

# Aug 24

Friday, August 18, 2023 10:52 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 – Spaces & Functions

### **Proposals or Agenda:**

2. Korean Saturday School
3. Autumn Festival Day Change
4. Accreditation Visit
5. The Centre Facilities
6. EARCOS Leadership Conference
7. 2023/2024 PTA Leadership Team
8. Director of Learning Search
9. 2023/2024 MOD Roster

Outcomes		
Description	By When	By Whom
1. SLT reviewed and discussed the HUB – Spaces & Functions Plan. Kasson will have further discussions with SET. The space allocation plan is scheduled to be finalized by the end of August, and the draft FF&E (Furniture, Fixtures & Equipment) Plan can be decided by the end of September.	Ongoing	SLT
2. SLT confirmed the official Korean Saturday School starts from Week 2 (August 26). Kasson is MOD (Manager of Duty) on Saturday.	Aug 26	Kasson
3. SLT received new school year first request from PTA to change Autumn Festival Day. SLT wants to support the request with the hope that the other scheduled events in calendar can proceed normally.	/	SLT
4. SLT discussed the meetings/rooms arrangement for accreditation visit which will be started on Oct 8 <sup>th</sup> . Kasson will follow up.	Oct 2023	Kasson
5. SLT confirms that the Centre facilities are in principle used for community activities as their primary function.	/	SLT
6. The 53rd EARCOS Leadership Conference 2023 will be held in October. SLT discussed the attendees list.	Oct 2023	SLT
7. Laurie will meet with 2023/2024 PTA leadership team to launch a successful beginning to the school year.	/	Laurie
8. Laurie shared updates about Director of Learning search which is proceeding well.	Ongoing	Laurie
9. SLT reviewed and approved the 2023/2024 MOD (Manager of Duty) Roster.	SY23/24	SLT