



SEPTEMBER



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**"High achievement
always takes place in
the framework of high
expectations."**

– Charles Kettering

Five gold stars are arranged in a horizontal arc below the name.



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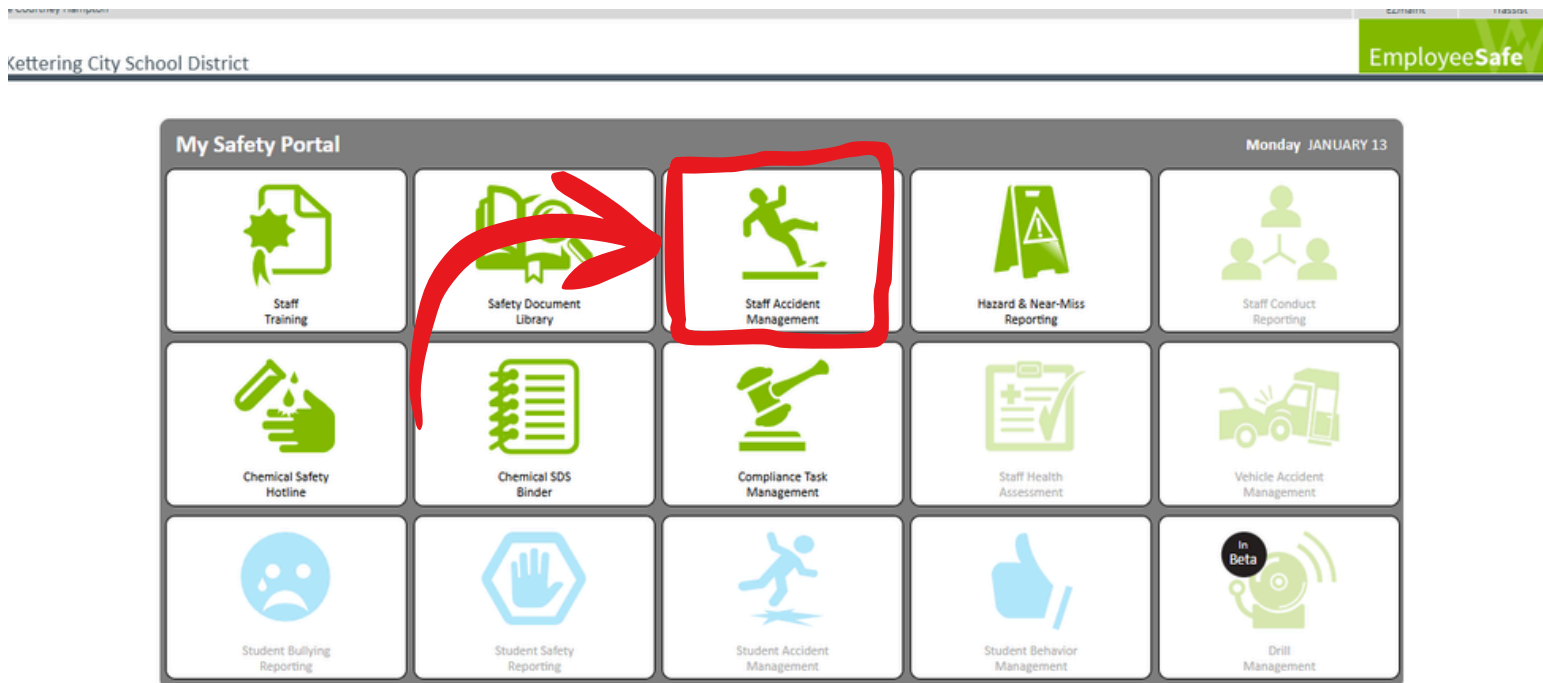
Five gold stars are arranged in a horizontal arc below the name.



SAFETY FIRST, SAFETY ALWAYS

Protect Your Life, Follow Safety Procedures

- Recognize and report potential hazards in the workplace to your supervisor.
- Report your accident through your Public School WORKS account.



Visit [Publicschool WORKS account to submit an accident report.](#)

Retirement Academy

Facing the Challenges Ahead



Join us either session:

Tuesday, October 6th at 4:00 pm or 5:30 pm

Kettering Fairmont High School Auditorium

3301 Shroyer Rd., Kettering, OH 45429



You and your spouse are invited to learn how to prepare for retirement. This workshop is for:

✓ **All Kettering Employees**

We will explain topics such as:

- ✓ **STRS/SERS Recent UPDATE**
- ✓ Variations of the pension benefit
- ✓ STRS/SERS Health Benefits
- ✓ Sick Day and Contract Payout
- ✓ 403b & 457 Retirement Accounts
- ✓ **Social Security Fairness Act**

Hosted by:



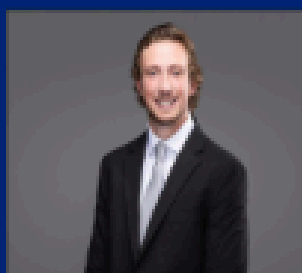
**EQUITABLE
ADVISORS**



Brett D Bartlow

Brett.bartlow@equitable.com

(o) 937.395.3115 (c) 513.403.6468



Cameron Moore

Cameron.moore@equitable.com

(o) 513.698.8265 (c) 317.439.2487

REGISTER HERE



Family Medical Leave Act (FMLA)

FMLA allows ELIGIBLE employees to take up to 12 weeks of job protected leave during a 12-month period.



Who is eligible?

An eligible employee is one who has worked:

- at least 1,250 hours over the previous 12 months
 - OAPSE ONLY: period offered for up to 8 weeks
- has been employed for a total of 12 months

What can I use the 12 weeks for?

An eligible employee may use the 12 weeks of leave for:

- their own serious health condition
- the birth, adoption, or foster care placement of a child
- care of a child/spouse/parent with a serious health condition
- qualifying exigency due to military services of spouse/child/parent
- care for covered service members (26 weeks)



What is a serious health condition?

A serious health condition is one that makes the employee unable to perform the functions of the job, including:

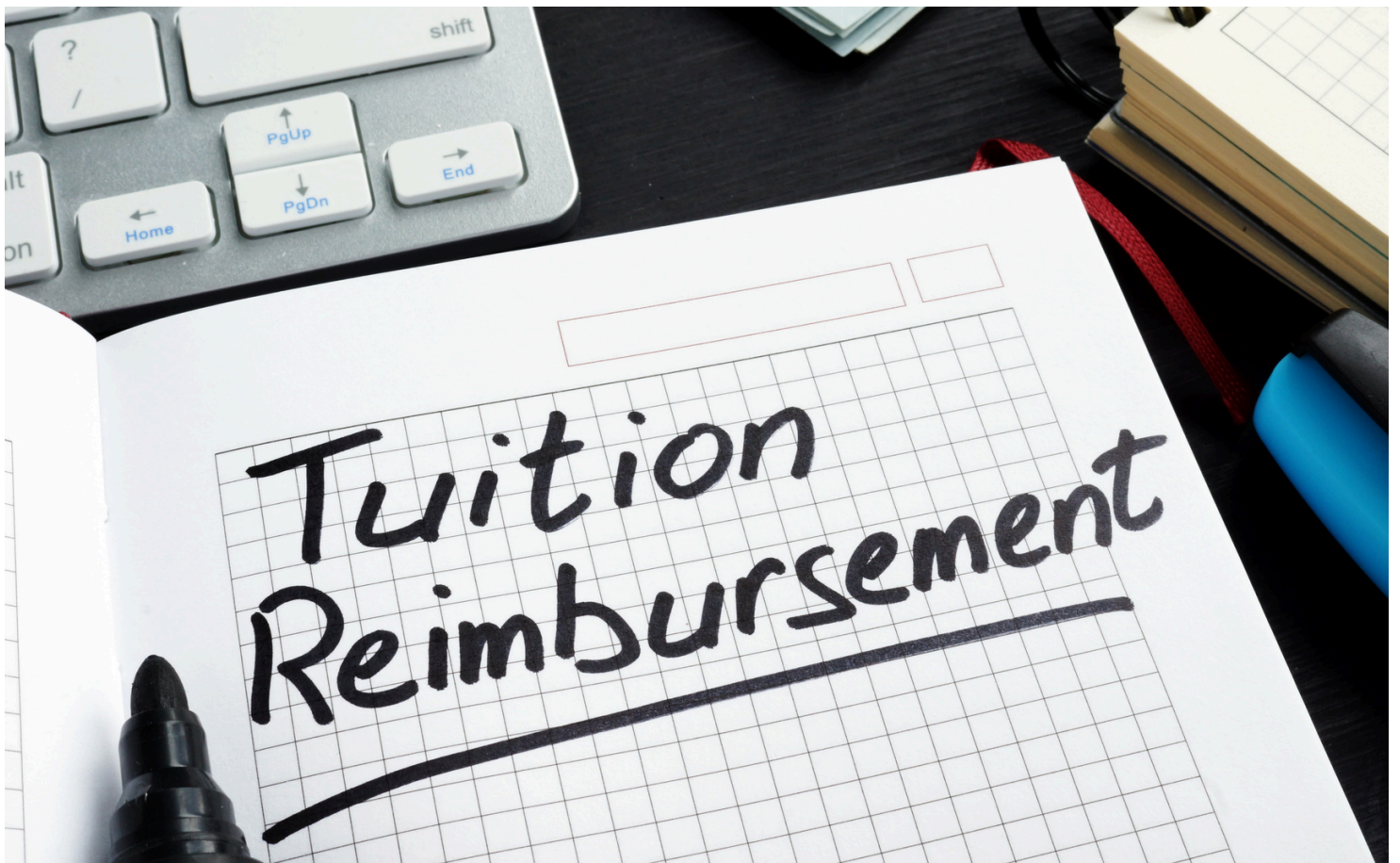
- inpatient care at a healthcare facility
- continuing treatment with a health care provider
- pregnancy, broken limb, etc.



What does job protected leave mean?

- continuous or intermittent time off of work
- cannot discriminate, retaliate, or fire you because of the request
- certification from a health care provider may be required
- protection begins when the employer knew or should have known of a serious health condition





It's time to SUBMIT tuition reimbursement.
Click below: DEADLINE 9/1 through 9/30





Click Here

*To Apply For Tenure for the 2027-2028
School Year*

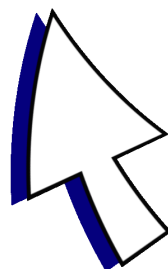


FALL CLASS INCREASE: DEADLINE IS
September 10, 2026

**REQUEST TRANSCRIPTS EARLY TO ALLOW FOR PROCESSING
TIME, POSTAL SERVICE, OR ANY OTHER UNFORESEEN
DELAYS.**

For Details

Click Here



Who to Contact in Human Capital



The mission of the Human Capital Department, in partnership with the Kettering City School District, is to attract, support, develop, and retain the highest-quality staff to guarantee a superior experience for all students. The Human Capital department is dedicated to providing friendly, respectful, consistent, and efficient support to our employees.

Stephanie Towne

- Employee/Substitute AESOP Questions
- Licensure/Permit Questions
- All District Substitutes
- stephanie.towne@ketteringschools.org
- 937-499-1427

Donna Potter

- General HC Questions
- Job Postings
- OAPSE Employee Questions
- FBI/BCII/BIB
- Volunteers
- donna.potter@ketteringschools.org
- 937-499-1426

Melissa Enterman

- EMIS Staffing Support
- Non-Union Employee Questions
- Verification of Employment
- Student Loan Forgiveness Verification
- Transportation/Buildings & Grounds
- melissa.enterman@ketteringschools.org
- 937-499-1412

Courtney Hampton

- Leave/FMLA
- Supplementals
- Unemployment
- Workers Compensation
- Employee Accident Reports
- courtney.hampton@ketteringschools.org
- 937-499-1479

Who to Contact in Human Capital



Melanie Gollahon

- Certificated Employee Questions
- Licensure/Permit Questions
- Insurance/Benefits
- Open Enrollment
- Tenure/Tuition Reimbursement
- Retirement
- melanie.gollahon@ketteringschools.org
- 937-499-1429

Ken Miller

- District Calendar
- General HC Questions
- KEA/OAPSE Employee Questions
- OTES/OSCES/OPES Questions
- Selection Process
- ken.miller@ketteringschools.org
- 937-499-1426

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