

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Kasson Bratton, Laurie McLellan

Minutes: Samantha Zou

Matters to follow up:

1. HUB FP
2. Responsive Classroom Update

Proposals or Agenda:

3. MS/US LGR
4. Bathroom Issue
5. SOFT Structure
6. Translation of CP Docs on Site
7. Lock Down Drill
8. Next Summer Project

Outcomes		
Description	By When	By Whom
1. SLT discussed the floor plan for HUB project. Identified the construction areas where the project needs to be blocked.	/	SLT
2. Kasson shared the up-to-date information about "Responsive Classroom" workshop, contract has been signed. The workshop opportunity has been offered for additional participants from another school join us. We will find out in due course if this will be just for NIS teachers.	/	Kasson
3. SLT discussed Ruth's request about MS/US LGR modifications, Kasson and Laurie will follow up. Acoustics is the biggest concern.	/	Kasson Laurie
4. Katie emailed SLT about issues with students using the adult bathrooms. SLT members shared their comments and Kasson will follow up.	/	Kasson
5. Arek clarified the job responsibility of SOFT structure, especially of the new Facility Department organization chart.	/	Arek
6. The Child Protection documents on school website will be translated into Korean and Chinese. ICT will follow up for placement on the webpage.	/	ICT
	Week 7	SLT

7. SLT confirmed Lock Down Drill will be on 9:55am September 25 th , 2018.		
8. Arek has started receiving requests for summer projects. SLT must explain that major summer work already planned (Early Years migration, Blue Gym, preparation for the HUB project, relocation of IT, Design Pit, library, Upper School Counselor, Activities office etc), that there will be very limited opportunity to do other projects.	/	Arek