

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: MEDIA COVERAGE OF BOARD MEETINGS

The Board of Education 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 except those which by statute are closed to the public.

1. A summary of agenda items will be made available in advance to members of the working press upon request. This summary will be as extensive as possible based on the subjects known to be under consideration at the next regularly scheduled meeting.
2. Seating will be reserved and shall be located as close as possible to the Board of Education's table in order to enable reporters to follow board discussion without difficulty.
3. Complete agenda materials, including all supporting reports, statistical analyses, bill lists, and financial statements, as appropriate, will be provided to members of the press upon request at each meeting.
4. In order that the Board of Education may transact its business with dispatch, questions from the press will only be entertained at certain portions of the meeting as designated by the President of the Board of Education. This period of press questioning will most usually be reserved until the final sections of the meeting following the last opportunity for public comment. The President of the Board of Education and the Superintendent of Schools will be available immediately following the open portion of each meeting to answer reporters' questions to clarify points of discussion and action.
5. The Board President shall act as the official spokesperson for the Board. The only exception to this procedure shall be if the President of the Board specifically delegates the responsibility of conferring with the news media to other members of the Board of Education. This policy is not intended to prevent individual board members from expressing their own opinions on issues, provided the issues are not of a confidential nature.

In the event that representatives of the news media are unable to attend a meeting, they should telephone the Office of the Superintendent of Schools the following day for a verbal summary of the important Board actions. The Superintendent of Schools or his designee, to every extent possible, shall provide the news media with this verbal summary.

Adopted: January 22, 1990
Revised: February 26, 1996
Revised: September 10, 2007