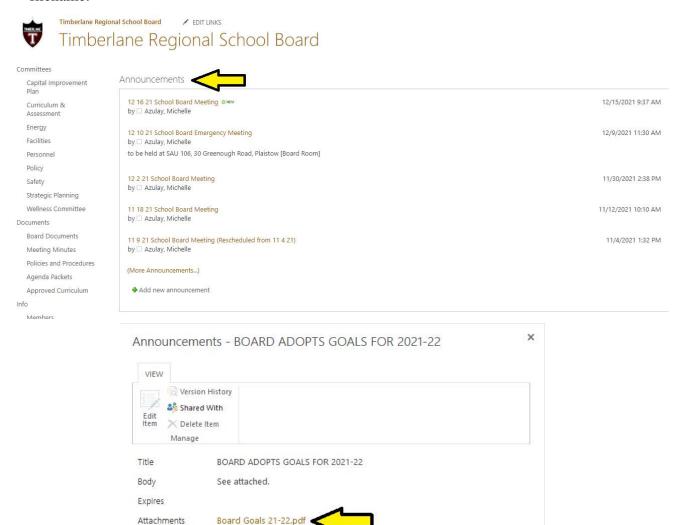


# **Navigating the TRSB Website**

## **Announcements**

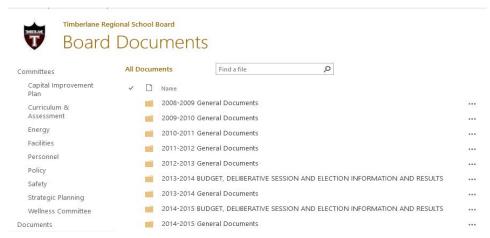
This section displays general announcements. If the announcement title has a paper clip icon next to it, it indicates there is an attachment associated to the item. Most attachments will be in PDF format. To view this attachment, simply click the title name (for example, "Board Goals 21-22.pdf" shown above). This opens a new screen where you can click the attachment filename:



Created at 5/24/2021 10:22 AM by System Account Last modified at 5/24/2021 10:22 AM by System Account

#### **Board Documents**

On the left side of the site in the Documents section, click on the Board Documents link to view general Board documents (General Docs, Budget Information, School Board Goals, etc.). These are organized by type of document the school year in which they apply. The following page is displayed:



Click on the folder and then filename to view.

## **Meeting Minutes**

Click on this link on the main School Board site to see Minutes from previous meetings. Follow the instructions from the previous step to view a Minutes document.

#### **Policies and Procedures**

Click this link to view Board Policies and Procedures. The below page is displayed.

There are folders for each policy section (A-L). The top folder will contain any policy currently undergoing review. The file located at the bottom of the list contains content descriptions for each policy section. You can search for keywords that are found within any document in this section by entering your keyword in the box located in the top right corner of the page, and clicking the magnifying glass icon.

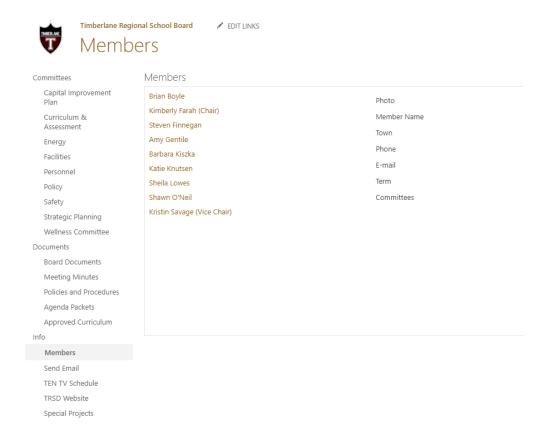


## **Members**

Click this link to view Board Member information. The below page is displayed.

Move your mouse over the Member's name to see their individual information.

You can "filter" the Member list to just show Members from your town by changing the View option. To do this, click the View pull-down arrow and select your town from the list:



### Send Email

Click this link to open your email program to send an email to the School Board Chair (**NOTE**: a copy of your email will also be sent to the Superintendent of Schools).