



# OFFICIAL MEMO

To: Northwest Board of Education

From: Susan Bunte, Director of Human Resources

Re: 2025-2026 Administrative Handbook

Date:

The following is a summary of changes to the Administrative Handbook for the 2025-2026 school year:

1. Sub-Title updated from 2024-2025 School Year to 2025-2026 School Year.
2. Vision and Mission Statement added before table of contents.
3. Table of Contents updated (pg. 2-5)
4. Video Tape/DVDs Note: For more specific information, see your building principal (pg. 9).
5. Updated Benefit Repayment information under FMLA guidelines. (pg. 12-13)
6. Northwest Central Support Offices' address updated from 3240 Banning Road, Cincinnati, OH 45239 to 3377 Compton Road, Suite 110, Cincinnati, OH 45251 throughout document.
7. Added the SBOE Pillars of Professional Conduct (pg. 22-23).
8. Resignation language changed to certified employee (pg. 23-24)
9. Tik Tok specifically added to list of Social Media terms under Video and Photo Sharing Websites (pg. 30).
10. Administrative Evaluation Timeline school year removed.
11. Building administrator added for Administrative Evaluation (pg. 32)
12. Vacations: updated language for paid accumulation leave of vacation (pg. 36).
13. Updated Worker's Compensation Representative Information (image replaced) (pg. 36-37)
14. Appendix B: District address updated (pg. 39)
15. Appendix D: Personal Leave Roll Over Request form updated to include form must be completed annually (pg. 40).
16. Minor space, spelling, and grammar corrections throughout document.