

BANDON SCHOOL DISTRICT #54

Code: BDDB/BDDC
Adopted: 10/81
Reviewed: 10/83
Readopted: 11/13/89
Orig. Code(s): 1246-1, 1600

Board Meeting Agenda

The superintendent shall develop regular Board meeting agendas and have informational material about these agenda items. Requests for placing items on the agenda shall be given the superintendent in sufficient time to place them on the agenda and to develop informational materials.

To expedite the Board's business and to provide a framework for the orderly conduct of business, the superintendent in cooperation with the Board chairman will prepare an agenda outlining the matters to be brought to Board attention at meetings.

The superintendent should have the agenda for regular Board meetings and the information packet ready for the Board to pick up five (5) working days prior to the regular Board meeting.

The Board will follow the order of business set up by the agenda unless the order is altered or new items are added by vote of the Board during the meeting. Items can be added to the agenda of a regular or special meeting by a vote of the Board.

The consent grouping on the agenda is used for those items which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration, upon approval by the majority of the Board members.

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 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.

The Board believes that one of the paramount responsibilities of a Board of Education is to keep the public informed of its problems, deliberations, policies and actions. Therefore, the Board encourages the attendance of press representatives at all meetings.

A copy of the agenda and agenda materials will be sent in advance to members of the working press who request it. Additionally, all reports approved by the Board shall be considered matters of official record and shall also be made available to the press. However, reports-in-progress on which the Board has taken no final action shall be released only upon the Board's authority as "tentative reports."

A press table, provided with extra working copies of the agenda and agenda materials, shall be located near the Board's table to enable reporters to follow discussion without difficulty.

In order that the Board may transact its business with dispatch, questions from the press will not be entertained while meetings are in progress. However, a representative of the Board will be available after each meeting to answer reporters' questions and to clarify points of discussion and action.

When individual Board members receive requests from news media representatives for information about Board meetings, members shall refer the information-seekers to the Board chairman who shall be the spokesperson for the Board except as he/she specifically delegates this responsibility to others.

In the event that representatives of the news media are unable to attend a meeting, they shall be provided upon request with a summary of important decisions.

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 in the superintendent's office.

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).