

PERSONNEL OFFICE NEWSLETTER

ISSUE VII

SPRING 2010

IMPORTANT DATES

Fee Waiver Request Due Dates:

Summer Semester
Due April 1, 2010
(ODU, Mt. Vernon Nazarene, Ashland)

Fall Quarter
Due June 15, 2010
(OSU)

Teacher Recognition Luncheon:

Tuesday, May 4, 2010
(Invitations will be mailed to honorees
and their principals)

Teacher Contract Non-Renewals:

Non-renewal letters must be given to
teachers by April 15, 2010.

Teacher Contracts:

Teacher contracts must be given to
teachers by May 15, 2010.

Licensure renewal applications should
be in the Teacher Personnel Office
by June 1, 2010.



IMPORTANT MEETINGS

LPDC Meetings:

April 22, 2010
(Materials due to Chuck by 4/19/10)

June 10, 2010
(Materials due to Chuck by 6/7/10)

Teacher Recognition Luncheon

Tuesday, May 4, 2010
(Invitations will be mailed to honorees
and their principals)

Posting Teacher Vacancies:

All teaching vacancies must be posted
with the Teacher Personnel Office for at
least 7 days prior to hiring, according to
Diocesan policy and the COACE
Agreement.

Superintendent's Approval Needed:

NO teacher may be hired who does not
hold a currently valid OHIO teaching
license/certificate. The license/
certificate must be in the specific grade
level(s) and subject area(s) that the
teacher is to teach. Principals must
contact the superintendent for approval
BEFORE offering a contract to anyone
who does not meet this requirement.



New IPDP: Teachers and Administrators whose license is issued in 2010 should use the new IPDP which can be found on the teachers' webpage, www.cdeducation.org/teachers. Click on Licensed Professional Development Plan Form.

New IPDP Directions: To complete the new on-line IPDP, you need to CLICK ON THE BOXES TO ACCESS THE DROP DOWN LIST. A drop down list is used to populate most of the information boxes. DO NOT WRITE IN ANY BOX UNLESS THERE IS NO DROP DOWN BOX ATTACHED! The new IPDP, which is completed on line, is much easier to complete than the old version. Once completed on-line, print off a hard copy, get the appropriate signatures and mail to the Teacher Personnel Office for LPDC approval. If you have questions about using the new on-line IPDP, please call Chuck Messerschmitt at 614-221-5829.

Please Note: IPDPs are to be completed and approved by the administrator and the LPDC immediately after the new license is issued. Educators should not wait until they are ready to renew again to complete the IPDP because the coursework may not count.

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New ODE BCI/FBI requirements for licensure, effective

January 1, 2010: Educators who renew any license or apply for another license after Jan. 1, 2010, need to have on file at the Ohio Dept. of Education one BCI report completed at any time, and an FBI report that was completed within the last 5 years.

Example #1: An educator who currently holds a 5 yr professional license and is applying for a non-tax.

Example #2: An educator who currently holds a 5 yr professional license and is applying for a Pupil Activity Permit.

Therefore, only educators acquiring their very 1st license need to have both a BCI and an FBI report on file at the ODE that have been completed within the last year.

Pupil Activity Permit Requirements: The State of Ohio requires a Pupil Activity Permit for anyone hired to direct, supervise, or coach any program that involves athletics and routine or regular physical activity during the season of the activity. The principal's signature on the application form is no longer acceptable. The person in our Diocese approved by the ODE to sign applications is Chuck Messerschmitt. The application must be accompanied by

- 1) \$45 check made payable to Treasurer, State of Ohio
 - 2) \$10 check made payable to the Office of Catholic Schools for processing
 - 3) A copy of the person's CPR card valid for the season he/she is coaching
 - 4) A copy of the certificate of completion of the NFHS Fundamentals of Coaching class
- (3 & 4 must be kept on file in the Superintendent's Office)

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Information

ODE website to check if BCI and FBI are on file:

www.ode.state.oh.us

Click on "SAFE sign-in" at the top of page

Create a SAFE account

Click on "CORE Educator Profile"

Type in first and last name of educator

From this site you can find the application status, credentials (licensure-valid and expired), and BCI/FBI dates.

Teachers' Webpage:

www.cdeducation.org/teachers

Many teachers are unaware that there is a webpage specifically for Diocese of Columbus school teachers. Included on this site is LPDC information which includes the new IPDP to be used by teachers renewing their licenses in 2010.

Checks, made payable to the Treasurer, State of Ohio, are the **only** checks accepted by the Ohio Dept. of Education for license renewal/application. All other checks will not be mailed to the ODE because they will not accept them and that will delay issuance of the license.

ALL Teacher Aides must have a valid Educational Aide Permit every school year. After receiving 2 one-year aide permits, a person may apply for a four-year aide permit.

Definition of a fulltime teacher: A fulltime teacher is one who teaches at least 5 (instructional) hours per day for at least 4 days per week. Any teacher who teaches less than 4 full (5 hour) days each week may not sign a Limited, Continuing or Multi-Year Contract.

Grade 4-5 Early Childhood Generalist Endorsement program: Ohio University College of Education is offering an on-line 4-5 Endorsement Program during summer quarter. This will allow an educator who currently holds a P-3 license to obtain the grade 4-5 generalist endorsement which will give greater flexibility in assigning teachers. For more information, go to OU's website www.ohio.edu/4-5endorsement, or call 1-888-502-8989. There will be an on-line information session on May 7, 2010 at 5:00 pm – details at <http://www.ohio.edu/4-5endorsement>.



Notes from the Superintendent:

Please remember that if a teacher signs a contract and does not have the proper certification before the beginning of the school year, the contract will be null and void.

A teacher who writes an IPDP and agrees to transition from a non-tax certificate to a provisional or professional license and does not meet the agreed upon time frame, is not to be offered a contract for the following school year.