Mar 17

Monday, March 16, 2026   9:00 AM

<u>Meeting Summary</u>

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. Lockdown Drill
3. Leadership Absence (SET, SOFT, SLT)
4. Final Survey on Elements of Mission and Strategy
5. Guardianship
6. Activities Team
7. NIS International Day
8. Shannon's request for trial of MacBook Neo.

Outcomes		
Description	By When	By Whom
1. SLT will set a final deadline for the Personnel Handbook updates, which are currently being worked on by the Human Resources department.	Ongoing	SLT & HR
2. Sandra confirms that the Lockdown Drill changed from March 24th to **March 26th 10am** because of Staff Appreciation event.	March 26	Sandra
3. To mitigate risks associated with Leadership Absence, SLT will implement a new protocol requiring that at least one SOFT member, one SLT member, and either the Principal or a Deputy Principal remain on campus at all times. Any leadership absence outside this framework must be submitted for prior approval.	/	SLT
4. SLT discussed the timeline for the third survey on mission and strategy elements. The survey will run from March 25th to April 1st, with results to be submitted for the April 20th Board Meeting.	Ongoing	Sandra & SLT
5. SLT reviewed the current student guardianship processes, procedures, and practices to clarify legal, rights and responsibilities, as well as to enhance communication protocols. Sandra will review the relevant paper forms and share with SLT.	/	Sandra
6. Arek shared the positive feedback received from the activities team meeting. In response, the Human Resources Department will coordinate with the Activities Office on a task reallocation plan.	Ongoing	HR & Activities Office
7. Preparations for the NIS International Day are underway. A follow-up meeting with PTA will be scheduled soon.	/	OFT
8. IT Director proposal to trial the MacBook Neo has received SLT support.	/	IT