

# Nov 16

Thursday, November 10, 2022 10:31 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. Parents Access
2. NIS Community Definition
3. HUB Temporary Facilities Plan

### **Proposals or Agenda:**

4. Avast Security
5. Winter Celebration @NIS
6. AQI/PM2.5/CO2 Guidelines

Outcomes		
Description	By When	By Whom
1. SLT clarified that parents who are invited to attend school events need to follow the current visitor campus access procedure. For any event with a large number of participants NIS is required to inform related departments and notify school guards in advance.	/	SLT
2. SLT went through the draft proposal of NIS Community Member and Access Definitions. When completed this proposal will be submitted to the NIS Board.	/	SLT
3. SLT reviewed the HUB temporary facilities plan. OFT (Operations & Finance Team) will follow up with details.	/	OFT
4. IT Director suggests installation of Avast One Essentials (an anti-virus/malware software) on all school owned computers for keeping school network and technology safe and secure. SLT approved. More to come from Shannon.	/	IT
5. SLT confirms the Staff Winter Holiday Party will be held on December 15 <sup>th</sup> (Thursday). Arek will follow up.	/	SLT & OFT
6. In order to comply with the latest standards of AQI/PM2.5/CO2 guidelines, OFT will share the up-to-date information on a monthly basis in the weekly bulletin.	/	OFT