

## **Agenda Preparation and Dissemination**

The Board Chairperson in consultation with the Superintendent shall prepare all agendas for meetings of the Board. Items of business may be suggested by any Board member, staff member, student, or citizen of the District. Any item requested by three or more Board members must be placed upon the agenda as soon as feasible. The agenda, together with supporting materials, shall be distributed to Board members prior to the Board meeting. The agenda and appropriate agenda material may also be made available to the press, to representatives of the community, staff, and student organizations.

The Superintendent shall provide all Board members with information to make knowledgeable decisions about the business of the District. Requests by individual Board members for additional information shall be directed to the Superintendent, recognizing that requests for materials which require substantial time or expense must be authorized by the Board.

END OF POLICY

---

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).