



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: January 25, 2018

SUBJECT: School District in Noncompliance of 70 O.S. § 5-135.2, Sept. 1 Submission Date

Pursuant to 70 O.S. § 5-135.2, not later than September 1 each year, every school district shall transmit a copy of the income and expenditures data according to the Oklahoma Cost Accounting System coding to the State Department of Education. Failure to meet this deadline, as referenced in the Oklahoma Administrative Code 210:25-5-4, is considered “not operating pursuant to the Oklahoma Cost Accounting System” and can result in the reduction of State Aid funds.

Pursuant to 70 O.S. § 5-135.2, part B, states the reduction may be waived by the State Board of Education if the district can demonstrate that failure to operate pursuant to said system was due to circumstances beyond the control of the district and that every effort is being made by the district to operate pursuant to said system as quickly as possible

There were four (4) school districts which did not meet the September 1, 2017 deadline.

All four (4) school districts were contacted by fax or email and were informed of the penalty and if a waiver was going to be requested to submit a letter explaining the reason for the delay and the steps to prevent this from reoccurring in the future. Enclosed are letters from the school districts requesting a waiver: Allen-Bowden, Asher, Gans, and Monroe.

Jh/kb

Attachments

ALLEN BOWDEN SCHOOL

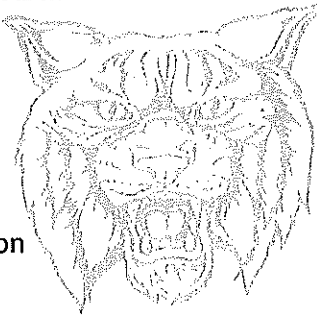
7049 FRANKOMA RD.
TULSA, OKLAHOMA 74131
ADMINISTRATIVE OFFICE

(918) 224-4440

FAX (918) 224-0617

January 10, 2017

Oklahoma State Board of Education
Oliver Hodge Building
2500 North Lincoln Avenue
Oklahoma City, OK 73105



Honorable Board Members:

Unfortunately, Allen Bowden Public School did not meet the September 1 deadline for uploading income and expenditure data into the Oklahoma Cost Accounting System. We, at Allen Bowden, pride ourselves in making sure that all state and federal mandates are met in a timely manner, however, we failed to meet this one.

The issue associated with the failure to upload the required data was in our coding process. As we worked to fix one problem, another would arise. It was at that point we reached out to the State Department for expertise guidance and were able to resolve those issues which plagued us. However, it was after the required date.

We will begin our process of checks and balances concerning coding as soon as the window opens for us to do so. I believe this will allow us to meet the required deadline in FY '19 and beyond. I, respectfully, ask that you waive our penalty of **\$1,269.00** in a showing of good faith as we will be even more diligent in the future.

Thank you for your time and consideration. We will respect whatever decision you may make.

Sincerely,

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

Mr. Kelly Husted, Superintendent

ASHER PUBLIC SCHOOLS

TERRY L. GRISSOM

Superintendent
terryg@asher.k12.ok.us

JEREMY FRYE

Principal
jfrye@asher.k12.ok.us

201 S. Division St.

P. O. Box 168

Asher, Oklahoma 74826

(405) 784-2331

1-877-677-8700

FAX (405) 784-2306

BOARD OF EDUCATION

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ALLAN FRAZIER

January 9, 2018

To Whom it May Concern:

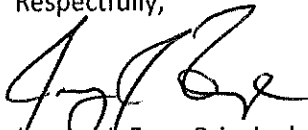
I am writing this letter on behalf of Mr. Terry Grissom, Superintendent of Asher Public Schools. Mr. Grissom is out of the office for an undetermined amount of time due to an illness.

Asher Public Schools failed to submit and lock the district's income and expenditure data by the September 1 due date. Our encumbrance clerk, Angela Roberts was hired in January of 2017. This was the first OCAS income and expenditure report that she had submitted. Upon realizing the multiple errors, Angela contacted Debbie at OCAS to obtain assistance. Angela worked through the weekend to correct errors and submitted and locked the data on September 4. The delay in locking the data was not due to neglect or oversight. I believe Angela was diligent in correcting the errors and locking the data as quickly as possible.

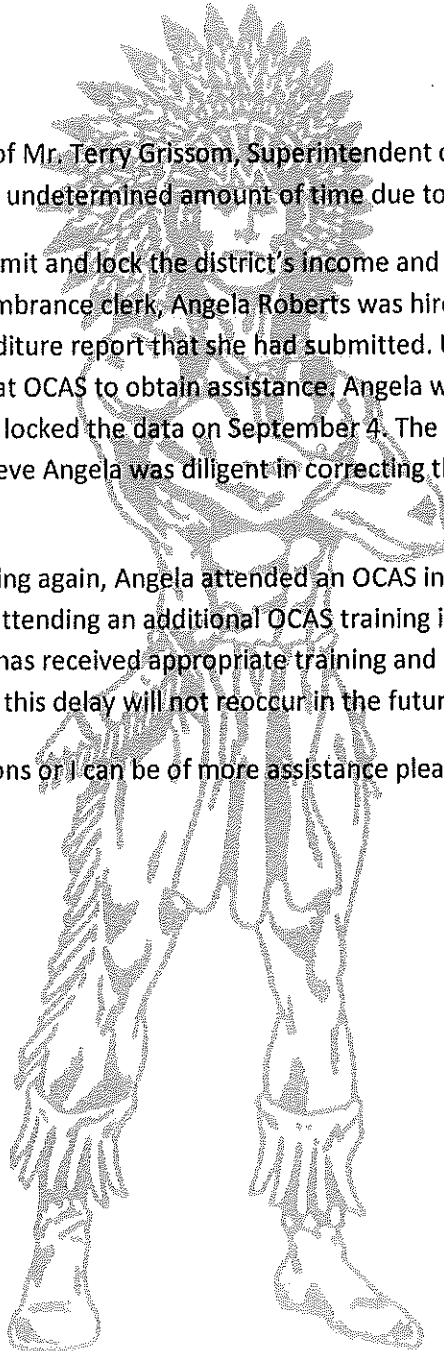
To prevent this issue from occurring again, Angela attended an OCAS in-service on November 30, 2017 in Wilburton, OK. Angela will be attending an additional OCAS training in March 2018. Asher Public Schools has ensured that Angela has received appropriate training and will continue to receive additional training to ensure that this delay will not reoccur in the future.

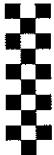
If you have any additional questions or I can be of more assistance please call the school (405)784-2331.

Respectfully,



Jeremy J. Frye, Principal
Asher Public Schools





GANS PUBLIC SCHOOL

P.O. Box 70
Gans, OK 74936

Larry V. Calloway
Superintendent

Phone (918) 775-2236
Fax (918) 774-9940

School Board:

Jesse James, President
Kelly Youngblood, Vice President
Melvin DuVaul, Clerk
Jeremy Taylor, Member
Jeremy Victory, Member

Shawn Gillespie
High School Principal

Regina Brannon
Elementary Principal



January 8, 2018

Katherine Black
Executive Director
Financial Accounting/OCAS/Audits
Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, Ok. 73105

Dear Ms. Black,

This is in regard to the late penalty fee for being late with the OCAS Report. The reason this was late was because the Internet for Gans School had problems and since the MAS program is internet Based I was unable to make corrections in a timely manner,

Our Technology person left on June 30, 2017 and we did not have someone on staff to work on this problem. Also my computer crashed during all if this and we had to get a new one and move information to the new computer.

We have an Independent Treasurer and he is not in his office every day, so it was difficult to make sure he was on time with this report.

We have a new internet company this fiscal year and new computers. I will do my very best make sure this is reported on time.

Can you waiver this penalty? I assure you I will have it on time for this year.

Larry V. Calloway,
Superintendent
Gans Public School

Monroe School District

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

BOARD OF EDUCATION
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Oklahoma State Department of Education

2500 North Lincoln Blvd

Oklahoma City, OK 73105

January 08, 2018

Subject: District's income and expenditure data late submission

Oklahoma State Board of Education:

Due to staff changes in 2016-2017 school year at Monroe Public School our new business manager was unacquainted with the procedures and time sensitive deadlines for locking and submitting our income and expenditure data in by September 1st. That resulted in our report not getting submitted till September 08th. Our new business manager has worked diligently this year trying to learn the many roles and requirements she obtained stepping into her new position. She takes her job very serious and I do not see this ever being an issue again.

At this time, we ask for leniency against the assessed penalty of \$401.00 for our tardiness.

Your consideration would be greatly appreciated.

Respectfully, Submitted,



Karen LaRosa

School Districts must certify their income and expenditure data no later than September 1, pursuant to 70 O.S. 5-135.2 & OAC 210:25-5-4. Failure to do so results in reduction to State Aid monthly payments.

District	Date Locked by District	FY2018 Allocation as of 8/14/17	9/14/17 September Payment @ 10%	1st Month Penalty @ 1% of Payment	10/12/17 October Payment @ 9.00 %	2nd Month Penalty @ 2% of Payment	11/16/17 November Payment @ 9.00%	3rd Month Penalty @ 3% of Payment	12/14/17 December Payment @ 9%	4th Month Penalty @ 4% of Payment	Total OCAS Non Compliance Penalty
63I112 ASHER	9/4/2017	\$ 1,131,275.00	\$ 113,128.00	\$ 1,131.00	\$ 101,815.00		\$ 101,815.00		\$ 101,815.00		\$ 1,131.00
40C011 MONROE	9/8/2017	\$ 400,550.00	\$ 40,055.00	\$ 401.00	\$ 36,050.00		\$ 36,050.00		\$ 36,050.00		\$ 401.00
19C035 ALLEN-BOWDEN	9/14/2017	\$ 1,269,156.00	\$ 126,916.00	\$ 1,269.00	\$ 114,224.00		\$ 114,224.00		\$ 114,224.00		\$ 1,269.00
68I004 GANS	12/15/2017	\$ 1,870,368.00	\$ 187,037.00	\$ 1,870.00	\$ 168,333.00	\$ 3,367.00	\$ 168,333.00	\$ 5,050.00	\$ 168,333.00	\$ 6,733.00	\$ 17,020.00