

Jun 13

Monday, June 11, 2018 8:20 AM

**NIS Meeting Summary**

**Type of Meeting:** Senior Leadership Team (SLT) Meeting

**Attendees:** Arden Tyoschin, Arek Owczarek, Laurie McLellan

**Minutes:** Samantha Zou

**Matters to follow up:**

1. The New Library Project

**Proposals or Agenda:**

2. Adult Bathrooms
3. Trips Waiver
4. Orientation Schedule

Outcomes		
Description	By When	By Whom
1. The first meeting of the new library project has been held on June 12.	June 12	Librarian/OFT SET/SLT
2. SLT has found solution for adult bathrooms for next school year.	SY 2018/2019	SLT
3. SLT reviewed and discussed the current trip waiver form filling procedure. Passport copies collecting from students for trip use are needed. Testing will be done by ICT during summer holiday for creating waiver form in Veracross system, Arek will check with school lawyer whether the parents' signatures for waiver forms are needed or not. Kasson will follow up this in new school year.	SY 2018/2019	SLT
4. Orientation schedule from Holly shared by Arek. The in-school bank service desk for new staff is being requested, negotiation with bank	Ongoing	OFT

continues. Mobile phone is needed for banking process, Ann will support new staff to help get SIM cards for their mobile phones.		
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\*OFT – Operations and Finance Team

**Have a nice summer holiday to you all!**