

Oct 29

Monday, September 22, 2025 9:13 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. WeChat mini Program

Proposals or Agenda:

3. AP Notice
4. Winter & Building Projects
5. PLD Dismissal
6. Board Goals 2024-2025
7. 2026/2027 Budget Head Presentation
8. S.H.A.R.E.
9. PSB Visit

Outcomes		
Description	By When	By Whom
1. SLT reviewed the progress of the NIS Policies and Procedures updates. The majority of the learning section has been organized, while the Activity section and Safety, Security & Well-being section remains in progress.	Ongoing	SLT
2. SLT reviewed and discussed key aspects of the WeChat mini Program, including its purpose, alignment with school needs, budget considerations and IT feedback to ensure effective implementation.	/	SLT
3. Arek shared the Account Payable Notice, prepared by the Purchasing Department with SLT.	/	Purchasing Office
4. Sandra communicated the SET's requirements for the Winter and Building Projects. A more detailed proposal will be provided to the Facility Office for feasibility evaluation.	Ongoing	Sandra
5. Future Professional Learning Days schedule will be shared with Arek in advance to ensure Operation and Finance Team staff are clearly informed of the dismissal times.	/	Sandra
6. As part of the 2025-2026 Board Goal to "develop a process for monitoring and evaluating the implementation of the school's mission," Laurie shared a framework to streamline the data collection related to the NIS Six Values. This initiative will involve members of the Senior Education Team, students, teachers, and staff. Laurie will communicate further with the Board during the next board meeting on October 30.	Oct 30	Laurie
7. 2026-2027 Budget Head Presentation is scheduled for Week 12, which will include a review comparing the current school year's budget with year-to-date actual figures. Sandra will confirm the final schedule.	Week 12	SLT Budget Heads
8. Sandra introduced the proposal for S.H.A.R.E. (Skills, Hobbies, Arts, Relationships, Exchange) Evenings at NIS from Anna & Matt. A new community initiative designed for parents and staff. The proposal has been approved by SLT. Sandra will coordinate with the activities and admissions offices to begin implementation of the program.	/	Sandra Activities & Admissions Office
9. The Public Security Bureau visited campus to review child safeguarding documentation and guidelines, ensuring all processes comply with regulatory requirements.	/	Sandra