

Pendleton School District 16R

Code: **BDDC**
Adopted: 12/14/98
Readopted: 3/08/10
Orig. Code(s): BCDB

Board Meeting Agenda

The superintendent and Board 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 so notifying the superintendent at least five working days prior to the meeting.

The agenda will follow a general order established by the Board. 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 on at least two full 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 school the day of the meeting. Members of the public may request a copy of the agenda through the superintendent's office.

Agenda Outline

1. Acknowledge guests.
2. Approve minutes of previous meetings.
3. Hear suggestions, comments, special requests, recommendations, and reports from visitors.
4. Receive correspondence and communications.
5. Hear superintendent's reports.
6. Act upon agenda items calling for Board approval.
7. Hear reports concerning pending projects or activities, Board committees such as finance and curriculum/instruction, and departments such as food service.
8. Hear communications from employee groups, the Board, the administration and PL874.
9. Hear suggestions and comments from visitors.

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 with 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 persons with disabilities may include large print, Braille, audio records and readers. Primary consideration in the selection of appropriate auxiliary aids and services will be given to the person with a disability.

Should the Board demonstrate that 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).

Cross Reference(s):

BDDG - Minutes of Board Meetings

BDDH - Public Participation in Board Meetings