

# Jan 17

Tuesday, January 16, 2024 8:01 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. Whistleblower Policy

### **Proposals or Agenda:**

3. Financial Planning Presentation Proposal
4. Refund Policy Update
5. ACAMIS Leadership Conference
6. LNY Holiday

Outcomes		
Description	By When	By Whom
1. JEDI taskforce student members have been announced in daily bulletin. JEDI taskforce Non-teaching staff applications review process will start next Wednesday Jan 24.	Ongoing	Laurie
2. Governance Committee has reviewed the draft Whistleblower Policy and had positive feedback, however requested some changes for improvement. Kasson will revise the draft document based on the comments from governance committee.	Ongoing	Kasson
3. An independent financial planning presentation will be arranged for staff during after-school time. Interested staff are welcome to participate and more details will be notified separately.	/	SLT
4. Admissions submitted a refund policy update request to Arek. Arek reported that this has been discussed and resolved.	/	Arek
5. ACAMIS Spring Leadership Conference will be held on Friday & Saturday, April 26-27, 2024 at Hangzhou International School. SLT discussed the list of participants. All potential attendees to let Laurie know of their interest. Samantha will deal with sign ups.	Ongoing	SLT
6. Main campus will be closed during Lunar New Year holiday, although fitness room will be open as normal.	LNY Holiday	OFT