

# Jan 18

Thursday, January 12, 2023 8:59 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. HUB Project Meeting

**Proposals or Agenda:**

2. Community Swimming on Saturday.
3. CIS Financial Section
4. Second Permanent Cover Teacher
5. Grade12 Lounge/Centre Café
6. Campus Access During CNY Holiday
7. 2023 Graduation Preparation

Outcomes	By When	By Whom
Description		
1. Arek shared the latest HUB Project meeting information with SLT. The meeting discussed the new IT server room location and design.	/	OFT
2. Activities department intends to re-start Community Swimming on Saturdays. HR department will follow up on sub-lifeguards status and give feedback after CNY.	February 2023	HR & Activity Department
3. SLT went through the CIS Accreditation Financial Section. Still a significant amount to be done. The draft report will be ready on Feb 21, 2023.	Feb 2023	SLT
4. Considering the likelihood of more teacher professional development absence in the future SLT discussed the possibility of hiring the second permanent cover teacher. Maximum flexibility comes from having a Chinese national in that role. Arek will follow up with HR and look at the budgetary impact.	/	Arek & HR
5. SLT reviewed the current usage of the new Grade 12 Lounge, and discussed how to optimize the division of Centre Café to meet community needs for Café. Arek and Kasson will follow up.	/	Arek Kasson
6. Main building is closed for students during CNY Holiday. Access to Centre Fitness Room based on current campus regulatory system.	CNY Holiday	OFT
7. SLT discussed the location and setting up requirement for 2023 Graduation Ceremony. Arek and Laurie will follow up after talking to Ruth.	May 2023	OFT