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| **SET** | **Weeks 31-32** | **Attendees:   KB, RC, KH, AD** | |
| **Item** | **Intention** | **Description / By Whom / When** |
| 1 | Tech Free Zones Review | Seek Input | Currently, the only space where computer gaming is permitted is in the Gaming Room (C151). Teachers are empowered to support students who are having trouble with these guidelines by emphasizing this practice. SET discussed expanding Tech-free zones with the support of Student Council to other locations in SY19/20. |
| 2 | Leavers' Assembly | Thank | Kudos to Katie, Gretchen, our Grade 12s, and all involved in the Leavers’ Assembly. |
| 3 | APA Style Guide | Inform | APA is the primary citation system used at NIS. Katie and Angela are finalizing an NIS APA Style Guide as part of an upgrade of our work around Academic Honesty. To be shared at the start of SY19/20. |
| 4 | Professional Growth Plan: Final steps for SY18/20 | Confirm | As part of the PGP, all teachers and TAs will complete a short reflection on their school year based on student feedback, PGP observations, and other data points. This will be supported by designated PGP coaches and the Professional Growth Summary Form starting mid-May and completed by June 7th. |
| 5 | Invitational 3-Ways | Decide | Based on the low number of invitational sign-ups this year and last, Invitational 3-Way Conferences will be removed from the printed calendar and repurposed. More information to follow. |
| 6 | MAP Planning | Confirm | Spring MAP testing to be completed on May 3rd. Many thanks to all involved. Feedback to SET on the testing process is very welcome. |
| 7 | Budget Head Update | Propose | SET proposed a change to the budget head list to allow for PS budgeting to be consolidated under the HoPS and a reallocation of Departments in MS/US. To be confirmed by SLT. |
| 8 | Calendar Update | Inform | The printed SY19/20 calendar is in a digital draft format with stakeholders meeting on Monday, May 6th to confirm. Thanks to Sandy for her amazing graphics work with students on the artistic elements! |
| 9 | TT Update | Inform | The timetable for SY19/20 is in its final stages. Individual draft schedules to be shared with teachers in May. Thanks to Michael Merryless for his efforts on this. |
| 10 | First Report on Progress and Planning (FRPP) | Inform | SET is working on our FRPP in relation to progress around action plan recommendations. To be shared with staff in August. |