



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Thursday, January 15, 2026, 1:00 PM 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  
William Warfield, Assistant Superintendent  
Stacie Raterman, Communications Director  
Jacob Grantier, Director of Measurement, Intervention  
& Enrichment

Herb Higginbotham, Director of Elementary Education  
Jamie Lennox, Special Education Director  
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 Woodson, 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 January 15, 2026.

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

#### *JEC – School Admission*

Mike McDonough explained that policy JEC is being revised to reflect a recent change in Ohio law. School districts must now use a uniform age-eligibility cutoff for kindergarten enrollment. The revision to policy JEC changes the date that a student must be five years of age to enroll in kindergarten from September 30 to the first day of school of the year of entrance.

The PRC recommends language revisions in accordance with the above.

### **Review of Policies/Regulations/Exhibits – OSBA DECEMBER 2025 PDQ**

#### **HB 57 ESTABLISHES POLICY REQUIREMENTS FOR OVERDOSE REVERSAL DRUGS**

##### *EBDE – Procurement and Administration of Overdose Reversal Drugs (**New Policy**)*

EBDE is a required new policy for districts choosing to procure overdose reversal drugs. The policy must include information required by statute, such as the amount of the drug's supply to be maintained at each school and any training that may be required by the district.

## **POLICY REVIEW COMMITTEE - SUMMARY**

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Mike McDonough shared that we added Narcan to our emergency management response regulation seven or eight years ago. This relates to having Narcan, where you are going to store it and how you are going to ensure that it is up to date. That is what this policy does.

Molly Walker met with Robin and the nurses to go through this and provided the required customization to the OSBA sample policy.

The PRC recommends adopting this policy in accordance with the above.

### **AOS BULLETINS YOU NEED TO KNOW**

*DLC – Expense Reimbursements*

*DLC-R – Expense Reimbursements*

Two recently released Ohio Auditor of State's Office (AOS) bulletins affect district operations and policies.

Melissa Swearingen explained that we had wanted to review this policy even before the OSBA pieces came through. We did make a change to the reimbursement policy the last time that had us strike some language around frequent flyer miles. Now, they are asking that we add some additional language to that, which we are doing. In addition to that, we are adding some additional clarifying language about expectations for travel and for the reimbursement process. We would like to get away from having folks go to a conference, have their receipts, and have to turn all of those in either to be reimbursed or to go along with the credit card that they have been issued or have checked out for the event. We would like to give folks a per diem allowance for food prior to attending. It is going to be based on where they are going for the conference as well as how long they are going to be gone. It will be important to work with PD to book your flight and get everything lined up ahead of time so you can get the money before you travel. We did notice that some cities are more expensive to eat in so there's a provision for that if you are going to one of the major cities that we have identified.

Melissa had a couple word changes to the proposed revision and Ms. Arnold requested that "rideshare" be added to the second sentence in the second paragraph and a change to the first sentence in that paragraph to say "as authorized by Board policy" instead of "at the rate currently approved by the Board" because the Board is not approving it each time, it is already in the policy.

The PRC recommends language revisions in accordance with the above.