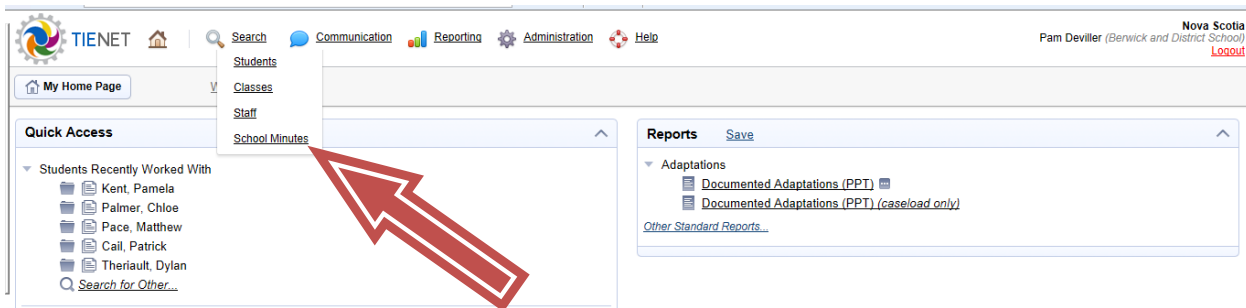




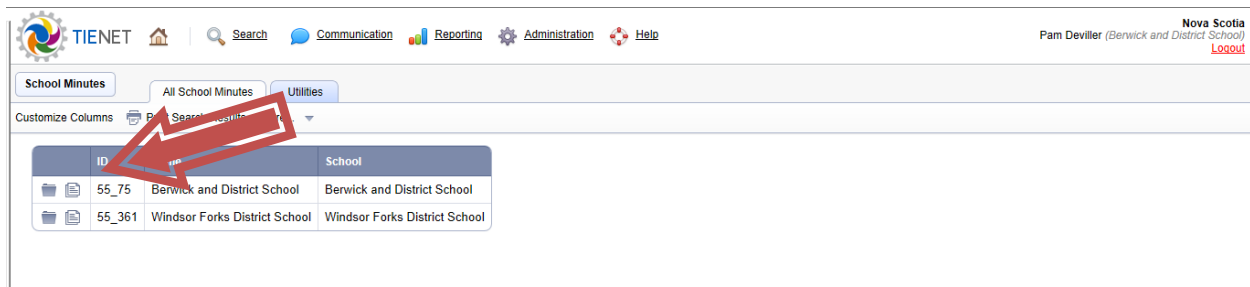
1

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

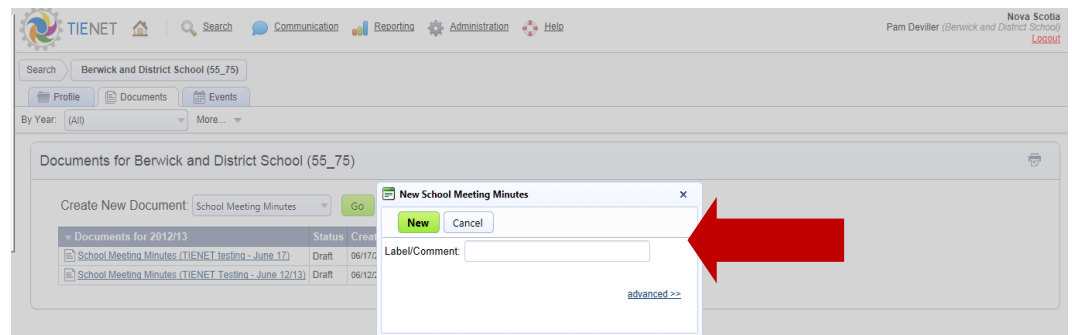
To create or access **documents**, from the TIENET **Homepage**, under **Search**, select **documents**.



Click on the document icon to view previously created **documents** or create new minutes.



Use the dropdown menu beside **Create New Document** to choose **documents** 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).



2

Teaching Support Team Meeting Agenda and Minutes

Quick Reference Guide

May, 2020

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.

The screenshot shows the TIENET interface for creating a 'School-Based Team Meeting Minutes' document. At the top, there are navigation tabs and editing options like 'Save, Done Editing', 'Save, Continue Editing', and 'Cancel Editing'. Below this is a header section for 'Berwick and District School' with its address and the 'Annapolis Valley Regional School Board' logo. The main form area is titled 'School-Based Team Meeting Minutes' and contains several sections:

- Purpose of Meeting:** A dropdown menu currently set to '(none)'.
- Date of Meeting:** A date selection field.
- Meeting Participants:** A table with columns for Name, Title, and Attending (Yes/No). It includes an 'Add Row' button and a lookup field for the ID.
- Discussion Items:** A table with columns for Item, Discussion, Action(s), and Follow Up/Review Required (Yes/No). It features an 'Add Row' button and a lookup field for the ID. Red circles in the image highlight the 'Add Row' button, the 'Follow Up/Review Required' checkboxes, and the 'Minutes Taken by' lookup field.
- Minutes Taken by:** A lookup field for selecting a staff member.

 At the bottom, there are more editing options: 'Save, Done Editing', 'Save, Continue Editing', and 'Cancel Editing'.

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**.

Teaching Support Team Meeting Agenda and Minutes in TIENET

Quick Reference Guide

May, 2020

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

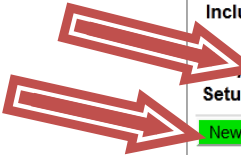
New School Meeting Minutes Setup

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.