

SET	Weeks 12-13	2018	Attendees: KB, RC, KH, AD, SN, GK, LZ, JB, LM
Agenda:	Item:	Intention:	Description / By Whom / When
1.	Overseas Orders	Clarify	Overseas Orders are due into Budget Heads during Week 18. Budget Heads will send excel templates to departments and grade levels as needed. More information to be communicated in Weekly Emails and via Budget Heads.
2.	ISA in Grades 3 & 4	Discuss	SET discussed the impact of eliminating the ISA writing tests from Grades 3 and 4 due to the delayed reporting structure, challenges around logistics, introduction of MAP and internal writing assessments in these grades, lack of alignment with AERO, and cost. KB to follow up.
3.	Exams and Hallways	Plan	PS students and teachers are commended for their quiet and respectful movement through the hallways in the MS/US this so far this year. MS/US Exams will be running Dec 3-7, so a polite reminder to PS student to continue to move quietly through the MS/US will be communicated in weekly emails and morning bulletin in Week 15.
6	Construction Curfew Calendar	Finalize	SET communicated a proposed construction calendar that would seek to reduce loud construction noise during most of the school day and block off key dates for exams and the like. SLT to discuss.
8.	Last Day of School- December 14 th	Discuss	Schedule being finalized in Week 15. The day will run similar to last year with a collapsed schedule including an assembly, homeroom/advisory time, and cake in the staff room at break ☺ 11:00am dismissal
9.	Strategy Proposal	Discuss/Decide	The Strategy Team has put forward a proposal for a 2019 version of the Failing Forward Week with additional elements of professional sharing around trial and error within and beyond the week itself. SET tabled discussion for the next meeting to ensure adequate time to consider.
10	Individualized Learning Continuum	Discuss/Plan	SET discussed how to further explicitly embed student-directed inquiry (student voice and choice) across the school (from Reggio to the IBDP). Discussion on-going.
11	BTT Improvements	Decide	SET discussed a proposal to increase student safety and BTT accountability by designating staff already on BTT to act as “leads” in particular areas and add SET

			members as “floaters” to fill gaps should the need arise. KH to communicate once finalized.
12	Technology Director Visit	Share	JB visited SET to discuss nuances of the online file server and the status of the Family Technology agreement (FTA) in Grades 1, 5, and 6. SET to consider scaling process to other grade levels.
13	Admissions Team Visit	Discuss	The A-team visited SET to discuss grade level placement processes and streamlining procedures around observation periods for incoming students. The next all-school enrollment day is January 22. Admissions to communicate the current list of departing students by the end of Week 15.