

March 7

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Attendees: Arden Tyoschin, Arek Owczarek, Laurie McLellan

Matters to follow up:

1. Two scenarios for nurse
2. Update to Code of Conduct

Proposals or Agenda:

2. Dates and Time for Evacuation Drill and Lock Down Drill
3. Update on Early Years project
4. New staff update
5. International Day - PTA
6. Party Secretary Visit

Outcomes		
Description	By When	By Whom
1. Arden will send Arek on the two medical scenarios for the SET, SLT and the nurse to role-play.	asap	AT
2. Arden will update the Code of Conduct for next year.	/	AT
3. SET will choose a date and time for Evacuation Drill and Lock Down Drill on a school day. Arek to plan for evacuations from the PAC and on the weekend.	Asap	SET Arek
3. We have received 3 bids and are satisfied with the quality in principal. Early Years faculty will be involved in choosing materials and design.	Ongoing	SLT & Marina
4. HR is working with new staff and each one has a program. Anna Yuen has set up a group chat. SET has made a list for a current staff to help with a new staff/family.	Ongoing	Holly, Anna & SET
5. Laurie and Arek will meet with PTA to review the format of International Day for future.	Ongoing	LM, AO
6. Mr. Zhang, Party Secretary will visit school this Saturday and Arek suggested to mention about the traffic condition and installing middle road fence.	March 10	LM