



JOY HOFMEISTER

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

TO: The Honorable Members of the State Board of Education

FROM: Joy Hofmeister

DATE: September 28, 2017

SUBJECT: Approval of late expenditure reports – School Improvement

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.”

Kenwood and Cherokee Immersion have provided good cause letters of explanation and are in payable form. State Board approval is requested.

Kenwood Public School	SI-1003a - 515	Submitted	\$20,000.00
Cherokee Immersion	SI-1003a - 515	Submitted	\$23,725.00

SEjs

Attachments



# Billings Public Schools



P.O. Box 39 ∞ 311 North Central  
Billings, Oklahoma 74630

Oklahoma State Department of Education  
c/o Federal Programs  
2500 N. Lincoln Blvd  
Oklahoma City, OK 73105

To Whom It May Concern:

Billings Public School, district 52i002, is requesting special permission to make claims on our 2016-2017 federal funds even though it is past the normal deadline: funds are for project 511 (Title I), 541 (Title II), 621 (Special Education flow through), and 641 (Special Education preschool). These funds were allocated to the district and the district spent the money for the approved purposes, but the district failed to file the claims to actually draw down the money. There was some confusion that caused this problem including a new person in that position and the district switching to new accounting software at the same time (i.e. the new person didn't know how to use the old system which was needed in order to process the claims). In hindsight, as the superintendent I should have made sure all of this was taken care of in a timely manner; however, I failed to do so and now need to apologize for my oversight and humbly ask for an exception to fix the problem.

Normally, having carryover funds doesn't cause a major problem; the district could merely spend the money the next year. However, since the funds in question are special education and Title dollars, the district will face a future problem when "maintenance of effort" is calculated. Basically, it will appear that the district spent additional local dollars in 2016-2017 (since the federal money would not have been spent) and much less local dollars in 2017-2018 (since there would be extra federal money to spend); thus, when "maintenance of effort" is calculated, the district will lose significant federal dollars in 2018-2019 if this exception is not granted. I am making this request in order for the district not to be harmed financially in the future.

Thank you for your consideration of this request; if you have any questions, please contact Rustin Clark at (580) 725-3271 or [rclark@billings.k12.ok.us](mailto:rclark@billings.k12.ok.us).

Sincerely,

Rustin Clark, Superintendent  
Billings Public Schools

Dr. Rustin Clark, Superintendent

(580) 725-3271 Phone

[rclark@billings.k12.ok.us](mailto:rclark@billings.k12.ok.us)

(580) 725-3278 Fax

# Dahlongegah Public School

Jeff Limore  
Superintendent

Telephone: (918) 696-7807  
Fax: (918) 696-2192

Route 1 Box 1795  
Stilwell, OK 74960

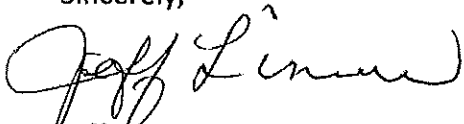
Date: September 7<sup>th</sup>, 2017

To Whom It May Concern:

The Title 1 claim that was uploaded and submitted on July 19, 2017, by accounting firm Hobbs and Associates, was denied. The accounting firm made the corrections to the claim and attempted to upload and re-submit on August 29<sup>th</sup>, 2017. However, the claim failed to upload. Proper procedure was not followed and the claim was deleted. The accounting firm created a new one not knowing that this would cause an error in processing the claim.

If there are any further questions, please call 918-696-7807.

Sincerely,

  
Jeff Limore

Superintendent

Dahlongegah School

School seal



BOARD OF EDUCATION

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Oklahoma Leflore County District I-067

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918-658-3366

**Scott L. Parks**  
Superintendent  
918-658-3666

**Jeremy Dyer**  
Elementary Principal  
918-658-3608

**Howe Public Schools**  
Plum and Railroad Street  
P.O. Box 259  
Howe, Oklahoma 74940  
Central Office: 918-658-3666  
FAX: 918-658-2233  
[www.howeschools.org](http://www.howeschools.org)

Board of Education  
Elvis Hall, President  
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To Whom It May Concern:

Due to a late June 2017 ISTE Conference, travel expenditures that were incurred were not able to be processed until late July 2017 board meeting. This caused submission of our final Title I claim to be delayed. If there are any questions regarding this matter please call me at (918)658-3666.

Thank You,

*Rachel Krebbs*

Rachel Krebbs

Business Manager, Howe Schools



# KENWOOD PUBLIC SCHOOL

Billy Taylor, Superintendent

48625 S 502 RD  
Salina OK 74365  
918.434.5799 phone  
918.434.6552 fax

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September 11, 2017

To Whom It May Concern:

I would like to request an extension in order to claim the 2016 funds. We filed claims for these funds but had them returned due to a problem with our Duns number. Somehow we overlooked this issue and now that we are trying to fix this situation we find out that we are late. It would really help us out if we could get the extension and be allowed to file this claim as we originally intended. Any help you can give us in this regard would be greatly appreciated.

Thank you,

Billy Taylor  
Superintendent, Kenwood School



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**SEQUOYAH SCHOOLS**  
*School of Choice*



P.O. Box 520 • Tahlequah, OK 74465  
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*Elementary Principal*

Bill John Baker  
*Principal Chief*

S. Joe Crittenden  
*Deputy Principal Chief*

September 15, 2017

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

Re: Project 515 Final FY17 claim

To Whom It May Concern:

The Cherokee Immersion School, 11-T001-971, is writing to request acceptance of a late claim from Project 515 funding in the amount of \$23,725. Cherokee Immersion School first attempted to submit this claim on August 1, 2017. The consistency check kept us from submitting the claim. We called the office of School Support and did not get an answer. We then called the Title 1 office and talked with Felicia Denton. She was not able to help us. On August 30, Joyce Rock visited our school and found the error that was keeping our consistency check from running successfully. We fixed the error in our budget and successfully submitted the claim. Zada Sery rejected our claim and we were instructed to write a letter requesting that our claim be considered for payment.

Please consider and allow our claim to be accepted.

Thank you,

Leroy Qualls  
Superintendent