

Sep 17

Thursday, September 11, 2025 2:14 PM

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. NIS Policies & Procedures – Weekly Update
2. WeChat mini Program

Proposals or Agenda:

3. Adoption of New Systems Protocol
4. Board and Director Goals
5. PTA

Outcomes		
Description	By When	By Whom
1. By reviewing the PGP documents, Sandra identified that the linked safety checklist requires updating. SLT reviewed this finding, and Arek will follow up with the Facility Department to ensure the checklist is revised accordingly.	Ongoing	Arek
2. Following discussions regarding the WeChat mini program from last school year, the SLT will arrange the Marketing and IT departments to present an overview of its implementation protocol and benefits at the next SLT meeting. This will help deepen our understanding of the program's operational framework and potential impact.	Ongoing	Marketing IT SLT
3. SLT has reviewed the Adoption of New Systems Protocol submitted by IT Director. This protocol establishes a standardized framework for the evaluation and approval of all new digital systems, applications or platforms introduced at NIS. Further discussion will be held with IT Director to refine details.	/	IT SLT
4. Laurie shared the 2025/2026 Board and Director Goals. The goals will be officially announced during the Annual General Meeting on Friday, September 19, 2025.	Sep 19, 2025	Laurie
5. Laurie recently met with the PTA Chair to discuss planning for the new school year.	/	Laurie