



**JANET BARRESI**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
STATE OF OKLAHOMA

**MEMORANDUM**

**TO:** The Honorable Members of the State Board of Education

**FROM:** Janet C. Barresi

**DATE:** August 25, 2014

**SUBJECT:** Approval of Late Expenditure Reports - Title IV, B (21<sup>st</sup> Century Community Learning Centers) Grant Awards

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."

Caney Valley School, Ringwood Public Schools, Commerce Public Schools and Walters Public Schools have each provided a good cause letter of explanation and are in payable form. State Board approval is requested.

JB:sj

Attachment

# CANEY VALLEY SCHOOL

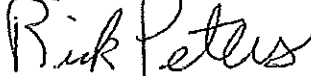
*P.O. Box 410 • Ramona, Oklahoma 74061 • (918) 536-2500*

*August 25, 2014*

Dear Ms. Sonia Johnson:

On behalf of Caney Valley School District I would like to apologize for our error in sending in two 2014 claims after the August 1 deadline. This mistake was due to scheduling difficulties by our office staff. In the future we will submit our claims prior to the end of year deadline.

Respectfully,



Rick Peters  
Superintendent



# Ringwood Public Schools

Home of the Red Devils

101 W. 5<sup>th</sup> Street, Ringwood, OK 73768

Phone: 580-883-2202 H.S. Fax: 580-883-8019

Elementary Fax: 580-883-2228, Superintendent's Office Fax: 580-883-2220

Elementary Principal: Denise Bowers

Superintendent: Wade Detrick

HS Principal: Pete Maples

August 25, 2014

Sonia Johnson  
State Director, 21<sup>st</sup> Century Community Learning Centers,

As you may know, we have had a change in directors at the Ringwood Public Schools After-School 21<sup>st</sup> Century Grant Program. Our previous director submitted all claims and paperwork for the program. With the timing of our situation, I submitted a late claim to your office after August 1, 2014 deadline. All expenses were encumbered before June 30, 2014; therefore, we ended up paying those expense in the month of June, 2014. Our new director for the 2014-2015 school year is aware of this deadline. If you have any questions, please feel free to contact me at 580-883-2201.

Excellence in Education,

Wade Detrick  
Superintendent, Ringwood Schools

# Commerce Public Schools

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

August 25, 2014

Oklahoma State Board of Education  
2500 North Lincoln Boulevard  
Oklahoma City, OK 73105

Dear State Board of Education Members:

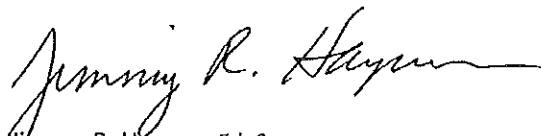
I am requesting approval of payment for a late claim submitted by Commerce Public Schools on our 21<sup>st</sup> Century Community Learning Centers grant. The claim submitted is for reimbursement of the \$34,181.80 of expenses incurred for our Summer School program.

We had to revise the supporting documentation due to a discrepancy in the indirect cost entitlement. After revising the claim and supporting document, I failed to submit the summary expenditure report to OSDE for approval. When I went into the Grants Management System to submit the Closeout Reports, I discovered the final 21<sup>st</sup> CCLC claim had not been submitted to the OSDE for approval, and submitted it at that time.

I apologize for the inconvenience that our oversight has created.

Thank you for your consideration.

Sincerely,



Jimmy R. Haynes, Ed. S.  
Superintendent of Schools

Alexander Elementary School  
601 East 6<sup>th</sup> Street

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

Commerce Middle School  
500 East Commerce

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

Commerce High School  
420 D Street

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



# Walters Public Schools

418 South Broadway

Walters, OK 73572

Fax: (580) 875-2831

**Jimmie Dedmon**  
Superintendent  
(580) 875-2568  
jdedmon@waltersps.org

**Laura Booher**  
High School Principal  
(580) 875-3257  
lbooher@waltersps.org

**Laurie Graham**  
Middle School Principal  
(580) 875-3214  
lkgraham@waltersps.org

**Dauna Thompson**  
Elementary School Principal  
(580) 875-3144  
dnthompson@waltersps.org

August 25, 2014

Board of Education of the State of Oklahoma

Dear Board of Education:

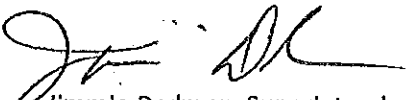
As Superintendent of Walters Public Schools, 17-1001, I respectfully request approval of the claim for reimbursement which was submitted late in the Grants Management System (GMS). The claim was submitted on August 7, 2014. The Encumbrance Clerk for Walters Public Schools had received the invoice from the Vendor and had put the August 1, 2014, deadline on her desk calendar; however she mistakenly failed to pay the invoice. We discovered this oversight on Tuesday, August 4 and the 21<sup>st</sup> Century Grant Director for Walters Public Schools immediately contacted the 21<sup>st</sup> Century CLC office to inquire as to what should be done. Additionally, the Federal Programs Coordinator contacted the 21<sup>st</sup> Century CLC office by email and received a response on August 6. Payment was issued on August 7.

The 21<sup>st</sup> Century Grant Director received approval from the 21<sup>st</sup> Century office prior to making the purchase reflected on this claim. Approval was received on June 23 from Sonia Johnson, State Director, 21<sup>st</sup> Century Community Learning Centers. The invoice was dated June 30 but was not received until after the Walters Board of Education meeting on July 10. Walters Public Schools generally pays all invoices on board meeting dates. In keeping with standard practice, the Encumbrance Clerk had the invoice in payments to be paid at the next board meeting which was scheduled for August 14.

The decision to file a late claim was not taken lightly. After consulting with the Grant Director and Federal Programs Coordinator, I made the decision to submit the claim late. Non-payment of this claim would result in Walters Public Schools using \$2,568.80 in local funds to make this purchase. Additionally, we would lose that amount in 21<sup>st</sup> Century funds due to carryover limits.

Walters Public Schools has not filed late claims in the past and works diligently to meet all SDE deadlines. The oversight by the Encumbrance Clerk is simply human error. Therefore, I respectfully request that you approve the claim submitted by Walters Public Schools, 17-1001. Thank you for your consideration in this matter.

Respectfully submitted,

  
Jimmie Dedmon, Superintendent  
Walters Public Schools, 17-1001