

Mar 10

Friday, March 5, 2021 9:35 AM

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. All Staff Meeting at Week 30
2. Campus Access: Book Fair

Proposals or Agenda:

3. 2021/2022 Semester One/Two
4. Discover China
5. Admission Space Revamp
6. School Entrance
7. School New Chinese Name
8. Vaccine

Outcomes		
Description	By When	By Whom
1. SLT reviewed week 30 all staff meeting agenda and confirmed the timing.	Week 30	SLT
2. SLT confirmed that the Book Fair will be held at main building lobby in front of the library during the Book Week. Parents can access campus and visit during the designated time period. Kasson will follow up with Library.	Week 29	Kasson
3. SLT discussed the date for splitting semester one and two for new school year 2021/2022. Confirmed that Jan 21, 2022 is the end date for semester one, Jan 24, 2022 is the start date for semester two.	SY21/22	SLT
4. SLT confirmed that the 2021/2022 Discover China Week will be scheduled in semester two.	SY21/22	SLT
5. Arek shared with SLT that communication & admission space revamp project will start from Mid Semester Vacation, construction area will be fenced, which will affect the use of the bathroom on the first floor of The Centre. Facility department will publish a construction schedule notice.	Week 30	FOT

6. SLT reinforcement that the normal school entrance is through The Centre.	/	SLT
7. SLT discussed the updates of logistics with newly changed school Chinese name. SLT will follow up with Communications & Marketing department.	Ongoing	SLT Communications & Marketing
8. Members of staff born in 1962 will be first to receive the Chinese vaccine. Presently the vaccine is not available to those 60 and over or foreigners without travel itinerary to leave China.	Ongoing	HR