



Nova Scotia Student Information System

Nova Scotia Public Education System

School Meeting Minutes in TIENET

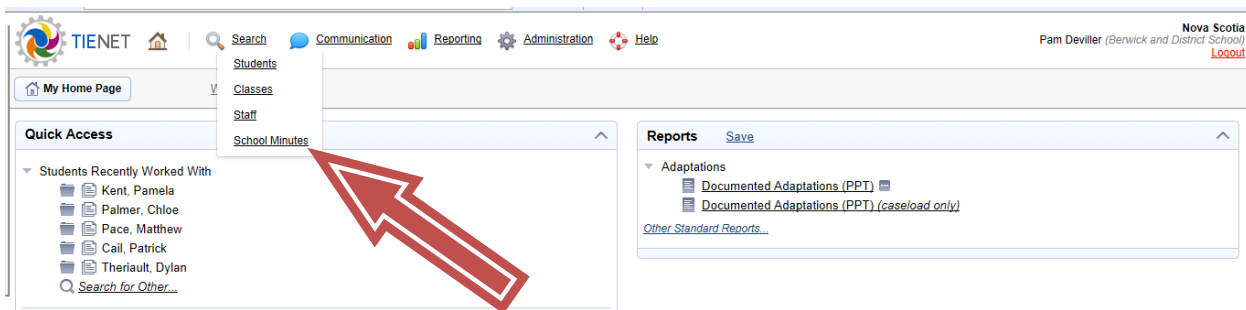
Quick Reference Guide

Revision Date:
Nov. 4, 2015

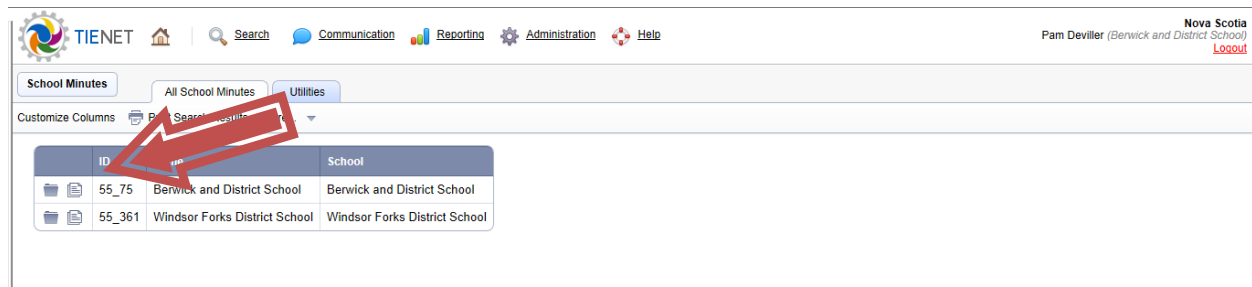
1 SCHOOL MEETING MINUTES

Note: If part of a School-Based Core Team Meeting is about an individual student and programming decisions are made, this information should also be documented using the Confidential **Meeting Minutes** document in the student's library.

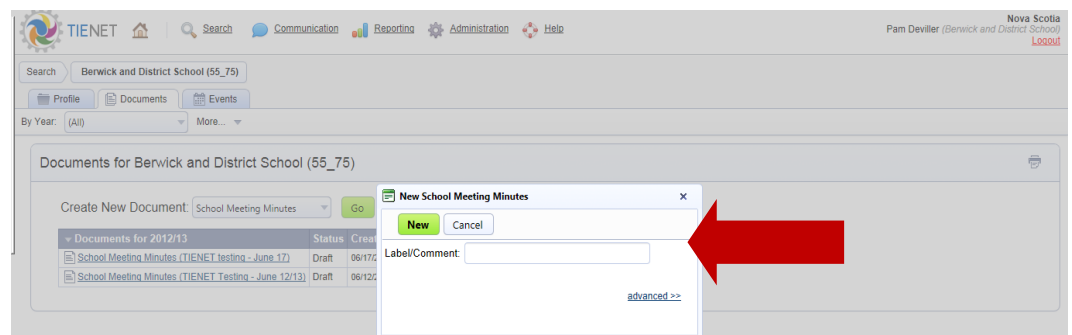
To create or access School Meeting Minutes, from the TIENET **Homepage**, under **Search**, select **School Minutes**.



Click on the document icon to view previously created School Meeting Minutes or create new minutes.



Use the dropdown menu beside **Create New Document** to choose School Meeting Minutes and then **Go**. In the **Label/Comment** box, type in the date and/or reason for the meeting and then select **New** (or **Advanced** for a template – see below).



Required fields include **Purpose of Meeting** (use drop-down menu) and **Date of Meeting**.

School Meeting Minutes

Purpose of Meeting: (none) (none) Caseload Review Information Sharing Priority Setting Group Transition Planning Other:

Date of Meeting: 28/10/2015

Title:		Attending:
School Administrator		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Meeting Participants indicates who was present at the school-based meeting. All staff members, including those board personnel attached to your school, will appear in the **lookup** menu. Those participants who are not attached to your school must be manually entered in the **Non-lookup** textbox. Once the **Lookup** menu appears, use **Select Staff: Quick Search Form** to select the staff members present.

Select Staff: Quick Search Form
Enter one or more fields and click the 'Search' button to find staff with the same field information.

ID:

Last Name:

First Name:

Works At: (ID) lookup

Caseload: (ID) lookup

Discussion Items are individually recorded and include **Item**, **Discussion**, **Action(s)** and **Follow-Up/Review Required (yes or no)**. Following each item of discussion, **Add Row** activates another section for discussion items. **Note:** It is important to be as specific as possible when noting discussion items with things like full names, as well as checking items that required follow-up from previous meetings.

Search Berwick and District School (55_75) > Documents Draft: School Meeting Minutes (2012-13)

Save, Done Editing Save, Continue Editing Cancel Editing ABC

To complete this section, fill out the form below and click save above.

Berwick and District School
220 Veteran's Drive
Berwick, Ns B0P 1E0
902-538-4720
Annapolis Valley Regional School Board

School-Based Team Meeting Minutes

Purpose of Meeting: (none) Date of Meeting: [Field]

Meeting Participants:

Name:	Title:	Attending:
[Add Row] (ID) [lookup] (Non-lookup)	(Correct Title, if necessary)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Discussion Items:

Item:	Discussion:	Action(s):	Follow Up/Review Required:
[Add Row]			<input type="checkbox"/> Yes <input type="checkbox"/> No

Minutes Taken by: [Field] (ID) [lookup]

Save, Done Editing Save, Continue Editing Cancel Editing ABC

Minutes Taken by is completed by using the **lookup** menu to select the staff member taking minutes. Upon completion, the document is **Saved** and **Finalised** (under **Set Document**). Other features at the top of the document include **Print**, **Attach Files** (under **Navigate To**), **Spell Check** and other options under **More**.

2 Creating a School Meeting Minutes Template

Follow the steps above to create a new School Meeting Minutes document named (in the **Label/Comment** box) **Template**. Leave the document blank except for the names of the members of the School Based Core Team who are entered as **Meeting Participants** and any other items that would consistently be part of a School Meeting (like regular Agenda items). Then the document is **Saved**.

3 Using a School Meeting Minutes Template

To use a previously created template, create a new **School Meeting Minutes** document and click **Go**. In the **Label/Comment** box, type in the date and/or reason for the meeting and then select **Advanced**.

Click **Copy Information from Other (previous) Document**, then click **New**.

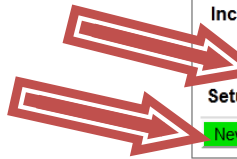
New School Meeting Minutes Setup

Draft: School Meeting Minutes for Park View Educatio

Document For Year: 2012-13 Comment:

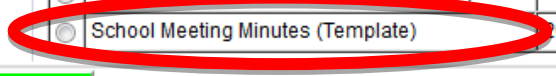
Include which sections? Meeting Minutes

Additional Setup Options Copy information from another (previous) document



Click the document you want to copy from (**School Meeting Minutes Template**), then **Accept**.

<input type="radio"/>	School Meeting Minutes (May 14th)	2011-
<input type="radio"/>	School Meeting Minutes (May 7, 2012)	2011-
<input type="radio"/>	School Meeting Minutes (April 30th)	2011-
<input type="radio"/>	School Meeting Minutes (April 23rd, 2012)	2011-
<input type="radio"/>	School Meeting Minutes (April 16th, 2012)	2011-
<input type="radio"/>	School Meeting Minutes (Template)	2011-



This newly created document with **Meeting Participants** already entered then gets edited, completed and saved as above.