

May 24

Tuesday, May 23, 2023 8:15 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. Centre Café

Proposals or Agenda:

2. COVID & Sick Leave Protocols
3. HUB Construction Workers
4. Safety Briefing for G10 Students
5. Early MAP Payment
6. Gala Debriefing
7. Potential Payment Schedule During Summer Holiday
8. Furniture for School Functions/Events
9. Review current rules for campus access on weekends.
10. Temporary Storage Space

Outcomes		
Description	By When	By Whom
1. Arek updated on the progress of Café Contract. Laurie will share more information with staff on Monday morning briefing.	May 29	SLT
2. SLT will review the COVID & Sick Leave Protocols by looking at the situation at the beginning of new school year in August.	SY23/24	SLT
3. Arek clarified the campus access procedure for HUB construction workers: <ul style="list-style-type: none"> • Sign-in at guards' room to receive a campus access card. • Sign-out and return campus access card to leave campus. 	Ongoing	OFT
4. Grade 10 Students Safety Briefing will be held at 8am on Wednesday, June 7 th in Large Group Room. Ruth invites Kasson and Arek to share safety knowledge with students. Kasson will follow up the meeting schedule.	June 7	Kasson
5. Based on current year budget to process early payment for MAP (Measure Academic Progress) testing of new school year. Finance controller will follow up.	Ongoing	Julia Zhang
6. Arek shared NIS 30 th Gala event feedback with SLT. A meeting for Gala Debriefing is schedule on Wednesday afternoon (May 24).	May 24	SLT
7. Finance department has scheduled potential payment plan with approval procedure during summer holiday. This mainly covers summer projects and HUB. SLT approved.	Summer Holiday	SLT & Finance
8. In order to ensure school functions/events furniture setting up requirements, OFT purchased enough tables and chairs. As planned some of these tables and chairs were placed in classrooms for student use. Others have been moved by teachers into classrooms which were not planned for that purpose. An overall plan for needs will be undertaken. In the meantime some chairs will be taken from classrooms for functions/events for graduation or as needed. They will be returned afterwards.	Ongoing	OFT
9. SLT reviewed the current rules for campus access on weekends. Kasson will share the information in weekly bulletin.	ASAP	Kasson
10. SLT discussed the temporary storage space for HUB Project	Ongoing	SLT

<p>Construction. The Staff Photo Board will be moved to Centre foyer. Further discussion is on-going.</p>		
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