

# Woodburn School District 103

Code: **BDDC**  
Adopted: 11/19/09  
Readopted: 2/16/12  
Orig. Code(s): BDDB

## Board Meeting Agenda

The Board chair with the assistance of the superintendent will prepare an agenda for all regular meetings of the Board. The agenda will minimally include, but not be limited to, approval of the minutes, public forum and future agenda items. Items of business may be suggested by any Board member, staff member, student or citizen of the district by notifying the superintendent at least seven working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

Items of business not on the agenda may be discussed and acted upon if, by unanimous vote, the Board agrees to consider them.

The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

The agenda, together with supporting materials, will be distributed to Board members at least five full working days prior to the meeting. The agenda will be available to the press and to interested patrons through the district's office at the same time it is available to the Board members. Copies of the agenda made available to 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 at the district office. All agendas and meeting minutes are also posted on the district website.

Individuals visually impaired will receive 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 individuals with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the individuals with disabilities 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 individuals with disabilities will be available at no charge to the individual.

END OF POLICY

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**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.

**Cross Reference(s):**

BDDH - Public Participation in Board Meetings