

# Helix School District 1R

Code: **BDDA**  
Adopted: 1/8/97  
Orig. Code(s): None

## Board Meeting Agenda

The Helix School Board chairman and the superintendent/principal will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff members, student or citizen of the district by notifying the superintendent/principal at least five working days prior to the meeting.

The agenda will be established following a general order established by Board resolution. Opportunities for the audience to be heard will be included. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed to Board members at least three full working 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.

A copy of the agenda will be available for staff review in each district administrative center on the day of the meeting.

(Members of the public may request a copy of the agenda at the superintendent's office.) All minutes shall be available to the public within a reasonable time after the meeting. Minutes are available in the superintendent's office and will be furnished to staff or patrons on request.

END OF POLICY

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### Legal Reference(s):

[ORS 192.640](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).