

Dec 10

Monday, December 08, 2025 10:01 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

Proposals or Agenda:

2. Saturday Korean School
3. Supporting Nurse
4. Last Friday before Holiday Break
5. Recruitment Update

Outcomes		
Description	By When	By Whom
1. SLT confirms that the Child Protection Policy and Board Handbooks will be published on the school website for community access.	/	SLT
2. The Saturday Korean School will host its closing ceremony on Saturday, December 13. Details concerning event setup and campus access will be coordinated and communicated by Sandra and the Operations Team.	Dec 13	Sandra OFT
3. Jacqui, Bo and Sandra are working with the Nurse to review health procedures, enhance communication protocols and support with number of visits especially during the busy flu season.	Ongoing	Jacqui Bo Sandra Nurse
4. The school will continue the tradition of providing treats for all staff during the morning break on the last Friday before winter holiday, with leadership covering BTT.	Dec 19	SLT
5. Laurie shared the recruitment update that all positions for next school year are now filled.	/	Laurie