

SET	Weeks 3 & 4		Attendees: KB, RC, KH, AD
Agenda:	Item:	Intention:	Description / By Whom / When
1	FCD Meeting	Communication	Katie, Ruth, Kasson, and Gretchen met with FCD representatives to discuss our recent student survey. Key feedback has been embedded in MS/US Life 101 lessons and SEL information shared by Kasson in relation to student voice. More to come during their visit Week
2	PD Application Process Improvements	Clarity	Colleagues will now submit PD requests via an edublog form. For now, this will come to Kasson and he will pass along the information for a statement of support/not support from the relevant Section Head. Then, he will report this back to the PD committee as was done in the past. The committee is working on a more streamlined back end, but for now the focus is making this easier our colleagues. More to come.
3	SET and Strategy Collaboration	Clarity	SET Met with the Strategy Team on Sept 5 th in to plan alignment using Objectives and Key Results around the new working definition of learning.
4	BTT in the Cafeteria during Break	Communication	Thanks to Katie, Ruth, Junlah for arranging regular BTT in the cafeteria during Break to support MS/US students.
5	Fall MAP Testing	Communication	Fall MAP testing preparations are on-schedule. Kasson, Pat, and Ray are planning to proctor all MS/US MAP testing by Grade Level in the LGR to reduce impact on learning, colleagues, and to create a more consistent testing experience. The MS/US Draft schedule has been shared with Katie and Ruth and the LSS/ELL teams are working on accommodations lists. The PS Schedule has been confirmed by Grade 3-5 teachers. Testing begins
6	Spirit Friday	Identity	A friendly reminder to colleagues that the dress code guidelines on Fridays are either usual Monday-Thursday attire, or an NIS top and work-appropriate jeans (dark blue, black, or white; no rips or tears, even if fashionable; not faded). This is to promote school spirit and create more consistent expectations on Fridays, as this is a day where there are a large

			number of parents and visitors on campus. Please see any member of SET with Questions. Thanks!
7	New Teachers Essentials	Communication	Change of Date to September 26 th . SET is in communication with new colleagues and special guests.
8	Substitution	Clarity	A reminder that teachers should not request substitution from Pat for in-house cover without first getting the permission of the relevant Head of Section. Pat can only arrange this type of cover when it has been approved by the Head of Section. Please see Kasson with questions.
9	October PLDs 7 & 18	Communicate	Planning for our October 7 th and 18 th PLDs is underway. A reminder that October 18 th is a regular workday for all staff, regardless of L2 Conference participation. More to come.
10	Budget	Communicate	The SY20/21 Budgeting process is about to begin. More details to come from budget heads
11	PGP Track One Streamline	Clarity	The Track One (Guided Observation) process has been streamlined into one form (Appendix 2) and a step-by-step process in the PGP document. Check out the documents in the "All-School Resources Folder" for details.
12	Q1 Reporting And 3-Way Conferences	Communication	The timelines/guidelines for Q1 Reporting and 3-Way Conferences (October 23) have been finalized and will be communicated in the Week 5 sharing from SET.