

Monday, February 22, 2016 3:11 PM

Type of Meeting: SET	Date: March 1, 2016	7 Norms of Collaboration	
Attendees: MG, KB, JS, AT	Copies to: SET, all staff	<ul style="list-style-type: none"> • <i>Pausing</i> • <i>Paraphrasing</i> • <i>Putting Inquiry at the Centre</i> • <i>Probing for Specificity</i> • <i>Placing Ideas on the Table</i> • <i>Paying Attention to Self & Others</i> • <i>Presuming Positive Intentions</i> 	
Attachments and/or links:			
Agenda:			
	Item:	Intention:	
1	SLC – March 29	Final details	
2	Office 365 Transition	Next steps	
3	Screens around school	Reflect / Clarify	
4	Class Dojo	Seek Input	
Outcomes:			
	Description	By Whom	By When
1	SLC details will be put in the bulletin March 18 & 25. KB and MG will provide guidance to teachers new to NIS. G11 will have an EE day; G12 may or may not be on campus for self-directed study	Kasson Kasson & Marina	March 16
2	Arden to present the Office transition to PYP and MYP/DP teachers.	Arden	March 1
3	SET discussed consistency in use of flat screens around school to enhance effectiveness. This will include guidelines on what is displayed where and timeframes.	SET	On-going; to be determined by week 26
4	SET discussed the use of ClassDojo as a tool for teachers. It's use must be in-line with the school mission and strategy.	SET	On-going

Intentions:

Inform/Confirm	Elaborate/Investigate	Reform/Create	Decide
Seek Input	Next Steps	Final details	Reflect
Brainstorm	Feedback	Humour	Thank
Clarify	Evaluate	Propose	