

Office of Assistant Superintendent
Staff Email
2023-2024

1. License renewals online through OH/ID portal ODE website

- All license renewals go through the ODE website and your OH/ID account.
- You will need to set up an OH/ID account if you do not already have one.
- Everything will be approved through our LPDC committee before I can sign off on any new application for renewal. Official transcripts will need to be in our possession prior to submitting them to the LPDC committee.
- [Everyone should check their OH/ID accounts and verify their license renewal. https://safe.ode.state.oh.us/portal](https://safe.ode.state.oh.us/portal)

2. LPDC

- LPDC meeting dates can be located on our website under my department (Please see below).
- Members are Jackie Halsey, Ken Huffman, Kathy Watson, Heather Hopkins, Melissa Mlakar, Tim St. Clair, Mallory Aliff, and Chuck Schlick.
- Please remember to have all materials submitted the Friday prior to our meeting date and that everything goes onto the HR Kiosk. The only time you will submit a paper form is when you submit a Completed IPDP form. **These guidelines and instructions can be found on the website...**

2023 - 2024 Meeting Dates

Meetings are held at 4:00 P.M. (Zoom Format)

September 28, 2023
October 26, 2023
November 16, 2023
December 14, 2023
January 25, 2024
February 22, 2024
March 21, 2024
April 25, 2024
May 23, 2024
June 5, 2024 (8:00 AM)

3. Resident Educator Program

- **RE Program participants** – RESA is a two-year program now. We will be working with Mary Balmford through our ESC of the Western Reserve this year regarding the RE Program.
- RE updates will be shared with all Resident Educators, Mentors, and Facilitators.
Resident Educators do not have to go through LPDC.

4. Academic Incentive:

- Members must apply for Academic Incentive reimbursement no later than **September 30th for coursework completed during the preceding 12-month period ending on August 31st.**
- At the time of application, the Member must submit an official transcript verifying that the work was successfully completed with a letter grade of B or better or “pass” in a “pass/fail” system and a receipt showing the cost of and payment for the coursework. Failure to submit an application in accordance with the terms of this Subsection A. 4. a. waives a member’s right to apply for reimbursement at any other time and will be denied.
- In summary, **an application is not submitted until the actual coursework has been completed and you have the receipt and official transcripts to submit all at once.**

5. Continuing Contract Requests

- A teacher is ineligible for continuing contract status (unless already attained elsewhere) until he/she has taught in this District for at least three (3) full school years and meets the requirements outlined in ORC 3311.77. **[The teacher must submit a statement of eligibility for continuing contract in writing to the Superintendent no later than September 30 of his/her fourth year. This would be the full OTES evaluation cycle.](#)**
- You will be provided a Google survey regarding eligibility if you submit a statement of eligibility no later than September 30th.
- A teacher on a continuing contract will maintain his/her rights under Ohio Revised Code Section 3319.16.

6. Salary Column Advancements

- Bargaining unit members may apply for salary column adjustments twice (two times) during a school year. **[Applications will be accepted no later than the fourth Monday of September and the fourth Monday of January.](#)** Salary column adjustments will become effective at the beginning of the school year by meeting the September application deadline and at the beginning of the second semester by meeting the January application deadline. Payments should be made the month following Board of Education approval. Satisfactory evidence (official college transcripts only) must be on file in the Superintendent's office by the fourth Monday of September and the fourth Monday of January. These transcripts will be placed in the employee's personnel file. **[Please indicate the coursework that needs to be verified for advancement. The Official Transcript Submission Form can be obtained under staff documents and forms \(website\) or at:](#)**

<http://www.riversidelocalschools.com/Downloads/Official%20Transcript%20Submission%20Form.pdf>

7. Official Transcript Submission Form

- Official transcripts are the only transcripts to be submitted to the Personnel Office. Please be sure to use the **[Official Transcript Submission Form](#)** that can be located on our website under Staff (Documents, Forms & Links) ...

<http://www.riversidelocalschools.com/Downloads/Official%20Transcript%20Submission%20Form.pdf>

8. OPES / OTES / OSC Evaluations

- A board of education may elect not to conduct an evaluation of a teacher who: (1) was on approved leave for 50 percent or more of the school year as calculated by the Board, or (2) has submitted a notice of retirement and that notice has been accepted by the board not later than **December 1** in the school year in which the evaluation is otherwise scheduled to be conducted.

9. PublicSchoolWORKS

- PSW window for 2023-2024 is open and will remain open through Friday, November 12, 2023. Please contact [Marlo Herrmann](mailto:Marlo.Herrman@riversideschools.net) Marlo.Herrman@riversideschools.net or [Chuck Schlick](mailto:Charles.Schlick@riversideschools.net) Charles.Schlick@riversideschools.net if you have any questions.