

NIS Meeting Summary**Type of Meeting:** Senior Leadership Team (SLT) Meeting**Attendees:** Arek Owczarek, Laurie McLellan, Kasson Bratton**Minutes:** Samantha Zou**Matters to follow up:**

1. Individual Income Tax
2. Main Building Renovation Projects (MBRPs)

Proposals or Agenda:

3. DP Exams in May
4. Campus is Closed During the CNY Holiday
5. AIG Insurance
6. Art Auction
7. Evacuation Drill

Outcomes		
Description	By When	By Whom
1. Arek shared the up-to-date governance individual income tax information with SLT. HR and Finance will follow up with further updates.	/	HR & Finance
2. Updates of MBRPs including HUB project: updated on the permits application process with the consideration for different outcomes.	/	Arek
3. Some DP exams will take place in the current empty rooms on the 2 nd floor of main building. In case of any change due to the construction, facility will inform Head of Upper School immediately, and will take action plan B.	May 2020	Head of US
4. SLT confirmed that NIS campus is closed during CNY holiday. Notice will be published in the weekly bulletin.	CNY Holiday	OFT
5. Arek shared the required documents for AIG insurance if NIS were to receive a student claim. Ruth and Kasson will follow up any concerns about Child Protection and update the incident report form. Arek will be in charge of labeling security cameras, the procedure for obtaining records of CCTV and the timeline for retaining CCTV records.	/	Ruth/Kasson /Arek
6. Morgan (Visual Art) submitted a proposal for Art Auction. SLT in principle are supportive of the plans.	/	Morgan

7. SLT reviewed the process of last two evacuation drills and discussed the concerns and possible solutions for responding outside school hours, particularly before school begins.	/	SLT
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*OFT - Operation & Finance Team