

Mar 13

Monday, March 11, 2019 11:37 AM

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. Semester end and start SY19/20
2. New kitchen equipment proposal

Proposals or Agenda:

3. Recording studio
4. Substitution list strategy for future
5. Fence

Outcomes		
Description	By When	By Whom
1. SLT confirmed 2019/2020 Semesters end and start dates. <ul style="list-style-type: none">• Semester One end date: Friday, January 17, 2020• Semester Two start date: Monday, January 20, 2020	/	SLT
2. Arek submitted the new kitchen equipment proposal for Cafeteria to SLT and clarified the contract details .	/	Arek
3. SLT reviewed the function and responsible person/department of school recording studio.	/	SLT
4. Based on current school substituted teachers' condition, Arek gave some suggestions, Kasson will follow up.	/	Kasson/HR
5. SLT decided to plant thick bushes inside school fence to improve school safety.	ASAP	OFT

*OFT - Operation & Finance Team