

May 21

Monday, May 19, 2025 9:58 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. Saturday School Enrollment

Proposals or Agenda:

4. Single-Use-Plastic
5. End of Year Party
6. Unclaimed Parcels

Outcomes		
Description	By When	By Whom
1. The interview process for the PYP JEDI Adult Representative has concluded. We are pleased to announce that Ms. Hannah Xie has been selected for the role, effective August 2025.	Week 34	JEDI
2. SLT reviewed this week's progress on policies & procedures updates.	Ongoing	SLT
3. SLT confirmed that for the new school year, Saturday School students will follow the Saturday Campus enrollment procedure via the OpenApply system. Sandra will have more communication with Saturday School.	SY25/26	Sandra
4. SLT discussed strategies for implementing a Single-Use-Plastic free campus. Sandra and SET will continue further discussions on this initiative.	/	Sandra & SET
5. The end of year party will take place on June 12th in the PAC. The OFT will be responsible for event setup.	June 6	SLT
6. Due to the prolonged presence of unclaimed parcels in staff mailing room, Arek kindly reminds everyone to collect their personal items as soon as possible, and starting next school year, the following procedure will be implemented: <ul style="list-style-type: none"> • All unclaimed parcels will be temporarily stored in the guard room. • After a specified period, uncollected items will be disposed. 	Ongoing	Arek