

Mar 25

Monday, March 23, 2026 8:46 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. Reflections on ACAMIS Conference
3. Sustainability Dashboard
4. Community Activities Office
5. Summer Project

| Outcomes | | |
|--|-----------|---------------------------------|
| Description | By When | By Whom |
| 1. The updated Operations & Finance Handbooks and the Personnel Handbook are all currently in the final review stage prior to publication. | Ongoing | SLT |
| 2. Following the 2026 ACAMIS Conference in Guangzhou, SLT shared feedback noting NIS's strong participation, with many staff presenting or leading workshops. The conference provided valuable opportunities for both SOFT staff and school leaders, particularly for those leading workshops. SLT will continue to support staff interested in presenting at future ACAMIS conferences. | Mar 20-21 | SLT |
| 3. All the detailed existing data provided by the Facilities Department will be linked as the NIS Sustainability Dashboard. It will be designed as an accessible resource for our community to view utility usage, air quality, weather data, and related information. Arek will follow up with the IT and Marketing departments to coordinate implementation. | / | Arek IT Marketing |
| 4. Arek shared the handover process after meeting with Activities Office. <ul style="list-style-type: none"> • Community Activities: Moving to Welcome Centre • Student Activities, Events & Swimming: Remaining with Activities Office A follow-up clarification meeting will be scheduled to discuss details. | Ongoing | Arek HR Activities Office |
| 5. SLT discussed plans for classroom reconfiguration and relocating any existing offices that do not have outside facing windows as part of the Summer Projects. SET is currently working on a spreadsheet of classroom usage for 2026-27 which will be submitted to OFT within the stated timeline. | Ongoing | SET OFT |