

# Office of Assistant Superintendent

## Staff Memo

### 2024-2025

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#### 1. #ABConduct Tip Sheets

- Educators have a visible place in their communities. Choices, even when well-intended, can affect their families, jobs, schools, and professions. The former Ohio Department of Education, Ohio Education Association, and Ohio Federation of Teachers developed this series of tip sheets supported by the Buckeye Association of School Administrators, Ohio Association of Secondary School Administrators, and Ohio Association of Elementary School Administrators on how to recognize situations which can get good educators (staff) in trouble.

[#ABConduct Tip Sheets](#)

#### 2. License renewals online through the OH/ID portal DEW website

- All license renewals go through the Ohio Department of Education and Workforce website and your OH/ID account. *Be sure to click in the Superintendent Signature Box where you will be able to enter or look up the District Code.*
- Our LPDC committee will approve everything before I approve any new renewal application. Official transcripts must be in our possession before submitting them to the LPDC committee.
- *Everyone should check their OH/ID accounts and verify their license renewal.*

[OH/ID Portal](#)

#### 3. LPDC

- LPDC meeting dates are on our website under my department (Please see below).
- LPDC 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 before 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..*

### 2024 - 2025 Meeting Dates

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

September 26, 2024

October 24, 2024

November 21, 2024

December 19, 2024

January 23, 2025

February 20, 2025

March 20, 2025

April 24, 2025

May 22, 2025

June 4, 2025 (8:00 AM)

#### 3. Resident Educator Program

- RE Program participants – RESA is a two-year program now. We will work with Mary Balmford through our ESC of the Western Reserve this year regarding the RESA Program.
- RESA 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 by *September 30<sup>th</sup> for coursework completed during the preceding 12-month period ending on August 31<sup>st</sup>.*
- At the time of application, the Member must submit an official transcript verifying that the work was completed with a letter grade of B or better or "pass" in a "pass/fail" system and a receipt showing the cost and payment for the coursework. Failure to apply per 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 should be submitted once the actual coursework has been completed and you have the receipt and official transcripts to submit.*

[Academic Incentive Request Form](#)

#### 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 contracts in writing to the Superintendent no later than September 30 of his/her fourth year. This would be a full OTES evaluation cycle.*
- You will be provided a Google survey regarding eligibility if you submit a statement of eligibility by September 30<sup>th</sup>.
- 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 start 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 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:*

[Official Transcript Submission Form](#)

#### 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) ...

[Official Transcript Submission Form](#)

#### 8. OPES / OTES / OSC Evaluations

- A board of education may elect not to evaluate 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

- The PSW window for 2024-2025 will remain open through Friday, November 8, 2024. Please contact the **Riverside Technology Department** at [helpdesk@riversideschools.net](mailto:helpdesk@riversideschools.net), or call 440-358-8220 if you have log-in issues.