

June 7

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

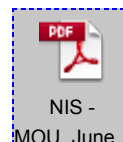
Date: 2017_6_7

Attendees: Arek Owczarek, Arden Tyoschin

Matters to follow up:

Proposals or Agenda:

1. Calculators order
2. Internship
3. Friday End of the School Year Party – 1600h to 1900h
4. Tuesday All Faculty Meeting – Agenda
5. Personal leave requests
6. MOU from Olivia's Place



Outcomes		
Description	By When	By Whom
1. Arden updated the figures of overseas calculators order (41 - Gr9, 57 - Gr 6). Arden will inform Purchasing directly next year.	/	Arden
2. All the interns should obtain a legal visa to protect school and individual. Rental accommodation arrangements by the intern preferred.	/	/
3. SLT confirmed the time of the party.	June 9	/
4. SLT discussed the agenda for Tue all faculty meeting, including summer projects, insurance and new provisions of coffee.	June 13	SLT
5.1 SLT request from next school year the non-emergency personal leave (PL) needs to be submitted 5 days in advance; for emergency absences, the person should talk with to the Director personally. 5.2 Arek will inform Operations and Finance Team in the morning briefing about the change and Arden will communicate with Laurie to announce in August.	From 2017/18	All staff
6. SLT reviewed the Mutual of Agreement from Olivia's Place and Arden informed of a possible positive change of their status (medical provider vs consultant).	/	SLT