



OKLAHOMA STATE
DEPARTMENT of EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Ryan Walters

DATE: November 21, 2024

SUBJECT: Deregulation for Library Media Specialist Certificate Exemption

The following school is requesting exemption from library media certification requirements pursuant to 70 O.S. § 3-126 for the 2024-2025 school year. A certified teacher will be used as the librarian while pursuing library media certification. Approval is recommended.

County	District	Waiver Years
Oklahoma	Putnam City (1) Western Oaks Middle (2) Harvest Hills Elementary (3) Hilldale Elementary (4) Western Oaks Elementary (5) Wiley Post Elementary (6) James L Capps Middle School	1 of 1

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

LJ/sh

Attachments

Section 42.8. Requirements for Exemption.

A. A school district may develop an educational improvement plan which includes exemption for the educational-related statutory requirements set forth in subsections C of this section and State Board of Education rules for the school district, a school site or any program, grade level, consortium of schools or school districts or other group within the school district. The board of education of the school district shall, through adoption of a resolution, approve the plan prior to application being made to the State board of Education.

B. Each educational improvement plan approved by the State Board of Education shall include the following components:

1. A description of the educational benefits to be derived;
2. A definition of the standards of the plan;
3. Development of definitive work products, such as site improvement plans and progress reports;
4. Demonstration of collaboration by teachers, administrators, higher education representatives, students, parents/families, and the community;
5. Development and the use of an assessment mechanism to determine progress in meeting the goals and objectives of the plan;
6. Development of an in-service training plan to be provided to personnel at the site who will participate in the project;
7. Report on the results of the plan to the State Board of Education and provision of appropriate technical assistance to other school districts and the State Department of Education as required; and
8. Explanation of how the plan will affect other schools, program or sites in the district.

C. Each educational improvement plan shall include a list of the specific educational-related statutory requirements and State Board of Education rules the school district is requesting an exemption from and why each exemption is necessary to success of the plan. The school district shall not be granted an exemption from federal educational-related requirements. A school district may request an exemption from any statutory requirement or State Board of Education rule not related to bilingual and special education programs, health and safety provisions, school finance, State Aid, pupil formula weights, teacher salary and teacher retirement, the Oklahoma School Testing Program, the Oklahoma Educational Indicators Program and the teacher preparation, examination, licensure, certification, residency and professional development system. The State Board of Education may grant district-wide exemptions from certification requirements for Library Media Specialist to districts experiencing a shortage in this area. The State Board of Education may grant an exemption from certification requirements for superintendents to any district with an unweighted average daily membership over twenty-five thousand (25,000). (70-3-126)

A. Reason for the waiver/deregulation request (be specific).

THE REASON FOR THE WAIVER REQUEST IS DUE TO THE SHORTAGE OF QUALIFIED LIBRARY MEDIA SPECIALISTS AVAILABLE.

B. List alternate strategies/plans which the district/site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students and learning achievement.

PUTNAM CITY SCHOOLS PROVIDES AGE APPROPRIATE LIBRARY MATERIALS IN EACH CLASSROOM. THESE MATERIALS ARE READILY ACCESSIBLE TO PARENTS AND STUDENTS ALIKE SO STUDENTS MAY PRACTICE SKILLS LEARNED IN CLASS AT HOME.

C. Educational impact to the district: Results of the Statutory Waiver/Deregulation, i.e., effect on student performance levels, impact of plan on other sites in the district.

N/A

**D. Timeline: (Please submit class schedule, calendars, assessment forms and other attachments as necessary.
A waiver/deregulation can only be granted for a one school year period)
NOTE: A School District Empowerment Waiver can be for up to 3 years.
PLEASE SEE ATTACHED**

**E. Any financial impact to the District (positive or negative) for the proposed waiver/deregulation.
THERE IS NO FINANCIAL IMPACT TO THE DISTRICT. THE REQUEST IS DUE TO THE
SHORTAGE OF QUALIFIED LIBRARY MEDIA SPECIALISTS AVAILABLE.**

**F. Describe method of assessment or evaluation of effectiveness of the plan.
WE HAVE EMERGENCY CERTIFIED A CANDIDATE FOR THE LIBRARY MEDIA
SPECIALIST POSITION. THAT CANDIDATE IS ENROLLED IN A PROGRAM TO OBTAIN
A MASTER DEGREE IN LMS.**

Stephanie Knox

From: Jessica Harlow
Sent: Monday, October 14, 2024 1:30 PM
To: Suzanne Trahan
Cc: Stephanie Knox
Subject: Re: Emergency Certification/Proof of Progress
Attachments: Emergency Cert regulation - District policy.pdf

Good afternoon,
I am forwarding the testing information I have been given. It is copied below. I am currently going through the enrollment process and will send proof of being enrolled as soon as I can.
Let me know if I need to do anything else in the meantime.

Order Number: 0073-2997-8514

Exam:	CE138 - CEOE Library-Media Specialist - English (ENU)
Candidate:	Jessica C Harlow
Candidate ID:	31150163
Registration ID:	490050704
Date:	Friday, November 8, 2024
Time:	11:45 AM Central Standard Time (Time shown is test center local time.)
Appointment Length: (includes time for completion of Nondisclosure Agreement and tutorial. Refer to test page on program website for actual testing time.)	255 Minutes

Thank you,
Jessica Harlow
WOMS Library
Warriors Track Coach
Ext: 3840

On Oct 8, 2024, at 9:49 AM, Suzanne Trahan <strahan@putnamcityschools.org> wrote:

**** IMPORTANT - Please read the following email in its entirety****

To be eligible for rehire next school year, we **MUST** receive proof of progress toward your Standard/Provisional/Alternative certificate. This needs to be completed within the first

semester per attached District Regulation DA-R4 in the District Policy Manual.
We typically start determining who can be rehired next year in early February.

Proof of progress would be considered any of the following:

Failed OSAT Test results (in the area you currently hold an emergency certification). *If you pass the test, you should then be eligible for a provisional and would not be eligible for an emergency in that area.*

Please log into your single sign-on account with OSDE and view the electronic letter that outlines which OSAT you **must** complete.

Some individuals will need training in reading or letters training prior to being eligible for another emergency, again, this is outlined in the letter on single sign-on and must be completed and sent along with your proof of progress.

Human Capital does not receive notifications of what exact trainings or test you need; this is why it is important for you to log into single sign-on and find the letter that outlines everything that is required of you by OSDE.

The above proof **MUST** occur within the first semester each year (please see attached district policy regulation). We **MUST** receive this information for you to be eligible for rehire. If we don't receive this information, you will **not** be rehired.

If you are hired back for the 2025-2026 school year and need an additional Emergency, we must upload the proof of progress to the OSDE website when doing the district portion of the Emergency Request. OSDE will be looking at this information to determine approval for an additional Emergency. Please make sure you are working toward your certification and remember to email the proof of progress as soon as you can. If you pass the OSAT test, you should then be eligible for a provisional certificate – Please reach out to OSDE at 405-521-3337 for confirmation as everyone's pathway is a bit different.

If you are already certified and just have an Emergency for a newly added area, please also send me proof that you have taken your test to get the new area added. We would need this for you to continue to teach the new subject for next year as well.

Thank you!



Suzanne Trahan

Human Capital Specialist

Human Capital

o: 405-495-5200 ext. 1224

e: strahan@putnamcityschools.org



October 15, 2024

Oklahoma State Department of Education
Accreditation Division
2500 North Lincoln Blvd., Suite 210
Oklahoma City, OK 73105-4599

Re: Statutory Waiver/Deregulation Application for Library Media Specialist – Western Oaks Middle School

To Whom It May Concern:

Attached please find Putnam City's Statutory Waiver Application related to Statutory Requirement OAC 210:35-5-71; statutory waiver 70 O.S. § 3-126 – Library Media Specialist/waive certification only. State Accreditation Standards require a full-time library media specialist in every middle school with more than 300 students. Western Oaks Middle School serves approximately 670 students, 6th through 8th grades. Age-appropriate language development materials are available in each individual classroom as well as in common areas. Students and parents are encouraged to utilize the resources. In addition, a full-time emergency certified Library Media Specialist along with a half-time Library Media Assistant are on staff at Western Oaks Middle School.

Due to the shortage of qualified Library Media Specialists, Putnam City respectfully requests a statutory waiver for Library Media Specialist for Western Oaks Middle School. **We are requesting the waiver be approved for three years.**

Please contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Fred Rhodes".

Dr. Fred Rhodes
Superintendent

- A. Reason for the Deregulation request. Please include circumstances which necessitate changing the standard of library services for your size of school, what alternative means will have to be employed if your waiver was to be denied?

The reason for the waiver request is due to the shortage of qualified Library Media Specialists available.

- B. List alternate strategies/plans which the site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students and learning achievement and any negative impact if the waiver were to be denied.
- Putnam City Schools provides age appropriate library materials in each classroom. These materials are readily accessible to parents and students alike so students may practice skills learned in class at home.

- C. Has this deregulation been awarded before? If so what was the educational impact to the district: Results of the Deregulation, i.e., effect on student performance levels, impact of plan on other sites in the district. If not what do you expect? No this deregulation has not been awarded before.

Miss Crull is well prepared and has had several years of experience working with students. We expect students will learn at high levels and enjoy utilizing the library.

D. Timeline: Please submit class schedule, calendars, assessment forms and other attachments as necessary.

Please see attached schedule and proof of posting for Ms. Crull. We are currently waiting on results.

E. Any financial impact to the District (positive or negative) for the proposed deregulation? If positive please describe where the available would be reallocated.
There is no financial impact to the District. The request is due to the shortage of qualified Library Media Specialists available.

F. Describe method of assessment or evaluation of effectiveness of the plan both for staff and students, I.E. TLE, ACT scores, graduation rates, RSA, School Report Card, etc.
N/A

** You will be contacted if more information is needed to process this request.

Stephanie Knox

From: Courtney Crull <courtneyecrull@gmail.com>
Sent: Monday, August 26, 2024 3:14 PM
To: Courtney Crull
Subject: Fwd: Appointment Confirmation for Evaluation Systems

CAUTION: This email originated from outside of Putnam City Schools. Do not click links, open attachments, or reply unless you recognize the sender's email address and know the content is safe.

----- Forwarded message -----

From: <PearsonVUEConfirmation@pearson.com>
Date: Fri, Jul 5, 2024 at 1:49 PM
Subject: Appointment Confirmation for Evaluation Systems
To: <courtneyecrull@gmail.com>

****PLEASE DO NOT RESPOND TO THIS E-MAIL****

This e-mail contains important information about the exam(s) you scheduled, the location and the rules. Please ensure these details are correct. If any information is not correct, please contact Pearson VUE immediately.

Appointment Details

Order Number: 0072-1922-3205

Exam:	CE138 - CEOE Library-Media Specialist - English (ENU)
Candidate:	Courtney E Crull
Candidate ID:	78417498
Registration ID:	482658032
Date:	Friday, July 26, 2024
Time:	09:00 AM Central Daylight Time (Time shown is test center local time.)
Appointment Length: (includes time for completion of Nondisclosure Agreement and tutorial. Refer to test page on program website for actual testing time.)	255 Minutes
Test Center Location (Directions shown below)	FOCUSED TRAINING 1900 N MACARTHUR BLVD SUITE 132 OKLAHOMA CITY, OKLAHOMA

Admission Policy

It is recommended that you arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. Please be prepared to show proper identification: one piece of current, government-issued identification printed in English, in the name in which you registered, bearing your photograph and signature. Copies will not be accepted. Acceptable forms of government-issued identification include photo-bearing driver licenses and passports. The Department of Motor Vehicles provides acceptable photo-bearing identification cards for individuals who do not have a driver's license. If the name on your identification differs from the name in which you registered, you must bring official verification of the change (e.g., marriage certificate, court order).

If testing outside of the United States, you must present an unexpired Passport as your government issued identification.

Please be advised that prior to testing you will be photographed and a palm scan may be taken at the test center. During testing you may be monitored by video and audio recording.

If you arrive more than 15 minutes late for your exam appointment and are refused admission, you will not receive a refund.

You will not be allowed to take any personal items with you into the testing room. This includes but is not limited to all bags, books, notes, cell phones, pagers, watches, and wallets.

Reschedule Policy

If you wish to reschedule the date, time, or location of your test, you must do so at least 24 hours prior to your scheduled appointment. If you do not reschedule a test more than 24 hours in advance and you are absent from your test, you will not receive a refund or credit of any kind.

If you have been approved for alternative testing arrangements, when you log into your account to reschedule, you may be directed to call the Pearson VUE Accommodations Department at the phone number provided on screen. If you need to reschedule your test appointment by telephone, you must call the Pearson VUE Accommodations Department at least one business day (24 hours) before your scheduled testing time.

Cancelation Policy

You may cancel your exam appointment up to 24 hours before your scheduled appointment. After canceling your appointment you may either reschedule another appointment or withdraw your registration completely. If you withdraw your registration completely you will receive a refund of your test fee in accordance with the Withdrawal/Refund Policy as stated on the program website. To withdraw this registration completely, return to your account after canceling the appointment and select Withdraw.

Pearson VUE will not be held responsible for expenses incurred beyond the cost of the exam, including but not limited to travel expenses and lost wages on the day of the exam.

Pearson VUE's goal is to make your exam experience a pleasant one. We want to thank you for selecting Pearson VUE as your exam service provider, and we look forward to serving you again. Please feel free to contact us with your comments or questions. Our contact information can be found on our website: pearsonvue.com/contact.

Sincerely,

Pearson VUE

Directions to Test Center

Center: FOCUSED TRAINING

At the intersection of 23rd and N MacArthur, turn South on MacArthur. Continue South until reaching Regency Tower on East side of street. Turn East into parking lot.
To enter building, press #212 on callbox and you'll be let into building.

<http://www.pearsonvue.com/legal/privacy/>



External email - Use caution with links and attachments.

Library Schedule

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Time					
7:45					
8:00	Guion - Checkout		Car Rider Duty 7:45-9:00		
8:15	Summers - Checkout 8:30-8:45				
8:30	Andrzejewski - Checkout 8:45-9:00				5th Grade-Vincent 8:30-9:00- Library Lesson 9:00-9:15- Checkout
8:45					
9:00		2nd Grade- Braaton 9:05-9:35- Library Lesson 9:35- 9:50- Checkout		2nd Grade- McDomam 9:05-9:35- Library Lesson 9:35- 9:50- Checkout	2nd Grade- Lombard 9:05-9:35- Library Lesson 9:35- 9:50- Checkout
9:15					
9:30					
9:45					
10:00					
10:15					
10:30		PK- Brackenburg 10:00-10:20- Library Lesson		PK- McMenamy 10:00-10:20- Library Lesson	5th Grade- White 10:00-10:30- Library Lesson 10:30-10:45- Checkout
10:45					
11:00					
11:15					
11:30					
11:45		Librarian Lunch 11:30-12:00		Librarian Lunch 11:30-12:00	
12:00					
12:15					
12:30					
12:45					5th Grade- Canning 12:15-12:45- Library Lesson 12:45-1:00- Checkout
1:00					
1:15					
1:30					
1:45					
2:00			Truitt - Checkout 1:30-1:45		
2:15			Almatasem - Checkout 1:45-2:00		
2:30			Boggs - Checkout 2:00-2:15		
				4th Grade- Dail 2:00-2:30- Library Lesson 2:30-2:45- Checkout	4th Grade- Clemmons 2:00-2:30- Library Lesson 2:30-2:45- Checkout

Tuesday:

8/27, 9/10, 9/24, 10/8, 10/22,
11/19, 12/10, 1/7, 1/21, 2/4,
3/25, 4/8, 4/22, 5/6, 5/20

Wednesday:

8/14, 8/28, 9/11, 9/25, 1/9,
10/23, 11/6, 11/20, 12/11,
1/8, 1/22, 2/5, 2/19, 3/5,
3/26, 4/9, 4/23, 5/7, 5/21

Thursday:

8/15, 8/29, 9/12, 9/26, 10/10,
10/24, 11/7, 11/21, 12/12,
1/9, 1/23, 2/6, 2/20, 3/6, 3/27,
4/10, 4/24, 5/8, 5/22

Friday:

8/16, 8/30, 9/13, 9/27, 10/11,
10/25, 11/8, 11/22, 12/13,
1/10, 1/24, 2/7, 2/21, 3/7, 3/28,
4/11, 4/25, 5/9,

3rd Grade PEAK Day

5th Grade PEAK Day

4th Grade PEAK Day

Library Schedule

Tuesday: 8/20, 9/3, 9/17, 10/1, 10/15, 10/16, 10/30, 11/13, 12/4, 8/22, 9/5, 9/19, 10/3, 10/31, 8/23, 9/6, 10/4, 11/1, 11/15, 10/29, 11/12, 12/3, 12/17, 1/14, 12/18, 1/15, 1/29, 2/12, 10/14, 12/5, 12/19, 1/16, 12/6, 12/20, 1/17, 1/31, 2/14, 1/28, 2/11, 2/25, 3/11, 4/1, 4/15, 2/26, 3/12, 4/2, 4/16, 4/30, 1/30, 2/13, 2/27, 3/13, 4/3, 4/17, 5/1, 5/15, 2/28, 4/4, 5/2, 5/16, 4/29, 5/13, 5/14

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
7:30					
7:45					
8:00					
8:15					
8:30	Vincent - Checkout 8:30-8:45				
8:45					
9:00					
9:15					
9:30					
9:45					
10:00	White - Checkout 10:00-10:15				
10:15					
10:30					
10:45					
11:00					
11:15					
11:30					
11:45					
12:00	Canning - Checkout 12:15-12:30	Librarian Lunch 11:30-12:00		Librarian Lunch 11:30-12:00	
12:15					
12:30					
12:45					
1:00					
1:15					
1:30					
1:45					
2:00					
2:15					
2:30					

Car Rider Duty 7:45-8:00

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30					
7:45					
8:00					
8:15					
8:30	Vincent - Checkout 8:30-8:45				
8:45					
9:00					
9:15					
9:30					
9:45					
10:00	White - Checkout 10:00-10:15				
10:15					
10:30					
10:45					
11:00					
11:15					
11:30					
11:45					
12:00	Canning - Checkout 12:15-12:30	Librarian Lunch 11:30-12:00		Librarian Lunch 11:30-12:00	
12:15					
12:30					
12:45					
1:00					
1:15					
1:30					
1:45					
2:00					
2:15					
2:30					

Tuesday: 8/20, 9/3, 9/17, 10/1, 10/15, 10/16, 10/30, 11/13, 12/4, 8/22, 9/5, 9/19, 10/3, 10/31, 8/23, 9/6, 10/4, 11/1, 11/15, 10/29, 11/12, 12/3, 12/17, 1/14, 12/18, 1/15, 1/29, 2/12, 10/14, 12/5, 12/19, 1/16, 12/6, 12/20, 1/17, 1/31, 2/14, 1/28, 2/11, 2/25, 3/11, 4/1, 4/15, 2/26, 3/12, 4/2, 4/16, 4/30, 1/30, 2/13, 2/27, 3/13, 4/3, 4/17, 5/1, 5/15, 2/28, 4/4, 5/2, 5/16, 4/29, 5/13, 5/14

Wednesday: 8/21, 9/4, 9/18, 10/2, 10/16, 10/30, 11/13, 12/4, 8/22, 9/5, 9/19, 10/3, 10/31, 8/23, 9/6, 10/4, 11/1, 11/15, 10/29, 11/12, 12/3, 12/17, 1/14, 12/18, 1/15, 1/29, 2/12, 10/14, 12/5, 12/19, 1/16, 12/6, 12/20, 1/17, 1/31, 2/14, 1/28, 2/11, 2/25, 3/11, 4/1, 4/15, 2/26, 3/12, 4/2, 4/16, 4/30, 1/30, 2/13, 2/27, 3/13, 4/3, 4/17, 5/1, 5/15, 2/28, 4/4, 5/2, 5/16, 4/29, 5/13, 5/14

Thursday: 8/22, 9/5, 9/19, 10/3, 10/31, 8/23, 9/6, 10/4, 11/1, 11/15, 10/29, 11/12, 12/3, 12/17, 1/14, 12/18, 1/15, 1/29, 2/12, 10/14, 12/5, 12/19, 1/16, 12/6, 12/20, 1/17, 1/31, 2/14, 1/28, 2/11, 2/25, 3/11, 4/1, 4/15, 2/26, 3/12, 4/2, 4/16, 4/30, 1/30, 2/13, 2/27, 3/13, 4/3, 4/17, 5/1, 5/15, 2/28, 4/4, 5/2, 5/16, 4/29, 5/13, 5/14

Friday: 8/23, 9/6, 10/4, 11/1, 11/15, 10/29, 11/12, 12/3, 12/17, 1/14, 12/18, 1/15, 1/29, 2/12, 10/14, 12/5, 12/19, 1/16, 12/6, 12/20, 1/17, 1/31, 2/14, 1/28, 2/11, 2/25, 3/11, 4/1, 4/15, 2/26, 3/12, 4/2, 4/16, 4/30, 1/30, 2/13, 2/27, 3/13, 4/3, 4/17, 5/1, 5/15, 2/28, 4/4, 5/2, 5/16, 4/29, 5/13, 5/14

3rd Grade PEAK Day
 Kindergarten- Andrzejewski
 12:30-1:00- Library Lesson
 1:00-1:15- Checkout
 1st Grade- Boggis
 1:15-1:45- Library Lesson
 1:45-2:00- Checkout
 3rd Grade- Orr
 2:00-2:30- Library Lesson
 2:30-2:45- Checkout

5th Grade PEAK Day
 Kindergarten- Summers
 12:30-1:00- Library Lesson
 1:00-1:15- Checkout
 1st Grade- Trutt
 1:15-1:45- Library Lesson
 1:45-2:00- Checkout
 3rd Grade- Romano
 2:00-2:30- Library Lesson
 2:30-2:45- Checkout

4th Grade PEAK Day
 Kindergarten- Guion
 12:30-1:00- Library Lesson
 1:00-1:15- Checkout
 1st Grade- Almatsem
 1:15-1:45- Library Lesson
 1:45-2:00- Checkout
 3rd Grade- Blizard
 2:00-2:30- Library Lesson
 2:30-2:45- Checkout

PK- Brackenbury
 10:00-10:20- Checkout

PK- McMenamy
 10:00-10:20- Checkout



September 27, 2024

Oklahoma State Department of Education
Accreditation Division
2500 North Lincoln Blvd., Suite 210
Oklahoma City, OK 73105-4599

Re: Statutory Waiver/Deregulation Application for Library Media Specialist – Harvest Hills Elementary

To Whom It May Concern:

Attached please find Putnam City's Statutory Waiver Application related to Statutory Requirement OAC 210:35-5-71; statutory waiver 70 O.S. § 3-126 – Library Media Specialist/waive certification only. State Accreditation Standards require a full-time library media specialist in every elementary school with more than 300 students. Harvest Hills Elementary serves approximately 416 students, Pre-K through 5th grades. Age-appropriate language development materials are available in each individual classroom as well as in common areas. Students and parents are encouraged to utilize the resources. In addition, a full-time emergency certified Library Media Specialist along with a part-time Library Media Assistant are on staff at Harvest Hills Elementary.

Due to the shortage of qualified Library Media Specialists, Putnam City respectfully requests a statutory waiver for Library Media Specialist for Harvest Hills Elementary. **We are requesting the waiver be approved for three years.**

Please contact me if you have any questions.

Sincerely,

Dr. Fred Rhodes
Superintendent

- A. Reason for the Deregulation request. Please include circumstances which necessitate changing the standard of library services for your size of school, what alternative means will have to be employed if your waiver was to be denied?

The reason for the waiver request is due to the shortage of qualified Library Media Specialists available.

- B. List alternate strategies/plans which the site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students and learning achievement and any negative impact if the waiver were to be denied.
- Putnam City Schools provides age appropriate library materials in each classroom. These materials are readily accessible to parents and students alike so students may practice skills learned in class at home.

- C. Has this deregulation been awarded before? If so what was the educational impact to the district: Results of the Deregulation, i.e., effect on student performance levels, impact of plan on other sites in the district. If not what do you expect?

- D. Timeline: Please submit class schedule, calendars, assessment forms and other attachments as necessary.

Please see attached.

- E. Any financial impact to the District (positive or negative) for the proposed deregulation? If positive please describe where the available would be reallocated.
There is no financial impact to the District. The request is due to the shortage of qualified Library Media Specialists available.

- F. Describe method of assessment or evaluation of effectiveness of the plan both for staff and students, I.E, TLE, ACT scores, graduation rates, RSA, School Report Card, etc.
N/A

** You will be contacted if more information is needed to process this request.

Student ID: N00274425
Student Name: Graciane Dominguez
Adviser Name: Alesha Baker

Catalog: 2024-25 NSU Graduate Catalog
Program: Library Media and Information Technology,
M.S.
Minimum Credits Required: 33

Library Media and Information Technology, M.S.

OSRHE Program Code: 129

CIP Code: 250101

Major Code: 3300

Purpose

The Library Media program prepares candidates for the changing role of the school librarian in a global and technological society. They are prepared to provide leadership in the total education program, participate as active partners in the teaching/learning process, connect learners with ideas and information, and prepare students for life-long learning. They know how to instill a love of reading and can develop opportunities for their students to be effective managers of information.

Specialty Accreditation

NSU's educator preparation programs at the baccalaureate and master's levels are accredited by the Council for the Accreditation of Educator Preparation (CAEP), www.caepnet.org, (1140 19th Street NW, Suite 400, Washington, D.C. 20036-1023, 202-223-0077), and/or the Oklahoma Office of Educational Quality and Accountability (840 Research Parkway, Suite 455, Oklahoma City, OK 73104, 405-522-5399), www.ok.gov/oeqa

Credential Requirements

Candidates who hold an Oklahoma teaching license/certificate can add Library Media Specialist to that credential by passing the approved certification test for school librarians / library media specialists at the completion of the program. Candidates who do not hold an Oklahoma standard teaching certificate must pass the approved subject test and meet any other alternative certification requirements established by the Oklahoma State Department of Education. There are fees associated with certification testing which is administered by an outside agency under contract with the Oklahoma Office of Educational Quality and Accountability.

Out-of-state candidates seeking initial licensure and/or certification are advised to contact the appropriate licensing board in their state to determine specific requirements. Northeastern State University cannot confirm whether a particular licensure program meets requirements for licensure outside of Oklahoma.

NSU's Education Certification office can assist with information regarding university recommendations for certification. To be recommended for certification, students must have a graduate-level 3.0 grade point average (GPA).

Student Learning Outcomes

1. Participate as active partners in the teaching and learning process.
2. Use strategies to foster learner motivation to read for learning, personal growth, and enjoyment.
3. Lead and collaborate with members of the learning community to effectively design and implement solutions that positively impact learner growth and strengthen the role of the school library.
4. Apply strategies to evaluate information and resources to support the school's curriculum and learning goals.
5. Model and teach ethical use of information and technology in the creation of new knowledge.

Admission, Retention, and Graduation

Admission. Beyond the admission requirements for the Graduate College, admission to the Library Media and Information Technology, M.S. program requires:

1. Earned undergraduate grade point average of at least a 3.0 based on a 4.0 system for the last 60 hours of coursework.

Conditional Admission. for those individuals unable to meet the undergraduate GPA requirements, conditional enrollment may be allowed as follows:

1. Graduate program GPA of 3.25 for the first 12 credit hours of coursework taken at Northeastern State University.
2. Program faculty will consider full admittance at the completion of 12 credit hours upon written request of the student.
3. No more than six credit hours will be allowed to be taken in any semester until fully admitted into the program.
4. Student's second semester of enrollment must be authorized by an advisor.
5. Course work completed will be considered and applied to the degree as applicable.

Advisement. The Graduate College assigns students an advisor upon admission to graduate studies. It is the candidate's responsibility to make an appointment with the advisor prior to enrollment to discuss policies and procedures relevant to the degree program. Conferring with the student, the advisor develops the plan of study, assists in the selection of classes, and counsels the student.

Portfolio. Candidates in the Master of Science in Library Media and Information Technology program are required to develop portfolios. During the capstone course, LIBM 5902 Practicum, a presentation before an audience of faculty and peers is required.

Retention and Graduation. The candidate for the Master of Science in Library Media and Information Technology degree must satisfy the following requirements:

1. Continue to meet the Graduate College's Retention Standards to be retained in the program. See the Academic Information page for more information.
2. Monitor degree progress using the degree audit system in the goNSU portal.

3. Meet Graduate College policies detailed in Academic Information and Master's Degree Requirements regarding GPA, minimum grades, coursework age, residency, and institutional / state regulations governing degree conferral.

Professional Education - 3 hours

Select one course from the following:

Course Name	Term Taken	Grade	Gen Ed
EDUC 5103 - Educational Research			
EDUC 5133 - Action Research & Inquiry			

Library Media and Information Technology - 25 hours

Course Name	Term Taken	Grade	Gen Ed
LIBM 5013 - Introduction to Librarianship	fall 2024		
LIBM 5023 - Advanced Materials for Children			
LIBM 5123 - School Library Administration			
LIBM 5313 - Advanced Materials for Young Adults			
LIBM 5413 - Collection Development and Management of School Libraries			
LIBM 5513 - Information Resources and Services	transfer credit		
LIBM 5523 - School Library Leadership and Advocacy	fall 2024		
LIBM 5573 - Technology for School Librarians	transfer credit		
LIBM 5611 - Professional Networking and Development (1 credit hr. per workshop) (Author/Illustrator speaker series)			

Enrichment - 3 hours

Choose one course from the list below.

Course Name	Term Taken	Grade	Gen Ed
EDUC 5463 - Differentiated Instructional Strategies	transfer credit		
READ 5113 - Emergent & Early Literacy Development			
READ 5223 - Intermediate/Middle School/High School Reading Instruction			

Capstone - 2 hours

Course Name	Term Taken	Grade	Gen Ed
LIBM 5900 - Practicum (2 hrs) *5902			

Total Degree Hours - 33 hours

Notes:

Alesha Baker

Advisor Signature

8/24/2024

Date

Grant Perry

Candidate Signature

8/26/2024

Date



September 27, 2024

Oklahoma State Department of Education
Accreditation Division
2500 North Lincoln Blvd., Suite 210
Oklahoma City, OK 73105-4599

Re: Statutory Waiver/Deregulation Application for Library Media Specialist – Hilldale Elementary

To Whom It May Concern:

Attached please find Putnam City's Statutory Waiver Application related to Statutory Requirement OAC 210:35-5-71; statutory waiver 70 O.S. § 3-126 – Library Media Specialist/waive certification only. State Accreditation Standards require a full-time library media specialist in every elementary school with more than 300 students. Hilldale Elementary serves approximately 752 students, Pre-K through 5th grades. Age-appropriate language development materials are available in each individual classroom as well as in common areas. Students and parents are encouraged to utilize the resources. In addition, a full-time emergency certified Library Media Specialist along with a part-time Library Media Assistant are on staff at Hilldale Elementary.

Due to the shortage of qualified Library Media Specialists, Putnam City respectfully requests a statutory waiver for Library Media Specialist for Hilldale Elementary. **We are requesting the waiver be approved for three years.**

Please contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Fred Rhodes".

Dr. Fred Rhodes
Superintendent



September 27, 2024

Oklahoma State Department of Education
Accreditation Division
2500 North Lincoln Blvd., Suite 210
Oklahoma City, OK 73105-4599

Re: Statutory Waiver/Deregulation Application for Library Media Specialist – Hilldale Elementary

To Whom It May Concern:

Attached please find Putnam City's Statutory Waiver Application pursuant to 70 O.S. § 3-126 – Library Media Specialist/waive certification only. State Accreditation Standards require a full-time library media specialist in every elementary school with more than 300 students. Hilldale Elementary serves approximately 752 students, Pre-K through 5th grades. Age-appropriate language development materials are available in each individual classroom as well as in common areas. Students and parents are encouraged to utilize the resources. In addition, a full-time emergency certified Library Media Specialist is on staff at Hilldale Elementary.

Due to the shortage of qualified Library Media Specialists, Putnam City respectfully requests a statutory waiver for Library Media Specialist for Harvest Hills Elementary. **We are requesting the waiver be approved for three years.**

Please contact me if you have any questions.

Sincerely,

Dr. Fred Rhodes
Superintendent

SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

for 20 24 - 20 27 school year

OKLAHOMA COUNTY _____ PUTNAM CITY SCHOOLS (I-001) _____
SCHOOL DISTRICT

5401 NW 40TH STREET _____ OKLAHOMA CITY _____ 73122 _____
SCHOOL DISTRICT MAILING ADDRESS CITY ZIP CODE

Western Oaks Elementary School _____
NAME OF SITE

Whitney Saladeis _____ 7/16/24 _____
PRINCIPAL SIGNATURE* DATE

PRINCIPAL SIGNATURE* DATE

PRINCIPAL SIGNATURE* DATE

DR. FRED RHODES _____
SUPERINTENDENT NAME (PLEASE PRINT)

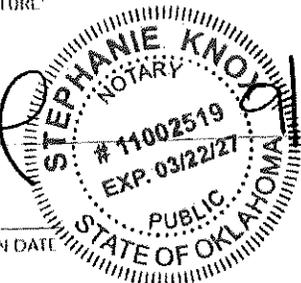
FRHODES@PUTNAMCITYSCHOOLS.ORG _____
SUPERINTENDENT E-MAIL ADDRESS*

Fred Rhodes _____ Sept. 16, 2024 _____
SUPERINTENDENT SIGNATURE* DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on SEPTEMBER 16, 20 24

Naie L. Prest _____
BOARD PRESIDENT SIGNATURE*

NOTARY SEAL →
[Signature] _____ 11/16/24 _____
NOTARY DATE
3/22/27 _____
COMMISSION EXPIRATION DATE



Statute/Oklahoma Administrative Code to be Waived: 70 O.S. § 3-126
(specify statute or OAC (deregulation) number: (see instructions))

Original signatures are required. This attached questionnaire must be answered to process.

THE WAIVER/DEREGULATION IS REQUESTED FOR:

_____ One Year Only

Three Years*

*Please see instruction page for additional requirements for a three year request

SDE USE ONLY

PROJECT YEARS _____ of _____

ENROLLMENT

High School	_____
Jr./Middle High	_____
Elementary	_____
District Total	_____

RECEIVED NOV 07 2024

DATE RECEIVED _____

70 O.S. 3-124

OAC _____

Library media Specialist
NAME OF WAIVER

- A. Reason for the Deregulation request. Please include circumstances which necessitate changing the standard of library services for your size of school, what alternative means will have to be employed if your waiver was to be denied?

The reason for the waiver request is due to the shortage of qualified Library Media Specialists available.

- B. List alternate strategies/plans which the site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students and learning achievement and any negative impact if the waiver were to be denied.
- Putnam City Schools provides age appropriate library materials in each classroom. These materials are readily accessible to parents and students alike so students may practice skills learned in class at home.

- C. Has this deregulation been awarded before? If so what was the educational impact to the district: Results of the Deregulation, i.e., effect on student performance levels, impact of plan on other sites in the district. If not what do you expect?
- No

- D. Timeline: Please submit class schedule, calendars, assessment forms and other attachments as necessary.

Please see attached.

- E. Any financial impact to the District (positive or negative) for the proposed deregulation? If positive please describe where the available would be reallocated.
There is no financial impact to the District. The request is due to the shortage of qualified Library Media Specialists available.

- F. Describe method of assessment or evaluation of effectiveness of the plan both for staff and students, I.E. TLE, ACT scores, graduation rates, RSA, School Report Card, etc.
N/A

** You will be contacted if more information is needed to process this request.

UNIV OF CENTRAL OKLAHOMA-PROD

Unofficial Academic Transcript

① This is not an official transcript. Courses which are in progress may also be included on this transcript.

Transcript Data

STUDENT INFORMATION

Name Birth Date
Cindy L. Hunter Feb 23, 1981

Program

Program Major and Department
Library Media Education Library Media Education, Adv
Professional & Spec Svcs

INSTITUTION CREDIT

Term: Fall 2023

Major Academic Standing
Library Media Education Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
IME	5063	GR	School Library Foundations	A	3.000	12.00	
Term Totals	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA	
Current Term	3.000	3.000	3.000	3.000	12.00	4.00	
Cumulative	3.000	3.000	3.000	3.000	12.00	4.00	

TRANSCRIPT TOTALS

Transcript Totals - (Graduate)	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution	3.000	3.000	3.000	3.000	12.00	4.00
Total Transfer	0.000	0.000	0.000	0.000	0.00	0.00
Overall	3.000	3.000	3.000	3.000	12.00	4.00

COURSE(S) IN PROGRESS

Term: Fall 2024

Major
Library Media Education

Subject	Course	Level	Title	Credit Hours
IME	5013	GR	Young Adult Library Resources	3.000
IME	5453	GR	Collection Management	3.000



September 27, 2024

Oklahoma State Department of Education
Accreditation Division
2500 North Lincoln Blvd., Suite 210
Oklahoma City, OK 73105-4599

Re: Statutory Waiver/Deregulation Application for Library Media Specialist – Western Oaks Elementary

To Whom It May Concern:

Attached please find Putnam City's Statutory Waiver Application related to Statutory Requirement OAC 210:35-5-71; statutory waiver 70 O.S. § 3-126 – Library Media Specialist/waive certification only. State Accreditation Standards require a full-time library media specialist in every elementary school with more than 300 students. Western Oaks Elementary serves approximately 688 students, Pre-K through 5th grades. Age-appropriate language development materials are available in each individual classroom as well as in common areas. Students and parents are encouraged to utilize the resources. In addition, a full-time emergency certified Library Media Specialist along with a part-time Library Media Assistant are on staff at Western Oaks Elementary.

Due to the shortage of qualified Library Media Specialists, Putnam City respectfully requests a statutory waiver for Library Media Specialist for Western Oaks Elementary. **We are requesting the waiver be approved for three years.**

Please contact me if you have any questions.

Sincerely,


Dr. Fred Rhodes
Superintendent

SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

for 20 24 - 20 27 school year

OKLAHOMA COUNTY PUTNAM CITY SCHOOLS - 001 SCHOOL DISTRICT

5401 NW 40TH STREET SCHOOL DISTRICT MAILING ADDRESS OKC CITY 73122 ZIP CODE

WILEY POST ELEMENTARY NAME OF SITE

Shanda Brody PRINCIPAL SIGNATURE* 09/13/2024 DATE

PRINCIPAL SIGNATURE* DATE

PRINCIPAL SIGNATURE* DATE

DR. FRED RHODES SUPERINTENDENT NAME (PLEASE PRINT)

frhodes@putnamcityschools.org SUPERINTENDENT E-MAIL ADDRESS

Fred Rhodes SUPERINTENDENT SIGNATURE* Sept. 14, 2024 DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on SEPTEMBER 16, 20 24

Dave L. Presto BOARD PRESIDENT SIGNATURE*

NOTARY SEAL →

[Signature] NOTARY 09/16/2024 DATE

3/22/27 COMMISSION EXPIRATION DATE



Statute/Oklahoma Administrative Code to be Waived:
(specify statute or OAC (deregulation) number; (see instructions))

*Original signatures are required. The attached questionnaire must be answered to process.**

THE WAIVER/DEREGULATION IS REQUESTED FOR:

- One Year Only
- Three Years*

*Please see instruction page for additional requirements for a three year request

SDE USE ONLY

PROJECT YEARS
_____ of _____

ENROLLMENT

- High School
- Jr./Middle High
- Elementary
- District Total

RECEIVED NOV 07 2024
DATE RECEIVED

70 O.S. 3-126

OAC _____

Library Media Specialist
NAME OF WAIVER

- A. Reason for the Waiver request. Please include circumstances which necessitate hiring a non certified library media specialist. What alternative means will be employed if your waiver is denied? Where is the applicant as it pertains to their pursuit of their course of study? What percentage of your student population will benefit from the waiver if approved?

The reason for the waiver request is due to the shortage of qualified Library Media Specialists available. Due to the shortage of qualified Library Media Specialists, there will be a full-time Library Media Assistant at Wiley Post until we can fill the open Library Media Specialist position.

- B. List alternate strategies/plans which the district/site proposes. How does this plan best serve the students of your district, i.e., a description of the educational benefits to the students and learning achievement? Please list any negative impact if the waiver were to be denied.

Putnam City Schools provides age appropriate library materials in each classroom. These materials are readily accessible to parents and students alike so students may practice skills learned in class at home.

- C. Educational impact to the district: Results of the Statutory Waiver/Deregulation, i.e., effect on student performance levels, impact of plan on other sites in the district.

As there are materials readily available in the classroom and library to students and their parents, there is no negative impact on the students' education.

D. Timeline: Please submit class schedule, calendars, assessment forms and other attachments as necessary.

2024-2025

2025-2026

2026-2027

E. Any financial impact to the District (positive or negative) for the proposed waiver/deregulation?
If positive please describe where the available would be reallocated.

There is no financial impact as this is a request due to a shortage of Library Media Specialists.

F. Describe method of assessment or evaluation of effectiveness of the plan both for staff and students, I.E., TLE, ACT scores, graduation rates, RSA, School Report Card, etc.

N/A

** You will be contacted if more information is needed to process this request.



September 27, 2024

Oklahoma State Department of Education
Accreditation Division
2500 North Lincoln Blvd., Suite 210
Oklahoma City, OK 73105-4599

Re: Statutory Waiver/Deregulation Application for Library Media Specialist – Wiley Post Elementary

To Whom It May Concern:

Attached please find Putnam City's Statutory Waiver Application related to Statutory Requirement OAC 210:35-5-71; statutory waiver 70 O.S. § 3-126 – Library Media Specialist/waive certification only. State Accreditation Standards require a full-time library media specialist in every elementary school with more than 300 students. Wiley Post Elementary serves approximately 680 students, Pre-K through 5th grades. Age-appropriate language development materials are available in each individual classroom as well as in common areas. Students and parents are encouraged to utilize the resources. In addition, a full-time Library Media Assistant is on staff at Wiley Post Elementary while we search for a Library Media Specialist to fill our open position.

Due to the shortage of qualified Library Media Specialists, Putnam City respectfully requests a statutory waiver for Library Media Specialist for Wiley Post Elementary. **We are requesting the waiver be approved for three years.**

Please contact me if you have any questions.

Sincerely,

Dr. Fred Rhodes
Superintendent

SCHOOL SITE STATUTORY WAIVER/~~DEREGULATION APPLICATION~~ for 20 24 - 20 25 school year

Oklahoma COUNTY Putnam City Public Schools SCHOOL DISTRICT

5401 NW 40th Street SCHOOL DISTRICT MAILING ADDRESS OKC CITY 73122 ZIP CODE

James L. Capps Middle School NAME OF SITE

James Burt PRINCIPAL SIGNATURE* 8-12-2024 DATE

PRINCIPAL SIGNATURE* DATE

PRINCIPAL SIGNATURE* DATE

Dr. Fred Rhodes SUPERINTENDENT NAME (PLEASE PRINT)

Frhodes@putnamcityschools.org SUPERINTENDENT E-MAIL ADDRESS

Fred Rhodes SUPERINTENDENT SIGNATURE* August 13, 2024 DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on September 3, 20 24

Kaie L. Prusto BOARD PRESIDENT SIGNATURE*

NOTARY SEAL →
[Signature]
NOTARY



9/3/24 DATE

3/22/27 COMMISSION EXPIRATION DATE

Statute/Oklahoma Administrative Code to be Waived: 700S. 3-126
(specify statute or OAC (deregulation) number: (see instructions))

*Original signatures are required. The attached questionnaire must be answered to process.**

THE WAIVER/DEREGUALTION IS REQUESTED FOR:

One Year Only
 Three Years*

*Please see instruction page for additional requirements for a three year request

SDE USE ONLY

PROJECT YEARS _____ of _____

ENROLLMENT

High School
 Jr./Middle High
 Elementary
 District Total

RECEIVED NOV 07 2024
DATE RECEIVED

70 O.S. 3-126
OAC _____

Library Media Specialist
NAME OF WAIVER

A. Reason for the waiver/deregulation request (be specific),

The reason for the *waiver* request is due to the shortage of Library Media Specialists available.

B. List alternate strategies/plans which the district/site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students and learning achievement.

Putnam City Schools provides age appropriate library materials in each classroom. These materials are readily accessible to parents and students alike so students may practice skills learned in class at home.

C. Educational impact to the district: Results of the Statutory Waiver/Deregulation; i.e., effect on student performance levels, impact of plan on other sites in the district.

As there are materials readily available in the classroom to students and their parents, there is no negative impact on the students' education.

D. Timeline: Please submit class schedule, calendars, assessment forms and other attachments as necessary, or described in instructions.
A waiver/deregulation can be granted for up to 3 years. (Please see instructions for additional requirements)

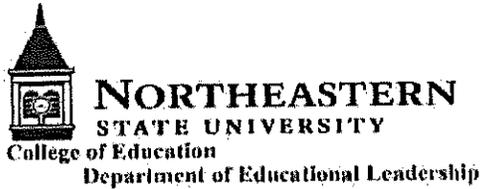
2024-2025
2025-2026
2026-2027

E. Any financial impact to the District (positive or negative) for the proposed waiver/deregulation.

There is no financial impact to the District. The request is due to the shortage of Library Media Specialist available.

F. Describe method of assessment or evaluation of effectiveness of the plan.

N/A



August 11, 2024

To Whom It May Concern,

I am writing this letter to confirm that Kim Richter is enrolled in the Library Media and Information Technology Program at Northeastern State University. She began taking courses in the spring of 2024. She met with me, her advisor, to complete her Degree Plan on December 18, 2023. She has already completed twelve credit hours of the 33 credit hour program and is enrolled in six credit hours for the fall 2024 semester.

Our program prepares individuals to be effective school librarians in the areas of teaching and learning, information access, and program administration. We focus on theoretical and practical knowledge of schools, learners, and best practices.

If you need any further details regarding our program or Kim Richter, I would be willing to provide additional information. Please contact me at bakera@nsuok.edu or 918-779-5933 if needed.

Regards,

Alesha Baker

Alesha Baker, Ph.D.
Associate Professor, Department of Educational Leadership
Program Chair, Library Media & Information Technology
Northeastern State University
3100 E. New Orleans, BAED 160
Broken Arrow, OK 74014



September 27, 2024

Oklahoma State Department of Education
Accreditation Division
2500 North Lincoln Blvd., Suite 210
Oklahoma City, OK 73105-4599

Re: Statutory Waiver/Deregulation Application for Library Media Specialist – James L Capps Middle School

To Whom It May Concern:

Attached please find Putnam City's Statutory Waiver Application related to Statutory Requirement OAC 210:35-5-71; statutory waiver 70 O.S. § 3-126 – Library Media Specialist/waive certification only. State Accreditation Standards require a full-time library media specialist in every middle school with more than 300 students. James L Capps Middle School serves approximately 934 students, 6th through 8th grades. Age-appropriate language development materials are available in each individual classroom as well as in common areas. Students and parents are encouraged to utilize the resources. In addition, a full-time emergency certified Library Media Specialist along with a full-time Library Media Assistant are on staff at James L Capps Middle School.

Due to the shortage of qualified Library Media Specialists, Putnam City respectfully requests a statutory waiver for Library Media Specialist for James L Capps Middle School. **We are requesting the waiver be approved for three years.**

Please contact me if you have any questions.

Sincerely,

Dr. Fred Rhodes
Superintendent