



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent

Hilliard City School District
Operations Department

COMMITTEE MEMBERS

Paul Lambert, Board of Education

Lisa Whiting, Board of Education

Brian Wilson, Treasurer/CFO

Mike McDonough, Deputy Superintendent

Vicky Clark, Assistant Superintendent

Herb Higginbotham, Director Elementary Education

Stacie Raterman, Communications Director

Aaron Cookson, Principal Hilliard Davidson HS

Matthew Trombitas, Principal Hilliard Heritage MS

Erin Dooley, Principal Hilliard Station Sixth Grade

Holly Meister, Principal Scioto Darby Elementary

Stephanie Borlaza, Principal Britton Elementary

Jamie Lennox, Special Education Coordinator

RECOMMENDATION

Second Reading
January 25, 2021

The Policy Review Committee meets quarterly each school year. All proposed new policies, revisions of current policies or repeal of a current policy are reviewed by the Policy Review Committee 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 Policy Review Committee recommends the policies listed below be revised, as noted on the following pages:

1. BDC – Executive Sessions
2. DH – Bonded Employees and Officers
3. DM – Cash in School Buildings

Revision Notes:

- Language with a ~~line drawn through it~~ is language to be removed.
- Language in **bold-type** is language to be added.

The policies are being submitted for readings and adoption at the following Board of Education meetings:

- First reading – January 11, 2021
 - Second reading – January 25, 2021
 - Third reading and adoption – February 8, 2021
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Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Executive Sessions
Code	BDC
Status	Active
Adopted	August 14, 2001
Last Revised	June 15, 2020
Prior Revised Dates	11/25/2013, 05/11/2015

Executive Sessions

Educational matters should be discussed and decisions made at public meetings of the Board (in accordance with the rationale for the creation of public governing bodies). Some matters are more properly discussed by the Board in executive session. As permitted by law, ~~such matters may involve~~ **the Board may enter into executive session for consideration of the following matters:**

1. the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against ~~such individual~~ **an employee, official, licensee or student**, unless ~~an employee or official~~ **such individual** requests a public hearing (the Board will not hold an executive session for the discipline of one of its members for conduct related to the performance of his/her official duties or for his/her removal from office);
2. the purchase of property for public purposes or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair advantage to a person whose personal, private interest is adverse to the general public interest;
3. specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for, a violation of the law;
4. matters required to be kept confidential by Federal law or State statutes;
5. preparing for, conducting or reviewing negotiations with public employees concerning their compensation or other terms and conditions of their employment;
6. in-person conferences with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action or
7. consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets or personal financial statements of an applicant for economic development assistance, or negotiations with other political subdivisions respecting requests for economic development assistance provided that:
 - A. the information is directly related to a request for economic development assistance that is to be provided or administered under provisions of State law authorized in Ohio Revised Code Section 121.22(G)(8)(1), or involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project and

B. a unanimous quorum of the Board has determined by a roll call vote the executive session is necessary to protect the interests of the applicant or possible investment or expenditure of public funds to be made in connection with the economic development project.

Conferences with a member of the office of the Auditor of State or an appointed certified public accountant for the purpose of an audit are not considered meetings subject to the Opens Meetings Act (Sunshine Law).

The Board meets in executive session only to discuss legally authorized matters. Executive sessions are held only as part of a regular or special meeting and only after a majority of the "quorum" determines, by a roll-call vote, to hold such a session.

When the Board holds an executive session for any of the reasons stated above, the motion and vote to hold the executive session shall state one or more of the purposes listed under such paragraph for which the executive session is to be held, but need not include the name of any person to be considered in the executive session. The minutes shall reflect the information described above.

In compliance with law, no official action may be taken in executive session. To take final action on any matter discussed, the Board reconvenes into public session.

The Board may invite staff members or others to attend executive sessions at its discretion.

No present or former Board members **or employees** shall **not** disclose or use, without appropriate authorization, any information acquired in the course of official duties (which is confidential because of statutory provisions) or which has been clearly designated as confidential because of the status of proceedings or the circumstances under which the information was received.

Legal ORC 102.03
ORC 121.22

Cross References AFBA (Also BCCB) - Evaluation of the Treasurer/CFO
BCD (Also CBI) - Board-Superintendent/CEO Relationship
BCE - Board Committees
BCF - Advisory Committees to the Board
BD - School Board Meetings
BDDG - Minutes
KBA - Public's Right to Know
KLD - Public Complaints About District Personnel



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Bonded Employees and Officers
Code	DH
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015

Bonded Employees and Officers

At the time of appointment or re-appointment of the Treasurer, the Board authorizes the Treasurer to execute a bond in an amount determined and approved by the Board. The bond must be deposited with the President of the Board and a certified copy must be filed with the County Auditor. The premium is paid by the Board.

The Board authorizes the use of an employee dishonesty policy in a coverage amount determined and approved by the Board in lieu of a Treasurer's surety bond. This policy must be in place at the time of appointment or reappointment of the Treasurer.

The Superintendent, Board President, staff and other employees who handle school funds are included, at Board expense, in a position schedule bond **or under the District liability insurance policy. The District also provides for appropriate bonding or insurance for non-employees collecting money on behalf of the District.** Position schedule bonds pertain to a specific position, not to an individual.

Legal	ORC 3.06
	ORC 131.18
	ORC 3313.25
	ORC 3313.83
	ORC 3319.05
	ORC 5705.412

Cross References	DM - Cash in School Buildings Deposit of Public Funds (Cash Collection Points)
	EI - Insurance Management



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Cash in School Buildings Deposit of Public Funds (Cash Collection Points)
Code	DM
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015

**~~Cash in School Buildings~~
Deposit of Public Funds
(Cash Collection Points)**

~~Monies collected by employees and by student treasurers are handled with prudent business procedures, in order to demonstrate the ability of employees to operate in that fashion and to teach such procedures to our students.~~

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited **in accordance with State law and all District policies and procedures.** ~~every day, if possible. Specifically, if the money collected:~~

The Board directs the treasurer to develop, distribute and implement procedures for cash collection points in the District. Currently identified cash collections points include admission fees to athletic events, lunchroom sales, classroom fees, student activities/fundraisers, and miscellaneous money received by the Treasurer's Office.

In developing the procedures, the Treasurer must consider the following:

- 1. Segregation of duties for receipting, depositing, recording and reporting of cash.**
- 2. Required documentation for cash drawer withdrawals and deposits and reconciliations, including documentation of cash shortages or overages and procedures for denomination exchanges. Cash drawers are only used for collecting sales receipts; no purchases or expenses may be paid from cash drawers.**
- 3. Separate bank deposits for start-up cash withdrawals ensuring the start-up cash is kept separate from other receipts.**
- 4. Ticket sale collection requirements including but not limited to documentation of various prices and any complimentary admission procedures and reconciliation of unsold tickets.**
- 5. Compliance with audit requirements, including but not limited to, compliance with the Uniform School Account System requirements.**

Individuals receiving money at cash collection points are responsible for reviewing and complying with all procedures for cash collection points and are responsible for the safekeeping of money until money is deposited.

If the money collected:

1. exceeds \$1,000, it must be deposited on the next business day **after the day of receipt** ~~or placed in a safe~~ or

2. does not exceed \$1,000, it must be deposited **no more than the next three** business days **or placed in a safe place to be deposited within three business days, following the day of receipt.**

~~In no case shall more than \$10 be left overnight in unsecured areas of school buildings.~~ The Treasurer **has established provisions for the safeguarding of cash until it can be deposited with the Treasurer and/or bank, including provisions for** ~~provides for making bank deposits after regular banking hours. in order to avoid leaving money in a school building overnight.~~ **Money should be secured in a locked desk, file cabinet, safe or other secure room on school property until it can be deposited.**

Legal

ORC 9.38

ORC 3313.291

ORC Chapter 135

Cross References

DH - Bonded Employees and Officers

DJB - Petty Cash Accounts

EF/EFB - Food Services Management/Free and Reduced-Price Food Services

IGDG - Student Activities Funds Management

KMA - Parent/Citizen Organizations

