



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 23, 2023

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.

RP/ab
Attachments



Dessi Black
Substitute/FMLA Coordinator
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March 3, 2023

Greetings Ms. Barr:

I was given your name as the contact person to request Substitute Waivers. Putnam City School District has non-certified substitute teachers who are close to reaching their allowed days to work but due to a lack of available certified teachers, we are needing to maintain them in the classroom to insure instruction is being provided for our students.

As I'm sure you're already aware, districts have a shortage of certified teachers and while I am actively holding substitute orientations, we have more non-certified than certified applicants. What do I need to do to ensure our non-certified substitutes are allowed to work and cover these classrooms?

Thank you for your help.

Sincerely,

Dessi Black
Substitute/FMLA Coordinator

cc: Patricia Balenseifen
Chief Officer of Human Capital

We have a total of 30 substitutes we request to go before the board to allow us a waiver/extension of their substitute days over the 135. The ones highlighted are requests from the schools and the non-highlighted are based on their usage. And although those 4 substitutes did not have them on their list, they are good substitutes who help our district run effectively to make sure instruction continues in the absence of our teachers. As we prepare for the upcoming state tests, we need to ensure classroom coverage. We thank you in advance for your expected approval.

Our substitute teachers attend an orientation to provide them with the necessary information to help them succeed in the classrooms as guest teachers. And while they do not currently take part of Professional Development, we do encourage and ask them to reach out to the teachers for additional assistance and guidance. We have had some success with substitute teachers going on to pursue a certification and teach for us as a full-time staff member.



Dessi Black
SUBSTITUTE/FMLA COORDINATOR
o: 405.495.5200, ext. 1232
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ADOKI, OTONYE
ARNETT, VIOLEVIA
AUSTIN, DAKOTA M.
BAKER, KELLIE J.
BENJAMIN, ROSALYN L.
BIRD, DAVID C.
BOUNDS, BEVERLY
BREWER, ARTHUR A.
BROWN, RITA
BUSH, TIFFANY N.
CRAWFORD, NATHANIEL D.
CUDJOE, GLADYS
ELKTIFI, KHADIJA
FARRIESTER, RACHEL
GRASSMANN, SAVANNA L.
GRIGSBY, CARLA M.
JOHNSON, ANNA M.
LAMONTE, BRIANA
MCKENZIE, BOBBY J.
MILLS, PHYLLIS J.
PARKHURST, MORGAN
PATRICK, CHEYENNE R.
PRICE, DANA
RATHBUN, TIMOTHY C.
REDD, RHONDA
RILEY, PHILIP T.
WALLACE, AUDREY
WELLS, KARSTEN C.
WILLIAMS MOORE, ANNIE
WIMBERLY, DENZELE L.

PCH

Sheela Gupta

Mrs. Gupta does well when she is here.

9th-12th (All subject areas)

Dakota Austin

Mr. Austin does well when he is here.

9th-12th (All subject areas)

PCW

- Adoki, Otonye

Mr. Adoki works in several classrooms for us.

He is a very calming presence to our students, and is always reliable.

- Arnett, Violevia

Helps with multiple subjects.

Ms. Arnett is eager to work.

She is flexible, arrives early, and is adaptable.

- Brown, Rita

Ms. Brown is a familiar face to many of our students.

Many of our teachers request her to cover their classes.

She is present in many different classrooms and subject areas.

- Busch, Carl

Mr. Busch has quickly become a favorite of ours this year.

He is eager to help, has a sunny disposition, and our students enjoy his presence.

He works with multiple subjects, but is helpful in science classes.

- Bush, Tiffany

Ms. Bush is another familiar face to our students.

She is organized and provides structure.

She is familiar with several subjects.

- Ferguson, David

Mr. Ferguson is newer to our building, but is always dependable.

He arrives early, and is always calm and flexible.

- Hibbard, Madison

Mr. Hibbard works in many subjects, but is very helpful with history.

He is friendly and approachable, and cares for our students.

HEFNER

Benjamin, Rosalyn

Amazing Teacher

7th gr ELA

Our students would be devastated if she were unable to return.

Test results are pending.

Patrick, Cheyenne
Great Teacher
7th gr ELA
Works well with students and her team.
Test Results are pending.

Rhonda Redd
She is currently substituting in 6th gr ELA for a teacher on maternity leave. She has served as a long term substitute last year and this year. She is one of the best substitutes we've ever had. She works well with our students and other staff members.

ARBOR GROVE

Jordyn Vann is an excellent sub, very reliable and will sub in all grades.
Johnny Boyce is another excellent sub, very reliable and willing to sub in all grades.

LAKE PARK

Khadija Elktifi
Excellent
Sped (Multi profound) 3rd, 4th, 5th

Beverly Bounds
Excellent
Elementary (PreK- 5th)

Steven Snead
Excellent
Elementary (K-5th) Specials (PE, Art, Music)

ROLLINGWOOD

Briana Lamontte
3rd grade/All subjects
She is a fantastic sub and always fulfills and exceeds expectations.

CORONADO

Audrey Wallace has been teaching our PE since the beginning of the year. All students have built a good relationship with her. We would love to have her for the remainder of the year.

WILL ROGERS

1. Anna Johnson
2. Her attendance is good.
3. Kinder-2nd mod/cog
4. She submitted paperwork for certification

WINDSOR HILLS

Kellie Baker-95 days
She has been a wonderful sub for us for 2 maternity leaves and 2 staff surgeries. She does great with the kids and works well with our staff.
She has taught Prek, kindergarten, 1st and 2nd grade for us this year.
I would love to continue to utilize her for the rest of the year.

PCN

Denzele Wimberly	great with sped students	Sped TA, is working toward certification
Onoye Adoke	great and was long term sub	Science first semester, now does anything
Nathan Crawford	AMAZING sub	LTS in credit recovery
Annie Williams Moore	great and consistent	Does different jobs each day
Savannah Grassman	very capable of upper level sub work	Was LTS for maternity leave, now does anything
Karsten Wells	capable can deal with student behavior	Does different jobs each day
David Ferguson		Does different jobs each day
William Taylor	Fantastic sub	LTS in science classroom
Dianna Wells	Fantastic sub	LTS for student leadership
Johnny Boyce	capable	Does different jobs each day
Summer Jones	Fantastic sub	LTS for English
Jackie Parish	fantastic sub	Does different jobs each day

CAPPS

Dana Price	I am unsure on this one	LTS in FACS	
Arthur Brewer	Great teacher	LTS in PE	
Rachel Farriester	Fantastic teacher	LTS in 6 th grade science	Almost finished with school for certification
Morgan Parkhurst	Excellent, dependable	Mostly 8 th grade, but some others	In college, working toward education degree
Carla Grigsby	Excellent sub	Mostly 6 th , but has been everywhere	
David Green	Excellent sub	7 th grade Geography	

DD KIRKLAND

Phyllis Mills has been subbing at D.D. Kirkland Elementary for several years now. Since we are short on substitutes, Ms. Phyllis helps us every day. She knows the routines and procedures for all of our staff as well as school-wide arrival, dismissal and assembly procedures. She knows the children's names and has built rapport with all classes. Ms. Phyllis is also familiar with our duty procedures and has been a tremendous help in all situations at school. On a daily basis, and with short notice, she will sub for any teacher or teacher's assistant. Our school is an early childhood center. Ms. Phyllis helps in every grade PreK-2nd. She has also subbed for us in our four specials classes that are Art, Music, Library and PE. She is punctual, prepared, patient and flexible. She has a heart for our students and has even identified those who have a need. She then has worked with admin and teachers to meet those needs. She also helps us with tutoring for struggling learners. We really do depend on her help daily. She is a vital part of our team.