

# Hanover Public School District



## **School Board Meeting Guide**

**The Hanover Public School District is committed to excellence in education by nurturing, challenging, and inspiring all students to achieve their full potential and become productive citizens in a global community.**

## **Introduction**

Welcome to a meeting of the Hanover Public School District Board of School Directors. The purpose of this brochure is to provide Hanover Public School District residents with information about the Board of School Directors and Hanover Public School Board meetings. You will find information on ways to participate in our monthly meetings, along with directions for accessing additional information about the School Board on our District website. Please know that we are committed to providing you with the information you need to fully engage with our School Board and District. If you are unable to find an item, or have a question or concern, please contact the School Board by calling Lois Dubbs, Secretary to the Superintendent at (717) 637-9000, ext. 6025, or send an e-mail to [ldubbs@hanoverpublic.org](mailto:ldubbs@hanoverpublic.org).

## **Role of the School Board**

The Hanover Public School District Board of School Directors is comprised of nine members who have been elected at-large by citizens of the Hanover Public School District. Each Board member is elected to serve a four-year term, without pay. School Boards are policy-making bodies that primarily function to create and evaluate policies needed to operate the school districts they govern. An administrative team manages the existing School Board approved policy. The administrative team is appointed by the School Board.

## **2024 Board of School Directors**

Brian Frederick – President

Maria Shea – Vice President

Sean Huston – Treasurer

Cynthia Gulden

Sally Kacar

Jill Keeney

Patrick Lippy

Marie Smith

Katie Walter

Dr. John Scola – Superintendent\*

Troy Wentz – Secretary\*

\*Indicates Non-voting Member

## **Contact the Board**

Please do not hesitate to contact the School Board with any questions or concerns via email at: [ldubbs@hanoverpublic.org](mailto:ldubbs@hanoverpublic.org) or by calling Lois Dubbs, Secretary to the Superintendent, at 717-637-9000, ext. 6025. Written correspondence may be mailed to: 403 Moul Avenue, Hanover, PA 17331, Attn: Board Secretary.

## **School Board Meeting Schedule**

The Hanover Public School District Board of School Directors holds public meetings twice each month – on the second and fourth Mondays – throughout the year, with the exception of July with no scheduled meetings, November and December when one meeting is held. All meetings unless announced otherwise begin at 6:00 pm and are held at the Administration Building, 403 Moul Avenue, Hanover, PA 17331.

## **About the School Board Meetings**

The Board of Education meets at least once a month except for July to approve, add, or revise policies and to issue contracts and authorize payment of expenses. Board meetings may also include reports from the Superintendent, staff, and schools. The meetings also afford an opportunity for student representatives to speak to the Board monthly. Additionally, committee reports are given by the individual Board members at the last Board meeting of each month. Usually held on the second and fourth Mondays of each month, the meetings are open to the

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public and include time for public participation. Meetings begin at 6:00 PM and are held at the Administration Building in the Board Room. Please note that all Board meetings are live streamed and clear directions for viewing and submitting comments are readily available on the district home page, [www.hanoverpublic.org](http://www.hanoverpublic.org).

### **Board Meeting Agendas, Minutes and More**

The Hanover Public School District Board of School Directors began conducting “paperless” School Board meetings in March, 2009. To view the Board of School Directors website, [www.hanoverpublic.org](http://www.hanoverpublic.org) and click on the “School Board” button on the top of the homepage, where you will find the following:

- Audio Board Meetings Tab: plays the audio of all the board meetings prior to the minutes being approved.
- Board Agenda Tab: offers access to the current Meeting agenda and links to Meeting Agendas since February, 2008.
- Board Minutes Tab: offers access to the Meeting Minutes from past Meetings since May, 2004.
- Board Policies Tab: will take you directly to our “Current Policy Manual”.

Please note printed versions of the meeting agenda are available at all School Board meetings and may be obtained inside the Board Room at the sign-in table prior to each meeting.

### **Citizen Participation**

**The Board of School Directors welcomes and encourages citizens of the Borough of Hanover to participate in Public Meetings. The following information will provide you with an overview of the different opportunities to address the Board of School Directors during a public meeting.**

#### **Board Meetings**

- A time is offered at the beginning of each meeting for Borough residents who have requested to speak during the meeting. Requests must be made to the School Board by 10 AM on the day of the meeting. Comments should be kept to approximately five minutes. Exceptions to this provision may be waived at the discretion of the Board President.
- Borough residents may address the School Board on any subject at the end of the meeting during designated “Public Comment” agenda Item. Comments should be kept to approximately five minutes.

#### **Addressing The School Board**

- If you have requested in advance to speak to the School Board during one of its public meetings, the School Board President will recognize you by name and ask you to approach the podium to address the School Board during the Public Comment agenda Item. This must be something to be voted on during the meeting. The person addressing the Board should state their name. If the person speaking has listed their address on the sign-in sheet, it is not necessary for the person speaking to state their address.

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- If you are commenting under the Public Comment near the end of the School Board agenda, you should raise your hand to be recognized by the Board President, who will direct you to approach the podium. The person addressing the Board should state their name. If the person speaking has listed their address on the sign-in sheet, it is not necessary for the person speaking to state their address.
- If you have a question or concern that cannot be addressed publicly during the course of the meeting, you will be asked to provide contact information to an administrator so the School District can follow-up with you after the meeting.
- Comments should be kept to approximately five minutes.
- Citizens not living within the boundaries of the Borough of Hanover will not be permitted to address the Board without prior approval of the Board President. Requests by non-residents to speak at a Board meeting must be made by 10 AM on the day of the meeting. The Board Secretary will contact the person with either an approval or denial of the request prior to the meeting.
- The Board President will have the discretion to allow public comment prior to the meeting on non-agenda items under certain circumstances.
- All statements shall be directed to the presiding officer; no participant may address or question school directors individually.
- The presiding officer may:
  - Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
  - Request any individual to leave the meeting when that person does not observe reasonable decorum.
  - Request the assistance of law enforcement officers to remove a disorderly person when the person's conduct interferes with the orderly progress of the meeting.
  - Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
  - Waive these rules with the approval of the Board.

### **Comments, Questions or Concerns**

Thank you for taking the time to attend a meeting of the Hanover Public School District Board of School Directors. Please use the space below to note any questions, comments or concerns you have during the meeting.

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