

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Kasson Bratton, Laurie McLellan

Minutes: Samantha Zou

Matters to follow up:

1. PE and PA PS TA Proposal
2. Lab Assistant
3. Korean-Speaking Counsellor Secretary
4. Construction during school hours

Proposals or Agenda:

5. Deadline/Cut-off Alignment
6. Nanjing digital platform: Box of Books
7. Korean Translation of PYP set menu ordering procedure
8. PD Funding communication
9. Satisfaction survey of NIS school buses
10. AQI Proposal
11. Camera in Cafeteria
12. School Time

Outcomes		
Description	By When	By Whom
1. A proposal for a Primary school PE and PA TA was considered, but not included in the staffing plan for SY 19/20.	/	SLT
2. The recruitment of our next MS/US Lab Assistant is underway.	/	HR
3. A proposal for an additional Korean speaking Secretary for next school year has been included in the staffing plan	SY2019/20	SLT
4. Calendar communicated with Arek by Kasson. And more detailed schedule will be provided for facility construction team.	/	Kasson
5. SET & Admissions would like to align the school fees deadline dates to the same date as our internal report cut off, in order to give parents better information to ensure their child(children) receive Semester reports from the previous school or from NIS. SLT planned to put these dates into new school year calendar. Kasson will follow up these dates with Finance people and Admissions.	/	Kasson
1. BoB (Box of Books) is a digital platform from PRONIN Enterprises, Kasson will solicit the opinions from the people concerned on the practicality of this platform and get the conversation going.	/	Kasson/SLT
7. The Korean version of Chartwell PYP set menu ordering procedure is ready.	/	OFT

8. SLT went through the current organization chart and clarified the PD fund for Faculty and Operation & Finance Team. Both teams will keep each other updated on the department which included both Faculty and OFT members.	/	SLT
9. School buses satisfaction survey information has been published in week 15 bulletin, the survey will end on December 16th.	Week15-17	OFT
10. SET had meeting with Danny about AQI proposal, the updated NIS version AQI proposal with more detailed information will be shared with staff in week 16 staff morning briefing.	Week16	SET/Danny
11. There has been some parental concern about consumption charges matching what was actually consumed. One extra camera will be installed in Cafeteria checkout area for to give even more confidence in the present system of charging students.	/	OFT
12. SLT discussed the length of the school day, Kasson will follow up.	/	Kasson