

Feb 3

Monday, February 1, 2021 3:01 PM

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Laurie McLellan, Kasson Bratton

Minutes: Samantha Zou

Matters to follow up:

- 1. Garbage Classification System
- 2. Campus Access Guideline

Proposals or Agenda:

- 3. Child Protection Crisis Scenarios
- 4. Strategy for Bicycle Parking & Access Control
- 5. Feedback on BULK SMS Test for Parents Group
- 6. Masks from the Reception
- 7. Chinese New Year Gift
- 8. 14 Days Health Card

Outcomes		
Description	By When	By Whom
1. Regarding the garbage classification system on campus, preparation has been completed and Operations department is waiting for students to confirm the signage design. Kasson will follow up with Ruth.	ASAP	Kasson
2. SLT will review the campus access guidelines during PLDs (Professional Learning Days).	Feb 18 & 19	SLT
3. SLT plans to participate in a session of "Child Protection Crisis Scenarios" during PLDs (Professional Learning Days). Kasson and Ruth will discuss the details.	Feb 18 & 19	Kasson & Ruth
4. Students sent request to Operations department about strategy for bicycle parking and access control. Operations department will provide strong support, and recommend that students could participate in the daily parking area duties as part of their Community Service. SLT will look into finding a place for students to park their scooters. As a green school, we encourage everyone to travel green.	Ongoing	SLT/OFT
5. Arek shared the feedback about parents BULK SMS	Week 23	OFT

<p>test, the system report shown that nearly 50% undelivered, OFT is investigating the reason, a message will send out for parents in this week's bulletin.</p>		
<p>6. Arek reports that the current reception masks consumption volume is higher during lunch time for Grade 11 & 12 students. SLT hopes students can wear their own masks when going out for lunch and protect our environment. If they use a school mask they can keep it for the full day. Kasson will follow up with Katie.</p>	Ongoing	Kasson
<p>7. The Chinese New Year gift for staff will be ready on Friday afternoon for distribution at Centre Large Group Room. Arek will follow up.</p>	Feb 5	Arek
<p>8. 14 Days Health Cards are ready for distribution in Week 23.</p>	Week 23	Kasson