Nova Scotia Public Education System

School Meeting Minutes

Quick Reference Guide

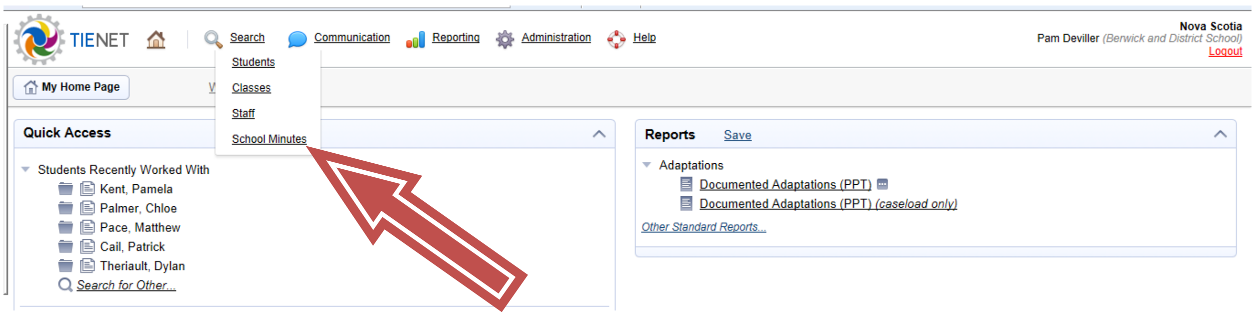
Revision Date:
July 2, 2013

Contents

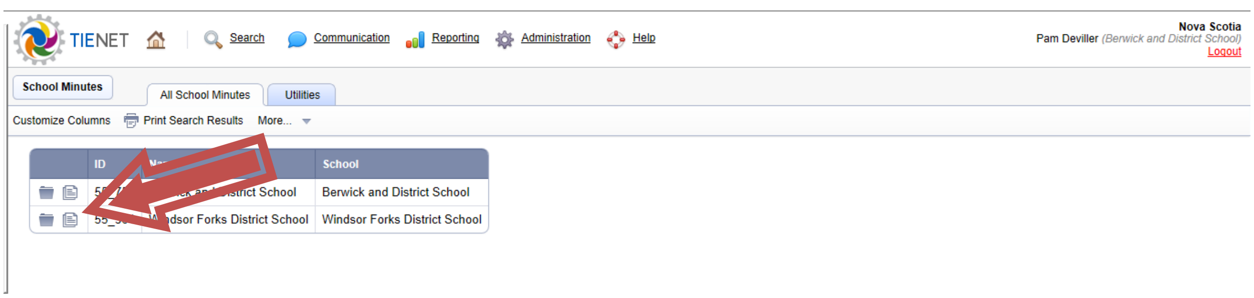
1 School Meeting Minutes 3

1 School Meeting Minutes

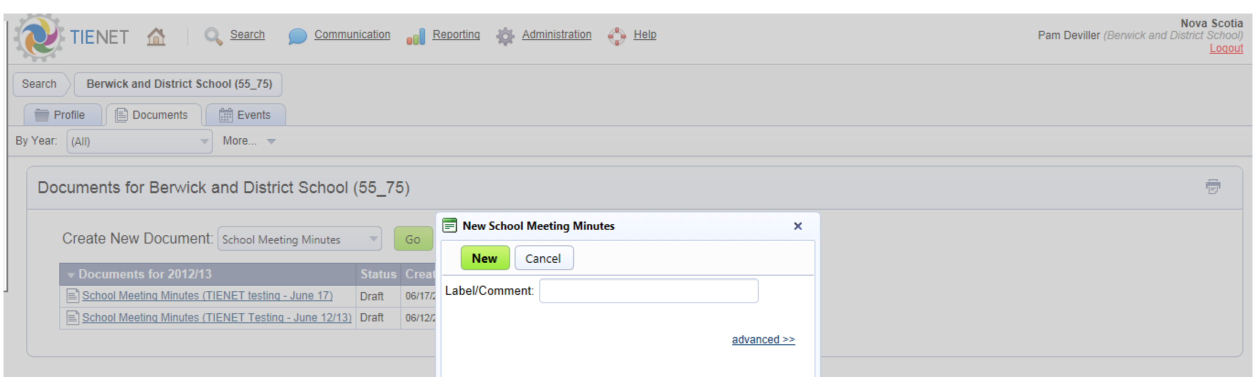
From the "**Homepage**", locate the "**Search**" menu and select "**School Minutes**".



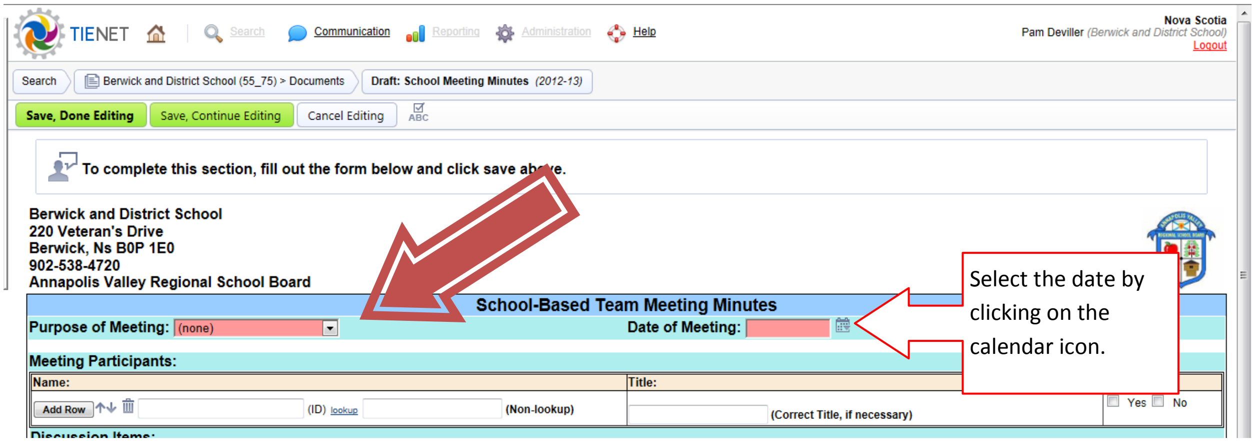
In order to access the School-Based Meeting Minutes, click on the document icon to view location-based minutes or to create new ones.



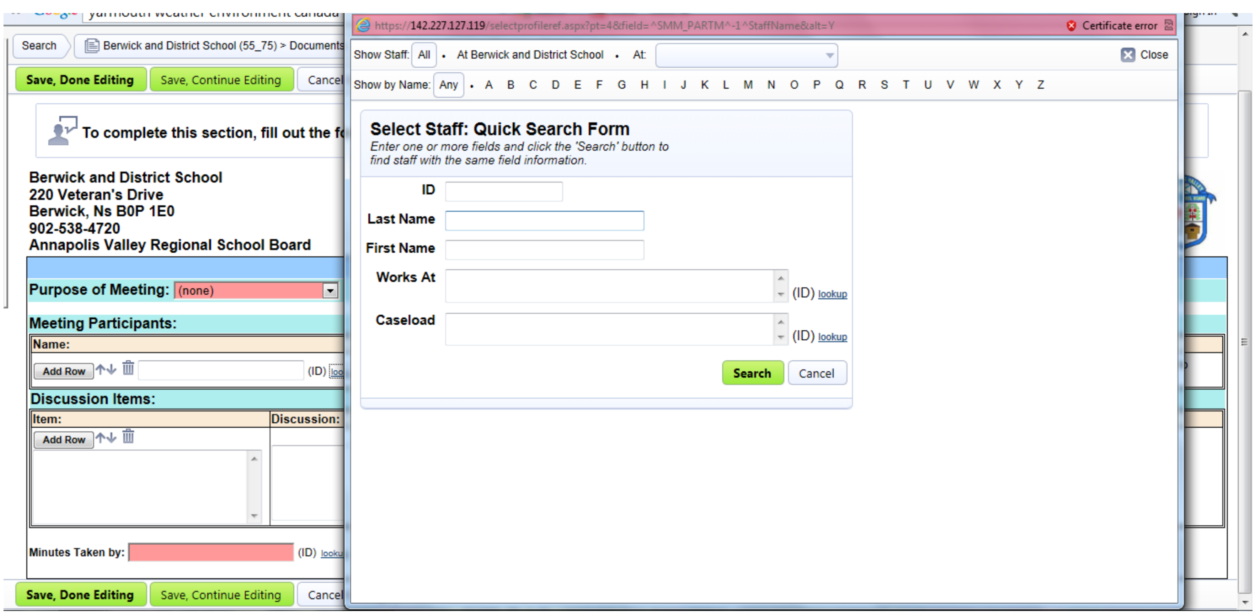
In the "**Create New Document**" section, click on the small black triangle to trigger a new document and then click on the "**Go**" button. In the **Label/Comment** box, type in the reason for the meeting and then select "**New**".



The first section to be completed is a required field and shows in red. Select the reason or purpose of your meeting from the dropdown menu (black triangle). The date is also required (MM/DD/YYYY).

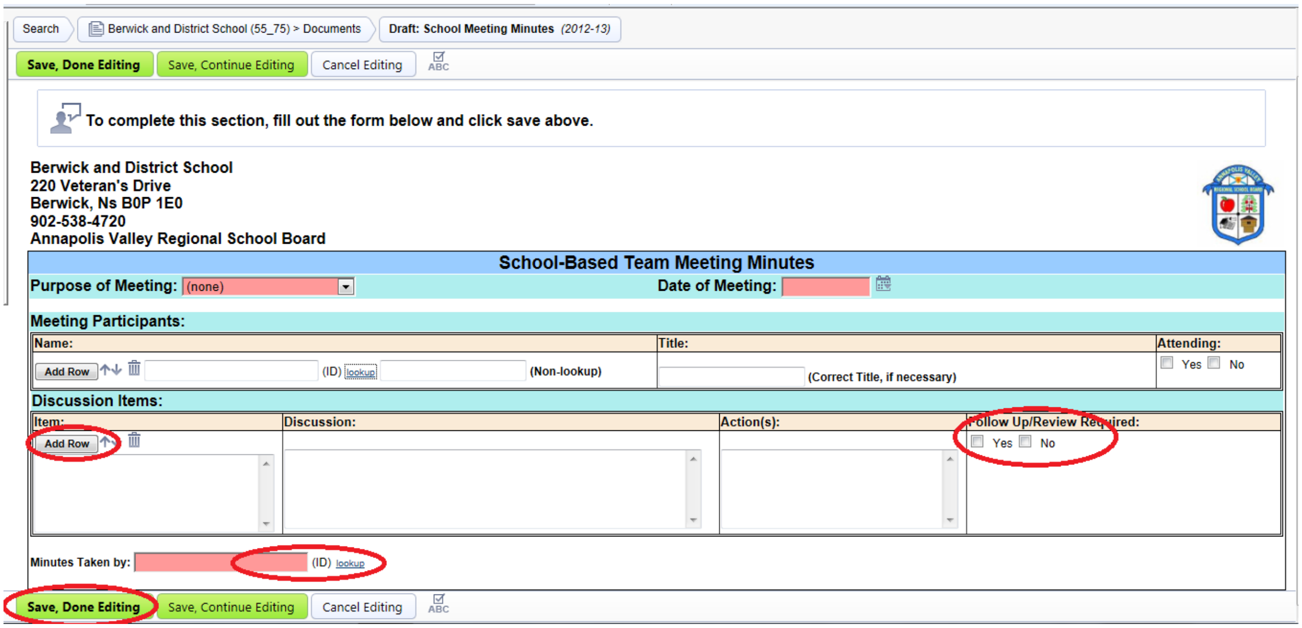


The next portion of the document requires you to indicate who was present at the school-based meeting. All staff members, including those board personnel attached to your school, will appear in the "**Lookup**" menu. Those participants who are not attached to your school must be manually entered in the "**Non-lookup**" textbox. Once the "**Lookup**" menu appears, simply click on the letter of the staff member's last name or type in their name in the textboxes.



The section to fill out is the "**Discussion Items**". Remember there should be no personal detailed information about any student in this section. Those types of meeting notes are kept in the student's "**Meeting Minutes**" document and housed in individual document libraries.

One item per text box and please include its corresponding discussion notes as well as any action items that may result. Reminder to check whether or not a "**Follow-up/Review**" is required. If you need to add other items, simply click on "**Add Row**" and another section of text box fields will appear.



The last required field to be completed in this document is the "**Minutes Taken by**". Please use the "lookup" menu to located the staff member.

When you've completed the document, please ensure to select "**Save, Done Editing**". This document will then be stored in your location based document library.