



## 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 – Federal Programs

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.”

Blackwell, Buffalo, Cave Springs, Coweta, Crooked Oak, Eufaula, Holly Creek, Ketchum, Keys, Krebs, Mangum, Muskogee, Rocky Mountain and Quinton have provided a good cause letter of explanation and are in payable form. State Board approval is requested.

GB:rc

Attachment

## 2015 LATE CLAIMS

36	I045	Blackwell		
		Title IIA	(541)	\$ 4,519.20
30	I004	Buffalo		
		Title IA	(511)	\$ 1,055.10
01	I030	Cave Springs		
		Title IA	(511)	\$11,628.13
73	I017	Coweta		
		Title IIA	(541)	\$ 7,463.72
55	I053	Crooked Oak		
		Title IA	(541)	\$ 98,544.81
49	I001	Eufaula		
		Title I	(511)	\$ 1,377.74
48	C072	Holly Creek		
		Title I	(511)	\$ 5,347.21
18	I006	Ketchum		
		Title IA	(511)	\$ 17,564.64
11	I006	Keys		
		Title IA	(511)	\$ 38,960.93
		Title IIA	(541)	\$ 3,113.41
		RLIS	(587)	\$16,000.00
61	C009	Krebs		
		Title I	(511)	\$ 14,193.35
		REAP	(586)	\$ 9,753.50
28	I001	Mangum		
		Title I	(511)	\$ 12,084.48
51	I020	Muskogee		
		Title IIA	(541)	\$ 3,909.77
01	C024	Rocky Mountain		
		Title IIIA	(572)	\$12,640.04
		Title IA	(511)	\$ 3,935.51
		Title IA	(511)	\$ 8,284.66
61	I007	Quinton		
		Title X	(596)	\$ 2,065.53

## Rocky Mountain School

**Alicia Ketcher, Superintendent**

Route 1 Box 665 Stilwell, Oklahoma 74960

PH: 918-696-7509 FAX: 918-696-3654 TOLL FREE: 866-862-4526 TDD-711

Board of Education: Tonya Tidwell-Ella Mae Worley-Marie Eubanks

August 13, 2015

To Whom It May Concern,

This letter is to explain the reasoning for submitting the 511, Title IA claim for May 2015 and June 2015 after the deadline.

I accepted the position of Superintendent on July 1, 2015. This is my first year serving in this particular position at any school. As a new person coming in, I had no knowledge of the Grants Management System on the State Department Single Sign-On site. Rocky Mountain is a K-8 school, therefore, there are no other administrators employed in order to glean information from. The support staff in the office that assist with claims is new to her position as of February 2015 so she is still learning as well. The outgoing superintendent had told her that all claims were up to date. Therefore, she was not concerned/alarmed that anything needed attention.

In addition, once I received my Single-Sign On privileges, it took until July 21, 2015 in order to resolve issues within the Grants Management System. When given rights, I could only view tutorials, etc. There was no access to any of the grants in order to make claims. My claim number with OMES was 1141368. I am attaching the email notification from July 21 as documentation for the date that the issue was resolved.

Once I was able to access the site properly, it has taken some time to ask the right questions of others in order to learn how to properly navigate the system. I originally filed the claim on August 5, 2015, which was two days late. I feel as if I am gaining useful information daily and can assure you that now that I have a better understanding, claims will be made in a timely manner so that a letter such as this one will not need to be written again.

Thank you for your time and consideration.

Sincerely,



Alicia Ketcher, Superintendent

This facility is an equal opportunity provider and employer.  
[www.rockymtn.k12.ok.us](http://www.rockymtn.k12.ok.us)

## Rocky Mountain School

### Alicia Ketcher, Superintendent

Route 1 Box 665 Stilwell, Oklahoma 74960

PH: 918-696-7509 FAX: 918-696-3654 TOLL FREE: 866-862-4526 TDD-711

Board of Education: Tonya Tidwell-Ella Mae Worley-Marie Eubanks

August 13, 2015

To Whom It May Concern,

This letter is to explain the reasoning for submitting the 572 claim after the August 3, 2015 deadline. I accepted the position of Superintendent on July 1, 2015. This is my first year serving in this particular position at any school. As a new person coming in, I had no knowledge of the Grants Management System on the State Department Single Sign-On site. Rocky Mountain is a K-8 school, therefore, there are no other administrators employed in order to glean information from. The support staff in the office that assist with claims is new to her position as of February 2015, so she is still learning as well. The outgoing superintendent had told her that all claims were up to date. Therefore, she was not concerned/alarmed that anything needed attention.

In addition, once I received my Single-Sign On privileges, it took until July 21, 2015 in order to resolve issues within the Grants Management System. When given rights, I could only view tutorials, etc. There was no access to any of the grants in order to make claims. My claim number with OMES was 1141368. I am attaching the email notification from July 21 as documentation for the date that the issue was resolved.

Once I was able to access the site properly, it has taken some time to ask the right questions of others in order to learn how to properly navigate the system. I originally filed the claim on August 5, 2015, which was two days late. I feel as if I am gaining useful information daily and can assure you that now that I have a better understanding, claims will be made in a timely manner so that a letter such as this one will not need to be written again.

Thank you for your time and consideration.

Sincerely,



Alicia Ketcher, Superintendent



September 18, 2015

To Whom It May Concern,

I am writing this in regards to the TITLE II expenditure being late. Our school district was late turning in a Title II claim due to the hotel bill being given to us late and a job change. Our district is regrouping from an administration change of the Encumbrance clerk. Due to this change, there was an oversight on getting the receipts and making the payments before the August cutoff date. Without this expenditure, our district would face a hardship in regaining the funds necessary to pay for this bill.

We ask that you grant us this expenditure so we can make sure our students are successful in receiving the educational resources needed. We will implement accounting procedures to ensure TITLE II funds are spent in accordance with the law in the 2015-2016 school year.

Thank you,

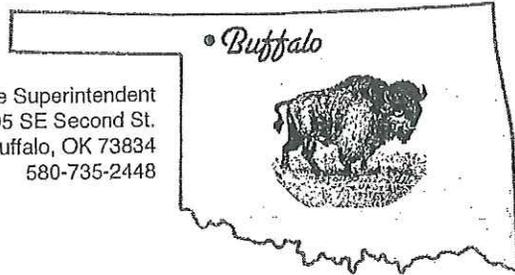
Rick Riggs

Superintendent

Blackwell Public Schools

# Buffalo Public Schools

Office of the Superintendent  
605 SE Second St.  
Buffalo, OK 73834  
580-735-2448



8/17/2015

To Whom It May Concern,

In regards to the August 15, 2015 Title 1 claim submission, the dictionaries were ordered in March in a timely manner as to when our budget for spending the additional allocated money was approved. The dictionaries actually arrived at our school on July 14, 2015 as seen on the attached packing slip, however 4 phone calls were made to the company in April and May in an effort to get the dictionaries as soon as possible, but they were on backorder. I cannot pay for supplies that have not been delivered, as per our board policy, so this particular payment was not submitted to the board of education until the very next board meeting on August 13, 2015 for approval. I then submitted the claim to the State Department of Education for payment on August 15, 2015. I feel like the procedure that was under my control was all handled in a timely manner, but there is only so much I can do regarding the backorder.

Thank you,

Kim Harland  
Encumbrance Clerk  
Federal Programs

A handwritten signature in black ink, appearing to read "Martin Adams". The signature is fluid and cursive, written over a white background.

Martin Adams  
Superintendent

# Cave Springs School

P.O. Box 200, Bunch OK 74931  
Fax: (918) 776-2052

Phone: (918) 776-2050

**Geary Brown, Superintendent**

Traci Witt, Program Specialist  
Federal Programs Division  
Oklahoma State Department of Education  
Oliver Hodge Building  
2500 North Lincoln Blvd.  
Oklahoma City, OK 73105

August 17, 2015

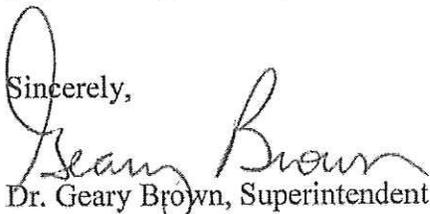
Dear Ms. Witt,

I request the May and June Title I claims for Cave Springs School be accepted and compensation be sent to Cave Springs School. I understand they have not been correctly sent to you within the timeline deadline. I take full responsibility for this mistake and am setting up a "check-and-balance" system that will ensure compliance of the timeline deadlines in the future.

There are no excuses for these kinds of mistakes and I am embarrassed and worried about the situation. Being a small district every dime counts, to lose these funds would be very detrimental to the children we serve. I will do whatever I need to do to ensure those funds come to our district.

Please contact me if you need additional information and let me know what I need to do next to ensure the situation is corrected. Thank you for making me aware of the situation and for the advice and direction you have given me. I appreciate the kind but professional way you have helped me through this, and other situations. I am a team player and appreciate your approach to Federal Programs.

Sincerely,

  
Dr. Geary Brown, Superintendent



# COWETA PUBLIC SCHOOLS

Independent District No. 17

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Max Myers, Assistant Superintendent

08/13/2015

To Whom It May Concern,

This letter is in regards to Coweta Public Schools not including the last month of payroll for our employee in our claim. When I ran the 2<sup>nd</sup> claim I inadvertently had the ending date as 06/30/2015. I forgot that this would not pick up the payroll for June dated July 14<sup>th</sup>. In preparing our FR3 reporting we discovered that this amount was missed.

We realize that doing this claim now is past the 8/1/2015 deadline but we would appreciate anything that you could do to approve it.

Sincerely,

Max Myers

Assistant Superintendent

## *Crooked Oak Public Schools*

Barbara Jaramillo  
Principal, High School  
(405) 677-3452

Dennis McCray  
Principal, Middle School  
(405) 677-5133

Brad Richards, Superintendent  
Dennis A. Berry, Executive Director of Operations  
Stefanie Stroud, Dir. of Special Services  
Robert Palesano, Athletic Director

1450 S. Eastern  
Oklahoma City, OK. 73129  
(405) 677-5252  
Fax (405) 670-8070

Kim Templeman  
Principal  
Central Oak Elementary  
(405) 677-5211

State Dept of Education  
Federal Claims

Re: Late Claim Filing

Ms/Sir,

We have changed personnel in our financial department and have been training on all aspects of school financials, payroll, and federal claims.

We found it necessary to replace our previous financial person due to lack of attention to completing jobs in a timely manner. The individual that has replaced this person has proven that we made a wise decision and he is trying to get on top of all aspects of this position.

The federal claims for June are not being filed until today, but he now has a calendar of events that will outline all due dates for federal claims and this should not be a problem in the future.

Thank you,



Mr. Brad Richards  
Superintendent

*Eufaula Public Schools*  
215 North Sixth Street  
*Eufaula, Oklahoma*  
74432

PH: 918 689-2152

Fax 918 689-1080

August 5, 2015

Oklahoma State Department of Education  
2500 N. Lincoln Blvd.  
Oklahoma City OK 73105

To Whom It May Concern:

Eufaula Public Schools is requesting payment for a federal claim after the August 1 deadline. This year we had a change in accounts payable clerk in July without much notice. We were also in the process of getting the June, Title I claim approved before submitting the final claim for July. I hope you will understand these circumstances and be able to work with us.

If further information is needed please let me know.

Sincerely,



Jeanette Smith  
Superintendent  
jsmith@eufaula.k12.ok.us

## HOLLY CREEK SCHOOL

401 HOLLY CREEK ROAD, BROKEN BOW, OK 74728 Supt. Harvey Brumley  
(580) 420 6968 Fax 580-420-7022 hbrumley@hollycreek.org

[www.hollycreek.org](http://www.hollycreek.org)

August 4, 2015

Title I  
OKSDE  
Oklahoma City, OK

Title I,

On June 26, 2015, We encumbered \$6,202.92 for a projector, mount and printer. The printer came in and this bill was paid on June 29, 2015 in the amount of \$855.71. We filed a claim on July 30, 2015 for this amount. The projector and mount did not arrive until July 2, 2015 and at our board meeting on July 6, 2015 we paid an additional \$5,347.21. My encumbrance clerk was unaware that she could file a claim for monies paid AFTER July 1 until she was speaking with Iona Martin from Financial Accounting. I am respectfully asking (begging) that you please, please, please pay this claim.

Thank you in advance for your consideration.



Harvey Brumley,  
Superintendent  
Holly Creek School



# KETCHUM PUBLIC SCHOOLS

P.O. Box 720  
Ketchum, Oklahoma 74349  
(918) 782-5091 FAX (918) 782-9018  
Pete Hiseley - Superintendent

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ELEMENTARY PRINCIPAL  
Joy Taylor - (918) 782-9543  
Fax - (918) 782-3241

JUNIOR HIGH PRINCIPAL  
Jennifer Turner - (918) 782-3242  
Fax - (918) 782-3016

HIGH SCHOOL PRINCIPAL  
Joe Gramlich - (918) 782-4481  
Fax - (918) 782-4848

August 12, 2015

Superintendent Hofmeister,

Ketchum Public Schools missed a timeline for claiming its remaining Title I funds.

While we've made great strides in understanding the claims process, we have missed the mark.

As a first year superintendent with numerous personnel changes, human error has been a reality. We know that we can master this process.

Our expenditures were made in a timely manner. I am asking for you to accept our final claim in Title I .

Sincerely,

Pete Hiseley

Superintendent

Ketchum Public School

**KEYS PUBLIC SCHOOLS**

26622 South 520 Rd.  
Park Hill, OK 74451-4046  
Office phone: 918-458-1835

*Vol Woods*  
*Superintendent*  
*Phone 918-458-1835*

*Steven Goss*  
*High School Principal*  
*918-458-1835*

*Tami Woods*  
*Elementary/MS Principal*  
*918-458-4501*

**August 3, 2015**

**Debra Doyals / Grants Associate  
Oklahoma State Department of Education  
Federal Programs I, II, III, VI & XT  
2500 North Lincoln Boulevard, Suite 311  
Oklahoma City, OK 73105-4599**

**Re: late payment request**

**Dear Ms. Doyals,**

**Please accept the payment requests for the Title programs II, I and VI. The previous superintendent was on sick leave for the last two months of the year and during those two months, all of the office staff also changed. Many items were left undone.**

**My employment with the district started on July 1, 2015. The current central office staff have been working 12-hour days trying to get everything caught up but we are still behind and school is starting next week.**

**Please accept my apology for the late request. The budget here is extremely tight and students will need these funds for the 2015-16 school.**

**I've also included a copy of the entity record from the sam.gov portal that shows our DUNS # new expiration date to be 06/08/2016.**

**Thank you for your understanding and the consideration of our dilemma.**

**Sincerely,**



**Vol Woods  
Superintendent of Schools**

# Krebs Public School

"Home of the Eagles"

Patrick Turner, Superintendent

Angela White, Principal

PO Box 67, Krebs OK 74554

(918) 426-4700

FAX (918) 423-2909

August 6, 2015

Oklahoma State Department of Education  
Federal Programs Management

Krebs Public School is asking that a missed expenditure be processed for payment. We realize that the time period has elapsed for this claim but we are asking that an exception be made. When we submitted our June 2015 claim an error was made in the *Beginning Approved Balance* and therefore the *Ending Approved Balance* was showing a very small amount and so nothing more was claimed.

We appreciate you considering this claim for payment.

Sincerely,



Patrick Turner, Superintendent

# MANGUM PUBLIC SCHOOLS

(580) 782-3371

Fax (580) 782-2313

400 N. Pennsylvania  
Mangum, OK 73554

Micky Lively  
Superintendent

August 17, 2015

Oklahoma Department of Education  
2500 Lincoln Blvd  
Oklahoma City, OK

Attention: Federal Programs – Vicki Stewart

Ref: August 11, 2015 Title IA Project 511 Final Claim

Dear Mrs. Stewart

The final claim was made in June after the Federal Program Director in Mangum said there was enough funds to purchase equipment requested in the school year.

Because the encumbrance was made at the end of June, the Technology Director did not order the encumbered equipment until the first of July and therefore the invoice was not received in time for the July Board Meeting. The invoice was approved at the August 10 board meeting.

Respectfully



Mike Southall, Superintendent



**Board of Education Services and Technology Center**  
202 West Broadway  
Muskogee, Oklahoma 74401  
(918) 684-3700 FAX (918) 684-3701

August 6, 2015

Re: Explanation of June Claim FY 2014-2015  
Attn: Vickie Stewart

1. In regards to the invoices for Collaborating for Results, Inc. All invoices were paid except for the invoice dated February 4, 2015. As we were checking our closeout reports we noticed there was a mix-up with the way the invoices had been submitted with the claims. They are monthly invoices beginning in August and ending in June paying a month behind (Example: July is paid in August, August is paid in September and so forth). This invoice is for January 2015 and was not put on the February Claim as it should have been instead the February invoice was billed and paid on the February claim by mistake. I have attached all invoices that were paid and labeled them according to the month/claim they were paid in. We are submitting the invoice for January services for payment.
2. There was a payment/invoice that was not picked up on our accounting system for the month of June. The invoice was for Great Expectations which was registration fees for the Private School that we service. The amount of the invoice is \$500.00 but because the private school had spent all of their allocations for Title II except \$443.44 that is all that we are requesting on this invoice. The private school paid the difference of \$56.56.

We apologize for this inconvenience and appreciate your consideration on the matter

Sincerely,

Mike Garde, Superintendent  
Muskogee Public Schools



# Quinton Public Schools



Home of the Mighty Savages  
PO Box 670  
210 N. J St.  
Quinton, OK 74561  
(918)469-3100 Fax (918)469-3308  
Don Cox, Superintendent

The Mckinney Vento claim was late due to the late date of the meetings that were attended in Washington DC and the start of our new school year.

Promise Neighborhoods – 7/8/2015 – 7/10/2015

NAEH – 7/14/2015 – 7/17/2015

School back in session - 8/05/2015

Don Cox, Supt.