

May 8

Monday, April 29, 2024 8:56 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. HUB Opening Ceremony
3. HUB Project

Proposals or Agenda:

4. Leadership Transitions workshops
5. Board Trainer Presentation
6. No Pets on campus
7. All staff meeting
8. KPI measures
9. End of Year Party

Outcomes		
Description	By When	By Whom
1. All members of JEDI taskforce, including new members, will meet with NIS board on May 23 rd .	May 23	JEDI
2. SLT discussed the arrangements for HUB Opening Ceremony, e.g. date, invitees, setting up requirement, etc. A second meeting will be arranged by Arek for further discussion.	/	SLT
3. Arek shared the latest progress of HUB Project. The final HUB acceptance plan – rectification & second decoration and furniture installation are scheduled between July 10 th to July 30 th . Arek mentioned that the ACAMIS Chinese Conference arrangement requirements need to be submitted as soon as possible to avoid affecting the HUB and Summer Projects.	/	Arek
4. The content for the Leadership Transition Workshops, which will be led by Mr. Chris Jansen, has been finalized. It will take place from Sunday May 19 th to Tuesday May 21 st . Sandra Chow and Scott Corbett will be here for the sessions.	May 19 - 21	Laurie
5. The Board has scheduled a presentation for parents on May 16 th at 19:30 in the Centre Café. This will be led by David Chojnacki, the board training consultant.	May 16	NIS Board
6. SLT clarified that pets are not allowed on campus.	/	SLT
7. There will be no all staff meeting next Tuesday May 14 th . SET will decide on best use of this time.	/	SLT
8. SLT went through and discussed the KPI (Key Performance Indicators) ideas that Laurie shared. Laurie will present the KPI-measures ideas at the next board meeting on May 23 rd as part of the response to the Accreditation Report focusing on measuring the impact of the school guiding statements (mission and strategy).	May 23	Laurie
9. SLT confirmed the date of the end of year staff party will be Friday, June 14 th in the PAC.	June 14	SLT

