

May 2

**NIS Meeting Summary****Type of Meeting:** Senior Leadership Team (SLT) meeting**Attendees:** Arden Tyoschin, Arek Owczarek, Laurie McLellan**Matters to follow up:****Proposals or Agenda:**

1. Middle & Upper School Office - quick paint
2. Request from bank
3. China Day
4. work load re-distribution
5. summer project
6. New teacher's visit
7. A proposal

Outcomes		
Description	By When	By Whom
1. SLT discussed having the offices of the Heads of Middle & Upper School painted. Arek will ask for a yellow form to be filled out.	ongoing	Arek
2. Arek updated the request from the bank of more paper work to be able to allow foreign currency transfer. A notification has been sent from Julia Z to expatriates. Arek will liaise with tax consultant for required tax report so expatriates don't need to visit tax bureau individually.	asap	Arek
3. China Day on April 28 was a success and SLT discussed the possibility of maintaining this on a rotating basis.	ongoing	Arek
4. Arek updated the work load re-distribution between Library and Reception.	/	/
5. The summer project list is finalized.	/	/
6. Laurie updated the new Teacher in Charge of Swimming's (Kathrin) visit to campus.	May 6-9	/
7. SLT discussed Marina's proposal for teachers' extra time at the beginning of next school year and Laurie will speak with her.	asap	Laurie