

SET	Week 25 and Week 26	Attendees: KB, RC, KH, AD, JB	
	Item:	Intention:	Description / By Whom / When
0	Family Technology Agreement Next Steps with JB	Discuss	The Digital Citizenship Team is working on a simple, digital way to guide families through the processes outlined in our Family Technology Agreement and ensure NIS has the information from home that we need to support our students. Once proposed, SET will consider the scaling of the FTA into more grade levels.
1	Language Philosophy	Decide and Next steps	SET is leading the updating of several key philosophy and practices documents including Language and Assessment. SET agreed that the format for this document will be crafted into two section: <u>Philosophy Purpose</u> : Overview of core beliefs. Known by all. <u>Practices Purpose</u> : Details to be referenced as needed. KH moving forward for teacher consult on the Language related document from INSET feedback.
2	Decluttering	Decide	Decluttering will happen May 28-30, 2019 Day One: Bring clutter to PAC Day Two and Day Three: Shopping More details to come from RC
3	Budget Proposal	Decide	KB will take a proposal to streamline the budgeting process to SLT in Week 26th
4	Summer Works Requests	Remind	Please bring submissions to SET by 22 <sup>nd</sup> March via yellow form and a follow-up conversation. SET will collate.
5	Specialist Visit from Olivia's place	Decide	Dr. Cadzow from Olivia's Place will visit NIS from on March 28 <sup>th</sup> from 10am-12pm to present to parents and meet with the Student Support Team. More info to follow.
6	PD Handbook Updates	Finalize	SET has approved proposed improvements to the PD Handbook and application process. More to come.
7	Calendar	Plan	SET is in now working on the printed calendar dates for SY19/20. Inputs from other groups to follow after April Break.
8	Student-Led Conferences	Discuss	Student-led conferences will take place on April 10 <sup>th</sup> . More information coming via weekly emails in Week 26 and via the Weekly Bulletin. No change from previous years. Please see Head of Section for more information. Thanks!