



## Navigating the School Board Website

A screenshot of a Windows Internet Explorer browser window displaying the Timberlane Regional School Board website. The address bar shows the URL https://public.timberlane.net/sau/trsb/default.aspx. The page header includes the site name and a search bar. A left sidebar contains navigation links for Documents (Board Documents, Meeting Minutes, Policies and Procedures) and Info (Members, Send Email). The main content area is titled 'Announcements' and features three items: a welcome message, a 'Notice of Joint Meetings' with a paperclip icon and a yellow arrow pointing to it, and an 'Upcoming Meetings &amp; Agendas' section listing a meeting on 10/16/2008 at 7:30 PM in the SAU Office. A photograph of a school building is visible on the right side of the page.

### 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, “Notice of Joint Meetings” shown above). This opens a new screen where you can click the attachment filename:

A screenshot of a Windows Internet Explorer browser window showing the details of a 'Notice of Joint Meetings' announcement. The page title is 'Announcements: Notice of Joint Meetings'. The content is displayed in a table-like format with the following fields: Title (Notice of Joint Meetings), Body (See attachment for details...), Expires, and Attachments (Notice of Joint Meetings - Budget Work Sessions.pdf, with a yellow arrow pointing to the filename). The page also shows the creation and modification dates (9/23/2008) and the author (Holland, John). There are 'Close' buttons at the top right and bottom right of the content area.

Use your browser’s Back button to return to this screen, and click Close.

### Upcoming Meetings & Agendas

The date, time, and location of upcoming meetings. Open the attachment to view the meeting agenda.

## Board Documents

On the left side of the site in the Documents section, click on the Board Documents link to view general Board documents (Board Goals, Meeting Schedule, Committee Assignments, etc.). The following page is displayed:



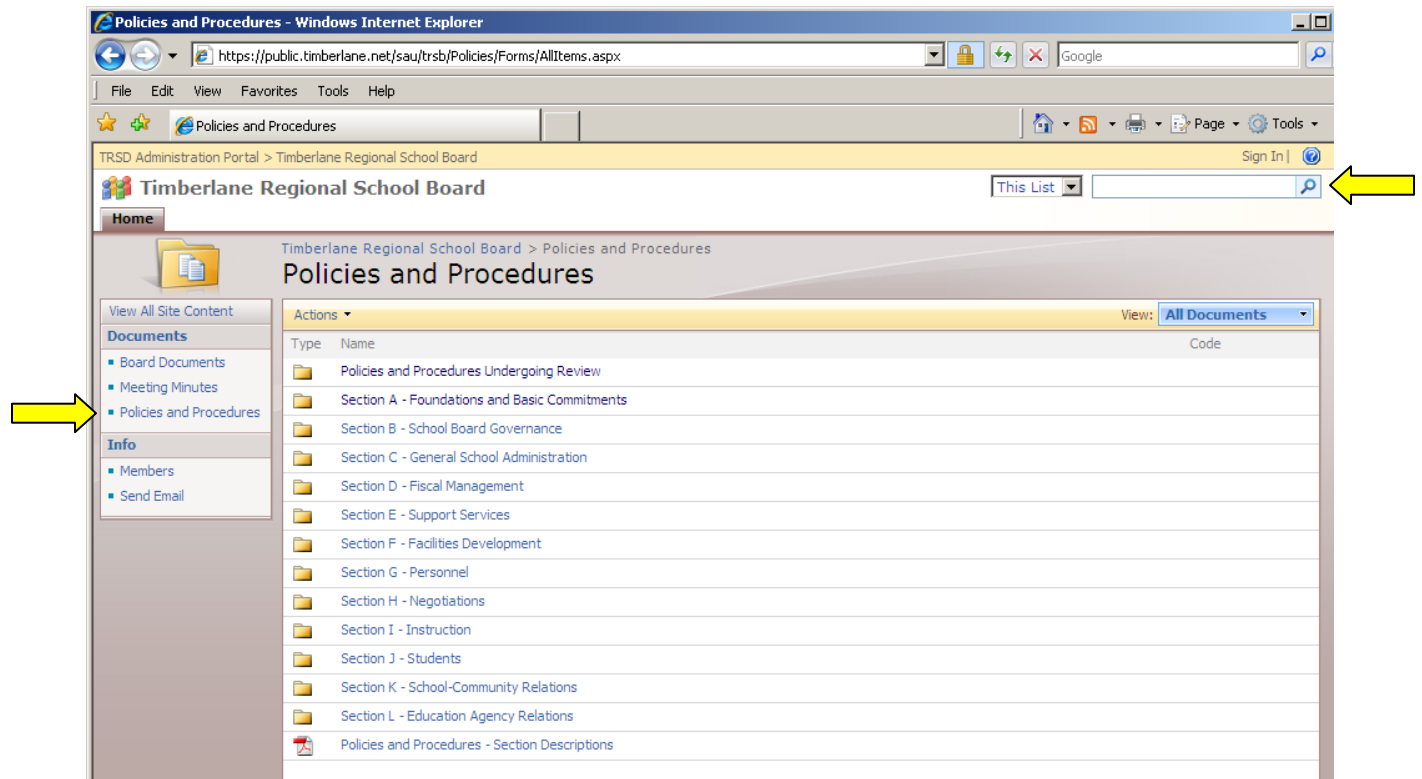
Click on the document filename to view.

## Meeting Minutes

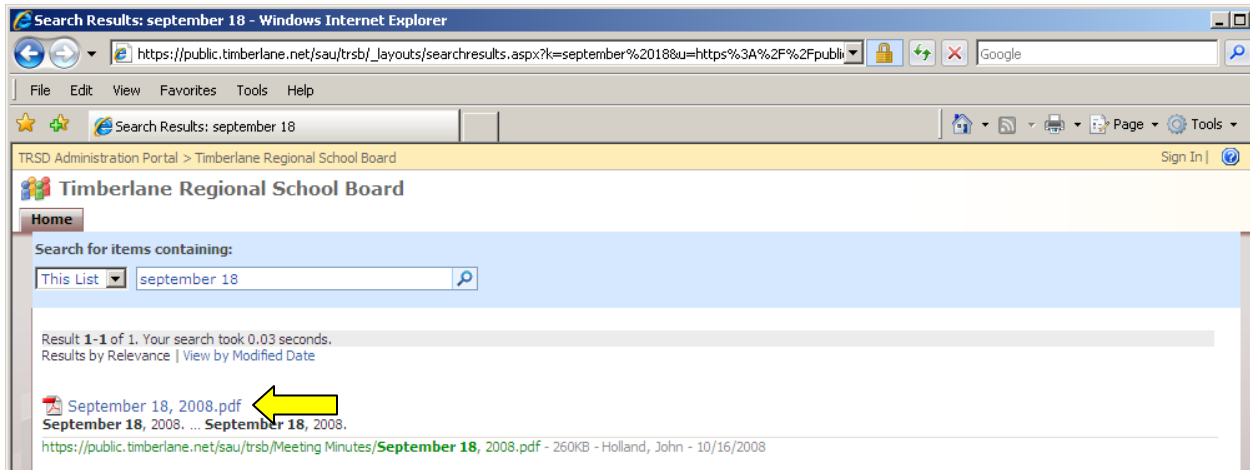
Click on this link to see Minutes from previous meetings. Follow the instructions from the previous step to view a Minutes document.

## Policies and Procedures

Click this link to view Board Policies and Procedures. The following 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. Example search result page:



All documents containing your search keyword will be listed underneath the Results. You can click on the title of any one of them to open it from this view. Click your browser's Back button to return to the previous screen.

Click on the folder name to view the list of policies in that section. Example section list:



Click on any filename listed to open the document.

## Members

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

The screenshot shows the Timberlane Regional School Board website. The main content area displays a list of members for the 2008-2009 term. The list includes names, photos, member names, towns, phone numbers, terms, and committees. A yellow arrow points to the 'View: All Members' dropdown menu, and another yellow arrow points to the 'Members' link in the left sidebar.

Photo	Member Name	Town	Phone	Term	Committees
	Lori Aubrey				
	William Baldwin, Chair				
	Stephen Brown, Vice Chair				
	Arlene Champey				
	Robert Collins				
	Elizabeth Kosta				
	Michael Mascola				
	John Paone				
	Lisa Withee				

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:

The screenshot shows the Timberlane Regional School Board website. The main content area displays a list of members for the 2008-2009 term. The list includes names, photos, member names, towns, phone numbers, terms, and committees. A yellow arrow points to the 'View: All Members' dropdown menu, which is open, showing a list of towns: All Members, Atkinson, Danville, Plaistow, and Sandown.

Photo	Member Name	Town	Phone	Term	Committees
	Lori Aubrey				
	William Baldwin, Chair				
	Stephen Brown, Vice Chair				
	Arlene Champey				
	Robert Collins				
	Elizabeth Kosta				
	Michael Mascola				
	John Paone				
	Lisa Withee				

## Send Email

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

## TRSD Website

Click this link located in the Info section to return to the district's website.