

Type of Meeting: SET	June 2nd, 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:	Item:	Intention:	Description / By Whom / When
1	Tuesday Schedule SY 16/17 (TBC with ST)	Update	Arden to meet with strategy team on Friday 3/6 to discuss and confirm
2	Responsive Classroom - timing	Report back	SET discussed the timing and communication of Responsive Classroom training. Formal proposal to come via Marina including staffing, communication, follow-on, messaging, materials, and budgeting
3	Exams in the MYP	Next Steps	Kasson to investigate the feasibility of G6 alternatives to S1 exam week. Further discussion regarding different grade levels tabled for 16-17 SY.
4	2016-17 Class lists	Inform	In progress
5	SET Job titles and list of tasks we are taking on	Clarify to staff	Discussed clarification of roles as part of SY16/17 Launch in August Arden to share details about specific SET member roles to staff before summer. Kasson to create draft Launch schedule for next meeting (8/6)
6	MAP and ISA	Confirm	2016-17 TRANSITION: <ol style="list-style-type: none"> 1. ISA - Full paper-based in FALL 2016: G5, G6 (Maths, Reading, Writing)

			<ol style="list-style-type: none"> 2. ISA – Writing only in FALL 2016: G3, G4, G7, G8, G9, G10 3. MAP Maths & Reading in G6, G9, G10 <p>2017-18 for MAP:</p> <ol style="list-style-type: none"> 1. MAP Maths & Reading in Grades 3-10 with ISA Writing in G3,G5,G7,G9 (TBC)
7	Who needs to know what?	Inform	The Design department will add a Teaching Assistant starting in the 16/17 school year.