

May 27

Monday, May 25, 2026 1:04 PM

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
 - Campus Access
 - Code of Conduct

Proposals or Agenda:

- 2. Saturday School
- 3. Taobao Platform
- 4. Invoice/Fapiao Missing Declaration
- 5. End of Year Staff Party

Outcomes		
Description	By When	By Whom
1. SLT reviewed the updated Defining Community and Campus Access policy. The final version will be shared via the NIS Policies & Handbooks folder on OneDrive. Sandra shared that moving forward, each year the Code of Conduct and the Digital Access Agreement addendum will be signed digitally for returning staff. New staff will continue sign a paper copy.	/	Sandra, IT, HR
2. SLT reviewed the Saturday School data. A request has been made by the Korean Language School to use the campus for their Sports Day. Facility usage costs will be shared for the school's consideration.	/	SLT
3. Arek mentioned that, in order to avoid complications in the financial reimbursement process, the school will stop using Taobao platform for any school-related purchases.	/	Arek
4. Submitting official invoices and Fapiao is part of the financial reimbursement procedure. To ensure completeness, the Finance department will publish a notice in the daily bulletin regarding the requirements for filling out the Invoice/Fapiao Missing Declaration form.	Ongoing	Finance Department
5. The End of Year Staff Party will take place on June 5 at 4pm. Sandra will work with the Activities Office and SET to confirm that all students are dismissed at the end of the school day and that no after-school activities are scheduled.	June 5	Sandra