	AO
8. SLT discussed and approved when there is a big event on campus, the booking system will be blocked for the venue from 3pm the day before for set-up.	Ongoing	AO
9. The new Executive Officer of ACAMIS will visit the NIS campus on May 21 in preparation for next year's Spring Conference.	May 21	Arek