

Sep 2

Monday, August 31, 2026 8:55 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. CIS/WASC Accreditation – Weekly Update

Proposals or Agenda:

2. NIS WeChat Mini-Program
3. Personnel handbook
4. Hosa Blood Drive
5. Tuesday Meeting
6. Launch Meeting with PTA
7. Visitor Handbook

Outcomes		
Description	By When	By Whom
1. Sandra continues to maintain communication with CIS regarding the accreditation process.	Ongoing	Sandra
2. The phase I design work for the NIS WeChat Mini Program has been completed. SLT discussed the next steps (phase II & III) for implementation. Arek will follow up.	/	Arek
3. SLT will review the updates to the Personnel Handbook. The final approved version will be shared with staff at the next All-School Meeting.	Ongoing	SLT/HR
4. The date for the HOSA Blood Drive (October 14) has been approved by SLT. The responsible teacher will follow up with facilities and operations team on the campus access procedure and logistics for the event.	Oct 14	Sandra
5. SLT confirms the agenda for the upcoming all-staff meeting on September 8, which will cover the following topics: • Home Leave Allowance • Budget • Personnel Handbook	Sep 8	SLT
6. The launch meeting with PTA for the 2026-2027 school year was held on September 1, organized by Arek. Received positive feedback.	Sep 1	Arek
7. Sandra shared the latest updates on the Visitor Handbook. The approved handbook will be published and shared with staff at a later date.	Ongoing	Sandra & Kyle