

# Jun 2

Friday, May 28, 2021 9:15 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. GOA Payment
2. Music/Performing Arts Support

### **Proposals or Agenda:**

3. Student Attendance
4. Catering Contract
5. School Bus Camera Check

Outcomes		
Description	By When	By Whom
1. SLT discussed the payment methods for GOA exam fees, and will refer to other exam fees collection methods. Parents will receive the GOA invoice as a receipt. Kasson will follow up details with Finance department.	/	Kasson
2. Arek shared the updates regarding the request for Music/Performing Arts support with SLT.	/	Arek
3. Kasson proposed to remove student attendance from the school nurse role. SLT discussed the possibility, Kasson will draft the attendance system document and forward to Arek for follow up.	/	Kasson & Arek
4. Arek reported to SLT the up-to-date progress of new Catering Contract, also shared the student lunch feedback.	SY21/22	Arek
5. OFT received security camera check request at school bus. SLT plans to create formal process for CCTV access based on Child Protection Policy. Kasson will follow up.	/	SLT

