

# Aug 27

Friday, August 22, 2025 9:14 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. ISOS Membership Update
2. Community Activities Review

### **Proposals or Agenda:**

3. Updated Student Access
4. Responsive Classroom Update
5. Energy Saving Plan
6. E-bike Parking Control
7. Mayoral Meeting
8. Korean Saturday School

| Outcomes   |           |                       |
|--|-----------|-----------------------|
| Description  | By When   | By Whom               |
| 1. Arek introduced the draft proposal for the ISOS membership update to SLT. The changes and details will be shared with all colleagues in the coming weeks.   | Ongoing   | Arek                  |
| 2. Academic team and community activities office held a productive meeting this week.  | /         | SET Activities Office |
| 3. SLT reviewed and approved the student campus access guidelines.   | /         | SLT                   |
| 4. The Responsive Classroom Institute is scheduled for September 18 to 20, 2025. A planning meeting was held in week 3 to prepare for it.  | Sep 18-20 | Sandra                |
| 5. Facility department will formulate a corresponding energy saving plan based on this school year's budget requirements.  | /         | Facility              |
| 6. The Facility department would like to discuss involving the student community service team in E-bike parking management to improve organization.  | /         | Facility              |
| 7. Due to a scheduling conflict with Laurie's business trip, he will be unable to attend the Mayoral meeting on September 25. Another SLT member will present on the school's behalf. Holly will provide more details later.   | Sep 25    | Holly                 |
| 8. Our review of the Korean Saturday School student data identified several former NIS students now attending other schools. As NIS is the only international school offering Korean Language program G6-12, their transfer suggests this program is no longer required. SLT will have further discussion on this together with Admissions team. Any actions will be shared with the Korean Saturday School committee. | /         | SLT                   |