

# 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. 225, or send an e-mail to [board@hanoverpublic.org](mailto:board@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

### **20176 Board of School Directors**

Scott Roland –Vice President	Lindy L. Lingg – President	Rick Engle – Treasurer
Karen Daubert		Brian Frederick
<u>Cynthia Gulden</u>		Tom Henry
—————Riek Keller		
Jared Reck		Maria Shea
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: [board@hanoverpublic.org](mailto:board@hanoverpublic.org) or by calling Lois Dubbs, Secretary to the Superintendent, at 717-637-9000, ext. 225. 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, 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 Hanover Public School District Board of School Directors hold two meetings a month. The first meeting is known as a Planning Meeting, during which the School Board hears administrative reports, conducts discussion of items they will be asked to take action on in the future, and reviews agenda items for the upcoming Regular meeting.

The Regular Meeting is the second monthly public meeting and is comprised of an educational focus presentation, and action on all agenda items. The educational focus highlights a special program currently in operation in the school district.

## **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.hpsd.k12.pa.us](http://www.hpsd.k12.pa.us) 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 since December, 2007.
- ⌚ 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 citizen participation 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 residents who have requested to speak during the meeting. Requests must be made to the School Board 24 hours in advance of the meeting. Comments should be kept to approximately five minutes.
- ⌚ 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

## 006-R. SCHOOL BOARD MEETING GUIDE

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. Please state your name and address for the record before commenting.

- ⌚ 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. Please state your name and address for the record before commenting.
- ⌚ 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.

### **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.

Board Approved February 25, 2013  
Revised January 27, 2014  
Revised February 8, 2016