



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Friday, April 8, 2022, 2:00 AM, Central Office

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

Committee Members

Beth Murdoch, Board of Education

Brian Perry, Board of Education

Brian Wilson, Treasurer/CFO

Mike McDonough, Deputy Superintendent

Stacie Raterman, Communications Director

Herb Higginbotham, Director of Elementary Education

Samantha Althouse, Director of Secondary Education

Jamie Lennox, Assistant Special Education Director

Hilary Sloat, Director of Diversity, Equity & Inclusion

Matt Middleton, Principal Hilliard Darby HS

Matthew Trombitas, Principal Hilliard Heritage MS

Erin Dooley, Principal Hilliard Station Sixth Grade School

Holly Meister, Principal Scioto Darby Elementary

Stephanie Borlaza, Principal Britton Elementary

AGENDA

Agenda Notes

- White copies are OSBA sample policies
- Blue copies are current HCSD policies
- Yellow copies are proposed revisions
- Item Status: M (Move Forward), T (Tabled), R (Refs Only) & N (No Action)

Section I – Review of Policies/Regulations/Exhibits as requested at the March 31, 2022 Board Meeting

Status

1. BF – Board Policy Development and Adoption

2. BFB – Preliminary Development of Policies

3. BFB-E – Preliminary Development of Policies

4. BFC – Policy Adoption

- Not required policies – HCSD re-adopted May 11, 2015
- Review as requested by Board of Education
- Consider revising policy BF to combine language from BFB, BFB-E and BFC
- Consider rescinding policies BFB, BFB-E and BFC



Book	Policy Manual
Section	Section B: School Board Governance and Operations
Title	Board Policy Development and Adoption
Code	BF
Status	From OSBA

Board Policy Development and Adoption

Proposals regarding Board policies and operations may originate at any of several sources, including students, community residents, employees, Board members, consultants or civic groups. A careful and orderly process is used when examining policy proposals prior to Board action.

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

The formal adoption of policies is recorded in the minutes of the Board. Only those written statements so adopted and recorded are regarded as official Board policy.

Final action by the Board on proposals shall be in accordance with this policy. The Board takes action on most matters on the basis of recommendations presented by the Superintendent.

The Superintendent bases his/her recommendations upon the results of a study and upon the judgment of the staff and study committees.

Policies introduced and recommended to the Board should not be adopted until a subsequent meeting in order to permit further study and provide opportunity for interested parties to react. However, temporary approval may be granted by the Board in lieu of formal adoption to address emergency conditions or special events, which may occur before formal action can be taken.

Unless otherwise specified, a new policy or policy amendment is effective as of the date of adoption by the Board and supersedes all previous policies in that area. Unless otherwise specified, the repeal of a policy is effective as of the date the Board takes such action.

CROSS REFS.: AD, Development of Philosophy of Education
BDDG, Minutes
BFCA, Board Review of Regulations (Also CHB)
BFD, Policy Dissemination
BFE Administration in Policy Absence (Also CHD)
BFF, Suspension of Policies
BFG, Policy Review and Evaluation
CH, Policy Implementation

NOTE: One of the first policy needs of the board is a policy, or set of policies, on policy development. The policy above is one of a set of policies adopted by an Ohio school board. Other statements covered Preliminary Development of Policies (code BFB) and Policy Adoption (code BFC); however, a policy that includes content related to these categories could be included under the more general code, BF, Board Policy Development.

Any policy establishing a policy council or advisory committee is usually included under this category. Specific regulations pertaining to the functioning of such groups can be filed under code BCE-R. A regulation pertaining to drafting and development of board policy would ordinarily require official board approval.

Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Board Policy Development and Adoption
Code	BF
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	07/12/2005

Board Policy Development and Adoption

Proposals regarding Board policies and operations may originate at any of several sources, including students, community residents, employees, Board members, the Superintendent, consultants or civic groups. A careful and orderly process is used when examining policy proposals prior to Board action.

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

The formal adoption of policies is recorded in the minutes of the Board. Only those written statements so adopted and recorded are regarded as official Board policy.

Final action on proposals, whatever their sources, is by the Board in accordance with this policy. The Board takes action on most matters on the basis of recommendations presented by the Superintendent. The Superintendent/designee bases his/her recommendations upon the results of a study and upon the judgment of the staff and study committees.

Policies introduced and recommended to the Board should not be adopted until a subsequent meeting in order to permit further study and provide opportunity for interested parties to react. However, temporary approval may be granted by the Board in lieu of formal adoption to address emergency conditions or special events, which may occur before formal action can be taken.

Unless otherwise specified, a new policy or policy amendment is effective as of the date of adoption by the Board and supersedes all previous policies in that area. Unless otherwise specified, the repeal of a policy is effective as of the date the Board takes such action.

Legal	ORC 3313.20
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Cross References

AD - Development of Philosophy of Education

BFCA (Also CHB) - Board Review of Regulations

BFD - Policy Dissemination

BFE (Also CHD) - Administration in Policy Absence

BFF - Suspension of Policies

BFG - Policy Review and Evaluation

CH - Policy Implementation



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Preliminary Development of Policies
Code	BFB
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015

Preliminary Development of Policies

Proposals regarding District policies and operations may originate at any of several sources: a parent, a student, a community resident, an employee, a member of the Board, the Superintendent, a consultant, a civic group.

A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board.

All proposed new policies, revisions of current policies or additions to current policies shall be reviewed by the Policy Review Committee prior to being presented to the Board for adoption. The Policy Review Committee shall be composed of two Board members, representation of building and District level administrators and others as appointed by the Board or the Superintendent/designee.

Cross References	BFC - Policy Adoption
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Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Preliminary Development of Policies
Code	BFB-E
Status	Active

Preliminary Development of Policies

BFB-E.pdf (59 KB)

PRELIMINARY DEVELOPMENT OF POLICIES

1. Topic: _____
2. Why policy is needed: _____

3. Controlling Factors: State laws related to topic, budget limitations, etc.

4. Key points to be covered in policy:
 - A. _____
 - B. _____
 - C. _____
 - D. _____
 - E. _____
 - F. _____
 - G. _____
 - H. _____
 - I. _____
5. Date of: First Reading _____ Second Reading _____ Adoption _____



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Policy Adoption
Code	BFC
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015

Policy Adoption

Adoption of new policies or changing or repealing existing policies is solely the responsibility of the Board/policy review committee. Policies shall be adopted, amended or repealed only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular meeting.

Proposals for a new policy or for the amendment or repeal of existing policy shall be submitted in writing to the Superintendent for submission to the Board. Two readings at two separate meetings shall normally be required before a new policy or a policy amendment can be adopted. Action to adopt will take place at a subsequent or third meeting of the Board. The Board does have the option, however, of voting for adoption at the second meeting.

Unless otherwise specified, a new policy or policy amendment shall be effective upon the date of adoption by the Board and shall supersede all previous policies in that area. Unless otherwise specified, the repeal of a policy shall be effective on the date the Board takes such action.

Legal	ORC 3313.20
Cross References	BFB - Preliminary Development of Policies BFF - Suspension of Policies

Book
Policy Manual

Section
Section B: School Board Governance and Operations

Title
Copy of Board Policy Development and Adoption

Code
BF

Status
draft

Adopted
August 14, 2001

Last Revised
May 11, 2015

Prior Revised Dates
07/12/2005

Board Policy Development and Adoption

~~Proposals regarding Board policies and operations may originate at any of several sources, including students, community residents, employees, Board members, the Superintendent, consultants or civic groups. A careful and orderly process is used when examining policy proposals prior to Board action.~~

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

The formal adoption of policies is recorded in the minutes of the Board. Only those written statements so adopted and recorded are regarded as official Board policy.

Proposals regarding Board policies and operations may originate at any of several sources, including students, community residents, employees, Board members, the Superintendent, consultants, or civic groups. Regardless of where the proposal originated, all proposals shall be shared with the entire Board. At that time, Board members will be given the opportunity to sponsor any given policy. Any recommended changes or additions received via the Ohio School Boards Association Policy Development Quarterly will automatically be referred for evaluation by the Policy Review Committee.

A policy may also be introduced and sponsored by a Board member at a regular Board meeting. With a specific finding by a supermajority of the Board for an emergency, temporary approval of a policy may be granted at the same meeting. Absent a finding of an emergency, the policy introduced and sponsored by a Board member shall be assigned to the Policy Review Committee and Superintendent for review and a recommendation.

Final action on proposals, whatever their sources, is by the Board in accordance with this policy. The Board takes action on most matters on the basis of recommendations presented by the Superintendent. The Superintendent/designee bases his/her recommendations upon the recommendations from the Policy Review Committee, results of a study and upon the judgment of the staff and study committees.

The Policy Review Committee is charged with reviewing all sponsored policy additions or updates. The following careful and orderly process is used when examining policy proposals prior to Board action.

- The Policy Review Committee shall be composed of two Board members assigned by the Board President during the Organizational Meeting, representation of building and District level administrators, and others as appointed by the Board or Superintendent/designee.
- The Policy Review Committee shall by majority vote via secret ballot make a recommendation for each sponsored policy proposal prior to referring the policy proposal back to the Board for a first reading.
 - If a policy does not receive a positive recommendation, a summary of the concerns shall be prepared by the Board Chair to be shared with the Board upon the referral back to the Board for a first reading.
 - All policies referred back to the Board for a first reading shall include a summary of the Policy Review Committee's recommendation, a written opinion from legal counsel, and the results of any studies undertaken by the administration.
- A policy proposal referred back from the Policy Committee with a recommendation shall receive two public readings before a vote by the Board in order to permit further study and provide opportunity for interested parties to react.
 - A majority vote of the board may suspend the requirement of receiving the Policy Review Committee recommendation or
 - Refer a policy back to the Policy Review Committee or
 - Reduce the number of Subsequent readings

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