

Apr 22

Monday, April 14, 2025 8:20 AM

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Laurie McLellan, Sandra Chow

Minutes: Samantha Zou

Matters to follow up:

1. JEDI – Weekly Update
2. NIS Policies & Procedures – Weekly Update

Proposals or Agenda:

3. New Metrics International Schools Program
4. SY25/26 Calendar
5. Self-perpetuating Board Structure
6. Schedule for Eric Sands – Search Associates
7. Evacuation Drill

Outcomes		
Description	By When	By Whom
1. JEDI taskforce successfully facilitated the SOFT (Senior Operation & Finance Team) Identity JEDI Workshop this Monday.	Apr 21	JEDI
2. SLT has reviewed the current update status of NIS policies & procedures. Each section has been distributed to the responsible person for revision. Laurie and Arek will schedule a follow-up meeting for finance section on next Monday.	Apr 28	SLT
3. NIS decided to participate in the New Metrics International Schools Pilot Program starting from October 2025. Laurie and Arek will coordinate implementation details.	Oct 2025	SLT
4. Sandra has confirmed that the SY25/26 calendar paper input will close on the end of day May 5 th .	May 5	Sandra
5. The latest board meeting has approval the revisions to board handbook sections 6.501 to 6.502 (board member selection and terms). The approved updated board handbook will be published on the school website soon.	Ongoing	Board
6. The draft schedule for Eric Sands (Serach Associates) upcoming visit to NIS has been sent to Eric for his review and feedback. Laurie shared it with SLT.	Ongoing	Laurie
7. Following the evacuation drill on April 22, SLT suggested the sign-in/sign-out system for Grade 12 students at Centre Welcome Reception during their study leave periods. Arek will follow up with reception.	Apr 22	Arek

