

**Prairie City
School District 4**

Code: **BDDB/BDDC**
Adopted: 12/15/92
Readopted: 06/14/06
Orig. Code(s): 1302, 1350

Board Meeting Agenda

The Board chair and the superintendent 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 at least four 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 two 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. 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 superintendent's office. All minutes shall be available to the public within a reasonable time after the meeting. Minutes are available in the deputy clerk's office.

Individuals visually impaired will receive an agenda, any related supporting materials available to the general public and minutes in an appropriate alternative format upon request of at least 48 hours notice prior to and/or following a public 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.

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 disabled persons will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

[ORS 192.640](#)

ADA 42U.S.C. 512101-12213; 29 CFR; 28 CFR Part 35