

# Condon School District 25J

Code: **BDDC**  
Adopted: 3/10/92; 4/12/94  
Readopted: 11/09/05; 11/12/08; 4/13/16  
Orig. Code(s): BDDDB/BDDC

## Board Meeting Agenda

The superintendent will prepare all agendas for meetings of the Board. In doing so, the superintendent will consult with the Board chair and vice chair, if available.

Items of business may be suggested by any Board member, staff member, student or citizen of the district. The inclusion of items suggested by staff members, students or citizens will be at the discretion of the superintendent. One week preceding the regular Wednesday meeting is established as the deadline for items to be included in the agenda for that meeting. The agenda will allow suitable time for remarks of the public who wish to speak briefly before the Board.

The Board will follow the order of business set by the agenda unless the order is altered by a majority vote of the members present.

The agenda, together with supporting materials, will be distributed to Board members at least three full working days in advance of the Board meeting to permit careful consideration of items of business. The agenda and appropriate agenda materials will be made available to the press; representatives of the community, staff and student organizations; and to others upon request. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted in each district facility on the day of the meeting. Members of the public may request a copy of the agenda at the district office. All minutes shall be available to the public within a reasonable time after the meeting. Minutes are available in the district office.

The district will ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities act.

Appropriate auxiliary aids and services available to ensure equally effective communications with qualified persons with a disability may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

**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):**

BDDH - Public Participation in Board Meetings