

**Lake Oswego  
School District 7J**

Code: **BDDC**  
Adopted: 1/14/99  
Readopted: 6/08/09; 10/06/14  
Orig. Code(s): 1321

**Board Meeting Agenda**

The superintendent, in consultation with the Board chair, shall prepare an agenda for all meetings of the Board. Items of business may be suggested by any Board member, staff member, student or citizen of the district by so notifying the superintendent at least five days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The order of the agenda will be established by the superintendent and will include opportunities for members of the audience to be heard. The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present or by the chair. Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them. The Board, however, may not revise Board policies or adopt new policies, unless such action has been scheduled.

The agenda, together with supporting materials, shall be distributed to Board members prior to Board meetings. The agenda shall also be available to the press and to interested patrons through the superintendent's office at the same time it is available to Board members. A copy of the agenda shall be available at each of the district's schools at least one work day prior to the meeting. Reasonable provision shall be made by the superintendent to supply copies of the agenda to subscribers at cost.

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 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 192.640](#)

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 Participation in Board Meetings