Mar 27

Wednesday, March 20, 2019 1:58 PM

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. Sun Protection
2. Streamline Budgets into Sections
3. Fence (Behind-the-shed Barrier Proposal)

Proposals or Agenda:

4. Upstairs Cafeteria Closure (transition time between PS and MS/US)
5. Focus Group Conversation
6. Entrance Closure (Primary Office Corridor)
7. OFT Team Building
8. Chartwell Application

Outcomes		
Description	By When	By Whom
1. SLT emphasizes the importance of sun protection when students take outdoor activities, such as applying sun cream, wearing hats. Teachers should remind them as well.	/	SLT
2. SLT confirmed the Budget streamline changes will be implemented in new school year.	SY 2019/2020	SLT
3. The temporary plastic fence will be set up as visual barrier behind the large shed in the bamboo forest as students no-go area after Spring break. Junlah will send out a notice to BTT teachers.	/	OFT & Junlah
4. Kasson shared current upstairs cafeteria students and teachers usage situation, and suggested to completely close the MS/US students access during PS lunch time, SET and BTT teachers will support and coordinate in Cafeteria.	/	SET
5. Laurie in process of meeting parents in Focus Group conversations this week.	Week 26	Laurie
6. The corridor in front of Primary Office will be	Week 26	OFT

closed after school time this Friday as part of the construction. Adam will put a notice in this week's Bulletin.		
7. Operation and Finance Team will have team building on April 1st to April 3rd.	April 1-3	OFT
8. Chartwell will launch "Compass.CN" phone App after Spring break, this App can provide lunch card fee recharging and details of consumption checking for parents.	April 2019	Chartwell

*OFT - Operation & Finance Team