Nov 11

Monday, November 09, 2026 8:11 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. Science & Wellness Updates

Proposals or Agenda:

2. NIS 3.30232 Early Withdrawal
3. Review of Last Unannounced EVA
4. NIS Drills Schedule 26-27

<table>
<tr><td colspan="2">Outcomes</td><td></td><td></td></tr>
<tr><td colspan="2">Description</td><td>By When</td><td>By Whom</td></tr>
<tr><td colspan="2">1. A meeting with EIW took place on November 4th, where the revised drawings were discussed. Additionally, the Operations Team visited three suppliers for the Science classrooms during week 12.</td><td>Week 12</td><td>OFT</td></tr>
<tr><td colspan="2">2. SLT approved the proposal for the updated Early Withdrawal Policy (please see attached for details). The Admissions and Finance departments will be notified, and the updated policy will take effect in Semester Two.
• <table><tr><th>Version</th><th>Effective Date</th><th>Eligibility</th><th>Refund Rule</th></tr><tr><td>Version 3 (Proposed)</td><td>Semester 2 SY2026/2027</td><td>Students who have studied at NIS for more than one year</td><td>Pro-rated refund if withdrawing in the first half of the semester; no refund for withdrawal in the second half.</td></tr></table></td><td>Semester 2</td><td>SLT</td></tr>
<tr><td colspan="2">3. SLT reviewed the last announced Evacuation Drill and reinforced the rules for raising the red display boards, as well as the process for verifying the accuracy of absence lists. Sandra will review processes with SET and reception team.</td><td>Ongoing</td><td>Sandra</td></tr>
<tr><td colspan="2">4. Evacuation Drill Updates:
• November 13th EVA2 will be rescheduled.
• Semester Two Drill Schedule will be confirmed after discussions with SET.</td><td>Ongoing</td><td>SET</td></tr>
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