

Nov 30

**NIS Meeting Summary**

**Type of Meeting:** Senior Leadership Team (SLT) meeting

**Date:** 2016\_11\_30

**Attendees:** Arek Owczarek (AO), Arden Tyoschin (AT)

**Matters to follow up:**

**Proposals or Agenda:**

1. Yellow forms for ACAMIS conference
2. Audit of ID cards at NIS
3. Crisis documents – next steps
4. Earlier CNY dinner next year

<b>Outcomes</b>			
<b>Description</b>	<b>By When</b>	<b>By Whom</b>	
1. Arden shared the yellow booking forms for ACAMIS conference and SLT had some discussions on the set-up for keynote speakers' sessions during the day. Arden will offer the design of lanyards later.	ongoing	SLT	
2. SLT discussed the ID cards for substitute teachers and emeritus NIS members for ex-Board members and their partners.	Dec 7	SLT	
3. SLT discussed whether students on wheel chairs or using crutches should use elevator or not during fire evacuations and other evacuations. It will be discussed again in next SLT meeting and final copy will be sent off to everyone concerned to finalize before winter break.	Dec 7	SLT	
4. SLT agreed the CNY dinner in school year 2017/18 will be earlier to relieve the pressure of booking and looking for performances.	March 2017	SLT	