

Nov 29

Wednesday, November 29, 2023 3:21 PM

**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. JEDI Weekly Update
2. LNY Staff Dinner Party
3. Fitness Room Replacement Equipment
4. Single Use Plastic

**Proposals or Agenda:**

5. JD (Job Description) Review Project
6. Community Activities Access
7. Use of Centre facilities for learning purpose
8. NIS Triathlon
9. Budget Proposal 2024-25
10. Community Survey

Outcomes		
Description	By When	By Whom
1. SLT shared the latest JEDI update. <ul style="list-style-type: none"> <li>• Taskforce members to meet with Arek and Holly who will speak to SOFT about open staff opportunity to join taskforce.</li> <li>• PTA core team will include liaison role to promote JEDI initiatives amongst parents.</li> <li>• The annual community parent survey has 7 JEDI specific statements for parents to consider and rate.</li> </ul>	Ongoing	SLT
2. Arek gave feedback about LNY Staff Dinner Party arrangement. <ul style="list-style-type: none"> <li>• The venue has been confirmed.</li> <li>• Arek will follow up on menu, beverage and entertainment.</li> <li>• Human resources department is responsible for the party lucky draw session.</li> <li>• Kasson will confirm MCs</li> </ul>	/	Arek
3. SLT confirms that the old fitness equipment will be sold to staff, and all income will go into fund for future investment. Arek will share more details in staff daily bulletin.	ASAP	Arek
4. SLT once again emphasized the ban on single-use plastic products to achieve a higher degree of sustainability. This is an area to highlight and encourage community leadership and participation. More to follow.	/	Laurie
5. SLT went through and approved the JD (Job Description) Review Project Roadmap which is submitted by Human Resources. We are working with an outside consultant who knows NIS.	/	HR
6. For campus security considerations, Arek reiterates that off-campus personnel who come to school for community activities must follow up Visitor Guideline and sign in at front desk for campus access.	/	OFT
7. Any classes that require use of Centre facilities, please check and book with the Activities Office to avoid any conflict with Community Activities. This is particularly important for the 3 <sup>rd</sup> floor gym.	/	Activities Office
8. PTA Coffee Morning announced that NIS Triathlon will be held on June 1, 2024. Kasson will help to find out more detailed requirement for that day.	June 1, 2024	Kasson
9. The proposed budget 2024/2025 which was accepted by the Finance Committee has been approved by the Board. The Board also approved the bank loan to finance the HUB construction.	Nov 27, 2023	NIS Board
10. The NIS Community Surveys will be sent to constituent groups by the Communications Team during Week 15.	Week 15	Comms Team