

Jan 14

Monday, January 12, 2026 8:21 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. Data Collection for Board
3. Staff Meeting
4. Summer Project
5. Fire Drill Schedules
6. Visit Request

Outcomes	Description	By When	By Whom
1. Sandra and SET are currently reviewing the Air Quality Index (AQI) and weather policies. The purpose is to specify the official application to be used. Revised policies are scheduled for presentation at the next SLT meeting.		Ongoing	Sandra SET
2. SLT reviewed the current status of data collection for the Board in our journey to measure the impact of mission and strategy. The next phase involves conducting a second survey within the community, focusing on elements related to <i>Busting Bubbles</i> and <i>Creative Thinking</i> . Survey will be sent out by February 2nd.		Ongoing	SLT
3. SLT discussed and finalized the agenda for the upcoming All-Staff Meeting on Tuesday, February 10 th .		Feb 10	SLT
4. Reminder from Arek: The submission deadline for the Summer Project is the end of March.		End of March	Arek
5. Sandra confirmed the next Evacuation Drill scheduled on Tuesday, March 3 rd , 2026		March 2026	Sandra
6. SLT approved the visit request from the Xianlin Committee and the Zidong Innovation Park management team. Arek will follow up details.		/	Arek