

Jun 3

Wednesday, May 27, 2020 3:21 PM

**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. Leaving Staff Procedure

**Proposals or Agenda:**

2. Streamlined Check-Out Procedures
3. Start of School Year Guide and Distance Learning Plan

Outcomes		
Description	By When	By Whom
1. Arek shared the updates of leaving staff procedure related to housing, moving and shipment with SLT.	/	OFT
2. Kasson and Sue have drafted a streamlined check-out procedure for leaving students. SLT reviewed and approved.	End of S2	Kasson & Admission
3. SLT reviewed Back to School Guide for school year 20/21 and Distance Learning Plan. The guide will be translated into Chinese and Korean, then published on school website and sent to parents.	ASAP	Kasson

\*OFT-Operation & Finance Team