

SET Meeting	August 11-18, 2016		Norm of Collaboration
Attendees: MG, JS, KB, RC, JB, AT	Copies: to all staff		. <i>Paying Attention to Self & Others</i>
Agenda	Item:	Intention	Description / By Whom / When
1.	INSET and Week One Debrief	Reflect	<p>Positive Feedback regarding INSET. Specifically, the “Why’s”, Focus on Learning focus, and our breakfast meeting.</p> <p>Evacuation: Thursday August 18 10:00am (now complete).</p> <p>Lockdown Drill: Wednesday, August 31st 10:10am New teacher briefing led by Kasson (now complete).</p> <p>Health Insurance Session next Tuesday Joint Primary/MS/US meeting to follow. Focus on “must knows.”</p> <p>On-track for CIS-led September INSET Sessions with leadership and staff to occur.</p> <p>Epi-pen training for SET/SLT run by the nurse in Week Two (now complete).</p>

			<p>Jiangsu Media to come on campus the last three days of August for interviews and filming (TBC)</p> <p>Shakespeare company to be on-campus. Coordinated through Arts Department. Announced at Briefing</p> <p>SLT/SET Communication. SLT to visit SET meetings for communication. Every second meeting (1st on 19/8)</p> <p>Strategy Team/SET communication channels discussed. Arden to communicate to ST/SET</p>
2	SET mtg times	Discuss/Decide	Moving to a “Scrum” format with short frequent meetings. TBC.
3	Tech Director Chat	Confirm	JB to meeting with SET 17/8 to discuss SET vision for tech at NIS (now complete).
4	PLC's	Inform	Parent Database being updated. Marina to contact Tom.
5	Inclusion Essentials Course for new staff	Seek Input	Ruth to meet with Sarah and Andrew to move forward with planning of inclusion course based on feedback from last year. In progress.
6	Monday Issues	Decide	Monday meetings take priority of any other activities for MYP/DP Staff.

7	Hot Weather protocol	Seek Input	Marina to determine app and feasibility of projecting heat index on foyer screens. Duty and logistics discussed. Marina to investigate and communicate. (now complete).
8	Weekly Minutes with new SET format?	Discuss	Due to the shift to a "Scrum" style meeting. SET Minutes will be published by Kasson on a weekly basis beginning August 19.

9	Tech Discussion	Discuss	<p>-SET/Tech Goals and Vision discussed in terms of next steps beyond integration.</p> <p>-Redefining the Technology Director positions as a dual systems/coaching role was discussed</p> <p>-Defining roles within the IT team in service level agreements TBA</p>
10	"Scrum" approach to SET meetings	Learn/ Decide	Marina led a workshop with the SET on the "Scrum" approach to team meetings and organization. Adopted by SET. See the board in Ruth's office for details!
11	SET/SLT Meeting	Confirm	SET/SLT will meet together on Friday, August 19 th .