

Oct 7

Monday, October 05, 2026 3:15 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. CIS/WASC Accreditation – Weekly Update
2. Tuesday Meeting
3. PTA Funds

Proposals or Agenda:

4. Tax Exemption Application
5. Process for next steps for Science & Wellness areas
6. SET projects

Outcomes		
Description	By When	By Whom
1. Both CIS and WASC have confirmed the accreditation dates are moved to fall 2027. Sandra created a site for document sharing, and SLT discussed scheduling and tasks.	Ongoing	SLT
2. Due to scheduling conflicts, the time and venue for All-Staff Tuesday meeting in November/December are currently pending and will be confirmed shortly.	Ongoing	SLT
3. The latest Board Finance meeting requested clarification on responsibility for PTA funds, permitted uses, and planned spending. Arek and Sandra will arrange a follow-up meeting with PTA members.	Ongoing	SLT & PTA
4. Arek mentioned the regulations on tax exemption applications. Further details will be followed up by Sandra with the finance controller.	Ongoing	Sandra & Julia Zhang
5. Laurie introduced the project planning and scheduling process. Project details for the Wellness Space and Science classrooms will be shared with relevant members of SET after the technical review is finalized by SLT and SOFT.	/	SLT
6. Sandra will submit SET projects to Arek for budget review and Summer project planning.	/	Sandra & Arek