

# Mar 4

Monday, March 02, 2026 8:04 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. 5 Year Calendar
3. PLD Reflection & Feedback
4. EY Proposal
5. EVA Saturday
6. Summer Project

Outcomes		
Description	By When	By Whom
1. The Operations & Finance Handbooks have been reviewed by the Finance Committee and will now be submitted to the Board for final approval.	Ongoing	SLT
2. SLT reviewed the current 5-year-calendar, and plans to update it to include future school years through 2028/2029.	Ongoing	SLT
3. SLT shared positive feedback regarding the recent Professional Learning Days and discussed the planning for future PLDs.	/	SLT
4. SLT has approved the Early Years Proposal submitted by the Admissions Office.	/	SLT
5. The next evacuation drill is scheduled for Saturday, March 28 <sup>th</sup> .	March 28	Sandra
6. Arek confirmed that classroom C105 will be renovated as part of the upcoming Summer Project.	Summer 2026	Arek