

Scappoose School District 1J

Code: **BDDB/BDDC**
Adopted: 10/11/94
Orig. Code(s): 1400.1; 1430

Board Meeting Agenda

The Board chairman 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 five (5) working days prior to the meeting. Items to be included on the published agenda must be submitted to the administration office no later than five (5) calendar days preceding the Board meeting. Items submitted after the deadline may, at the Board's discretion, be deferred until the next regular meeting.

The agenda will be established by the Board as follows:

Order of Agenda

1. Call meeting to order;
2. Flag salute;
3. Consent agenda;
4. Approval of minutes;
5. Approval of bills;
6. Educational reports;
7. Unfinished business;
8. New business;
9. General reports;
10. Personnel matters;
11. Comments from visitors;
12. Board comments;
13. Announcements;
14. Adjournment.

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 (2) 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 district office. All minutes shall be available to the public within a reasonable time after the meeting. Minutes are available in the district office and each school library.

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 persons with disabilities 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.