

Mar 16

Monday, March 14, 2022 11:25 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. Summer Project
2. HUB Project
3. Listening Circle

**Proposals or Agenda:**

4. MOD
5. Distance Learning
6. OFT Working Schedule

Outcomes		
Description	By When	By Whom
1. Kasson will submit the final Summer Project list to OFT by this Friday.	Mar 18	Kasson OFT
2. Arek shared the latest progress of HUB Project with SLT.	/	SLT
3. Due to current COVID-19 situation, the originally scheduled Parent "Listening Circle" meetings will be given priority on another day. We will send an email to the participating parents.	/	SLT
4. This Saturday MOD (Manager of Duty) has been cancelled.	Mar 19	SLT
5. NIS Distance Learning officially started on March 16 as required by the Nanjing Education Bureau. Thank you to all teachers for their support for distance learning. Campus is now closed to teachers and students, any updates about campus access will be notified in time.	/	SLT
6. Arek mentioned that SOFT (Senior Operation & Finance Team) is working on an updated working schedule for administration staff.	/	SOFT