



engageok

ADMINISTRATORS
CONFERENCE

Personnel Tools, Tips and Tricks

Heather Butler, Director



engageok

WHAT DOES SCHOOL PERSONNEL RECORDS MEAN TO YOU?!

- Personnel Reports
 - All certified and non-certified staff, salary and benefits, are reported to our office three times per year.
 - All certified substitute days and all compensation are due on the end-of-year report.
- Teacher Service Records
 - Our department maintains historical data on all certified teachers statewide.
 - SPR also verifies all out-of-state/college/private school/military experience

WHAT DOES SCHOOL PERSONNEL RECORDS MEAN TO YOU?!

- Salary Schedules
 - All district salary schedules are submitted to our office each November.
 - You can also find the state Minimum Salary Schedule on our homepage.
- Superintendent Contracts
 - All Superintendent contracts are collected by SPR.
 - Shared Superintendent applications are also submitted to our office. (June 30 deadline)
- On-Line Directory
 - Now found within SPR Application.
 - Needs to always be up-to-date.

Personnel

- **Certificate Renewals**

- Certified Expiring Report
- Run each spring to begin renewal notifications for staff.
 - Changes in law have limited the timeframe for backdating a certificate. If a teacher has a lapse, this will affect their experience, pay, benefits, etc.
VERY IMPORTANT!
- A teacher with an expired certificate will not roll to new year in SPR and system will not allow record to be uploaded.
- These teachers will then not appear on Accreditation Report.
 - *1st red flag, if not caught, doesn't appear until October!*
- **A district cannot go into contract with any teacher who does not hold a valid certificate (70 O.S. § 6-101).**

Personnel

B. Except as otherwise provided by subsections J and K of this section and any other law, *no board of education shall have authority to enter into any written contract with a teacher who does not hold a valid certificate issued or recognized by the State Board of Education authorizing said teacher to teach the grades or subject matter for which the teacher is employed.* **Any board of education paying or authorizing the payment of the salary of any teacher not holding a certificate, as required herein, shall be adjudged to be guilty of a fraudulent expenditure of public funds** and members voting for such payment shall be held jointly responsible for the return of the amount of any public monies thus expended, upon suit brought by the district attorney or by any interested citizen in the district where such funds have been expended.

C. *It shall be the duty of the superintendent of schools under whose supervision teachers have been contracted to teach to certify to the treasurer of the contracting district the names of the teachers holding valid certificates and student teachers with whom contracts have been made and the names of substitute teachers employed in accordance with law.* **The treasurer shall not register any warrant issued in payment of salary to any teacher whose name is not included in such list and shall be liable on the official bond for the treasurer for the amount of any warrant registered in violation of the provisions of this section.**

J. A board of education shall have authority to enter into written contracts for the ensuing fiscal year prior to the beginning of the year with persons who are not certified to teach by the State Board of Education as long as the person is actively in the process of securing certification. **The person shall not be allowed to teach in a classroom until the person has met or completed all of the requirements for certification as provided for in [Section 6-190](#) of this title.** If the person has not obtained valid certification by the first day of the ensuing school year, the contract shall be terminated.

Certificate Renewals

- This process should begin each spring and continue until all have renewed.
- Unlike the previous report found in the Accreditation Application, this will include ALL certified staff members.
- As teachers renew, they will drop from the list.
- A renewed certificate must be on file before teacher can report to work.
- Export this report into Excel for a quick email notification list!
- Certification type included to assist with next steps/follow up.

Oklahoma State Department of Education
Accreditation Standards and School Personnel Records Division
Teacher Certificates Expiring at End of Fiscal Year
2019-2020

<u>County</u>	<u>District</u>	<u>Site</u>	<u>Tch#</u>	<u>Certification Type</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>Email</u>	<u>Year Cert Expires</u>
				Emergency					2020
				Standard					2020
				Emergency					2020

Personnel

- **Notification of contract renewal**

- District must notify teacher before the 1st Monday in June if contract will not be renewed.
- Teacher has until 15 days from the 1st Monday in June to notify district if they do not plan to return.
- If neither notification is made, contract is considered renewed and binding.

- **Employee Worksheets**

- Must be distributed to all certified staff before 1st payroll in November.
- Must have someone on staff who can discuss/explain if requested.
- See **70 O.S. § 6-101.6** for full requirements.

- Must notify staff if state minimum is met through retirement contributions.
70 O.S. § 18-114.14

Personnel

- **Adjunct Teachers**

- All adjunct applications are to be submitted to Bunny Farley (Certification).
- Application/Instructions can be found on the SDE website.
 - Teacher Certification – Further Resources – Adjunct Teacher Application

- **Substitute Teachers**

- Certified – Unlimited Days
- Degree or Expired Certificate – 145 Day Limit
- No Degree – 135 Day Limit
- **NEW! Effective November 1, 2019**

Teacher Service Records

- Teacher Service Records can be accessed using the Accreditation/HQT Application in Single Sign-On.
 -  Accreditation/HQT/School Improvement
- These records are now calculations and **should be verified each year.**
- Certified Staff by Degree/Experience report can be found in SPR. This report should be used to cross-reference step placement in payroll.
 - Certified staff with Degree/Exp

Teacher Service Records

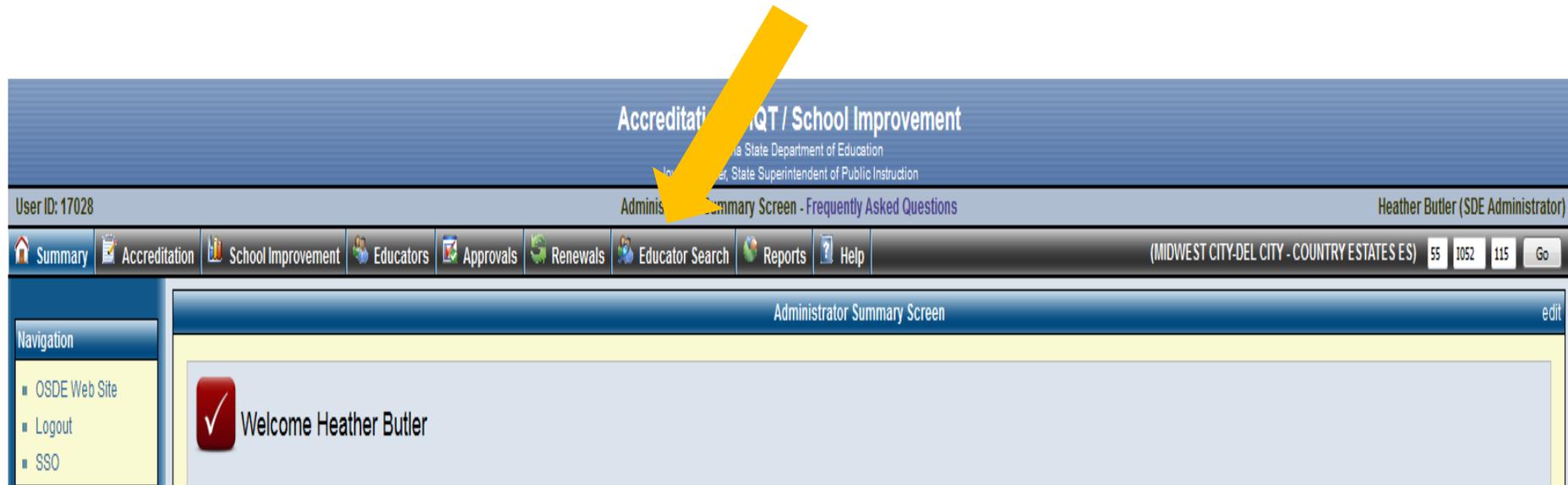
- How to navigate?
 - Log into your Single Sign-On account.
 - Click to open the “Accreditation/HQT/School Improvement” Application.



The screenshot shows a user interface for the Oklahoma State Department of Education. On the left is a navigation menu with links: Home / Applications, Your Account, Manage Users, About This Site, Links And Docs, and Sign Out. The main content area is titled "Home / Applications" and "Applications". Below this, it says "These are your current applications". There are two application cards. The first card is for "Accreditation/HQT/School Improvement" and has a red checkmark icon. A large yellow arrow points to this card. Below it is a card for "Grants Management and Expenditure Reporting". Both cards have "SDE View Only" written below them.

Let's Take A Look!

- Click the “Educator Search” tab.



The screenshot displays the OSDE Administrator Summary Screen. At the top, the page title is "Accreditation / School Improvement" with the subtitle "Ohio State Department of Education" and "Heather Butler, State Superintendent of Public Instruction". The user ID is 17028, and the user is identified as Heather Butler (SDE Administrator). A navigation bar contains tabs for Summary, Accreditation, School Improvement, Educators, Approvals, Renewals, Educator Search, Reports, and Help. A yellow arrow points to the "Educator Search" tab. Below the navigation bar, the page title is "Administrator Summary Screen" with an "edit" link. The main content area shows a "Welcome Heather Butler" message with a red checkmark icon. A navigation sidebar on the left includes links for OSDE Web Site, Logout, and SSO.

Let's Take A Look!

- Enter either SSN OR Teacher Number AND Last Name.

The screenshot shows a web application interface for an 'Educator Search Wizard'. At the top is a navigation bar with icons and labels for 'Summary', 'Accreditation', 'School Improvement', 'Educators', 'Approvals', 'Renewals', 'Educator Search', 'Reports', and 'Help'. On the left is a sidebar with two sections: 'Navigation' containing 'OSDE Web Site' and 'Logout', and 'Help With System' containing 'Contact Info', 'Documents', and 'Help/FAQs'. The main content area is titled 'Educator Search Wizard - Page 1 of 1' and contains the following text: 'You are on the Administrator Search screen. Please enter the desired educator's SSN or Teacher Number along with his or her last name below.' Below this text are three input fields: 'SSN: [text box] OR', 'Teacher Number: [text box] AND', and 'Last Name: [text box]'. A 'Search' button with a right-pointing arrow is located at the bottom right of the form area.

Let's Take A Look!

- Once inside the HQT system, you will utilize 2 of the tabs below:
 - Teacher Assignments/Certification Areas
 - Personnel Data

The screenshot displays the HQT system interface for Deborah Brown (Charter) - Deborah Brown Community School. The top navigation bar includes tabs for Summary, Accreditation, School Improvement, Educators, Approvals, Renewals, Educator Search, Reports, and Help. The user is logged in as G001 972. The main content area shows the 'Teacher's current class assignments at' section. A yellow arrow points to the 'PERSONNEL DATA' tab, which is highlighted. Below this, there are two tables: 'Teacher Assignments' and 'Teacher Certificate Areas'.

Edit	Delete	Co	Dist	Site	Class Code	Class Description	Units	Program	Students	Highly Qualified	HQ Method	Action	View Valid Areas
					1052	Second Grade	0.00	Self Contained - Second Grade	24	HQ	TEST		Areas

[Click Here To Add New Class Assignment](#)

Class Assignments	Area Code	Area Description	Grade Level Code	Grade Level Description	Originally Issued	Effective Date	Expires	Highly Qualified	Action	HQ Method
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Let's Take A Look!

- On the Teacher Assignments/Certification Areas tab, you will find:
 - Certification Information – Certification areas, grade level(s) qualified to teach, as well as certificate effective/expiration dates.
 - Have your Principals look here when interviewing! 😊

Teacher Assignments													
Edit	Delete	Co	Dist	Site	Class Code	Class Description	Units	Program	Students	Highly Qualified	HQ Method	Action	View Valid Areas
					1052	Second Grade	0.00	Self Contained - Second Grade		HQ	TEST		Areas
Click Here To Add New Class Assignment													

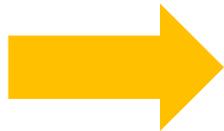
Teacher Certificate Areas										
Class Assignments	Area Code	Area Description	Grade Level Code	Grade Level Description	Originally Issued	Effective Date	Expires	Highly Qualified	Action	HQ Method
Classes	1600	ELEMENTARY EDUCATION	93	Grades 1 to 8	04/01/2005	03/01/2016	06/30/2021	HQ		Tested
Classes	6560	SOCIAL STUDIES	77	Grades 5 to 8	04/01/2005	03/01/2016	06/30/2021	HQ		Tested

Let's Take A Look!

- Degree Information – College(s) of record and degree(s) on file.
(Will have multiple entries if multiple degrees have been submitted/documentated.)

Teacher Certificate Areas							
Class Assignments	Area Code	Area Description	Grade Level Code	Grade Level Description	Originally Issued	Effective Date	Expires
Classes	1600	ELEMENTARY EDUCATION	93	Grades 1 to 8	04/01/2005	03/01/2016	06/30/2021
Classes	6560	SOCIAL STUDIES	77	Grades 5 to 8	04/01/2005	03/01/2016	06/30/2021

Teacher Degrees							
Country	State	Institution	Degree	Major One	Major Two	Major Three	Degree Date
US	OK	Oklahoma City University	D				12/11/1999 12:00:00 AM



Let's Take A Look!

- NBCT Information – If teacher holds a National Board Certificate, that data will be found here.

Teacher Assignments/Certificate Areas													
CO-Teacher Assignments HQT APPS PERSONNEL DATA													
Teacher Assignments													
Edit	Delete	Co	Dist	Site	Class Code	Class Description	Units	Program	Students	Highly Qualified	HQ Method	Action	View Valid Areas
					1052	Second Grade	0.00	Self Contained - Second Grade	24	HQ	TEST		Areas
Click Here To Add New Class Assignment													
Teacher Certificate Areas													
Class Assignments	Area Code	Area Description	Grade Level Code	Grade Level Description	Originally Issued	Effective Date	Expires	Highly Qualified	Action	HQ Method			
Classes	1600	ELEMENTARY EDUCATION	93	Grades 1 to 8	04/01/2005	03/01/2016	06/30/2021	HQ		Tested			
Classes	6560	SOCIAL STUDIES	77	Grades 5 to 8	04/01/2005	03/01/2016	06/30/2021	HQ		Tested			
Teacher Degrees													
Country	State	Institution	Degree	Major One	Major Two	Major Three	Degree Date	Constructed Major					
US	OK	Oklahoma City University	D				12/11/1999 12:00:00 AM	No					
Oklahoma Tests Passes							National Board Certificates On File						
Test Code	Test Description	Test Year	Test Month	Certificate Description	Grade Level Description	Year Earned							
150	ELEM. EDUC. SUBTEST1	2005	02	Generalist	Early Childhood (Ages 3-8)	2010							
251	ELEM. EDUC. SUBTEST2	2005	02										
127	MIDDLE LEVEL SOCIAL STUDIES	2004	11										
174	OKLA GENERAL EDUC TEST (OGET)	2004	11										
175	OPTE PK-8	2006	02										



Let's Take A Look!

- On the Personnel Data tab, you will find:
 - Current Year Data – This pulls from the current/active personnel report. This data is considered “preliminary” until after final personnel reports are received in July.

Teacher Assignments/Certificate Areas															CO-Teacher Assignments		HQT APP		PERSONNEL DATA	
SPR (Current Data)																				
Co	Dist	Site	Job Code	Job Description	Program Code	Prog Description	Subject Code	Subject Description	Pay Type Code	Pay Type Description	Fraction of Day	Days Employed	Days Contracted	RFL	RFNR					
		160	210	TEACHER	100	Regular Programs	1050	ELEM ED (SELF CONT)	110	Base Salary	1.000	181	181							
		160	210	TEACHER	100	Regular Programs	1050	ELEM ED (SELF CONT)	116	TRS Offset Credit	1.000	0	0							
Title I																				
Co					Dist	Site	FEdCode			fedDEsc										
No Records Found																				
COOP																				
Coop Co			Coop Dist				Coop Site				At Site%									
SPR Summary (Total Experience) - 5 year max on Military or Out of State																				
Total Experience			Oklahoma Experience				Out Of State Experience				Military Experience									
11			11				0				0									
SPR History (in State)																				
FY	Co	Dist	District Name				FOD	Days Employed	Contract Days			Position								
2006							1.000	183	183			TEACHER								



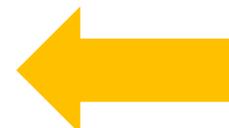
Let's Take A Look!

- Total Experience – Experience is calculated to determine step placement.
- In-State History Data – This lists all Oklahoma public school teaching experience. This list is built from previous personnel reports.

SPR Summary (Total Experience) - 5 year max on Military or Out of State			
Total Experience	Oklahoma Experience	Out Of State Experience	Military Experience
38	33	5	0



SPR History (in State)							
FY	Co	Dist	District Name	FOD	Days Employed	Contract Days	Position
1980				1.000	180	180	High School Teacher
1981				1.000	180	180	High School Teacher
1982				1.000	180	180	High School Teacher
1983				1.000	180	180	High School Teacher
1984				1.000	180	180	High School Teacher
1985				1.000	114	190	High School Teacher
1991				1.000	180	180	High School Teacher
1992				1.000	180	180	High School Teacher



Let's Take A Look!

- Out-of-State/Country, Military, Private School, College, Substitute Data – This section will show any additional experience verified by School Personnel Records.

2015		1.000	172	172	TEACHER
2016		1.000	172	172	TEACHER

SPR History(Out of State, College, Private School, Substitute etc.)									
Begin Date	End Date	State	County	Dist/Place	Type	FOD	Years	Months	Days
1978	1979	OK	OKLAHOMA		SB	1.000	0	0	97.0
1978	1979	OK	PUSHMATAHA		SB	1.000	0	0	13.0
1984	1985	TX	LAMAR		OS	1.000	0	0	81.0
1985	1988	TX	LAMAR		OS	1.000	3	0	0.0
1988	1990	TX	LAMAR		OS	1.000	2	0	0.0



Years of experience

- Certified staff with Degree/Experience Report – SPR

Oklahoma State Department of Education
School Personnel Records - FY 2016

hmbutler (SDE Administrator)
Session Timer: 37:56

Welcome Online Directory Salary Schedule Support Staff Certified Personnel Print Reports SDE Admin

Reports Page

- Certified staff with Degree/Exp
- Certified Personnel Report ORR
- Support Personnel Report ORR
- National Board Certified Teacher Report
- Edit Check Reports---

- *Cross-check with payroll each year!*

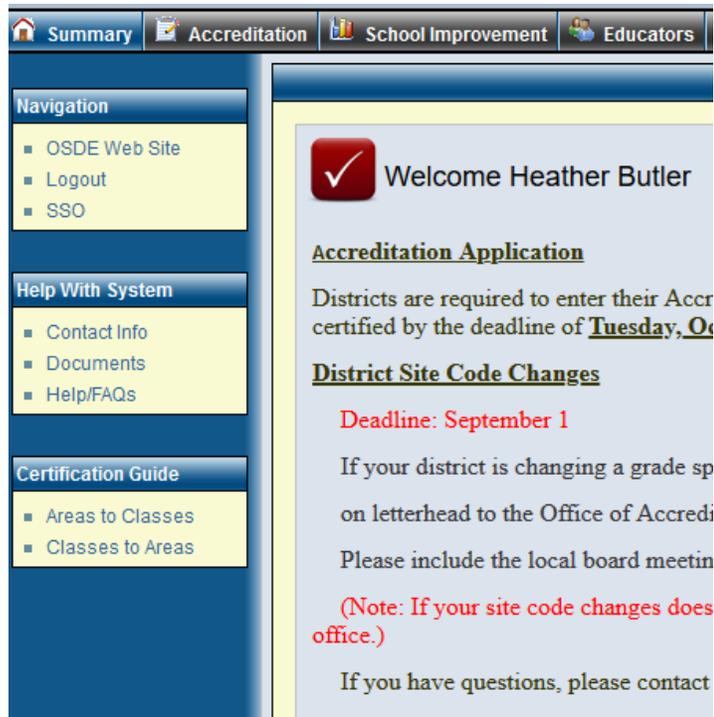
Oklahoma State Department of Education
Accreditation Standards and School Personnel Records Division

County: District:

Site	Tch#	Last Name	First name	MI	Degree	OK Exp.	Out-of-State Exp.	SDE Allowable Out-of-State *	Military Exp.	SDE Allowable Military *	Total
				J	4	10	0	0	0	0	10
				L	5	1	0	0	30	5	6
				H	4	11	0	0	0	0	11
				S	4	10	10	5	0	0	15

Certification Guide

- The Certification Guide is back and better than ever!
- Located in the Accreditation/HQT/School Improvement application.
- Can pull by either Endorsement Areas or Course Codes



Certification Guide

- By Class/Course Code
- See all Endorsement Areas approved to teach subject (by grade).
- Be sure to use your filter!

ClassCode	AreaCode	Description	GradeList
1132 Reading	1001	EARLY CHILDHOOD	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
1132 Reading	1002	SPEC EC KINDERGARTEN	KG
1132 Reading	1003	EARLY CHILDHOOD	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
1132 Reading	1004	Four-Year-Old and Younger	PK
1132 Reading	1501	ELEMENTARY EDUCATION	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
1132 Reading	1600	ELEMENTARY EDUCATION	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
1132 Reading	2021	READING SPECIALIST	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08
1132 Reading	4001	AMERICAN LITERATURE	05, 06, 07, 08
1132 Reading	4003	ENGLISH LITERATURE	05, 06, 07, 08
1132 Reading	4005	GRAMMAR & COMP	05, 06, 07, 08
1132 Reading	4009	LIBRARY SCIENCE	05, 06, 07, 08
1132 Reading	4011	NEWSPAPER	05, 06, 07, 08
1132 Reading	4015	WORLD LITERATURE	05, 06, 07, 08
1132 Reading	4017	YEARBOOK	05, 06, 07, 08
1132 Reading	4050	ENGLISH	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08
1132 Reading	4075	LANG ARTS MID. SCH.	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
1132 Reading	4150	MIDDLE LEVEL ENGLISH	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

Certification Guide

- By Endorsement Area
- See all Courses/Grade Levels approved to teach for each Endorsement code.
- Be sure to use your filter!

Area	ClassCo	Description	GradeList
4003 ENGLISH LITERATURE	1114	Language Arts	05, 06, 07, 08
4003 ENGLISH LITERATURE	1115	Spelling/Vocabulary	05, 06, 07, 08
4003 ENGLISH LITERATURE	1132	Reading	05, 06, 07, 08
4003 ENGLISH LITERATURE	1134	English Language Arts Remediation	05, 06, 07, 08
4003 ENGLISH LITERATURE	1145	Library Science	05, 06, 07, 08
4003 ENGLISH LITERATURE	1155	Newspaper/Yearbook	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1323	3-5 Computer Science	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1324	Computer / Technical Ed	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1326	6-7 Computer Science	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1328	Exploring Computer Science (8)	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1335	Keyboarding	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1336	Computer / Tech Literacy	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1337	Computer Applications	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1354	Careers/Exploration	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1383	Leap — grades 5-8 (Leadership Education Achievement Program)	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1384	Academic Achievement	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1385	Character Education	06, 07, 08, 09, 10, 11, 12
4003 ENGLISH LITERATURE	1387	Academic Team	06, 07, 08, 09, 10, 11, 12

Teacher Service Records

- Teachers can now access their records as well!
 - Log into Single Sign-On (link can be found on SDE homepage).
 - Click to open ***Oklahoma Educator Credentialing System*** application.

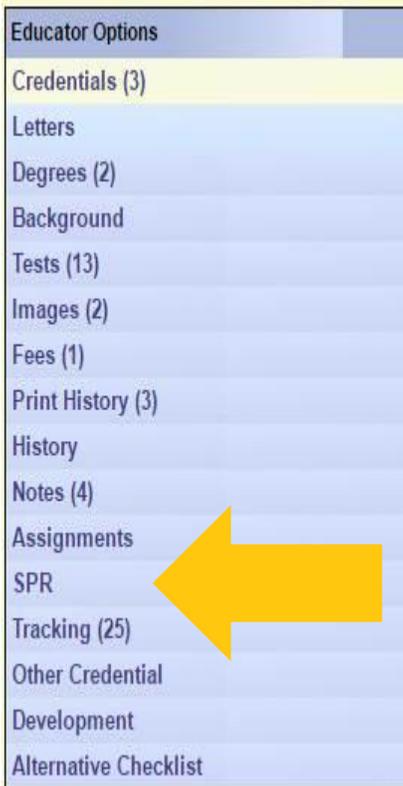


- Click ***View Your Credentials Here*** to open certification records.



Teacher Service Records

- Click **SPR**, in menu to the left, to access service record.



Teacher Service Record

- Please have all teachers verify record for accuracy.

School Personnel Records History Summary							
Total Experience		Oklahoma EX		Out of State		Military	
25		25		0		0	
View SPR Report							
School Personnel Records History Details							
FY	Co	Dist	District Name	FOD	Days Employed	Contract Days	Position
1991				1.000	180	180	Supervisor, Consultant, or Director
1992				1.000	178	180	Middle School Teacher
1993				1.000	171	180	Middle School Teacher
1994				1.000	180	180	Middle School Teacher
1995				1.000	185	185	Middle School Teacher
1996				1.000	185	185	Middle School Teacher

Teacher Service Record



JOY HOFMEISTER
STATE DEPARTMENT of PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT of EDUCATION

DATE:

According to the records on file in this office, we have the following certified personnel experience for:

██████████ SSN: XXX-XX-██████ Teacher Number: ██████████

Fiscal Year	County	District	Fraction of Day	Days Employed	Contract Days	Position
1991	██████████	██████████	1.000	180	180	Supervisor, Consultant, or Director
1992			1.000	178	180	Middle School Teacher
1993			1.000	171	180	Middle School Teacher
1994			1.000	180	180	Middle School Teacher
1995			1.000	185	185	Middle School Teacher

- Print Verification of Teaching Experience on Letterhead!

National Board Certified Teachers

- There are two classifications for National Board Teachers:
 - National Board Certified Teacher certification
 - Nationally recognized licensing
- National Board Certified Teacher certification
 - Good for 10 (now 5) years.
 - Teacher must be full-time and in the **classroom**.
 - Admin assignments would not qualify for bonus/schedule.
 - Bonus granted via 70 O.S. § 6-204.2.
- Nationally recognized licensing (SLP/Psych/Audiologist)
 - Good for 1 calendar year.
 - Can receive a prorated portion of bonus if not full-time.
 - Bonus granted via 70 O.S. § 6-206 (**when monies are available**).

National Board Certified Teachers

- Classroom National Board Certified Teacher (NBCT) data included in the “Employee Information” section of the Certified Personnel Record.
 - Application Date, Issue Date and Expiration Date will all be provided.
 - If the Issue Date and Application Date is after June 30, 2013, the teacher will not be entitled to the NBCT bonus and must be paid in accordance to the NEW State Minimum Salary Schedule for NBCT.
 - If Issue Date and/OR Application Date is before June 30, 2013, the teacher will receive the \$5,000 bonus until current NBCT certification is renewed. Once renewed, they are to be moved to the NEW State Minimum for NBCT.
 - IF NBCT certification is EXPIRED – They no longer qualify for NBCT schedule and are to be moved back to regular schedule.
- State Minimum Salary Schedule now has 5 columns:
Bachelors/BachelorsNBCT/Masters/MastersNBCT/Doctorate

Personnel

- **Superintendent Contracts**

- Must be submitted within 15 days of being signed (**70 O.S. § 5-141**).
- To submit, simply upload the signed contract to the Welcome Screen of the current year Personnel Report.

This district currently has a Superintendent on contract and contract is attached.

This district does NOT currently have a Superintendent on contract.

Current School Year Contract (Required)

[View uploaded current school year contract](#) No file selected.

Upcoming School Year Contract

Upcoming school year contract has not uploaded No file selected.

Personnel Reporting Dates

- Initial Certified and Support Reports – Due Oct 15
- Local Salary Schedules – Due Nov 15
- Mid-Year Certified and Support Reports – Due Feb 1
- End-of-Year Certified and Support Reports and Certified Substitute Reporting – Due July 15

Updating SPR

- You can make changes to SPR year-round!
- Superintendent accounts have rights to “unlock” SPR during the dates noted below:
 - **Sept 1 – Initial Reports Open**
 - **Oct 1 – Initial Reports Uploaded**
 - **Oct15 – Initial Reports Due**
 - Oct 16-Oct 31 – Reports Locked
 - **Nov 1-Dec 15 – Reports available for district access**
 - Dec 16-Dec 31 – Reports Locked
 - **Jan 1 – Mid-Year Reports Open**
 - **Feb 1 – Mid-Year Reports Due**
 - Feb 2-Feb 14 – Reports Locked
 - **Feb 15-May 15 – District Access**
 - May 16-May 31 – Reports Locked
 - **June 1 – End-of-Year Reports Open**
 - **July 15 – End-of-Year Report Due**

Correction to Prior Year Data

- Found on SDE Webpage
 - Services
 - School Personnel Records
 - Additional Forms and Information
- Requires supporting documentation and Supt signature.

Personnel Data Correction Request



County: _____ District: _____

Correction(s) to be made to the following fiscal year personnel report: _____

Employee Name: _____ Certified Support
(circle one)

Please select the category that best describes the reporting error and provide the required documentation:

_____ Earnings were coded/reported incorrectly.

Please attach the following:

- 1) Contract(s), timesheet, board minutes, etc. to document pay type.
- 2) Earnings report from local payroll system.
(ADPC-Employee Encumbrance/Expenditure Report MAS-Job Salary/Benefit Summary)

_____ Earnings were coded/paid correctly, but reported incorrectly.

Please attach the following:

- 2) Earnings report from local payroll system.
(ADPC-Employee Encumbrance/Expenditure Report MAS-Job Salary/Benefit Summary)

Requestor Name: _____

Email: _____

Superintendent Signature Date

Printed Superintendent Name

Submit completed form and supporting documentation to Heather Butler at heather.butler@sde.ok.gov.

What's the big deal?

- These are just a few ways your SPR data is used by SDE:
 - Populates the **Accreditation** Application for all sites
 - **GMS** Personnel salaries/codes are validated with SPR before approval
 - **OCAS** data will not be accepted until Superintendent expenditures are EXACT in SPR
 - **State Aid** verifies FBA/IL data submitted against FBA reports
 - **Teacher service records** are built using SPR data
 - Legislative requests
 - Media requests
 - Open Records Requests
 - On-line reports
 - **ALL salary/fringe data will now be posted on SDE webpage!**

State Level Personnel Data

- **Certified and Support employee counts as well as reported salary/fringe information is now posted on the SDE website!**

The screenshot shows the Oklahoma State Department of Education website. At the top, it features the Oklahoma State Department of Education logo with the text "OKLAHOMA STATE DEPARTMENT OF EDUCATION STATE SUPERINTENDENT JOY HOFMEISTER" and a search bar. Below this is the "ESSA Every Student Succeeds Act" logo and the text "state plan draft one & survey". The navigation menu includes "About", "Services", "News & Blogs", "Resources", and "Public Records". The "Services" menu is open, listing various categories: Academic Standards, Accountability, Accreditation, Assessment, Child Nutrition, Educator Effectiveness, Education Technology, Federal Programs, Instruction, **School Personnel Records** (highlighted with a yellow circle), Special Education, School Support & Improvement, and Teacher Certification. The main content area includes sections for "What's New" with news items, "On Spotlight" with a "Oklahoma Public Schools: Fast Facts 2016-2017" application deadline, and other educational resources.

OSDE Public Records

The screenshot shows the OSDE Public Records website. At the top, a dark blue navigation bar contains the following links: About, Services, News & Blogs, Resources, and Public Records. The 'Public Records' link is highlighted with a yellow circle. Below the navigation bar, the breadcrumb path 'Home / OSDE Public Records' is visible. The main content area features a large blue banner with the text 'OSDE Public Records' in white. To the right of the banner is a graphic with the word 'education' at the top, and a network of terms including 'reports', 'info', 'transparency', 'data', 'analysis', and 'ideas'. Below the banner, there are two text blocks. The first block explains that OSDE provides data to educators and the public through reports and datasets. The second block provides instructions on how to file an Open Records Request if a record is not available. To the right of the second text block is a light blue box containing a PDF icon and text explaining that reports are available in interactive spreadsheet, PDF, or Excel formats, and that the PDF is the official version.

Public Records

Home / OSDE Public Records

OSDE Public Records

education

reports

info

transparency

data

analysis

ideas

OSDE strives to make data collected from school districts easily available to educators and the public through a variety of reports and datasets. Educators, elected officials, and other policymakers use our data to make decisions. This information can then provide support for students, help to develop school improvement plans or shape public education laws.

If there is a record you would like that is not available through the Public Records provided below, you may file an [Open Records Request](#). Please note that there may be a fee associated with your request.

Some of the reports available through this index are available in an interactive spreadsheet format as well as in Portable Document Format (PDF). Please note that although some data can be accessed in Excel files, the PDF file is the official version of each report.

FY20 State Minimum Salary Schedule

STATE MINIMUM TEACHER SALARY SCHEDULE
2019-2020
70 O.S. § 18-114.14

Year of Experience	Bachelor's Degree	*Bachelor's + National Board Certification	Master's Degree	*Master's + National Board Certification	Doctor's Degree
0	\$36,601	\$37,759	\$37,991	\$39,149	\$39,381
1	37,035	38,193	38,425	39,583	39,815
2	37,469	38,628	38,859	40,018	40,249
3	37,904	39,062	39,294	40,452	40,684
4	38,338	39,496	39,728	40,886	41,118
5	38,810	39,968	40,200	41,358	41,590
6	39,273	40,432	40,663	41,822	42,054
7	39,737	40,895	41,127	42,285	42,517
8	40,200	41,358	41,590	42,749	42,980
9	40,663	41,822	42,054	43,212	43,444
10	41,684	42,844	43,568	44,728	45,945
11	42,177	43,336	44,061	45,221	46,438
12	42,670	43,829	44,554	45,713	46,931
13	43,162	44,322	45,047	46,206	47,424
14	43,655	44,815	45,539	46,699	47,916
15	44,167	45,327	46,052	47,212	48,430
16	44,660	45,820	46,545	47,705	48,923
17	45,153	46,313	47,038	48,198	49,416
18	45,646	46,806	47,531	48,691	49,909
19	46,139	47,299	48,024	49,184	50,402
20	46,652	47,813	48,538	49,698	50,917
21	47,145	48,306	49,031	50,192	51,410
22	47,639	48,799	49,524	50,685	51,903
23	48,132	49,292	50,018	51,178	52,397
24	48,625	49,785	50,511	51,671	52,890
25	50,049	51,232	51,971	53,153	54,395

*National Board Certification columns are for teacher's who received National Board Certification after June 30, 2013.

**Teachers eligible to receive the National Board Certification bonus shall not be eligible to receive the additional salary increment set forth in this salary schedule."

New Career Tech Salary Increment Requirements:

Career Tech - \$2200/yr
10 mo contract

Ag –
\$2600/yr
12 mo contract



New Personnel Law

- HB2765/SB 1048 – Salary Increase for Certified Staff
 - \$58,858,503 added to budget and earmarked for certified raise.
 - \$1220 average increase across certified staff expected.
 - OSDE is required to provide earnings, above and beyond the traditional step increase, for each employee, to legislators and have available online for public viewing.
- HB1050 – Increased Non-Certified Sub Days
 - 135 days without a degree
 - 145 days with a bachelor's degree or lapsed certificate
 - Becomes effective November 1, 2019

New Personnel Law

- SB193 – Class Size Limitations
 - Moratorium being lifted – Be on alert!
- SB441 – School Calendar
 - 1080 hours with a minimum of 165 days of instruction
 - Beginning 21-22 school year
- HB1781 – Paid Student Teacher Internships
 - Be sure to receive approval from university.
- SB576 – Reporting Suspected Neglect/Abuse
 - Requires **every** school employee who suspects neglect or abuse of a student to report the matter immediately to local law enforcement (all) and DHS hotline (student under 18).

New Personnel Law

- HB1246 – Retirement
 - Allows a retired member of OTRS to be employed by OSDE and elect to join OPERS.
- HB1228 – Dyslexia Training
 - Requires dyslexia professional development be provided on an annual basis.
 - Beginning 20-21 school year
- SB382 – Human Trafficking
 - Directs safe school committees to make recommendations for faculty and staff professional development to recognize and report suspected human trafficking.
- SB446 – Mental Health
 - Requires **OSDE and Dept of Mental Health** to develop training and resources to help school employees recognize and address mental health needs of students.

What Else Is New?!

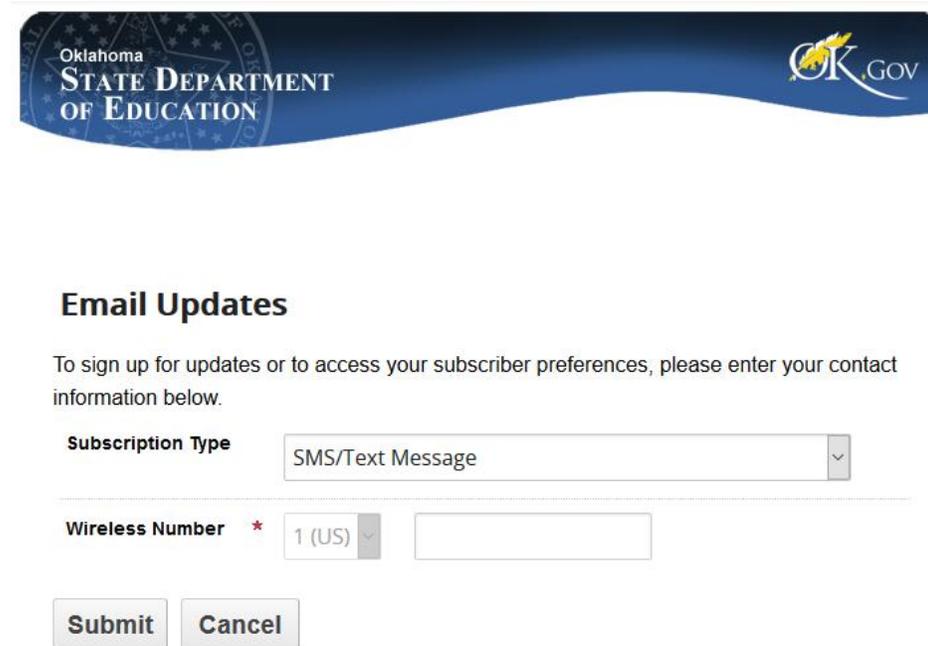
- Employee Worksheets
 - SPR now includes a worksheet for SUPPORT STAFF!
- Para Credentials
 - Moving forward, all Paraprofessionals will be required to obtain a state issued paraprofessional credential.
 - Applications will be submitted to Teacher Certification.
 - Traditional HQ criteria to obtain Tier 1.
 - Tier 2 is SPED trained designation.
 - If Tier 2 applicant is not available, district can hire Tier 1 with an allowed 120 calendar days to obtain Tier 2 credential.

SPR Tutorials and other info!

- **Training tutorials on Personnel Reports are available online!**
- Please visit our webpage (<http://ok.gov/sde/school-personnel-records>) for tutorials and other up-to-date information on School Personnel.
 - SPR Calendar
 - Reporting Guide
 - Calculating Salaries
 - State Minimum Salary Schedule
 - Personnel Law References
 - Proof of Teaching Form
 - Single Sign-On Link
 - Shared Superintendent Application
 - **Personnel Data**

Stay in the know!

- Receive up-to-date info from OSDE!
- Sign up for email or text alerts!
- Notifications sent every Tuesday afternoon.



The screenshot shows the top of a web page with the Oklahoma State Department of Education logo on the left and the OK.GOV logo on the right. Below the header is a section titled "Email Updates". The text reads: "To sign up for updates or to access your subscriber preferences, please enter your contact information below." There are three input fields: "Subscription Type" with a dropdown menu set to "SMS/Text Message", "Wireless Number" with a dropdown menu set to "1 (US)" and a red asterisk indicating it is required, and an empty text input field. At the bottom of the form are two buttons: "Submit" and "Cancel".

<https://public.govdelivery.com/accounts/OKSDE/subscribers/new>



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