

Type of Meeting: SET	May 27, 2016		7 Norms of Collaboration
Attendees: MG, JS, KB, RC, AT	Copies: to 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>
Agenda:	Choose norm of collaboration	Attachments and/or links:	
	Item:	Intention:	Description / By Whom / When
1	Tuesday Schedule SY 16/17	Next Steps	Tuesday Meeting schedule discussed. TBC with Strategy Team members at next ST meeting.
2	Assembly Schedule	Present	Sent to SET for confirmation. Pages to be added to end of the school calendar.
3	Waiver for photos of teachers	Update	A waiver allowing teacher photos to be used on NIS social media accounts and in NIS publications to be included in <u>the Personnel Handbook</u> . To be published in hard copy and in staff folder for SY16-17.
4	MYP Exam proposal	Evaluate	<u>SET discussed semester</u> exams.
5	2016-17 Class lists	Final Details	To be confirmed Week 36.
6	SET Job titles and list of tasks we are talking on	Clarify to staff	SET discussed clarifying the roles of each SET member and tasks we are

			taking on for SY16-17 at the start of next SY.
7	MAP and ISA	Propose	An ISA/MAP hybrid was proposed for SY 16-17 with a transition to MAP tests for SY 17-18. ▼

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SY15-

Intentions:

Inform/Confirm
Seek Input
Brainstorm
Clarify

Elaborate/Investigate
Next Steps
Feedback
Evaluate

Reform/Create
Final details
Humour
Propose

Decide
Reflect
Thank