



Nova Scotia Student Information System

Nova Scotia Public Education System

School Meeting Minutes

Quick Reference Guide

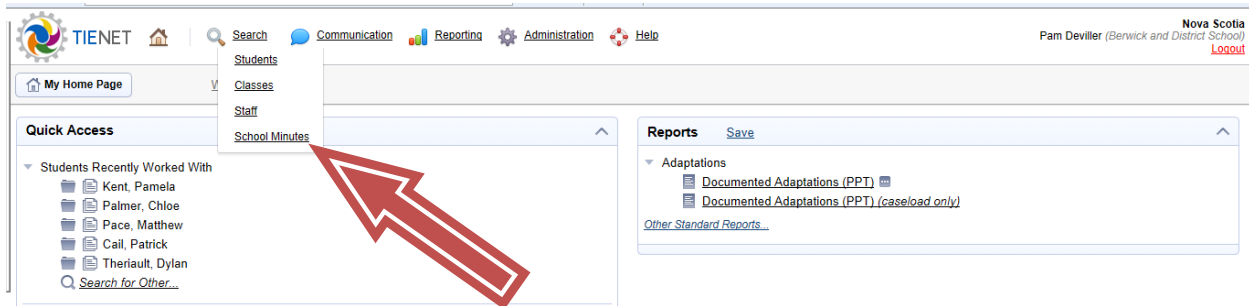
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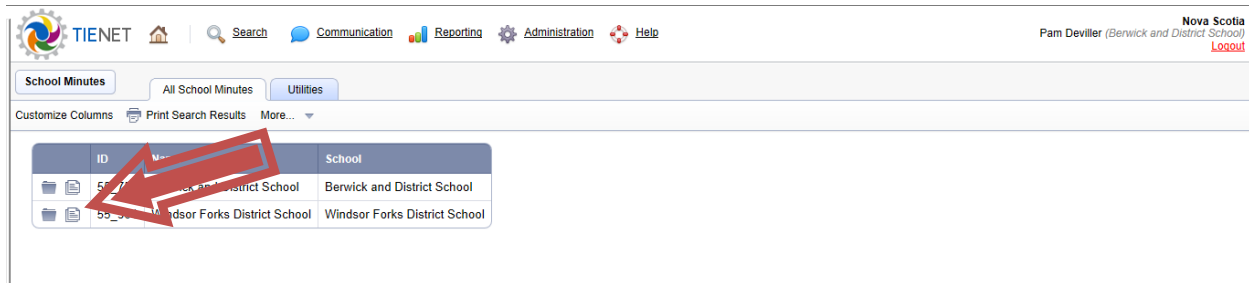
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1 SCHOOL MEETING MINUTES

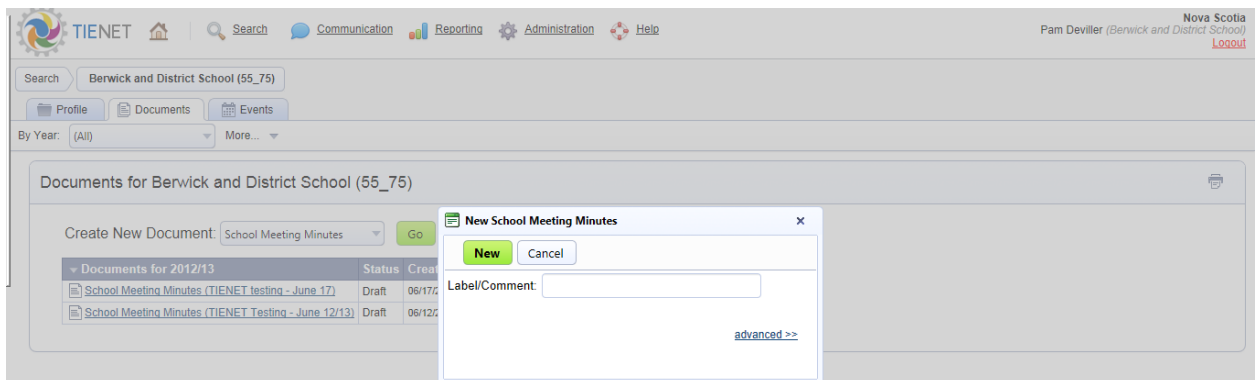
From the “Homepage”, locate the “Search” menu and select “School Minutes”.



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 screenshot shows the 'Draft: School Meeting Minutes (2012-13)' form. At the top, there is a navigation bar with 'TINET' and various menu items. Below the navigation bar, there are buttons for 'Save, Done Editing', 'Save, Continue Editing', and 'Cancel Editing'. A message box says 'To complete this section, fill out the form below and click save above.' The form fields include: 'Purpose of Meeting: (none)' with a dropdown arrow, 'Date of Meeting:' with a red border and a calendar icon, 'Meeting Participants:' with a table for 'Name:' and 'Title:', and 'Discussion Items:'. A red arrow points to the 'Purpose of Meeting' dropdown, and another red arrow points to the 'Date of Meeting' field with a callout box that says 'Select the date by clicking on the calendar icon.'

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 screenshot shows the 'Select Staff: Quick Search Form' overlaid on the meeting minutes form. The search form has fields for 'ID', 'Last Name', 'First Name', 'Works At', and 'Caseload', each with a '(ID) lookup' button. There are 'Search' and 'Cancel' buttons at the bottom. The background form shows the 'Meeting Participants' table and 'Discussion Items' section.

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 screenshot shows a web-based form for entering meeting minutes. At the top, there are navigation buttons: "Save, Done Editing" (highlighted with a red circle), "Save, Continue Editing", and "Cancel Editing". Below this is a message: "To complete this section, fill out the form below and click save above." The form header includes the school name "Berwick and District School" and its address. The main title is "School-Based Team Meeting Minutes". The form is divided into several sections: "Purpose of Meeting" (a dropdown menu), "Date of Meeting" (a date picker), "Meeting Participants" (a table with columns for Name, Title, and Attending), and "Discussion Items" (a table with columns for Item, Discussion, Action(s), and Follow Up/Review Required). The "Follow Up/Review Required" column has checkboxes for "Yes" and "No", with the "No" checkbox highlighted by a red circle. At the bottom, there is a "Minutes Taken by" field with a red circle around the "lookup" button. The "Save, Done Editing" button is also highlighted with a red circle.

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.