

Dec 13

Monday, December 11, 2023 9:16 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. JEDI – Weekly Update
2. Lockers and Secondary Hallways

**Proposals or Agenda:**

3. Home Based Work
4. Facility Safety Inspection Report

Outcomes		
Description	By When	By Whom
1. Laurie shared JEDI update: <ul style="list-style-type: none"> <li>• Two face-to-face student interviews have been held this week, another two will be scheduled after Winter holiday.</li> <li>• JEDI Taskforce Non-teaching staff application 2024 survey went out on Monday, Dec 11.</li> </ul>	Ongoing	Laurie
2. Kasson shared Gr6-10 locker student survey results. SLT discussed the design and floor plan location of new cubbies and lockable lockers. OFT will follow up.	/	OFT
3. Arek clarified that due to HUB project construction campus will be closed. (Depending on the work done at site this may not cover the whole period so staff will be informed if there is a change.) OFT staff in Nanjing will work from home on days where campus is closed and on campus when it re-opens. Those who have travel plans need to fill e-leave application as normal.  The bigger question of more flexible work in the future is still something that requires discussion and clarity.	Winter Holiday	Arek
4. The first semester campus facility safety inspection report has been issued. Any safety concerns will be communicated with department heads directly.	/	OFT