



RYAN WALTERS
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Ryan Walters

DATE: March 28, 2024

SUBJECT: **Payment -Duration of employment-Leave of absence for military service-
Contracts for training and employment of substitutes**

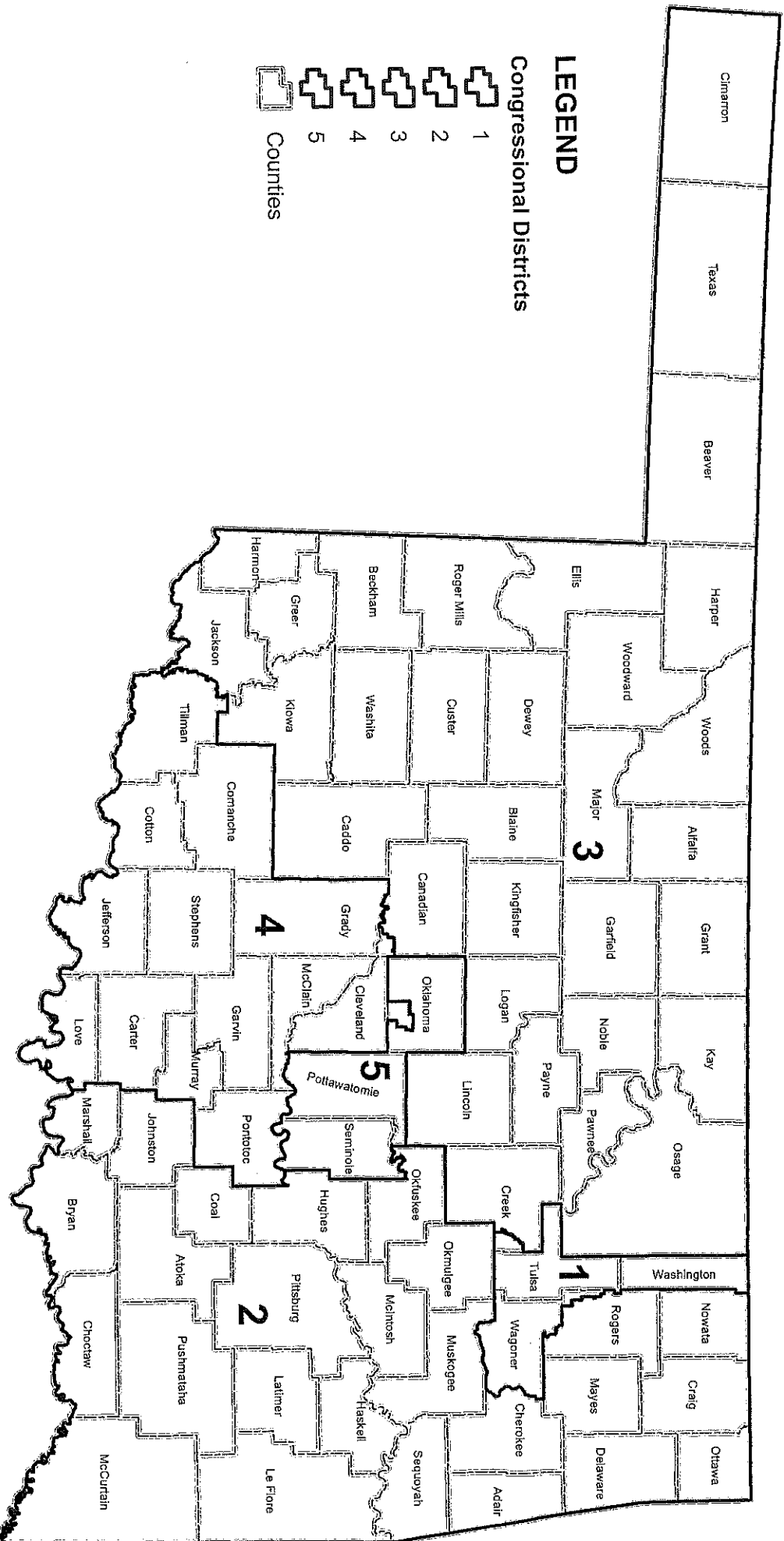
The following schools are requesting a statutory waiver of 70 O.S. § 6-105b. No substitute teacher shall be employed for a total period of time in excess of one hundred thirty-five (135) school days during a school year; or one hundred forty-five (145) school days during the school year if the substitute teacher holds a lapsed or expired certificate or has a bachelors level college degree; or no limit of school days during the school year if the substitute teacher holds a valid certificate. Each school district shall adopt a policy which sets forth the maximum number of days a substitute teacher may be employed for the same assignment if the substitute teacher does not hold a valid certificate.

County	District	Request
Oklahoma	Putnam City	Putnam City Public School is requesting an extension for a substitute to be in classroom longer than 135 days.

* The number in the County category represents the Congressional District.
See the attached map.

BM/ab
Attachments

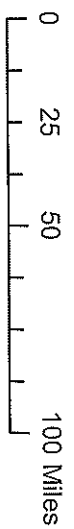
Oklahoma Congressional Districts Elections



LEGEND

Congressional Districts

- 1
- 2
- 3
- 4
- 5
- Counties



Oklahoma House of Representatives, GIS Office



Dessi Black
Substitute/FMLA Coordinator
5401 NW 40th
Oklahoma City, Oklahoma 73122
405.495.5200
Fax 405.491-7516
dblack.putnamecityschools.org

March 13, 2024

Putnam City Schools is requesting an extension for 18 of our non-certified substitutes to continue substituting beyond the 135-day limit. Their continued presence will greatly assist in providing seamless support during this critical period. Our substitute teachers attend orientation to familiarize themselves with our school's policies and procedures. Additionally, some of our substitutes have participated in professional development classes to enhance their skills and effectiveness in the classroom. We also encourage them to reach out to the teachers for additional assistance and guidance. Many of our substitute teachers have gone on to pursue a certification and teach for us as full-time staff members.

Your consideration and approval of this request is appreciated for our district's educational effectiveness.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Dessi Black". The signature is written in a cursive style.

Dessi Black
Substitute/FMLA Coordinator

cc: Nancy Ingle
Chief Office of Human Capital

Adoki, Otonye
Arnett, Violevia
Baker, Kellie
Bird, David
Bush, Tiffany
Chowdhury, Farida
Cudjoe, Gladys
Curry, Angela
Eastham, William
Enoch, Anna
Furlow, Taliya
Hanna, Bridgett
McClure, Tammy
Mills, Phyllis
Reffegée, Ronald
Rosillo, Mary
Stark, Jamye
Wilmes, Mark

I have included comments from schools regarding some of the substitutes:

Baker, Kellie

Kellie Baker is a valuable sub who shows up for her job every day. She works well the students and the grade level team. She will be doing a long-term maternity sub job for us after spring break and she is greatly needed.

Arnett, Violevia

She is scheduled to do a long term sub for maternity in 2nd grade next month. She did one in 2nd last year and is familiar with students and team and curriculum for grade.

Bird, David

Mr. Bird is a valued substitute teacher and works great with students.

Cudjoe, Gladys

Gladys Cudjoe has been with us. The regular classroom teacher is supposed to return after spring break. There is no guarantee she will stay thru the end of the year. We could really use Gladys if that happens.

Curry, Angela

Dependable and great with the students.

Eastham, William

William Eastham signs up to sub almost daily in our building. He does a good job with the students and follows the lesson plans and is a very reliable substitute. He is greatly needed in our building on a daily basis.

Mills, Phyllis

Ms. Phyllis Mills comes to our school everyday to fill a vacant sub position. She is very familiar with our safety routines and procedures. She knows our students and teachers well too! We count on Ms. Phyllis' ability to sub at our school so that academic instruction may continue and not be interrupted. Thank you for considering extended her ability to substitute at our school. We are thankful for her skills and abilities.

Stark, Jayme

Jayme Stark is subbing in our building so we can allow our 2 new teachers hired in January to be mentored. She also is dedicated to only our building so when teachers are out we can depend on having coverage.

Wilmes, Mark

He is awesome with the students and no complaints. Always willing to help wherever.