

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: News Media Services at Board Meetings	CODE: BDDI
LEGAL STATUS: Board Motion #274.07	DATE APPROVED: 10 Dec 07

Background: The Board of Education supports the important work of the media in communicating with the public and will provide information to the best of its ability.

POLICY: **The Board of Education will assist members of the media in reporting on regular or special meetings of the Board.**

- Guidelines:**
1. A copy of the agenda of all regular or special board meetings shall be mailed to news media in the city prior to each board meeting, if possible. In the event that the media do not receive the said information by 3:00 p.m. Friday, they are encouraged to contact the Director of Education or the Administrative Assistant so that a copy of the agenda and information may be hand delivered.
 2. The Director of Education will ensure that appropriate space and working conditions are provided to members of the media for each regular or special meeting of the board.
 3. The Director of Education or the Board Chair will ensure that each new media representative will be introduced to the board as a whole and to each individual member.
 4. The Board of Education will provide an opportunity for each member of the media to interview individual board members or administration regarding agenda items.
 5. The Director of Education or the Chief Financial Officer will inform members of the media of a special board meeting and corresponding agenda.