

# Ashland School District 5

Code: **BDDC**  
Adopted: 5/23/02  
Readopted: 10/09/17  
Orig. Code(s): BDDDB/BDDC

## **Board Meeting Agenda**

The Board may take action on an agenda item published in the meeting notice. The agenda, together with supporting materials, will be distributed to Board members at least three days prior to the meeting. The agenda will be available to the press and to interested patrons through the superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A proposed agenda for Board meetings shall be reviewed by the chair and superintendent. The Board chair or designee is responsible for preparing the written agenda for the meeting. The order of the printed agenda may be altered by Board action during the course of the meeting. Additions to the agenda may be made by Board action. No Board action will normally be taken on an agenda item which does not appear on the agenda published in the meeting notice.

The Board encourages patrons to provide written material which can be provided to Board members prior to the meeting. This does not preclude the amplification of an agenda topic at the meeting. The Board discourages lengthy written material read aloud at meetings.

### **Information from the Superintendent**

The superintendent shall provide his/her recommendations on action items. Recommendations should include, if possible, reasonable alternatives and pros and cons for each.

Information prepared by the superintendent which relates to regular meeting agenda items shall be sent to the Board members ahead of time, so that the meeting can be utilized for discussion and action, rather than reading, and so that Board members will have time to think about the information presented and prepare questions they wish answered. Information prepared by the superintendent which relates to special and executive meeting agenda items shall be sent to Board members ahead of the scheduled meeting, as time permits.

Copies of information materials provided to Board members may also be provided to reporters, so their accounts of Board meetings are more likely to be precise and accurate. Rare exceptions to this practice would be materials to be discussed in an executive meeting.

The superintendent may design standard forms for recommending appointments, acting on bids, admitting nonresident students and all other routine actions so many small decisions can be made in a single motion.

## **Placement on Regular Meeting Agenda**

Any person who wishes to place an item on the agenda for the regular Board meeting shall contact the superintendent or Board Chair for consideration.

END OF POLICY

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### **Legal Reference(s):**

[ORS 192.630](#)

[ORS 192.640](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Americans with Disabilities Act Amendments Act of 2008.

### **Cross Reference(s):**

BDDG - Minutes of Board Meetings

BDDH - Public Comment at Board Meetings