



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

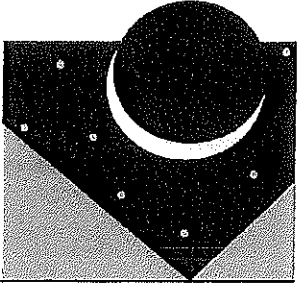
SUBJECT: Approval of late expenditure reports – Federal Programs

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.”

Astec Charter, Bokoshe, Commerce, and Monroe have provided a good cause letter of explanation and are in payable form. State Board Approval is requested.

Astec Charter	Title I	Submitted 8-16-17	\$14,072.4
Astec Charter	Title II	Submitted 8-16-17	\$800.42
Astec Charter	Title II, Immigrant	Submitted 8-16-17	\$339.34
Astec Charter	Title III, LEP	Submitted 8-16-17	\$4075.31
Bokoshe	Title I	Submitted 8-9-17	\$22,351.94
Commerce	Title I	Submitted 8-17-17	\$7,236.92
Monroe	Title I	Submitted 8-17-17	\$29,709.99
Monroe	Title VI, REAP-FLEX	Submitted 8-14-17	\$25,544.19

ASTEC



Advanced Science & Technology Education Charter Schools

Home of the *Comets*

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 Title I 511 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.

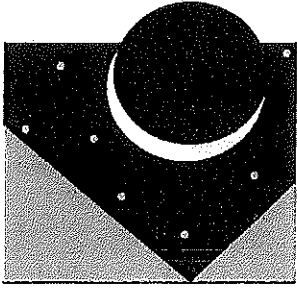
Our Federal Programs Coordinator misunderstood the final due date for July claims. She alerted me of her mistake and contacted the Federal Programs Office when she realized her error. In addition, we did not have an approved federal programs application until April 2, 2017 due to some programming errors in our application's personnel page and we 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

ASTEC



Advanced Science & Technology Education Charter Schools

Home of the *Comets*

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 Title II 541 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.

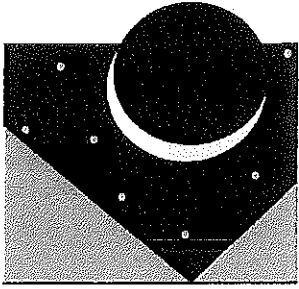
Our Federal Programs Coordinator misunderstood the final due date for July claims. She alerted me of her mistake and contacted the Federal Programs Office when she realized her error. In addition, we did not have an approved federal programs application until April 2, 2017 due to some programming errors in our application's personnel page and we 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

ASTEC



Advanced Science & Technology Education Charter Schools

Home of the *Comets*

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 Title III 571 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.

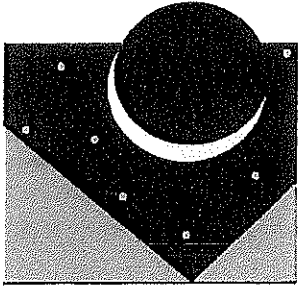
Our Federal Programs Coordinator misunderstood the final due date for July claims. She alerted me of her mistake and contacted the Federal Programs Office when she realized her error. In addition, we did not have an approved federal programs application until April 2, 2017 due to some programming errors in our application's personnel page and we 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

ASTEC



Advanced Science & Technology Education Charter Schools

Home of the *Comets*

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 Title III 572 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. In addition, we did not have an approved federal programs application until April 2, 2017 due to some programming errors in our application's personnel page and we 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

BOARD OF EDUCATION
Max Carver – President
Ronnie Kingsborough -- Vice President
Pamela Harding – Clerk
Michael Monroe – Member
Ronald Miller – Member

Bokoshe Public Schools

P.O. BOX 158
BOKOSHE, OKLAHOMA 74930
(918) 969-2491
(918) 969-2493 fax

ADMINISTRATION
Chad Ritter – Superintendent
Dustin Long – Principal
Kenny Pierce- Elementary Principal

August 9, 2017

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

RE: Federal Program Final Claims

To Whom It May Concern:

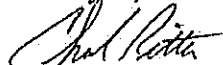
Please accept this letter as explanation of why our May/June finals claims are being submitted after the August 1, 2017, deadline.

Our records indicate the first submission was attempted on June 28, 2017 for the May and June claims for our Title I program. The report was rejected and returned back to us due to errors (attaching incorrect file and leaving out the new SAM documentation). When trying to correct the clerical errors, the encumbrance clerk deleted the original claims trying with a "start over" to submit all the correct information, not realizing it would put the new claim submission date after the August 1 deadline. She had thought the deadline was to be August 31, 2017.

Please consider and allow our claims to be submitted late.

We are taking strong corrections to this matter to not make this error again in the future.

Thank you,



Chad Ritter
Superintendent

Commerce Public Schools

217 Commerce Street
Commerce, Oklahoma 74339-2200
(918) 675-4316
Fax (918) 675-4464

August 16, 2017

Re: Title I - 511

This is to advise you that the reason this claim was submitted after August 1 is because the invoices were just received and they were paid at our August 15 board meeting.

Thank you for your consideration.

Sincerely,



Jim Haynes
Superintendent

Alexander Elementary School
601 6th St

(918) 675-4336
FAX (918) 675-5056

Commerce Middle School
500 Commerce St

(918) 675-4101
FAX (918) 675-5353

Commerce High School
420 Doug Furnas Blvd

(918) 675-4343
FAX (918) 675-4682

Monroe School District

P.O. Box 10
Monroe, OK 74947
(918) 658-3516
Fax (918) 658-3347

BOARD OF EDUCATION
Skip Baxter, President
Alecia Bunn, Vice President
Tim Cauthen, Clerk

Karen LaRosa, Superintendent

Oklahoma State Department of Education

2500 North Lincoln Blvd

Oklahoma City, Ok 73105

August 08, 2017

Subject: Late Federal Claims

511 - Claims - July - June
- 586 Claim - July - June

To Whom It May Concern:

Due to staff changes during the 2016-2017 school year at Monroe Public School our Federal Claims were not submitted in a timely manner and therefore past due at this time. Our new business manager has worked diligently this year trying to learn all the many roles she obtained stepping into her new position. She was unacquainted with the procedures and deadlines for submitting federal claims. At this time, we ask for leniency and a few days of extension to submit our much needed federal claims for the 2016-2017 school year.

Your consideration to excuse our tardiness and except our late claims would be greatly appreciated.

Respectfully submitted,



Karen LaRosa