



First Year Superintendents  
Accreditation  
Oklahoma State Department of Education

# Leadership

The challenge of leadership is to be strong, but not rude; be kind, but not weak; be bold, but not bully; be thoughtful, but not lazy; be humble, but not timid; be proud, but not arrogant; have humor, but without folly. —Jim Rohn

# First Year Superintendents

## 210:20-21-1. Requirements for first-year superintendents

- (a) **Purpose**
- The State Board reaffirms its commitment to provide support and services to school superintendents in Oklahoma. To assist first year superintendents in the state in providing their respective districts with maximum leadership, effective management, and strong educational programs, the following professional development requirements shall be met by each superintendent employed for the first time in the state of Oklahoma as a district superintendent:

# Requirements

- (1) Meet qualifications for the Provisional or Standard School Superintendent Certificate.
- (2) Attend professional development workshops or training seminars equal to eleven days (66 hours) of training:
  - (A) 1 day: Attend a meeting of the Oklahoma State Board of Education
  - (B) 2 days: Attend the summer conference for administrators
  - (C) 8 days: Attend professional development workshops or training in the following general areas:

# Requirements

- (i) Superintendent/Board of Education Relationship
- (ii) Legal Issues/School Law/Open Meeting Laws
- (iii) Staff Relationship
- (iv) Community Relationship
- (v) School Finance
- (vi) Plant Management/School Facilities
- (vii) Setting School District/Site Goals
- (viii) Special Education

***\*Verification of attendance is to be submitted to program director\****

# Requirements

## b) Requirements to maintain certificate validity for second year

***The School Superintendent's Certificate issued for the first year of employment as a district superintendent shall be considered invalid for the second year if the certificate holder has not met all requirements identified in (a) of this Section prior to the second year of employment as a district superintendent.*** Any district superintendent employed after the summer training conference has been offered shall enter the program at the point of employment and shall attend all training programs as listed in (a) of this Section. Verification of training shall be submitted to the director of the program at the State Department of Education. A certificate will be provided to superintendents upon completion of the training requirements.

# First Year Superintendents

## Accreditation Standards - Accountability at a Glance

The screenshot shows a web browser window displaying the Oklahoma State Department of Education (OSDE) website. The page features a header with the text "FIRST 100 DAYS" and "JOY HOFMEISTER STATE SUPERINTENDENT OF PUBLIC INSTRUCTION". Below the header is a navigation bar with tabs for "About", "Services", "News & Blogs", and "Resources". The "Services" tab is active, and a dropdown menu is open, listing various services. A blue arrow points to the "Accountability" option in this menu. Other items in the menu include Accreditation, Assessment, Child Nutrition, Educational Support, Federal Programs, Instruction, Oklahoma Academic Standards, School Choice, School Personnel Records, SDE Service Desk, Special Education, Student Transfers, Student Transportation, and Teacher Certification. The main content area includes sections for "Parents", "Educators", and "Community", along with "What's New" and "On Spotlight" sections. The "On Spotlight" section features promotional graphics for "Oklahoma Equitable Access to Excellent Educators Plan", "Oklahoma Works", "Register Now! for engageok", and "Teacher Certification". The browser's address bar shows "http://www.ok.gov/sde/".

# First Year Superintendents

Home / Accreditation Standards Division

## Accreditation Standards Division

### ACCREDITATION

OKLAHOMA STATE DEPARTMENT OF EDUCATION

The mission of the Accreditation Standards Division is to provide service to increase student learning and achievement, leadership to promote the improvement of the common Schools of Oklahoma, and regulation to maintain necessary Standards.

**Contact Us**

**Accreditation Standards Division**

2500 North Lincoln Boulevard,  
Suite 210  
Oklahoma City, OK 73105

Phone: (405) 521-3333  
Fax: (405) 522-1519

**Quick Links**

- Statement of Standard
- High School Diplomas

**Documents**

Standards for Accreditation of Oklahoma Schools

Accountability at a Glance

RAO Contact Information

Single Sign On

100%

2:38 PM  
6/14/2015

# First Year Superintendents

The screenshot shows a web browser window displaying the Accreditation Standards Division website. The address bar shows the URL <https://ok.gov/osde/accreditation-standards-division>. The page features a mission statement, navigation buttons, a 'Documents' section with various links, and a 'Contact Us' sidebar with address and phone information. The Windows taskbar at the bottom shows the date as 6/14/2015 and the time as 4:11 PM.

The mission of the Accreditation Standards Division is to provide service to increase student learning and achievement, leadership to promote the improvement of the common Schools of Oklahoma, and regulation to maintain necessary Standards.

**Standards for Accreditation of Oklahoma Schools** | **Accountability at a Glance** | **RAO Contact Information** | **Single Sign On**

**Documents**

- [Days to Hours](#)
- [Statutory Waiver and Deregulation](#)
- [Accreditation Applications](#)
- [Subject Codes](#)
- [College Prep Opt Out List](#)
- [Award Nomination Forms](#)
- [Charter Schools](#)
- [Annual School Board Membership Report](#)

**Contact Us**

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**Quick Links**

- [Statement of Standard](#)
- [High School Diplomas](#)
- [Interlocal Cooperatives](#)
- [Local School Boards of Education](#)
- [Oklahoma First Year Superintendents](#)
- [Frequently Asked Questions](#)
- [Regional Accreditation Officers](#)

# First Year Superintendents

## Regional Accreditation Officers

Kelly Bowen

Jeff Colclasure

Shellie Gammill

Kim Hale

Mat Luse

Linda Proctor Moore

1 vacancy

Mike Teel

LeGay Riggs

Larry Stogner

Kirk Warnick

Ryan Pieper

Dan Craig



# First Year Superintendents

## Scheduled Audits Throughout the Year

- Flexible Benefit Audits
- First Quarter Statistical Audit
- Bilingual Audit
- Audit of Transportation
- Accreditation Audit
- Annual Statistical Report Audit
- Summer School Audit

# First Year Superintendents

The screenshot shows a web browser window displaying the Oklahoma State Department of Education website. The address bar shows the URL <http://ok.gov/sde/accreditation-standards-division>. The page features a large banner with the text "OKLAHOMA STATE DEPARTMENT OF EDUCATION STATE SUPERINTENDENT JOY HOFMEISTER" and "ELEVATE Oklahoma schools on the rise". Below the banner is a navigation menu with the following items: About, Services, News & Blogs, and Resources. A dropdown menu is open under "Services", listing the following options: State Superintendent, State Education Boards, State School Directories, Legal Services, Staff Directory, Careers at SDE, and Events. An arrow points to "Legal Services". Below the navigation menu is a section titled "Standards Division" with a sub-section for "ACCREDITATION OKLAHOMA STATE DEPARTMENT OF EDUCATION". The browser's taskbar at the bottom shows the time as 4:22 PM on 6/14/2015.

# First Year Superintendents

The screenshot shows a web browser window displaying the Office of Legal Services website. The browser's address bar shows the URL <http://ok.gov/sde/office-legal-services>. The website has a dark blue navigation bar with the following menu items: About, Services, News & Blogs, and Resources. Below the navigation bar, the page title is "Office of Legal Services". The main content area includes a paragraph describing the office's role: "The Oklahoma State Department of Education Office of Legal Services provides legal advice and support to the State Superintendent of Public Instruction, the State Department of Education, and the State Board of Education." There are three main sections: "Legal Resources" with a list of links (Administrative Rules, Education Law Book, Open Records Requests, Legislative Updates), "Office of Legal Services Updates" with a link to "Administrative Rules webpage", and "Contact Us" with contact information for Yolanda Downing and Lori Murphy. A blue arrow points from the "Services" menu item to the "Legal Resources" section. The Windows taskbar at the bottom shows the date and time as 4:26 PM on 6/14/2015.

# First Year Superintendents

## New Laws

HB 1460-Policy on Weapons

HB 1684 & 2014 & SB 234 Safe Schools

SB 5 Employee Issue

SB 20 & 29 Teacher Certification

SB 239

SB 630 RSA

SB 706-TLE

SB 711 Reporting Teacher

# First Year Superintendents

## New State Board Rules

210:10-1-18 Transfers-adds intimidation +

210:10-3-111, 112 Child Nutrition

210:15-13-8 Sped Curriculum

210:15-35-1 ELL

210:20-9-96

210:30-5-8 Transportation

210:35-3-86 Transcripts

210:35-25-2 Credits

210:35-29-2, 210:35-29-7, 210:35-29-8 Alt Ed

# First Year Superintendents

## *Items to Consider Now*

### Days to Hours

- You must send your district's decision to calculate instructional time with the hours method for the upcoming school year to Accreditation by September 15
- You must include board minutes of that decision.

# First Year Superintendents

- **Flexible Day** – changing school from a six hour day – either by a decrease or increase of hours
- **Adjunct Teachers** – Allowing an adjunct teacher to teach more than one hour per day or 80 hours in a semester
- **Library Media Specialist Certificate** – Allowing teacher to obtain LMS degree
- **Library Media Services** – Allowing school to alter the standard of coverage for their library

# First Year Superintendents

- **COOP Agreement for Alternative Education** – Allowing a district to have ten or fewer students in an alternative program with being involved in a COOP agreement
- **Abbreviated Day for Alternative Education** – Allowing a school to alter number of days and number of hours per day instruction for alternative education programs
- **Planning Period** – Allowing a teacher to teach during their planning period
- **Superintendent/Principal Certificate** – Administrators serving as administrators for Elementary or Secondary when not certified for that are – Rarely used

# School Board Members

- Members elected after January, 2014
  - Newly Elected Members:
    - Need 12 points in the first 15 months:
      - 1 in Ethics, 1 in Finance, 1 in Open Meetings
      - 9 additional points in any of the approved topics

Plus continuing education points-number dependent on the length of term

# School Board Members

- Members elected after January, 2014
  - Incumbent Members:
    - Need 6 points in the first 15 months:
      - 1 in Ethics, 1 in Finance, 1 in Open Meetings
    - 3 additional points in any of the approved topics
  - Plus continuing education points-number dependent on the length of term
- Oklahoma local school board training information can be found in 70 O.S. § 5-110,110.1;and in OAC 210:20-23-3 and 4.

# School Board Members

## ANNUAL SCHOOL BOARD MEMBERSHIP REPORT

The Annual School Board Membership Report is due to the State Department of Education, Accreditation Section, by March 15<sup>th</sup> after the February elections. This report verifies the school district's current board members, their respective seat number, position held, and the method by which they were seated. Every district must submit a board member report annually even if no election was held. If it was necessary to have a run-off election the report is due by the end of April. A school board membership report blank form is available on the SDE web site at

<http://ok.gov/sde/accreditation-standards-division#Local>

# School Board Members

- It is important to keep track of your local school board members' earned professional development or training points.
- The requirements are different if you were elected after January, 2014
- Trainings are conducted by OSSBA and, occasionally, by CCOSA.
  - Points are given to board members at those meetings and sent to us to record.
  - Accreditation classifies them as points under a required subject or for continuing education points

# School Board Members

If a school board member, including an incumbent member, has not satisfied the instructional requirements as set forth in this section within fifteen (15) months of election, reelection or appointment, the district board of education shall declare the seat of the member vacant and fill the vacancy according to law. A school board member who is required to vacate a school board seat pursuant to this subsection shall be ineligible to be reappointed or to run for reelection to that respective board seat on the school district board of education or to run for election to any other board seat on the board of education for a three-year period for three-member boards, for a four-year period for seven-member boards or for a five year period for five-member boards.

# Transfers

- Open - Application must be filed and data entered by May 31<sup>st</sup> prior to the year the transfer is for
- Emergency – Approved outside the time frame of an Open transfer
- Both begin with the receiving district
- On or before Sept 1<sup>st</sup> each year the superintendent of the receiving district shall file with the State Board and each resident district school district showing the name and grade level of each student granted a transfer.

# First Year Superintendents

## Administrator and Teacher Certificates

Please check your certified staff to be certain they  
ALL have valid certificates.

That information can be found for teachers on the single  
sign on where you do your accreditation report.

# First Year Superintendents

The screenshot shows a web browser window displaying the 'Administration Summary Screen - Frequently Asked Questions' for Lynn Jones, an SDE Administrator. The page header includes 'Accreditation / HQT / School Improvement' and 'Oklahoma State Department of Education'. A navigation bar at the top contains tabs for Summary, Accreditation, School Improvement, Educators, Approvals, Renewals, Educator Search, Reports, and Help. A blue arrow points to the 'Renewals' tab. The main content area features a 'Welcome Lynn Jones' message with a checkmark icon, followed by an announcement: 'Accreditation Application Now Open'. The announcement text states: 'Beginning this school year, the State Department of Education will no longer require the submission of certified paper copies of the Accreditation Applications to the Accreditation office. Districts will still be required to enter Accreditation data online, as usual, beginning October 1st and to be completed and certified by the deadline of October 15th. If you have questions, please contact the Accreditation office at 405-521-3333.' Below this are four main sections: 'Accreditation Application' with a 'Click Here to Start Accreditation Application' link and a note that the report is due on October 15; 'Educator Assignments' with a 'View Assigned Teachers' link and a description of the screen's default filters; 'Educator Search' with a 'Search for Educator' link; and 'Reports & Exceptions' with a 'View Reports' link and a 'Highly Qualified Breakdown' link. The browser's address bar shows the URL 'https://sdeweb01.sde.ok.gov/HQT/Pages/Administrator.aspx' and the system tray at the bottom indicates the time is 1:02 PM on 6/24/2015.

# First Year Superintendents

## Contact Information:

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Executive Director

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