

# May 14

Friday, May 09, 2025 8:30 AM

## 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
3. NIS WeChat Mini Program
4. School Calendar

### **Proposals or Agenda:**

5. Saturday School
6. Health Insurance Session
7. Parent Pick-up – SY25/26

Outcomes		
Description	By When	By Whom
1. The JEDI PYP Adult Application submission deadline is this Wednesday, May 14 <sup>th</sup> , 2025.	May 14	JEDI
2. Sandra clarified the relationship between the Child Protection Policy & Procedures and the Child Protection Handbook, confirming that these two documents will be merged into a single document: the Child Safeguarding Handbook. The handbook is scheduled to be updated this month. SET is actively revising other learning documents now.	Ongoing	Sandra & SET
3. Sandra shared key insights gathered from possible vendors and other international schools who are using these platforms. The next step, Arek will collaborate with the IT Director to identify the scope of the project and organize follow-up meetings.	Ongoing	Sandra & Arek & IT Director
4. PTA events for next school year were put in the draft calendar this week. The first draft SY25/26 school calendar will be ready this Friday for review.	Ongoing	Sandra
5. Beginning next school year, Saturday School will implement a simplified enrollment process to ensure accurate student records in our data system. This change aims to strengthen campus access and security as well as program organization. Sandra will also have regular meetings once per semester with the Saturday School to build connection and collaboration.	SY25/26	Sandra
6. SLT confirms that a Health Insurance Session led by Arek will be scheduled during PLDs (Professional Learning Days) for one hour before the new school year starts.	SY25/26	Arek
7. Following discussions between Arek and the Primary Principal, the change to after-school parent pick-up procedure will be implemented at the start of the new school year. Parent/guardian pick up at 3pm will no longer include the green gym.	SY25/26	Arek