

Sep 3

Monday, September 01, 2025 8:05 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. NIS Policies & Procedures – Weekly Update
2. Drills Schedule

Proposals or Agenda:

3. HLA 25/26
4. Data Dashboard Consultant Workshop
5. NIS Facility Operation Management System
6. OF Team Daily Morning Briefing
7. Annual School Survey

Outcomes		
Description	By When	By Whom
1. Sandra shared the latest updates regarding the NIS Policies & Procedures. SET is currently reviewing the Discover China Handbook.	/	SLT
2. SLT confirms the updated Evacuation Drills schedule, the new dates will be communicated to operations team via Teams and published on internal Outlook calendar.	/	SLT
3. Arek introduced the new tax limitations for Home Leave allowance (HLA). The key term is that only round-trip transportation expenses between the foreign national's place of employment in China and his/her family home (i.e., the residence of the spouse or parents) are eligible.	/	Arek
4. The Data Dashboard Consultant will be working with various teams Monday & Tuesday, December 1 & 2, 2025. A detailed timeline will be decided.	Dec 1&2	SLT
5. Arek shared NIS Facility Operation Management System documentation with SLT. This system standardizes facility management across all campus areas – including classrooms, offices, and public spaces – to ensure a comfortable learning environment and promote energy conservation. Approved documents will be published in the daily bulletin.	/	Facility
6. Operation and Finance Team will resume daily morning briefing session, which was paused during the COVID-19 pandemic.	/	Arek
7. The annual school survey is planned by SLT for October or November. The decision to either follow previous years' approach using the CIS Survey or conduct it through targeted small groups remains pending. From 2026 CIS will no longer use the same survey due to change in the accreditation protocol.	October or November	SLT