



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

**MEMORANDUM**

**TO:** Superintendents, Special Education Directors, and Contacts  
**FROM:** Todd Loftin, Deputy Superintendent Special Education Services  
**DATE:** November 17, 2021  
**SUBJECT:** Project 615: Special Education Professional Development

The purpose of this project is to provide additional funds to districts for professional development. These funds may only be used for professional development activities that increase the ability of teachers to ensure positive outcomes for students with disabilities. Each district has received a set allocation for this project. The application will ask for the details of the activity. The allocation the district receives can be located on the allocation tab. The budget must be completed for the entire allocation. However, the application can be amended at any time. Districts not completing a budget by December 1, of the current fiscal year will forfeit their allocation, and funds will be returned back to the Oklahoma State Department of Education – Special Education Services.

Examples of usage are:

- Inviting Speakers
- Purchasing Books for Staff
- Attending Conferences
- Conducting Trainings
- Attending Webinars

If you have questions, please contact your finance specialist.

- Ashlee Henson: [ashlee.henson@sde.ok.gov](mailto:ashlee.henson@sde.ok.gov) – 405-521-4857
- Carole Tomlin: [carole.tomlin@sde.ok.gov](mailto:carole.tomlin@sde.ok.gov) – 405-521-2335
- Janet Felton: [janet.felton@sde.ok.gov](mailto:janet.felton@sde.ok.gov) – 405-522-1578
- Karen Howard: [karen.howard@sde.ok.gov](mailto:karen.howard@sde.ok.gov) – 405-521-3587