



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Thursday, October 10, 2024, 3:00 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
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 October 10, 2024.

Public Participation

None

Review of Policies/Regulations/Exhibits – OSBA September 2024 PDQ

HOUSE BILL 147 EXTRACURRICULAR ACTIVITIES UPDATE

IGD-Cocurricular and Extracurricular Activities

IGDJ- Interscholastic Athletics

JECBC-Admission of Students from State-Chartered, Non-chartered or Home Education

DM-Deposit of Public Funds (Cash Collection Points)

Mike McDonough said we have four policies within House Bill 147 that we will take a look at. Most of the revisions are pretty straightforward. IGD is the first policy we will be looking at. There has been a new law put in place that mandates us to, and Hilary can talk a bit about this when we get to this policy in a few minutes, but religious holidays cannot count towards student absences for truancy purpose, so long as they have prior approval 14 days in advance. That has an impact on some of our extracurricular activities because as you know, we have rules that state students must be in attendance all day long the day of an event or the day preceding an event. If a student is out for a religious holiday, then we would have to allow them to participate. I don't think anybody in here would argue with that. The first piece that you see on IGD, I know I am jumping around here,

POLICY REVIEW COMMITTEE - SUMMARY

Thursday, October 10, 2024

but I am trying to go in order of how they appear on your policy. That actually is related to #2 on our agenda, that is House Bill 214. We would add that statement there and we are going to add some statements to another policy related to that as well.

In #13 on their policy, just updating again as they have changed the vernacular and we will talk a little bit more about the different titles that ODE is going by but we will make that change there.

Then, #20 has quite a bit of information in it and this is basically just the admittance of students that are non-residents. It is outlined there as to when we would allow these students to participate. We do this currently; I think in the ten years I have been in this role we have maybe had one or two students that have been able to join one of our teams because their schools did not have the opportunity. This would extend to any STEM, STEAM, nonpublic, community and home educated students. That is just language we need to add to IGD, assuming there's no objections to that.

Similarly, in IGDJ, we would add that same information around the participation in interscholastic athletics into our policy.

JECBC, we are actually pulling a lot of stuff out of the policy. They wanted us to add that information into the policies where it would impact our operations and remove it from this policy. We will remove that information around the non-chartered, nonpublic, STEM, STEAM and all that stuff.

You will find in today's packet that some of our policies don't look like OSBA's policies. That is for a number of reasons. A lot of times we have tailored some things to encompass what is required by law but also allow us to perform things the way we want to in practice. This is an example of one of those policies. As we get later in the package, you will certainly see more of those as well.

Additionally, under House Bill 147, this puts protocols in place in terms of events and accepting cash at those events. If you look at policy DM, we must make sure that our concession stands accept cash. Obviously, last year we went down the road of our tickets have to be able to be purchased in cash, which we have made that change. They have actually made a little tweak to that. We can't charge more to folks that are paying cash. A lot of districts last year, just to make it easy, if an adult ticket is \$8, we will make the cash version \$10 just so we are not having to make change. A lot of districts did that. They are making the rules that whatever price it is for cash, the same price for charge, knowing that if you charge the ticket, you are going to get that access fee added to it so that \$8 ticket comes out to \$9.17 or whatever it is. It also makes it that you have to have a separate student price from an adult price. That goes into effect later this month. In fact, it will impact, I believe week 10 of this football season and I think most of the other sports will be in the postseason. Those ticket prices are directed by OHSA. We will be making those changes to DM.

HOUSE BILL 214 CREATES NEW BOARD POLICIES ON POLITICAL AND RELIGIOUS BELIEFS

ACC-Political Commitments (New Policy)

JEDC-Religious Expression Days (New Policy)

JED-Student Absences and Excuses

JEDA-Truancy

IGD-Cocurricular and Extracurricular Activities

Mike McDonough said House Bill 214, I started to talk a little bit about that earlier about the religious holidays. We will get to that policy in just a moment. These are new policies and they are required. ACC is a new policy.

POLICY REVIEW COMMITTEE - SUMMARY

Thursday, October 10, 2024

ACC talks about political commitments and in layman's terms, we can't force any political ideologies on folks, those types of things. One piece that we felt, just talking internally with some folks, that we felt would be worth wordsmithing is at the bottom of page one in #5, the District's authority to offer an established character education program. Oftentimes, character education gets associated with other organizations, so we felt like keeping that in line with what we currently have in practice, whether we say PBIS or positive behavior support programs. We just felt like that would be more in line with what we have and still meets the intent of the law. If there are no objections to that, we would like to change character education to positive behavior support programs. Again, we are required by law to add this information.

The next piece is the religious expression days. This is, as I mentioned earlier, it outlines when families need to submit these. Hilary and her crew do a great job already of providing all of us with all of the different holidays, and we will make sure that is posted on the website and all of those good things so that people will know what to do. As you can see when you get into the number portion there in the middle of that first page, parents must let the principals know 14 days in advance and there is really nothing that we can do to not allow that. Again, it would not be counted against them from the truancy perspective or participation in any extracurricular.

Ms. Arnold asked would the intent be to put that within the handbook saying you need to inform...

Mike McDonough said my thought would be as we go through the Spring update with the handbook, we will add all of this language to that as well and we will make sure we get that posted on the district website.

Ms. Arnold said then how do we deal with, say, and I know it is part of this, but say our atheist agnostic friends, students, is there any prescription within that list, and they say nonexhaustive, is there prescription in there where we say and we accommodate those somehow?

Hilary Sloat said not right now. There certainly can be things in there. Right now, the list is pretty exhaustive but we can absolutely have it in there, but I don't know, what usually happens though is somebody puts in religious leave and then somebody will call me and say hey, is there something that is today and we confer on the list so I don't know how that would be with an atheist or...

Ms. Arnold said or humanist or agnostic? How do they observe?

Hilary Sloat said there are some humanist observances on here that I would say that would be addressed but I don't know...

Ms. Arnold said it's not something we address here obviously, it's with the list that so if there's a way we can get that in just because...

Hilary Sloat said this one does say, this policy says within 14 days within the start of the school year...

Mike McDonough said oh, good catch.

Hilary Sloat said it's not that it's 14 days, which will be a little tricky because not all religious dates are December 25th. Eid is not necessarily known until the month beforehand, so I don't, I know we can't really adjust anything, but that is something just to keep in mind.

Mike McDonough said my thought would be, and I am just one person in here, but my thought would be parents

POLICY REVIEW COMMITTEE - SUMMARY

Thursday, October 10, 2024

would still say, let's say it was Eid, 14 days before the school year, my son or daughter is going to be out for Eid. Please know we don't have a date for that. Then we have it on record and once the date is established, we would make that adjustment in eSchool Plus to make sure that those students aren't counted truant.

Mr. Perry said are we allowed to change #1 then to say three specific dates or observances?

Matt Middleton asked is this the one that is law? So, we are not allowed to change that to be just 14 days before the date because I feel really, really, as a principal, not approving something if they come to us because they forgot and it's a month out...

Mike McDonough said that is more laxer than the law, I am fine with that.

Matt Middleton said I just want to make sure that we are allowed to do that and that we are not sticking to this because I would...

Monica Campana said it feels icky to me that I am just saying...

Hilary Sloat said not everybody knows what...

Mike McDonough said we could change that to 14 days prior to the holiday.

Matt Middleton said we do that with vacation days.

Matt Trombitas said in practice there are vacation forms that get turned in when they start and we still approve them. If there is somebody that is really on the radar, we can have that conversation and make a bigger deal out of it. But in practice, we are just...enjoy your trip.

Mike McDonough said I don't see us denying this, especially with some of our families that may be impacted by a language barrier too. I think the more flexibility we give, the better so changing that to 14 days prior, I think is totally fine.

Matt Middleton said I just wanted to make sure we were able to do that.

Ms. Arnold said that is what I was just looking to see if within the law. There is no prescription for a timeline within here. Oh sorry, I take that back. Not later than 14 days after the first day of school or 14 days after the enrollment, so the language is prescriptive within ORC.

Hilary Sloat said I don't know if you advised them because they should know that if you are going to have a religious celebration that not everybody knows what day they are going to celebrate until...

Mike McDonough said I can certainly ask because there are some policies that I'll talk about later that I am waiting on legal. I can certainly ask that.

Ms. Arnold said I think we probably just need to pass it as it is with that, but then of course be putting that back to legislature. We know they will end up tweaking this. And be putting it out to our principals to say hey, you know what to do.

POLICY REVIEW COMMITTEE - SUMMARY

Thursday, October 10, 2024

Mr. Perry said do you have that pulled up? Does it say specific dates...inaudible?

Ms. Arnold said yes, it says policy shall require not later than 14 school days, effective October 24th.

Mike McDonough said JED is our policy that talks about student absences so just adding the language in there around religious expression to keep that compliant. Likewise, JEDA-Truancy, adding that information there, it wouldn't count towards the hours there.

HOUSE BILL 47 REQUIRES AEDS IN SCHOOL BUILDINGS

EBBA-First Aid

JHG-Reporting Child Abuse and Mandatory Training

The first policy under #3 is related to House Bill 47, is the requirement to have AEDs in every building. We already have those, so we are in compliance with that and the other piece there, some of the mandatory trainings on the use of AEDs. We currently do that as well.

Ms. Arnold said I just have one request on this particular policy. Can we change the name? Because right now it says reporting child abuse and mandatory training. I read that as mandatory training strictly about child abuse. We do have quite a few other things that we are training, can we just say mandatory safety training, just to give people an indicator that there is more going on there?

Mike McDonough said that is fine.

AUDITOR OF STATE RELEASES NEW REQUIRED FRAUD REPORTING TRAINING MATERIALS

EBCE-Protection for Reporting Safety and Fraud Violations (Whistleblowers)

EBCE-R-Protection for Reporting Safety and Fraud Violations (Whistleblowers)

EBCE-E-Acknowledgment of Receipt of Auditor of State Fraud-Reporting System Information

Mike McDonough said any employee, doesn't matter what role they serve, is now required, I believe by November 29th of this year to complete a fraud training. This includes coaches and really anybody that has a position within the school district. It is just updating EBCE to add all of the language that is required with that training. There's a couple of other things related to this that I'm always on the opinion of if it's not required, don't add it. There is a reg and an exhibit associated with this policy. The conversations with Melissa, first let me start with the exhibit, the dash E. Those are like forms that we would use to fill out something or to track something. We don't need to have a form in place because PublicSchoolWorks tracks all of that for us so we don't need the exhibit. The reg, when we encounter these types of situations, we want to be able to be nimble and flexible on those and be able to respond accordingly. Sometimes having a reg that is not required boxes you into doing things, and I believe Melissa would prefer to be able to have the appropriate consultation with legal counsel to handle any sort of situation that related to fraud and handle it following their guidance not necessarily in the manner that it is listed out here in the reg. We would feel better about not having the reg nor the exhibit.

Ms. Arnold asked has this already been pushed out to employees, even though we haven't adopted it?

Mike McDonough answered yes.

Ms. Arnold asked how was that?

POLICY REVIEW COMMITTEE - SUMMARY

Thursday, October 10, 2024

Mike McDonough said we have a mandatory training, you probably received it as well, that comes from, I think it says HCSD staff training, that comes out at the very beginning of the year. All of our new hires get it during induction and then shortly thereafter, the rest of the staff does. For our non-Hilliard employees that do things for us, non-teaching or classified employees that do things for us like coaches, it's part of their hiring process when we bring them on board. We track that through Final Forms and also PublicSchoolWorks.

Melissa Swearingen said it will give reminders so many days before the training due date so I believe anyone as of October 30th that wouldn't have completed that training since it's due within 30 days, it will send out a reminder that says as a reminder you have this training that is due. That is a specifically mandated due date. It doesn't necessarily follow, we don't have any other ones that are due on November 29th, so it will be a very specific reminder that will come out from PublicSchoolWorks to anybody that hasn't completed it as of the end of this month.

SENATE BILL 168 CHANGES TO BOARD MEETINGS AND FISCAL OPERATIONS

BDDG-Minutes

IC/ICA-School Year/School Calendar

DJC-Bidding Requirements

Mike McDonough said I am curious on the next policy, which district has made somebody angry about their minutes because I feel like we have looked at this policy three or four times and we are simply making the change from succeeding to regular, which doesn't really impact us. We were in alignment either way.

Then, on the next one too. Somebody must have created a school calendar and made somebody upset because they are adding that public hearing comment there in IC, which is a required policy.

Ms. Arnold said we have not yet adopted our 2026/2027 calendar. I think we are coming up to about the time we do that.

Mike McDonough said Carole would always throw out a couple samples and let the Board weigh in on them, but we would have them on an agenda for at least one or two meetings prior to approval, so we will do the same thing with 2026/2027.

Jill Abraham said I think we do that though second semester.

Mike McDonough said I think we do it sometime in January-ish.

Ms. Arnold said the last one was a three-year and it was passed on December of 21.

Jill Abraham said okay.

Ms. Arnold said I had to go back and look. I don't feel like we have done one in a while. It was December of 21 and it was a three-year batch.

Mike McDonough said we can get on that. Typically, that is primarily driven by graduation dates.

Mike McDonough said the last one under #5 is DJC. A few years ago, we made a slight change to this as they kept changing the threshold for bidding. We reworded our policy to basically say whatever is required by Ohio

POLICY REVIEW COMMITTEE - SUMMARY

Thursday, October 10, 2024

Revised Code so we wouldn't have to change policy all the time. They have since changed the bidding threshold again from \$50,000 to \$75,000 and then it is going to go up by 3% every year. The way our language reads, we are covered under that but there are a few things in talking with Melissa that we felt like we do need to address. Within our policy, it says the Director of Business, that should read Chief Operating Officer. Currently in practice and in policy, anything over \$25,000 requires at least three quotes, if you can obtain three quotes. We have the flexibility to raise that amount and with the bid threshold going up to \$75,000, we would like to raise that to \$30,000. Obviously, the prices of everything have gone up and that gives us a little bit more flexibility. Oftentimes, it's not from a lack of effort to get the quote, sometimes it's a lack of contractors willing to provide quotes. Being able to raise it a little bit would help us quite a bit in some of the things that we encounter in some of our improvement stuff.

CHANGES TO RETIRE-REHIRE

GCD-Professional and Certificated Staff Hiring

GDC/GDCA/GDD-Classified Staff Recruiting/Posting of Vacancies/Hiring

This relates to retire-rehire and as you may or may not know, when an employee is going through that process, there is a timeline that you must follow that allows for public notices. This is giving the Board a little more flexibility should we have a need to expedite that timeline. Still, best practice would be to follow the timeline that is in place, but if for whatever reason you needed to expedite that, the change that they are suggesting in this one just gives us that flexibility. That is the same change that we would make in GDC/GDCA/GDD.

SENATE BILL 29 IMPACTS TECHNOLOGY CONTRACTS, STUDENT DEVICE MONITORING AND MORE

EDE-Computer/Online Services

Mike McDonough said this one will have an impact on certainly our administrative teams. Rich has been on this from the day Senate Bill 29 was first approved. In fact, he immediately started working with legal counsel. You can see that their policy and our policy don't quite match up. That's because of what we have tailored over the years to meet our needs. What does need to occur though, if you look on your white copies starting on page two, all of that language in green that is related to school issued devices and monitoring those, we do need to add to our policy as well as the information around educational records from technology providers. Rich already has sample notices that we would use to post and he's already gotten a very lengthy legal, I have a copy of that if anybody would like to see it, but a very lengthy summary of that information as well. My suggestion would be taking everything that is in green there and adding that on to our policy. My suggestion to our administrative folks, and we can certainly remind as this becomes board policy somewhere down the road here, that when you are working with a student device always err on the side of caution, work with our tech team and work with police to be able to do the things that maybe you have done in the past.

SENATE BILL 168 UPDATES: INSTRUCTION AND STUDENTS

IGAE-Health Education

IGAH/IGAI-Family Life Education/Sex Education

Mike McDonough said we wanted to try to avoid the phrase venereal diseases when we changed this policy a couple of years ago. We said sexually transmitted diseases, they have asked us to put sexually transmitted infections there. I don't think that impacts our policy.

Likewise, on IGAH, updating to sexually transmitted infection as well.

POLICY REVIEW COMMITTEE - SUMMARY

Thursday, October 10, 2024

Review of Policies/Regulations/Exhibits – OSBA June 2024 PDQ

OSBA RELEASES SAMPLE AI AND CYBERSECURITY POLICIES

EHC-Cybersecurity (New Policy)

Mike McDonough said we had a PDQ that came out in late June and we did not have a meeting but we had kind of an interim meeting over the summer. One of the items that was suggested in the PDQ was potential policies around cybersecurity. Rich and his team took a look at what OSBA had suggested, which is in white. The only potential change that Rich had suggested in working with his team is on #2 and #3, written procedures and measures. They have quite a bit of documentation in their department around SIS protocols and all that good stuff. I know they are on top of this, but he was excited to see a potential policy related to that.

Ms. Arnold said I would like to make one suggestion on #2, can we go with procedures, measures, and training?

Mr. McDonough said we sure can!

Additional Information to Review – ODE/SBOE Restructuring Policy Updates

OHIO DEPARTMENT OF EDUCATION AND WORKFORCE AND STATE BOARD OF EDUCATION POLICY CHANGES

Mike McDonough said some of you may not recall this, but back in January, as you may or may not know, heading into the 2024 calendar year, the Ohio Department of Education changed their name to the Ohio Department of Education and Workforce. On the January 8th board meeting, we passed the resolution that would authorize OSBA to go through our entire policy manual to make all the necessary changes to where it references State Board of Education versus Ohio Department of Education. They have finally completed that process and what you see in your packet before you, is a resolution that we would propose that goes on our first meeting in November when we put the readings for what we just went through for first reading. We would suggest that we put this resolution on there accompanied with this chart that you see. This chart is a summary of all the policies and what changes they made. One thing that I will preface that with, as you saw today, we have several policies that do not match what OSBA's look like. There's a handful of policies that OSBA just did not even address. Most of them are around evaluation because our policy looks very different than what OSBA's sample policy is and that is because we have a teacher evaluation committee that worked to create that policy. They have asked that we have our legal counsel review those and sign off on them being okay before we make any changes. If there are no objections, we would like to move forward with at least getting these updated and on the November board meeting. We will keep you posted on when we hear back from legal on the other.

Our goal would be to get what we just went through on the first meeting in November so it will go for second reading at the second meeting in November and then approval in December and we are in advance of some of the deadlines that were there for January.