



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

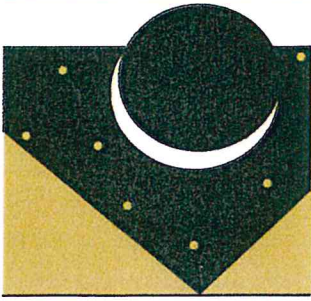
DATE: August 24, 2017

SUBJECT: Approval of late expenditure reports –Special Education

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.”

Astec Charter, Cordell, Elmore-City Pernell, and Mannsville have provided a good cause letter of explanation and are in payable form. State Board Approval is requested.

Astec Charter	IDEA -621	Submitted 8/16/17	\$9,490.92
Cordell	IDEA -621	Submitted 8/16/17	\$11,051.65
Elmore City-Pernell	IDEA - 621	Submitted 8/16/17	\$99,062.43
Mannsville	IDEA - 621	Submitted 8/18/17	\$16,525.04
Mannsville	IDEA - 641	Submitted 8/18/17	\$1,590.60



August 15, 2017

Oklahoma Department of Education
Federal Programs Division
2500 N. Lincoln Boulevard
Oklahoma City, OK 73105

To Whom it May Concern:

ASTEC Charter Schools in requesting payment for a July IDEA 621 Federal Claim filed after the August 1, 2017 deadline. We have never submitted a late claim before and we will make every effort possible to ensure that we do not have late claims in the future.

Our Federal Programs Coordinator misunderstood the final due date for July claims. She alerted me of her mistake and contacted the Federal Programs Office when she realized her error. We also have a new finance person who is learning the claims process for the first time.

We appreciate you considering this claim for payment.

Respectfully,


Dr. Freda Deskin, Superintendent

Cordell Public Schools

Cordell, Oklahoma 73632

Nick Hutchins
HS & JH Principal
606 E. 3rd Street
H.S. 580-832-3420
J.H. 580-832-3420

Brad Overton
Superintendent
606 E. 3rd Street
580-832-1000
Fax: 580-832-1090

Alan Hull
Elementary Principal
419 N. Massingale
580-832-3220

August 9, 2017

State Department of Education
Special Education Section
2500 N. Lincoln Blvd.
OKC, OK 73105

This letter is in reference to a missed claim on the part of Cordell Schools. I simply failed to submit the June claim. I did submit all other federal program claims, I just forgot the special education (621) claim.

Please feel free to contact me at 580-832-1000 if you need any additional information.

Thank you!

Brad Overton
Superintendent



Elmore City-Pernell Public Schools

Jennifer Cruz, Superintendent

100 N. Muse Ave.

Elmore City, Oklahoma 73433

Phone 580-788-2565

Fax 580-788-4624

www.ecpbadgers.com

August 16, 2017

To Whom It May Concern:

On August 16, 2017 I submitted payment claims for IDEA, which were due on August 1st. Those claims were late for various reasons:

1. Being a new superintendent, I had difficulty in getting a Single Sign On (SSO) which I did not receive with full rights until July 27th.
2. On July 31st, I realized that my SSO rights were still tied to my previous district making it impossible to see Elmore City-Pernell schools. I submitted a request for help to the OMES help desk on July 31st.
3. The previous superintendent allowed his encumbrance clerk to sign in under him to make claims and certify documents. When my SSO went live, it deleted the old login for the previous superintendent, thus taking away the ability for my encumbrance clerk to certify and submit claims.
4. On August 3rd I was finally able to see my new district and to assign the encumbrance clerk to the SSO for the new school year. However, she left for vacation on August 4th and did not return until August 14th. She left me directions to close out the claims, but since I had never been in that part of SSO and Grants Management, I was not able to close them out because I did not know what to close.
5. We were finally able to close the claims on August 16th.

I would ask that based on the above circumstances, you would allow the claims to be submitted and reimbursed. Now that everything is in order with the SSO, we should not have any other delinquencies in submissions of claims.

Thank you for your consideration,

Respectfully,

A handwritten signature in black ink, appearing to be 'Jennifer Cruz', written over a horizontal line.

Jennifer Cruz

Superintendent, Elmore City-Pernell Schools

Mannsville Public Schools



P.O. Box 68 * 509 East School Street
Mannsville, OK 73447
Phone: 580.371-2892 Fax: 580 371-9336



August 21, 2017

Oklahoma State Department of Education

Re: Late 621 and 641 Claims

To Whom It May Concern:

This letter is to ask for consideration in processing claims filed for Mannsville Public Schools for 621 and 641 reimbursement. Our school has undergone a staffing change in our encumbrance clerk. The former clerk was relieved of her duties in that position for repeated delinquent filing of claims. The new encumbrance clerk, Paula Crawford with Crawford Consulting, was unaware of the August 1st deadline for submitting claims. In addition to that, I am still a rookie superintendent (beginning my second year) so I am learning everyday. I was also unaware of the August 1st deadline.

I appreciate your consideration in this matter. We are just a small school and every dollar counts for our students. Please don't hesitate to reach out to me with any further questions or concerns.

Respectfully,

A handwritten signature in black ink that reads "Brandi Price". The signature is written in a cursive, flowing style.

Brandi Price
(620)290-3378 cell

Brandi Price
Superintendent
bprice@mannsville.k12.ok.us