Interim Director
Joe Cordova
Commissioners
Lynda Collins
Steve Shelton
Jack Tucker

August 27, 2014

Oklahoma State Department of Education Compliance, Data & Financial Services 2500 North Lincoln, Suite 412 Oklahoma City, OK 73105

Attention: Anita Eccard

Reference:

50-H000 Oklahoma School for the Deaf

Application 2013-2014

Dear Anita.

A notice was sent by email from OSDE on July 30, 2014 that the IDEA-B application deadline was August 1st. I received that email and another email on August 1st notifying me that the submission should be in by 5:00 p.m. on that day OSD met that deadline by submitting the application on that day.

On August 27th the OSD Business Manager entered expenditures in the SDE grants management system, however when attempting to submit the report, the system was locked. After multiple attempts to enter the report, we called SDE and were informed that OSD was locked out, due to missing the due date. We were not aware of a deadline posted on the SDE website; for future, OSD will request assistance on where to find reporting dates on the SDE website.

Please accept the attached Record and Report of Expenditures for the Oklahoma School for the Deaf IDEA-B, projects 621 and 641 as the reimbursement claim.

Plan of action to prevent another occurrence:

OSD staff will obtain dates of training offered from SDE.

 OSD staff will attend SDE training to obtain essential information and the tools needed to file applications and submit reports timely.

 OSD staff will work closely with SDE staff to assure deadlines are fully understood and met.

We sincerely regret missing the reporting deadline.

Respectfully,

KaAnn Varner, Superintendent Oklahoma School for the Deaf

OKLAHOMA STATE DEPARTMENT OF EDUCATION **SPECIAL EDUCATION SERVICES (SES)** RECORD AND REPORT OF DISTRICT EXPENDITURES

REPORT ONLY REPORT CLAIM CO-OP FUND NUMBER

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50

H000

County

District

Object

County:

MURRAY

District:

OKLAHOMA SCHOOL FOR THE DEAF

Project No.:

641 IDEA-B Amount of Approved (Budgeted) Project:

Fiscal Year Budgeted \$789.94

Function

Amount

789.94

Salaries

Reporting Period or Date: January 1, 2014 through June 30, 2014

APPROVED BUDGET BALANCE:

\$789.94

PO or	Date of		,	Budget		
Payroll	Purchase	Warrant	Date Paid	Account	a a	Amount
Claim No.	Order	Number	MM/DD/YY	Code	Person or Vendor	Paid
	1/31/2014		1/31/2014	salary	Rolanda Titsworth	\$789.94
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TOTAL (of all pages) Indirect Cost Claimed **GRAND TOTAL CLAIMED** \$789.94 \$789.94

ENDING APPROVED BALANCE

\$0.00

OKLAHOMA STATE DEPARTMENT OF EDUCATION SPECIAL EDUCATION SERVICES (SES) RECORD AND REPORT OF DISTRICT EXPENDITURES

REPORT ONLY REPORT CLAIM CO-OP FUND NUMBER

CODE:

50

H000

County District

County:

MURRAY

District:

OKLAHOMA SCHOOL FOR THE DEAF

2014

Fiscal Year Budgeted

Project No.: 621

IDEA-B

Amount of Approved (Budgeted) Project:

\$55,423.66

Function Object Amount 1000 44,108.95 Salaries 1000 121 11,314.71

Salaries

Reporting Period or Date: January 1, 2014 through June 30, 2014

APPROVED BUDGET BALANCE:

\$55,423.66

PO or Payroll	Date of Purchase	Warrant	Date Paid	Budget Account	Daniel and Vandar	Amount
Claim No.	Order	Number	MM/DD/YY	Code	Person or Vendor	Paid
	1/31/2014		1/31/2014	1000/100	Amanda Chebultz	\$2,871.33
1/-	2/28/2014		2/28/2014	1000/100	Amanda Chebultz	\$2,871.33
	3/31/2014		3/31/2014	1000/100	Amanda Chebultz	\$2,871.33
	4/30/2014		4/30/2014	1000/100	Amanda Chebultz	\$2,871.33
	5/31/2014		5/31/2014	1000/100	Amanda Chebultz	\$2,000.00
	1/31/2014		1/31/2014	1000/100	Kelsey Bennett	\$2,873.33
	2/28/2014		2/28/2014	1000/100	Kelsey Bennett	\$2,873.33
	3/31/2014		3/31/2014	1000/100	Kelsey Bennett	\$2,873.33
	4/30/2014		4/30/2014	1000/100	Kelsey Bennett	\$2,873.33
	5/31/2014		5/31/2014	1000/100	Kelsey Bennett	\$2,000.00
	1/31/2014		1/31/2014	1000/100	Kristen McCurdy	\$3,620.52
Name : 1	2/28/2014		2/28/2014	1000/100	Kristen McCurdy	\$3,620.52
U.	3/31/2014		3/31/2014	1000/100	Kristen McCurdy	\$3,620.52
	4/30/2014		4/30/2014	1000/100	Kristen McCurdy	\$3,620.52
	5/31/2014		5/31/2014	1000/100	Kristen McCurdy	\$2,648.23
	1/31/2014		1/31/2014	1000/121	Kim Graves	\$2,200.00
	2/28/2014		2/28/2014	1000/121	Kim Graves	\$2,200.00
	3/31/2014		3/31/2014	1000/121	Kim Graves	\$2,200.00
	4/30/2014		4/30/2014	1000/121	Kim Graves	\$2,200.00
	5/31/2014	Y	5/31/2014	1000/121	Kim Graves	\$2,200.00
	6/30/2014	_	6/30/2014	1000/121	Kim Graves	\$314.71

TOTAL (of all pages) Indirect Cost Claimed \$55,423.66 \$55,423.66

GRAND TOTAL CLAIMED

\$0.00

ENDING APPROVED BALANCE