

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Date: 2016_12_14

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

Matters to follow up:

- 1. Audit of ID cards at NIS (emeritus NIS membership for ex-Board members and substitute teaches)
- 2. Crisis documents

Proposals or Agenda:

- 3. Winter projects
- 4. laptop renewals
- 5. Screens
- 6. after hours access to school
- 7. Giving Tree
- 8. Theatre – concert for Autistic families in Nanjing
- 9. Security cameras
- 10. Seating in Blue Gym
- 11. MUN room

Outcomes		
Description	By When	By Whom
1. Eligible emeritus Board members will use a "Community Member" ID card.	/	/
2. Arek will clarify with Wayne final Fire Evacuation Procedures. Crisis documents will be sent to those involved for confirmation in January.	asap	Arek Arden
3. Arek updated some winter projects, such as replacing the doors, work in Student Lounge and work in MYP/DP Learning Space prototype project. Arek will send a list to Arden.	By Jan 8	Arek
4. Joe B proposed to use iPad for laptop renewals and will send SET a clear analysis on function limitations, such as printing, connection, accessibility, etc.	asap	Joe
5. SLT discussed the locations of the screens on campus and will have an evaluation on the traffic flow near the screens.	asap	SLT
6. SLT discussed and agreed to start the sign-in procedure to enter school after school hours in Jan. Anyone who enters school after 6pm will sign in at the Security with practical reasons and it is applied to students as a prototype. Arek will prepare the template of sign-in sheets.	From Jan	Arek
7. The Giving Tree in the Centre foyer will be marked in 2017/18 calendar.	In April	SLT
8. SLT approved an external request to organize a concert in PAC and Arden will forward the details to Arek when received.	ongoing	SLT
9. Arek will check with Wayne on the angle of the camera in the blue/green gym and setting of fast forward when viewing.	asap	Arek
10. SLT discussed PE & Athletics' request to remove the seating in the Blue Gym. SLT will follow up in Jan.	asap	SLT
11. SLT discussed the proposal to better use the previous MUN room which is now being used as a storage site. SLT also discussed to set up a student counseling hub that needs further discussions.	asap	SLT