MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Janet C. Barresi

DATE: August 23, 2012

SUBJECT: Title IV, Part B - 21st Century Community Learning Centers and Title IV, Part A Safe and Drug Free Schools Late Claims

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 ever year.”

Hulbert Public Schools, Wagoner Public Schools and Hayworth Public Schools have provided a good cause letter of explanation and are in payable form.

Title IV, Part B - 21st Century Community Learning Centers
1) Hulbert Public Schools – District 11-I016 in the amount of $88,031.82. The attached letter of explanation from the district states that as a result of a misplaced invoice and coding issues this final claim was delayed.

2) Wagoner Public Schools – District 73-I019 in the amount of $56,406.89. The attached letter of explanation from the district states that as a result of personnel changes, the deadline requirements were missed.

Title IV, Part A – Safe and Drug Free Schools
1) Haworth Public Schools – District 48-I006 in the amount of $3,363.29. The attached letter of explanation from the district states that as a result of a late invoice from a vendor the final claim was delayed.

State Board approval is requested.

Attachment
August 20, 2012

Oklahoma State School Board of Education  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard  
Oklahoma City, OK 73105-4599

Dear Board Members,

Please consider this request for the payment of the Title IV claim submitted by Haworth Public Schools.

We had one vendor that we were awaiting the receipt of an invoice (see attachment) to complete the expenditure of this grant. On August 8, 2012 we finally received a fax from said vendor of an invoice for our business office to pay for items received. Once the payment had been processed we submitted the claim for expenditures to the State Department of Education for reimbursement.

Our district has also had some personnel changes within our business office department. This summer we have had a new business manager join our district to replace our retiring business manager of 15 years. She was unaware that the August 1st deadline was applicable to the Title IV claims since the district was only awarded the grant in June. Now that she is settled into her new position, she will be keeping a closer eye on all claims that are to be filed for reimbursement.

We greatly apologize for the tardiness of this claim and have already made changes in our claiming process to ensure that this does not happen again.

Thank you for your consideration,

Ted Brewer, Superintendent  
Haworth Public Schools
Tanglewood Research, Inc.
420-A Gallimore Dairy Road
Greensboro, NC 27409

Invoice

<table>
<thead>
<tr>
<th>BILL TO</th>
<th>SHIP TO</th>
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| Haworth Public Schools
Call Sylvia
Rm 73 Box 1
Haworth, OK 74740 | Haworth Public Schools
Call Sylvia
Hwy 3
Haworth, OK 74740 |

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<td>Senior Manual Alcohol, Tobacco, and Other Drugs</td>
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Call Sylvia
580-245-1440
gsylvia@haworth.k12.ok.us

UPS Package 1 Tracking #: 1Z0AR7530390598125
student manuals

UPS Package 1 Tracking #: 1Z0AR7530397034006
student materials

UPS Package 1 Tracking #: 1Z0AR753039126513

Total | $1,812.50 |

Balance Due | $1,812.50 |

Return Policy - Returns are accepted for credit/refund (minus a 15% restocking fee) within 60 days of purchase. Items must be in new condition. (No returns on surveys)