

SET Responsibilities for 2016-17

Marina	Kasson	Juan	Ruth
<ul style="list-style-type: none"> • Speech Language / contact for Olivia's Place • 1st day procedures & collaborate w Admissions re: new student enrollment in Aug & CNY • August Staff Folder 	<ul style="list-style-type: none"> • SET agendas & minutes • Timetable - major planning, working with Andrew M • Special day schedules (i.e. half days) • Awards & assemblies – prep and MC • Lost valuables 	<ul style="list-style-type: none"> • FCD (support for Gretchen) • Committee member for 2017 ACAMIS conference • AQI tracking; call for indoor breaks • Exam activities • Letters of enrolment, other letter requests + visitors (student and other guests) (Transcripts will stay with Arden) 	<ul style="list-style-type: none"> • ISAs / MAP • Saturday school • Locker allocation • INSETs x 3 • PD committee + PD registrations • Quarter & Semester reports, 3-ways • Parent Led Conferences / Student Led Conferences (schedules, sign-ups, bells, etc) • Trips & RAMS approval • Veracross lists • PGP - overview, timeline, implementation • Budgets 18 & 23 • Nurse: PDR & daily attendance overview / follow up re: students and incidents / communication re: unusual absences, family situations, etc. • Updating of email groups at start of year • Evacuation lists: set up + updating in VC & with Reception • Initiate and oversee calendar • A-Z & Parent Handbook (Spring 2017)