



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

MEMORANDUM

**TO:** The Honorable Members of the State Board of Education

**FROM:** Joy Hofmeister

**DATE:** August 27, 2015

**SUBJECT:** Approval of Late Expenditure Reports – Title IV, B (21<sup>st</sup> Century Community Learning Centers) Grant Awards

Pursuant to Oklahoma Administrative Code Rule 210:25-3-7(12), “forms requesting reimbursement against any federal program section of the State Department of Education must be received or postmarked on or before August 1 every year.”

Lane Public Schools, Shady Point Public Schools, and Watts Public Schools have provided a good cause letter of explanation and are in payable form. State Board approval is requested.

JH:sj

Attachment



# LANE PUBLIC SCHOOL

601 W. McGee Creek Road Lane, Oklahoma 74555

Ph. # 580-889-2743 Fax # 580-889-9157

**Roland Smith - Superintendent**

Jaylene Roberts  
Child Nutrition & Supt. Secretary

Debra Patton  
Principal

Jodie Moore  
Business Manager & Federal Program

08-21-2015

Oklahoma State Department of Education

Attn: Sonia Johnson - Executive Director Parent & Community Engagement/21<sup>st</sup> CCLC

Re: Letter of Good Cause - Late Claims for Lane School

Sonia,

Please present this letter of good cause to the State Board of Education on behalf of Lane School regarding late submission of 21<sup>st</sup> Century claims for FY15.

As of August 3, 2015 there were 2, 21<sup>st</sup> Century claims not entered into the Grants Management System for Lane School district. These claims were for the months of May and June 2015. The April Claim that was currently being processed by the 21<sup>st</sup> century office was sent back to Lane School for more detailed invoices for a specific item being claimed. The vendor for those services was contacted by Lane School to provide the needed documentation for payment of this claim. The May and June claims were held in the school office waiting for corrected invoices to include on those claims for payment. It was an error on our part to not go ahead and submit those claims, knowing they would be rejected, so the SDE would have a record of submittal prior to the August 3<sup>rd</sup> deadline. I apologize for that oversight, proceeding forward we have corrected our internal confusion on this matter and it will not happen again. All 21<sup>st</sup> Century claims for FY15 have now been submitted in the GMS system for Lane School District.

I appreciate your consideration and understanding in this matter, if may be of any further assistance please feel free to contact me at 580-889-2743.

Sincerely,

Roland Smith - Superintendent

Lane School

**Administration**

*Bruce Gillham*  
Superintendent

**Shady Point Public Schools**



**Board Members**

*Marcus Blair, President*  
*Gary Wright, Vice President*  
*Della Malone, Clerk*

P.O. Box 1005, Shady Point OK 74956  
Phone 918-963-2595 Fax 918-963-2605

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August 24, 2015

21<sup>st</sup> Century Community Learning Centers  
2500 N. Lincoln Blvd.  
Suite 414  
OKC, OK 73105-4599

**RE: Request to submit a late claim.**

To Whom It May Concern:

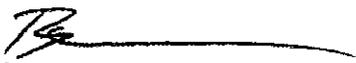
This is a request to submit a late claim for the 2014-2015, 21<sup>st</sup> Century Community Learning Center Project (553).

It recently came to our attention that our final claim for the 2014-2015 year had not been submitted. This was due in part to personnel changes we had late in the school year. We removed both of the 2014-15 directors at the start of the summer and replaced a retiring business director at the same time. These changes caused a transition from old to new personnel. This transition, along with a lack of oversight on my part, allowed this claim to be processed, but not submitted to the SDE.

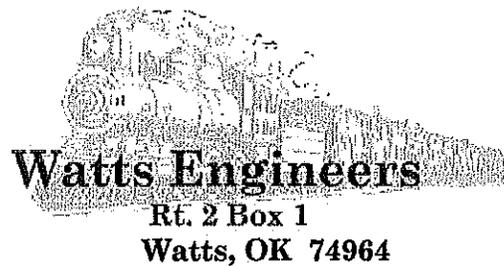
Please accept my apologies for this issue. I understand that it is at the State Board of Education's leisure to approve this request and we respectfully request that they do so.

Thank you for your consideration in this matter. If you have any questions please feel free to contact me.

Sincerely,

  
Bruce Gillham  
Superintendent  
Shady Point Schools

Lisa Weaver - Superintendent  
(918) 422-5311  
FAX- (918) 422-5556



Tony Mitchell - Principal  
(918) 422-5131  
FAX (918)422-8810

August 25, 2015

Dear Oklahoma State Board Members:

I am writing on behalf of Watts Public School to plead for an exception due to missing a deadline for claims for the 21<sup>st</sup> Century Grant Program. We just concluded our final year of the grant.

The claims process is sometimes difficult. Our district encumbrance clerk has been processing our claims for years. She has made claims in the same way that she always has. As a new superintendent, I was new to the claims procedures and found some of it to be difficult to follow, but have learned a great deal this past year.

The district also had a new director for the 21<sup>st</sup> Century Program, Tony Mitchell. This was the third new director for the program in a three year timeframe. Mr. Mitchell was also the elementary principal. At the end of the first semester, the high school principal resigned. Mr. Mitchell was appointed principal for the entire district, PK through 12<sup>th</sup>. He was also the athletic director for the district. Needless to say, he was a very busy man. I also want to point out that Mr. Mitchell did this for the district with no increase in salary. He refused to take additional salary because his intention was to help the school and our students. I am mentioning this because I hope you understand that our hearts are in the right place. Although our salaries are probably not the lowest in the state, both of us are on the lower end. We want as many dollars as possibly to go directly to serving the students, whether it be for updated textbooks or computers. Again, I point this out only to provide you with an idea of our commitment to this school and our effort in always trying to do whatever is best for our students.

One of the reasons some of our claims were rejected was due to the purchase of projectors for document cameras. The school was planning to purchase the projectors. However, other sources became available and we were able to purchase through career and Cherokee Nation. I did not realize that this would cause a problem with our claims.

Then, some of this back and forth went on during July. We were at state conferences for several days. Also, our staff was on vacation and we had problems with timing. It seems there isn't a good time for our staff to take their earned time off.

After years of dealing with the claims process, our encumbrance clerk has found that things go smoother if claims are accepted before filing more. I have depended on her experience and expertise in the claims process. She does an excellent job for the district.

During this time, I also understand that the office at the state department was short staffed and overloaded. That is exactly how we at my district operate every day. We did not intend to do anything but the best for our district. If our claims are denied, it will have a huge negative impact on the entire district. I wish that I could express and explain the vast number of deadlines and reports that we face while attempting to provide the best services for our students.

I sincerely apologize for causing you to have to commit time in analyzing this request for a time extension. Please allow us to process our claims as we close out the end of our grant.

Sincerely,  
  
Lisa Weaver, Superintendent