

**North Santiam  
School District**

Code: **BDDC**  
Adopted: 7/01/96  
Revised/Readopted: 8/21/97; 1/17/08; 6/28/12;  
7/21/16; 6/15/17  
Orig. Code(s): BDDDB/BDD

**Board Meeting Agenda**

The superintendent and Board chair and/or vice chair will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or citizen of the district by notifying the superintendent or Board chair. The final agenda will be reviewed by the Board chair and posted.

Opportunities for the audience to be heard may be included on the agenda as “Public Comment.” The Board will follow the order of business on the final agenda as posted, unless the order is altered by a consensus of the Board. Additional items of business, not on the agenda, may be discussed and acted upon if approved by the Board as part of a modified or revised agenda.

The agenda, together with supporting materials, will be distributed to Board members via immediate website access at least five days preceding the Board 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 copy of the approved Board calendar will be posted on the district’s website and a local web-based community calendar. The monthly agenda will be posted in each district facility and via link on the district website at least four days prior to the scheduled meeting. Members of the public may request a copy of the agenda through the superintendent’s office.

Draft minutes shall be available to the public within a reasonable time after the meeting upon request. All approved minutes will be available via link on the district website or through the superintendent’s office.

Individuals who are visually impaired may request an agenda, plus any related supporting materials available to the general public, and/or minutes in an appropriate alternative format. All requests should be received at least 48 hours prior to a publicly scheduled board meeting. Appropriate auxiliary aids and services available to ensure equally effective communications with qualified disabled persons may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the disabled person in the selection of appropriate auxiliary aids and services.

Alternative equally effective communications will be used should the Board demonstrate that such requests would result in a fundamental alteration in the service, program or activity, or would cause undue financial and/or administrative burdens. Auxiliary aids and services for disabled persons 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):**

BDDG - Minutes of Board Meetings

BDDH - Public Comment at Board Meetings