

Office of the Superintendent

Certified Staff Memo

2025-2026

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 (and staff) in trouble.
- You are encouraged to review relevant Tip Sheets each year to remain up-to-date on the State Board of Education's best practices.

[#ABConduct Tip Sheets](#)

2. License renewals online through the OHID portal DEW website

- All license renewals go through the Ohio Department of Education and Workforce website and your OHID account.
 - *Be sure to click in the Superintendent Signature Box to select or enter our District Code, 013679.*
- All licensure renewal applications must first be approved by the LPD. Following LPDC approval, the District will sign off on licensure renewals.
- Official transcripts must be on file with Central Office before submission to the LPDC committee." Use the [Official Transcript Submission Form](#).
- *All licensed educators and administrators are responsible for maintaining and verifying their licensure.*

[OHID Portal](#)

3. Local Professional Development Committee (LPDC)

- LPDC meeting dates and resources are located on the [Human Resources department website](#) and listed below.
- LPDC members are *Mallory Aliff, Jackie Halsey, Heather Hopkins, Ken Huffman, Melissa Mlakar, Tim St. Clair, and Kathy Watson, . . .*
- All materials for LPDC consideration must be submitted by the Friday before the scheduled LPDC meeting date, AND all associated information must be entered into the IPDP system..
- The [Completed IPDP form](#), is the only paper form that you will submit for the LPDC process; everything else is electronic.
- If you are new to the District, please contact an LPDC member by email to gain access to the Riverside LPDC Google Classroom for a step-by-step guide of our requirements.

2025 - 2026 Meeting Dates

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

September 25, 2025

October 23, 2025

November 20, 2025

December 18, 2025

January 22, 2026

February 26, 2026

March 19, 2026

April 23, 2026

May 21, 2026

June 3, 2026 (8:00 AM)

3. Resident Educator (RE) Program

- The RE Program is a two-year initiative to assist beginning teachers with mentoring and professional development as they start their education careers.
 - New RE participants will be registered by the District by November 15th
 - Resident Educators do not have to go through LPDC
 - The Resident Educator Summative Assessment (RESA) is no longer required, per House Bill 96
- We will work with Kory Jalowiec at the Educational Service Center of Northeast Ohio (ESC-NEO) this year regarding the RE Program.
- RESA updates will be shared with all Resident Educators, Mentors, and Facilitators.

[Resident Educator Program - SBOE website](#)

4. Academic Incentive

- Bargaining unit members must apply for Academic Incentive reimbursement by *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 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 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 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. Public School Works (PSW)

- The PSW training window for 2025-2026 will remain open through Friday, November 30, 2025.
 - New hires have 30 days to complete training in PSW
- [Log-in to PSW](#) using single sign-on through your Riverside Google account.
 - **Contact the Riverside Technology Department at helpdesk@riversideschools.net, or call 440-358-8220 if you have log-in issues.**