

Jan 5

Monday, January 3, 2022 12:33 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. JEDI Presentation
- 2. All Faculty Meeting
- 3. Campus Access

Proposals or Agenda:

- 4. CNY Staff Party
- 5. Student Visitation Guidelines
- 6. Distance Learning Preparedness

Outcomes		
Description	By When	By Whom
1. SLT confirmed that "JEDI (Justice, Equity, Diversity & Inclusion) Presentation" will be held on January 21 st , student arrival time will be 10:15am, the updated daily schedule on that day will be shared by Kasson. Parents will be reminded in the weekly bulletin and by direct email.	Jan 21	Kasson
2. SLT confirmed the next All Faculty Meeting time is at 2:45pm on January 18 th .	Jan 18	SLT
3. SLT emphasizes that NIS ID must be worn for campus access, this is important for ensuring campus safety. Related message will be published in Weekly Bulletin.	/	SLT
4. Staff Chinese New Year Party is planned for January 28 th . SLT discussed the arrangements for the event. Arek will follow up with details.	Jan 28	Arek
5. Kasson shared the updated Student Visitation Guidelines with SLT. The updated document will be shared in "School procedural Information" folder on server and hard copies will be ready in mail room.	/	SLT
6. SLT discussed distance learning preparedness. There is no indication that this will happen, but SLT and SET will review current distance learning plans as part of their regular workflow.	/	SLT and SET