

Mar 26

Monday, March 24, 2025 11:24 AM

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Laurie McLellan

Minutes: Samantha Zou

Apologies: Sandra Chow

Matters to follow up:

1. NIS Policies & Procedures – Weekly Update
2. International Day
3. Emergency Contact Card
4. Lockdown Drill

Proposals or Agenda:

5. Emergency Contacts for Staff
6. Mid-Semester Vacation
7. Swimming Pool Changing Room

Outcomes		
Description	By When	By Whom
1. A follow-up meeting for SLT to review the document matrix of NIS policies & procedures has been scheduled for April 10 th .	Apr 10	SLT
2. Arek shared the up-to-date arrangements for the upcoming International Day on April 13 th , and all preparations are progressing smoothly.	Apr 13	OFT
3. Following the clarification meeting with Anna, Sandra and Holly earlier this week regarding emergency contact for after-school activities, the following decisions have been made: <ul style="list-style-type: none"> In the case of an emergency, the activity leader will contact with activity office immediately. An emergency contact poster, listing all relevant phone numbers, will be displayed in the gyms shortly. Anna will follow up with all activity leaders to ensure clear understanding of this protocol. 	Ongoing	Activity Office
4. SLT shared the feedback from the recent lockdown drill. Based on the findings, the facility team will finalize enhancements to the current procedures.	Ongoing	OFT
5. SLT discussed how to promptly reach staff family members in case of emergencies. Currently, the Veracross system contains all staff basic information. Human Resources will prioritize updating emergency contact details and establishing a standardized protocol.	Ongoing	HR
6. Due to construction and maintenance, campus will be closed during Mid-Semester Vacation. A notice will be published in weekly bulletin regarding fitness room access hours and campus access protocols during this period.	Mid-Semester Vacation	OFT
7. Arek shared the latest updates on swimming pool changing room revamp plan, the final design has been officially approved, the construction will take place during the summer vacation.	Summer Vacation	OFT