



Platform and Accessibility Guide

An overview of schoolboard.net agenda formats, attachments, keyboard navigation, and screen reader support.

Purpose of this guide

This document combines a concise platform overview for district leaders with a practical accessibility guide for users. It explains what the platform looks like, how attachments work, why accessible HTML matters, and how to navigate the site with a keyboard, VoiceOver, or NVDA.

1. Executive Overview

schoolboard.net has been providing board management services since 2004. Today, districts need a practical solution for working toward WCAG 2.1 compliance without starting over. schoolboard.net provides that infrastructure now.

Key points

- A working platform is available today. Districts do not need to reinvent the wheel.
- Three agenda formats are supported: Event, Accordion, and Book.
- Both public and private attachments are supported.
- Accessible HTML attachments can be created from Microsoft Word (DOCX) and Google Docs.
- Reducing dependence on PDFs helps improve usability for keyboard users, screen readers, and mobile devices.

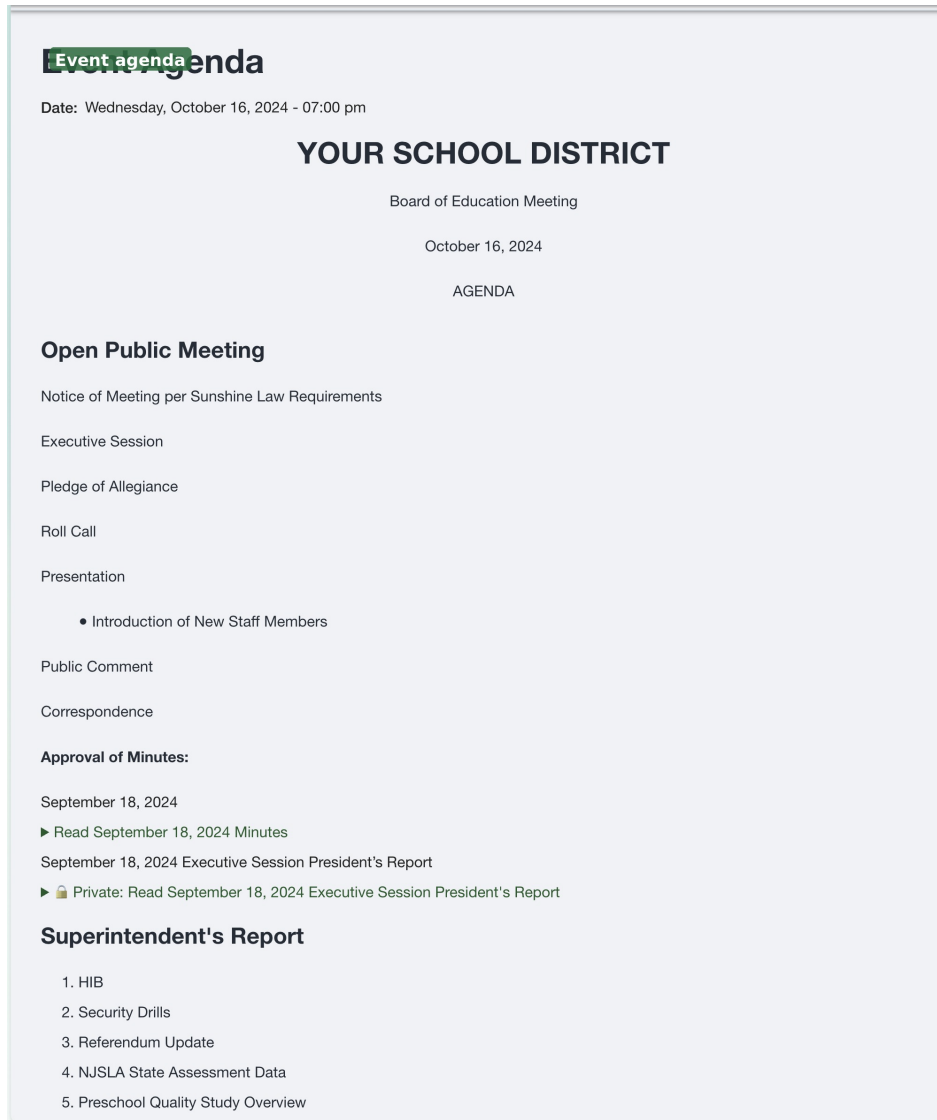
Why this matters

Instead of building a new accessibility workflow from scratch, districts can use schoolboard.net as an established platform that already supports structured agendas, attachments, permissions, and navigation.

2. Platform Overview

Event Agenda

The Event format presents agenda content in a familiar outline-style view. It is direct, easy to follow, and well suited for stakeholders who want to read the meeting from top to bottom.



The screenshot shows an event agenda page with the following content:

- Event agenda** (with a small 'Event agenda' label above the main title)
- Date: Wednesday, October 16, 2024 - 07:00 pm
- YOUR SCHOOL DISTRICT**
- Board of Education Meeting
- October 16, 2024
- AGENDA
- Open Public Meeting**
- Notice of Meeting per Sunshine Law Requirements
- Executive Session
- Pledge of Allegiance
- Roll Call
- Presentation
 - Introduction of New Staff Members
- Public Comment
- Correspondence
- Approval of Minutes:**
- September 18, 2024
 - ▶ Read September 18, 2024 Minutes
 - September 18, 2024 Executive Session President's Report
 - ▶ Private: Read September 18, 2024 Executive Session President's Report
- Superintendent's Report**
- 1. HIB
- 2. Security Drills
- 3. Referendum Update
- 4. NJSLA State Assessment Data
- 5. Preschool Quality Study Overview

What you are looking at: An Event agenda shown in an outline-style layout with the meeting title, date, headings, sub-items, and linked materials.

Accordion Agenda

The Accordion format lets users move section by section. This is especially useful for long agendas because users can open only the parts they need to read.



Accordion Agenda
Date: Wed, 10/16/2024 - 07:00 pm

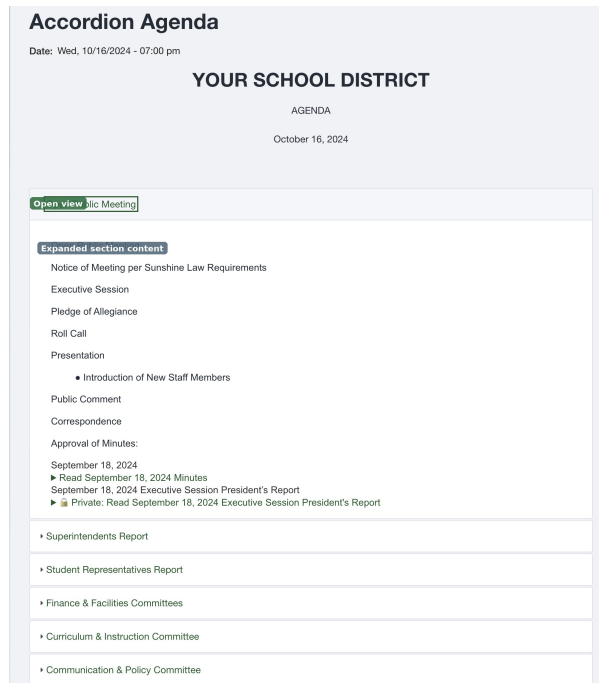
YOUR SCHOOL DISTRICT
AGENDA
October 16, 2024

Closed view

- Open Public Meeting
- Superintendents Report
- Student Representatives Report
- Finance & Facilities Committees
- Curriculum & Instruction Committee
- Communication & Policy Committee

Printer Friendly Version

Accordion closed: Stakeholders can see the full list of agenda sections before opening any section.



Accordion Agenda
Date: Wed, 10/16/2024 - 07:00 pm

YOUR SCHOOL DISTRICT
AGENDA
October 16, 2024

Open view [Public Meeting]

Expanded section content

- Notice of Meeting per Sunshine Law Requirements
- Executive Session
- Pledge of Allegiance
- Roll Call
- Presentation
 - Introduction of New Staff Members
- Public Comment
- Correspondence
- Approval of Minutes:
 - September 18, 2024
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 - September 18, 2024 Executive Session President's Report
 - ▶ Private: Read September 18, 2024 Executive Session President's Report

- Superintendents Report
- Student Representatives Report
- Finance & Facilities Committees
- Curriculum & Instruction Committee
- Communication & Policy Committee

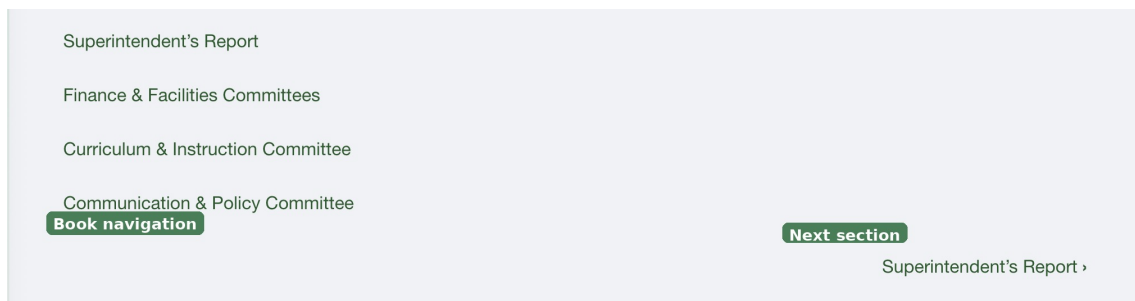
Accordion open: A selected section expands to show the detail beneath it, including attachments and meeting content.

Book Agenda

The Book format presents materials in a paginated sequence. It works well for users who prefer a continuous reading experience and clear next/previous navigation.



Book agenda: Meeting materials are displayed in a continuous page sequence for easy reading.



Book navigation: Users can move forward to the next section and keep their place as they proceed through the agenda.

Attachments

Attachments can be public or private. Public attachments are visible to stakeholders. Private attachments are visible only to users who are signed in and have the required permissions.

Public and private access

Public attachments support transparency. Private attachments support controlled access for materials that should be limited to authorized users.

Approval of Minutes:

September 18, 2024
▶ **Public attachment** Read September 18, 2024 Minutes

September 18, 2024 Executive Session President's Report
▶ **Private attachment - login required** Private: Read September 18, 2024 Executive Session President's Report

Superintendent's Report

1. HIB

Public and private attachments: In this example, public materials are visible to stakeholders, while the private attachment appears only for authorized users.

Approval of Minutes:

September 18, 2024
▶ **Visible to all stakeholders** Read September 18, 2024 Minutes

Superintendent's Report

1. HIB

Public attachment: This example shows an attachment that is always visible to stakeholders.

Attachments continued

Attachments do not have to be HTML. schoolboard.net also supports public and private file attachments. However, HTML attachments are recommended when districts are working toward WCAG 2.1 compliance because HTML is easier to structure, easier to navigate, and more compatible with assistive technologies.

Your School District Accordion Agenda Sample

HTML attachment embedded in agenda

This is a test for Google Docs or Word file as an HTML attachment embedded in the agenda.

R-2 ACADEMIC PERFORMANCE MONITORING REPORT - LITERACY REPORT
▶ Read R-2 Academic Performance Monitoring Report

Collapsible HTML attachment - closed: This example shows an HTML attachment created from Google Docs or Microsoft Word and embedded within the agenda.

Open HTML attachment

R-2 ACADEMIC PERFORMANCE MONITORING REPORT - LITERACY REPORT
▼ Read R-2 Academic Performance Monitoring Report
Converted from Word or Google Docs

School District
Results Monitoring

R-2 ACADEMIC PERFORMANCE - LITERACY
SUMMARY OF REASONABLE PROGRESS

Presented and approved: November 24, 2024

Each student will be literate and numerate, able to integrate and apply the knowledge, skills, attitudes and competencies acquired across all academic disciplines.

Superintendent Interpretation:

The Board values students having the ability to comprehend, reason with and express critical textual, numerical, and symbolic information. Being able to integrate and apply means having the ability to use what a student learned in new or different contexts. The Board believes that a child's ability to read and do mathematics are essential skills for academic success in all other subject areas.

R-2.1 Students will achieve at individually and appropriately challenging levels of complexity, based on the following disciplines:

- Career and Technical Education
- English Language Arts
- Fine Arts
- Global Languages
- Mathematics
- Physical Education/Health
- Science
- Social Studies

Interpretation:

The Board values the interdependent relationship between literacy, numeracy, and content knowledge as a foundation for student success within these content areas. Literacy is being presented in one report. Numeracy and content knowledge will be presented in another report.

Collapsible HTML attachment - open: The same attachment is expanded to show how a converted document can be read directly inside the agenda page.

3. Accessible HTML Attachments and Reducing Dependence on PDFs

HTML attachments are important because they help districts move away from document workflows that can become expensive and difficult to maintain. PDFs can still be useful in some situations, but they often create long-term accessibility challenges.

Why this matters for WCAG 2.1

- Accessible HTML can use clear headings, lists, reading order, and semantic structure.
- Screen readers generally interpret structured HTML more naturally than static PDFs.
- Keyboard users can move through HTML content more predictably.
- HTML content is easier to adapt for phones, tablets, and different screen sizes.
- When districts continue building around PDFs, remediation work often increases over time.

schoolboard.net gives districts infrastructure that is already here today. Rather than rebuilding a new workflow from scratch, districts can use an established platform that supports HTML-first publishing, accessible attachments, and a clearer path toward compliance.

Document conversion support

- Microsoft Word (DOCX) to accessible HTML
- Google Docs to accessible HTML
- Public and private HTML attachments
- Traditional file attachments when needed

Simple way to think about it

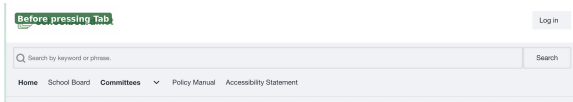
PDFs can still exist, but they should not be the center of an accessibility strategy. schoolboard.net helps districts reduce that dependence by giving them a practical, working HTML-based platform today.

4. Keyboard Navigation and Screen Readers

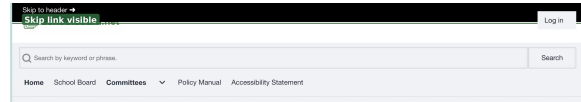
This guide explains how to navigate a schoolboard.net site using only your keyboard and screen readers such as NVDA (Windows) or VoiceOver (Mac).

1. Skip Navigation (First Tab)

When you first press the Tab key, a 'Skip to header' link appears. This allows you to jump directly to the main navigation.



Before pressing Tab



After pressing Tab - Skip link visible

2. General Keyboard Navigation

- Tab - Move forward through elements
- Shift + Tab - Move backward
- Enter - Activate link or button
- Space - Activate buttons or toggles
- Esc - Close menus or dialogs

3. Main Menu Navigation

- Right Arrow - Next menu item
- Left Arrow - Previous menu item
- Down Arrow - Open submenu
- Enter / Space - Open submenu
- Esc - Close submenu

4. Agenda Navigation

- Tab - Move between sections
- Enter / Space - Expand/collapse
- Arrow keys - Move between sections

5. Screen Readers

Windows: NVDA (free) - nvaccess.org

Mac: VoiceOver (built in) - Command + F5

Plain-language takeaway

If a user can press Tab, move through the menu, open agenda sections, and listen with NVDA or VoiceOver, schoolboard.net is doing the job it was designed to do: make board information easier to reach and easier to understand.