

# Port Orford-Langlois School District 2CJ

Code: BDDC  
Adopted: 9/1/87  
Revised/Readopted: 6/8/04  
Orig. Code(s): BDDC

## Agenda Preparation and Dissemination

The Board chair will direct the preparation of the agenda for all meetings of the Board. The Board chair may seek assistance from the superintendent or another Board member. ~~in consultation with the Board chairman and appropriate members of the district staff.~~

Items of business may be suggested by any Board member, staff member, student or ~~patron~~ citizen of the district by notifying the superintendent at least ~~three~~ 14 working days prior to the meeting. ~~The inclusion of items suggested by staff members, students or citizens shall be at the discretion of the superintendent. The agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the Board.~~

~~The Board shall follow the order of business established by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon only if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.~~

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.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard may be included on the agenda. 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~~ shall be distributed by the district office or superintendent to ~~to~~ Board members at least ~~three full working~~ five calendar days prior to the Board meeting. The agenda will be ~~to permit them to give items of business careful consideration. The agenda and appropriate agenda materials shall also be made~~ available to the press; ~~to representatives of community, staff~~ 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 ~~student organizations;~~ and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted [on the district website on the day of the meeting. Members of the public may ~~to others upon~~ request a copy of the agenda through the superintendent's office.

The district will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening systems, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the request requests of the person with a disability in the selection of the appropriate auxiliary aid aids and/or service. ~~services.~~

Should the Board demonstrate such a request requests would result in a fundamental alteration in the service, program or activity or an in undue financial and administrative burden, an ~~burdens,~~ alternate, equally effective communication communications will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.630](#)

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Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2015); 28 C.F.R. Part 35 (2015).

Americans with Disabilities Act Amendments Act of 2008.