



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 18, 2016

SUBJECT Approval of late expenditure reports – Special Education Services

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.”

Alva, Hollis, Fairland, Terral, John Rex Charter, Epic One-on-One, and Oklahoma City have provided a good cause letter of explanation and are in payable form. State Board approval is requested.

Alva	\$4,648.76	submitted 8/5	program 621
Hollis	\$42,038.90	submitted 8/11	program 621
Terrel	\$27,547.00	not uploaded	program 621
Fairland	\$6,641.00	not uploaded	program 627
Epic One-on-One	\$5,693.40	submitted 8/3	program 621
John Rex Charter	\$4,615.87	submitted 8/3	program 621
OKC	\$38,747.32	not uploaded	program 626

(Flowthrough – 621 carryover allowable, Tier I- 626 carryover not allowable, Tier II carryover not allowable - 627)

TLkh

Attachment

*Alva Independent School District #001
Office of the Superintendent
Mr. Steve Parkhurst
Superintendent*

*418 Flynn Street
Alva, Ok. 73717-2238
E-mail: schools@alvaok.net*

*Phone (580) 327-4823
Fax (580) 327-2965*

August 4, 2016

Oklahoma State Department of Education
Special Education Department
2500 N Lincoln Blvd
Oklahoma City, Ok. 73105-4599

RE: Final Expenditure Report

Each year the final federal program expense reports are due on August 1. On August 4, it came to my attention that the final Project 621 expense report was not properly submitted and uploaded to the Special Education Department. It was a complete oversight and error in not submitting the report. All previous months reports were submitted in a timely fashion however this report was missed by mistake. We are asking the State Department of Education to accept the final expense claim for our Project 621 IDEA expenses. In the future we will assure that all claims are submitted correctly and in a timely manner. Should there be any questions about the error, please feel free to call the office. Thank you for your attention and consideration to this matter.

Sincerely,



Terri Owen
Encumbrance Clerk



HOLLIS PUBLIC SCHOOLS I-66

P.O. Box 193 • 415 North Main • Hollis, Oklahoma 73550

Jennifer McQueen

Superintendent
580.688.3450
580.688.2532 Fax

Jared Robinson

Secondary Principal
580.688.2707
580.688.2706
580.688.3694 Fax

Amy Estes

Elementary Principal
580.688.3616
580.688.2147 Fax

Lisa Daniel

District Counselor
580.688.2707
580.688.3694 Fax

Donna Lewis

Treasurer
580.688.3450
580.688.2532 Fax

Holly Gollihare

Clerk
580.688.3450
580.688.2532 Fax

August 11, 2016

Joy Hofmeister

State Superintendent

Oliver Hodge Building

2500 North Lincoln Blvd

Oklahoma City, Oklahoma 73105

Dear Superintendent Hofmeister,

I am writing to request payment for federal claims submitted late. We have had personnel issues in our business office this summer and it has delayed our submission of claims to the State Department.

I apologize for the inconvenience this may have caused and assure you we will do our best to keep this from happening again in the future.

Sincerely,

Jennifer McQueen

Superintendent

Hollis Public Schools

29-1066

P.O. Box 193

Hollis, Oklahoma 73550



Greg Fouse, BS, M.Ed.
Superintendent

Terral Public School



P.O BOX 340 • 340 APACHE AVENUE
TERRAL, OKLAHOMA 73569-0340
PHONE (580) 437-2244
FAX (580) 437-2246



Melba Croxson
Office Manager

To Whom It May Concern:

I am writing this to explain why our Flow Thru Current Year (621) report was not uploaded to the Grants Management System by August 1st, 2016.

We are currently working under the new Wengage iCloud system. When I went to upload the report to the system an error came up stating that we could not have function 1000 code 200 on this report. I called MAS to try to correct the problem, but they were also unsure what the problem was and exactly how to fix it.

I am incredibly sorry that we did not have this turned in on time. We have been working hard to learn this new system so that these problems won't happen again.

Sincerely,

Greg Fouse, Supt.

Crystal Duke, Office Manager



Mark Alexander, Superintendent
(918) 676-3811
Fax (918) 676-3594

Fairland Public Schools
202 West Washington Street
Fairland, OK 74343-0689

Jerry Johnson, High School Principal
(918) 676-3246
Angie Wade, Elementary Principal
(918) 676-3224

August 12, 2016

Oklahoma State Department of Education
Special Education Department

To Whom It May Concern:

Due to an illness and being off work for several days in July, 2016, my Financial Secretary failed to get the District's Expenditure Report for the month of June, 2016 claimed. I am sending the Expenditure Report with attached Purchase Orders in hope that you would reconsider the claim for payment. I would carry the remaining money over to the new fiscal year, but I know that Tier II does not carry over.

Thanking you in advance,

Mark Alexander
Superintendent
Fairland Schools 58-1031



State Superintendent Joy Hofmeister
And
The Honorable Oklahoma State Board of Education
Oklahoma State Department of Education
2500 N. Lincoln Boulevard
Oklahoma City, OK 73105

August 15, 2016

Dear Superintendent Hofmeister and Honorable State Board of Education,

Please accept this formal request for a waiver of the federal claim deadline of August 1, 2016. EPIC Charter School has never requested a late federal programs payment.

Please accept this one-time request as these funds are severely needed by the school.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "David Chaney". The signature is fluid and cursive, with a long horizontal stroke at the end.

David Chaney
Executive Director
Epic Charter Schools



State Superintendent Joy Hofmeister
And
The Honorable Oklahoma State Board of Education
Oklahoma State Department of Education
2500 N. Lincoln Boulevard
Oklahoma City, OK 73105

August 15, 2016

Dear Superintendent Hofmeister and Honorable State Board of Education,

Please accept this formal request for a waiver of the federal claim deadline of August 1, 2016. John Rex Charter School has never requested a late federal programs payment.

Please accept this one-time request as these funds are severely needed by the school.

Thank you for your consideration.

Sincerely,

Dr. Joseph Pierce
Head of School
John Rex Charter Elementary School

Oklahoma City Public Schools

8/17/2016

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Carole,

I am writing for assistance in regards to the Tier 1 funds that were approved by OSDE-SES for Riley Washom and the out of state residential placement. OKCPS was approved for reimbursement in the amount of \$38,747.32 for the FY 2016 school year. Our financial department tried to post the claim more than once but was unsuccessful through GMS. If there is something that can be done to claim this reimbursement, please let me know so that we can move forward.

Thank you,

Erin Trussell
Director of Special Services
Oklahoma City Public Schools