



# POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Friday, March 22, 2024, 9:30 AM Central Office

Hilliard City School District  
Operations Department

## Committee Members

Brian Perry, Board of Education  
Kelley Arnold, Board of Education  
Melissa Swearingen, Treasurer/CFO  
Mike McDonough, Deputy Superintendent  
Jill Abraham, Assistant Superintendent  
Stacie Raterman, Communications Director  
Herb Higginbotham, Director of Elementary Education  
Jacob Grantier, Director of Secondary Education

Jamie Lennox, Special Education Director  
Hilary Sloat, Director of Diversity, Equity & Inclusion  
Matt Middleton, Principal Hilliard Darby HS  
Katherine Hueter, Principal Hilliard Weaver MS  
Matt Trombitas, Principal Hilliard Station Sixth Grade  
Kevin Landon, Principal Avery Elementary  
Monica Campana, Principal Washington Elementary  
Angie Rader, HEA Representative

# SUMMARY

This committee meets quarterly each school year. One of the objectives of this committee is to study each issue thoroughly making sure we have appropriate policies that reflect the mission and vision of the Hilliard City School District.

The Policy Review Committee considers all proposed new policies, revisions of current policies and/or rescinding of a current policy before being presented to the Superintendent for submission to the Board of Education. Two readings at two separate meetings shall normally be required before a new or revised policy may be adopted. Action to adopt will take place at a subsequent third meeting. However, the Board does have the option of voting for adoption at the second meeting.

The following is a summary of the issues and policies discussed at the meeting on March 22, 2024.

## **Public Participation**

None

## **Review of Policies for Annual Review**

1. IGBJ – Title I Programs
2. IGBL – Parent and Family Involvement in Education

Mike McDonough said these are not anything that we need to make any changes to or we need to do anything with. This is part of our Title reporting process that we present these to the committee and make sure that we are continuing to follow this process. Like I said, there is nothing that we need to change here, but we need to have documented that we have reviewed these on an annual basis. Unless there are things from the group that we need to address, we can move forward.

## **Review of Policies/Regulations/Exhibits – as Requested by District Administration**

3. KMA – Parent/Citizen Organizations

Mike McDonough said this was brought to us from Melissa. There are a couple of things that she wanted us to consider. The first piece, the blue copy is ours and then the yellow copy is potential changes that she has suggested. The first one is pretty self-explanatory. It is just nomenclature for the most part around the type

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of policy that we put in place for district and support organizations. I know that Melissa just worked with all of the PTO groups and then also the booster groups recently to make sure that they were aware of this policy and the potential changes that we will talk about. I don't think there is really anything that we need to discuss there. I think the more probably discussion-based item is, if you look on the back of the yellow page, the first yellow page. I will let Melissa take it from here, but potentially there is some training that folks can participate in to keep their selves out of trouble.

Melissa Swearingen said a couple years ago the Ohio Attorney General's Office started a set of training modules. It is called Charitable University. It is primarily online. They will come in and offer it in person seminar if you are interested in doing that for your organization. So, we could potentially during the summer offer one for folks that wanted to come and get that training in person.

It is a set of modules and there are four different components, Board Governance, Financial Operations, Fundraising and then Governmental Filings and Record Keeping. If you sat through every module, it would take about two hours and 45 minutes in order to obtain their certification that you have completed it. You only have to complete a certain number of modules and I believe if you only completed the ones in order to earn the certification, it is about an hour and a half of modules in order to be able to complete that. It just provides a good overview, particularly for individuals who maybe haven't worked with public dollars or for nonprofit in the past just to kind of let them understand the ropes of all of that and what all of the requirements are.

I know for a fact that Olentangy has this in their policy, and I know some other districts are looking at it as well, but really it just offers an added level of protection for the district and for those groups to know that they can get that training.

There is a report that I believe within a couple of weeks of completing it, your name shows up on their report. You do get a certificate electronically for completing the training and then we can just pull the report and see who has completed it. If you happen to be involved in multiple organizations, you obviously only have to sit through that one time.

We do have somebody in the district at one of our PTOs that has completed it. I believe it is because they are involved with another nonprofit that has required them to do that. You can list all of the organizations that you are a part of when you complete that, so you are registering on behalf of all of them.

Hilary Sloat asked would this go for PTOs as well? So, it would be the PTO president and treasurer.

Melissa Swearingen said PTOs and all of the booster groups. Obviously, anyone else on those boards that wanted to complete it could, but it would be required for those two individuals.

Ms. Arnold said if the entire board completes it, there is some special recognition for your group, that your entire board has completed it. I completed it Sunday. Carol and I were doing it in parallel and we didn't even realize it. It was an hour and a half because I did the four, you are required one module out of each of those four areas and then I did some of the extra modules just because I wanted to see what was in them.

Melissa Swearingen said I did everyone of them just to kind of see what they were. It was two hours and 45 minutes to do all of them.

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Ms. Arnold said Carol had sent you some notes. We both had the same thought. The one modification we wanted to make was inserting that there was some language that they needed to do it within 90 days. I was thinking we could add a sentence on to this. Completion of the training shall be required within 90 days of start of term of office. That way it gave them, they could do it either side of the window if we said within. I was also thinking adding on to that is unless the individual already holds an unexpired certification because these are good for three years. It is a three-year certification, so I think those would be or adding that would probably be good language onto this. It is a good, for me it was a good refresher on a lot of this stuff.

Mr. Perry said the only question I have with this, I was checking the cross references, do we define support organization in our policy? It said authorized support organization a few times in here. Do we actually define what a support organization is?

Ms. Arnold said I think the last sentence there in number five, any district support organization which fails to comply with all requirements as stated herein will have their Board support rescinded. I think that implies that you have to comply with this in order to be Board supported. That is how I have always interpreted it.

Mike McDonough said there is a process that the treasurer's office goes through annually. They purchase the insurance policy and those support organizations have to pay the district. In my mind that is where that Board authorized support agency is coming from.

Melissa Swearingen said I have a running list of everyone who has their tax-exempt certification and has registered with it and a name representing the district and I track whether they have completed their filings or not. If you don't file with the IRS for three years, your tax-exempt status is rescinded. I keep track of all of that, and make sure that everyone is up to date on everything. We do have some that lag behind from time to time but if they are not on my list, then they are not considered.

Mr. Perry said it does say here, it says in accordance with Board policy, support organizations are to abide by the policy guidelines. That sort of implies that if you abide by these guidelines, then you are a support organization, but we reference it like three times before then. Normally you don't reference something until you have defined it. I guess we can just put some clarity somehow on if you do these things, that is what a support organization is.

Melissa Swearingen said I have always, that very first sentence, the first paragraph, all organizations whose objectives are to enhance the educational, extracurricular, and athletic experiences of district students. That to me, has been the definition of what those represent even though it doesn't clearly spell out this is what it is.

Mr. Perry said I think that is good and then we just say and abides by the policies defined herein. Maybe that would clarify. If you do these things, that is your purpose and you abide by the policies, the guidelines herein, that would maybe define better.

Mike McDonough said I'm not sure I understand.

Mr. Perry said this first sentence, the Board recognizes and appreciates that the organizations objectives are to enhance educational, athletic experience, whatever. Recognizing and appreciating it, that is great but also, essentially saying, if your goal is to enhance educational, extracurricular, athletic experiences of district

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students and your organization abides by the guidelines as defined in this policy and you are a support organization.

Jamie Lennox said so you want to move the last sentence in the second paragraph up?

Mr. Perry said yeah, I just like starting off policy, if we are talking about support organizations or whatever we are talking about, defining what that is and then deciding what it does or what is required of it but that is just me. It is not a huge deal. I don't care that much, but that would be my suggestion.

Ms. Arnold said you don't necessarily need to move that up because in broadly terms, we are talking about all support organizations. For district recognized or district authorized, it does go further down here any new support organization desiring to use the name, logo must first obtain the approval, so that is where we start to get into the ones that are district support organizations versus, say, Girl Scouts, Boy Scouts. Those I consider in some fashion support so I wouldn't say we necessarily move anything up because we start to get into who our district support ones are further down.

Mr. Perry basically...inaudible.

Ms. Arnold said yes, I get you are trying to define who has to abide by the policies, but we...

Mr. Perry said this is understandable enough to the point where we could use it operationally. I'm just saying that as a policy itself, typically like a library ORC, you have a list of definitions sections first defining what the thing is and then defining what it does. If you are an organization here is what you have to do. Well, how are you an organization? Who defines that first? But that is just me. We could use this as it is. I don't have an issue with it. Maybe just, we do a reference review of this later. Just come back to it and let's have a clearly defined definition of what a support organization is and define what it does.

Jill Abraham said even in the first sentence, if you, instead of saying the efforts of all organizations that you said the efforts of all support organizations, whose objectives are and just insert it there because then...

Mr. Perry said as defined herein and then defined, literally say as defined herein second paragraph a support organization is any organization whose objective is to enhance the thing and abides by all the guidelines herein.

Hilary Sloat said I will say we should probably list parent teacher organizations in there to be specific because when I was reading through it, I thought of boosters. I was not necessarily thinking PTOs when I initially read it.

Mr. Perry said is a booster a support organization is what I am trying to say. What is it? What is it?

Hilary Sloat said yes, but I was just thinking, it didn't make me think of that specifically. I don't know why I didn't think that, but I did not think PTO specifically. Now I'm just thinking of the implications of what that will look like because it is hard sometimes, it might be a little challenging to get people to be president and treasurer sometimes.

Mr. Perry said my humble suggestion would be leave that alone and then say, like what Jill just said, shall be defined a support organization as defined by any organization that does these things.

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Mike McDonough said can you write that up and send it to us because I am more confused than I was when I walked in the room.

Mr. Perry said yes, I will get it to you by the end of the weekend.

Ms. Arnold said I have one more thing to throw into the mix, sorry. Paragraph five, sentence two. The Board requires any authorized support organization to purchase coverage under the District's liability insurance at cost. We haven't charged, the district hasn't charged our support organizations in like 10 years. I do have a modification. The board provides authorized support organizations with coverage under the District's liability insurance program at no cost to the organization to protect the entity against legal claims resulting from damage or injury from any act or omission. It is the same sentence just provide it with under authorized support organizations and no cost. I know we made the change just because Brian had said if they are coming after a booster group or a PTO, they are coming after the district too, so it doesn't make sense to have two different policies, so that is why it has always been covered, or at least...

Mike McDonough said the board requires any authorized support organization to purchase coverage...

Ms. Arnold said I have it here.

Mr. Perry asked is everyone general, is there a consensus on those changes in general, substantively so that when we draft, I don't want to draft anything that everyone doesn't kind of agree with what we are talking about here.

Mr. McDonough said I certainly agree with adding the training. My only concern with that is, will that dissuade people from doing those offices?

Hilary Sloat said that is the only thing I am worried about.

Mike McDonough said I would rather protect them than, you know, we have had support organizations get in some trouble. I think it is better to be on the safe side.

Ms. Arnold said having done this, been part of this policy for a long time, and actually doing the training myself, I would still say yes. It is not that onerous to do an hour and a half in these modules that you can break up 20, like the maximum one is 22 minutes, no I am sorry, there is the 34 minute one.

Stacie Raterman said ISPTO can maybe offer it on the same night that you do your training with the treasurers. It could be one work session night for everybody, who chooses to, they can still do it at home on their own.

Ms. Arnold said it is not, and the things that they are covering is a lot of the stuff that we are trying to get into their mindset of how you operate anyway.

Mr. Perry said and if we dissuade certain people, and if you are dissuaded by an hour and a half of training, you probably shouldn't be doing that.

Mike McDonough said I am not saying that to not put that in there. I am just saying that I know sometimes it is a struggle to get folks to step into those roles.

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Hilary Sloat said you are exactly right.

Mike McDonough said I think I would rather have this in place to protect them. Really, we are protecting them. I am not as worried about us as I am about them. Some of the things that we are doing with international travel...

Melissa Swearingen said it is once every three years. So, theoretically, if you were in an elementary setting and stayed on during your whole tenure there, you may have to do it twice, but you don't have to do it on an annual basis.

### Review of Policies/Regulations/Exhibits – OSBA DECEMBER PDQ

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4. KGB – Public Conduct on District Property

Mike McDonough said KGB, specifically related to marijuana. OSBA had a suggestion, which I agree with, to add that bolded statement as our fourth paragraph. I am assuming that everybody would be okay with that, what they said there.

5. IGD – Cocurricular and Extracurricular Activities

6. IGDJ – Interscholastic Athletics

Mike McDonough said back at our last policy meeting, there were lots of questions about eligibility with home school or home education students. There are still a lot of questions, but in an attempt to clarify, they basically articulated what we said last time. They are removing the academic, essentially, they are removing the academic requirements for home education students. If you read the PDQ and that type of thing, there are things that you do need to check. Certainly, you point back to the last time that that student was in a public education setting but essentially, if they are continuing home education year after year, we are to assume that they are athletically eligible. If they were to leave in the middle of a school year and were ineligible, they would remain ineligible. Essentially in the policy and the reg, they just asked us to remove the academic requirements related to eligibility when it comes to home education students. I don't say that I agree with it, but that is the law, so we don't really have much choice then.

Ms. Arnold asked how do we justify this? I mean, obviously it is the state imposing this, but how do we justify this to our own students where we have, like, what do they say, do they say anything about that?

Mike McDonough answered they don't. I have even asked OHSAA how they plan to address it and they really don't have an answer. I don't know why they made all the changes in the budget bill related to home education because, they have stripped a lot of the things, even from a curricular standpoint. They are no longer required to provide us with the materials they use, how they are assessing students

### Review of Policies/Regulations/Exhibits – OSBA FEBRUARY PDQ

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7. IGBEA-R – Reading Skills Assessment and Intervention (Third Grade Reading Guarantee)

Mike McDonough said that takes us to our next PDQ, which just came out a few weeks ago. This PDQ had a lot of reminders in it, which we, if you recall, the very extensive policy meeting we had towards the end of 2023 we hit everything they are reminding us on. They came back around, as it relates to the regulation for the third grade reading guarantee and made some updates. Some are not real major, changing ODE to Department of Education and Workforce, which just as a reminder, and folks in this room probably don't know, but we passed a board resolution recently that will allow OSBA to basically audit our policy manual and change the references from ODE to the Department of Education and Workforce where it is necessary because ODE really is just handling licensure and discipline at this point in time.

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There are some changes to the process and the types of support that we provide students that are throughout this policy. I'll let you guys take a look at that and lean towards my curriculum friends to make sure they are on board with everything. Thoughts or comments?

Mr. Grantier said in the sample sent by OSBA, they struck out the part about districts required to submit staffing plans, but in our draft, it is still there, I don't know if that, if we have to take it out or if we are going to plan on just leaving it anyway.

Mike McDonough said this is what our current policy reads, so their suggestion is to take that out, and if they suggest it, I would go with that and take it out of ours as well. Any objections to the changes?

Jamie Lennox said on this back of the Part B for number 7, is it okay that both of them are in there?

Herb Higginbotham said it matches the language of the law. But we, as a district, are going to go, or we are going to move forward with three days per week. But you are saying, since we are doing that, that we need to have 50 hours over 36 days?

Jamie Lennox said that is my question.

Herb Higginbotham said that is a good question. Less is best, in my opinion, but I don't know if we are supposed to have both in there because that is what the law says.

Mike McDonough said that is the last policy but before we adjourn, the last PDQ, there is some interesting stuff in there. Obviously, the administrators in the room, were able to hear from Jessica Philemond around the SAFE Act and the Save Women's Sports Act. That is going to have some major implications to public education.

A couple of other things that I thought were interesting that I just wanted to highlight. Obviously, cybersecurity is at the forefront of our technology departments brains and thoughts, as well as AI. OSBA is actively working to try and create some policies related to each of those and I think that will be interesting to see what they come up with. Certainly, we will want to involve our technology partners. They work pretty hard on those things.

Ms. Arnold said one quick question. In the meeting notices part of the PDQ on page four of the February one, during the OSBA conference, the work session I attended, which was with Kenna Haycox, she mentioned that, and this is implication for our organizational meeting is right before our regular meeting in January. The way she stated it, it was because we, if you have an organizational meeting, you can't necessarily waive the reading of the minutes because you haven't put minutes out there as you will be following it right after with another meeting. Do we need to be worrying about that?

Mike McDonough said I can certainly ask Julie's opinion because I have to work with Julie on some other policy things that will be coming in our next policy meeting. I don't think we do, but I will ask what she thinks.

Ms. Arnold said because we adjourn the organizational and start. If it was all flowing together, I'd imagine it wouldn't be a problem. But the fact that we adjourn and then start to the next meeting, the way they were, the way she was talking about it in that trainer, she was specific that that is not something we should be doing, perhaps.