

Jan 23

Monday, January 14, 2019 2:39 PM

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. Managebac Planning Update

Proposals or Agenda:

2. Transition Coordinator
3. Residual Value of Fixed Assets-proposal change policy and procedure
4. First Aid/Lifeguarding Certification Proposal
5. School Close during Chinese New Year Holiday

Outcomes		
Description	By When	By Whom
1. SLT reviewed the functionality of Managebac as a planning and communication tool. Kasson to feedback to Ruth.	Week 22	Kasson/SLT
2. Arek briefed the main responsibility of Transition Coordinator with SLT. The candidate has not been decided yet, plan to be confirmed in week 21.	ASAP	SLT
3. SLT approved the Residual Value of Fixed Assets Policy and Procedure from Finance Committee Meeting.	/	SLT
4. SLT discussed the proposal for sending staff to certified as in-school trainers for First Aid and Lifeguards. Kasson will follow up the cost for First Aid training equipment.	/	Kasson/SLT
5. School campus is closed during Chinese New Year Holiday except the center fitness room and teacher access to classrooms.	/	OFT

*OFT – Operation & Finance Team