

Nov 5

Thursday, October 30, 2025 10:03 AM

Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Laurie McLellan, Sandra Chow

Minutes: Samantha Zou

Invitees: Matt Shean, Kyle Bueschlen

Matters to follow up:

1. NIS Policies & Procedures – Weekly Update
 - o NIS Personnel Handbook

Proposals or Agenda:

2. Admissions & Marketing Strategy 2025-2027
3. Evacuation Drill
4. Tuesday Meeting Schedule
5. Budget

Outcomes		
Description	By When	By Whom
1. The NIS Personnel Handbook requires a review as it has not been updated since 2022. SLT will revisit this in the next meeting.	/	Arek HR
2. Matt and Kyle presented the Admissions and Marketing Strategy 2025-2027, which included a comprehensive analysis of current data and outlined future plans. SLT expressed their appreciation for the work of the admissions and marketing & communications departments and provided their feedback.	/	Admissions Marketing & Communication
3. An evacuation drill is scheduled for Tuesday, November 11 th , 09:00am.	Nov 11	SLT
4. Sandra shared the following updates to the Tuesday Meeting Schedule: <ul style="list-style-type: none"> o November 18th, JEDI meeting moving to November 25th o All Staff Budget Meeting moved from November 25th to February 10th. o February 10th, Emergency Response Meeting will happen during February PLDs. 	/	Sandra
5. SLT confirmed that for budget purposes - "In-Service Training" will be changed to "Professional Learning and Development".	/	Arek