

Nov 21

Monday, November 17, 2025 9:41 AM

Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Laurie McLellan, Sandra Chow

Minutes: Samantha Zou

Invitees: Shannon Doak

Matters to follow up:

1. Medical Emergency Procedure

Proposals or Agenda:

2. Adoption of New Systems Protocol
3. Insurance for Off-Site Activities
4. Real Estate Certificate
5. Budget Reconciliation – Internal Updates

Outcomes		
Description	By When	By Whom
1. SLT has scheduled a meeting with SOFT & SET for Friday, December 12 to review and discuss the medical emergency procedures.	Dec 12	SLT
2. As part of our ongoing commitment to data security and compliance with relevant regulations, Shannon has introduced the Adoption of New Systems Protocol. A training session will be held during the all staff meeting on March 10 th to introduce the new process. All staff will then be required to sign a related form.	Mar 10	IT
3. Sandra shared information regarding insurance for off-site activities. SLT has reviewed the current requirements and decided to maintain the procedure of having students complete a form before activities.	/	Sandra
4. Arek informed that the renewal process for the school's real estate certificate is currently underway.	Ongoing	Arek
5. SLT approved the in-year budget reconciliation, which will be treated as internal updates. Arek will follow up with the details.	/	SLT