

Mar 6

Monday, March 4, 2019 8:52 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. SMS Language
2. Saturday Evacuation Drill

Proposals or Agenda:

3. DP Exam Storage Guidelines
4. Emergency Procedures After School Hours
5. Non-school Members' ID Cards Cost
6. Enrollment Permission

Outcomes		
Description	By When	By Whom
1. Kasson shared the SMS language (type of SMS, school level, response) worked with ICT department and got approval from SLT.	/	SLT
2. Saturday evacuation drill is planned at 10:00am on March 9th. Kasson is MOD this Saturday.	March 09	Kasson
3. Katie submitted the IB policy of secure storage of confidential IB material to SLT for discussion. A request form with details of requirements will be completed by Katie and passed on to OFT.	/	OFT
4. SLT discussed the emergency procedures after school hours and agreed that one security department staff should be on supervision. Arek will follow up.	/	Arek
5. SLT decided that for all non-school members' ID cards will be at their own cost effective from August 2019. Kasson will follow up with Saturday School leadership.	Aug 2019	Kasson
6. Based on the current situation and to comply with school policy, board committee has approved to offer spaces to 8 students.	/	SLT

*OFT - Operation & Finance Team

