



JOY HOFMEISTER

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT OF EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education
FROM: Joy Hofmeister
DATE: September 24, 2015
SUBJECT: Approval of late expenditure reports – Federal Programs

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.”

Crooked Oak, Garber, Kellyville, Leedey Pawhuska, Rush Springs and South Coffeyville have provided a good cause letter of explanation and are in payable form. State Board approval is requested.

GB:rc

Attachment

2015 LATE CLAIMS

55	I053	Crooked Oak			
		Title II A	(541)	\$12,519.74	
24	I047	Garber			
		Title VI	(586)	\$ 2,675.66	
28	I003	Granite			
		Title I	(511)	\$ 1,250.00	
19	I0311	Kellyville			
		Title IA	(511)	\$39,829.90	
		Title IIA	(541)	\$ 4,038.16	
		RLIS	(587)	\$10,904.99	
65	I003	Leedy			
		Title I	(511)	\$21,100.01	
57	I002	Pawhuska			
		Title I	(532)	\$ 5,338.65	
26	I068	Rush Springs			
		Title IIA	(511)	\$16,168.22	
		REAP	(586)	\$ 2,336.26	
53	I051	South Coffeyville			
		Title IA	(511)	\$ 3,598.70	

Crooked Oak Public Schools

Barbara Jaramillo
Principal, High School
(405) 677-3452

Dennis McCray
Principal, Middle School
(405) 677-5133

Brad Richards, Superintendent
Dennis A. Berry, Executive Director of Operations
Stefanie Stroud, Dir. of Special Services
Robert Palesano, Athletic Director

1450 S. Eastern
Oklahoma City, OK. 73129
(405) 677-5252
Fax (405) 670-8070

Kim Templeman
Principal
Central Oak Elementary
(405) 677-5211

State Dept of Education
Federal Claims

Re: Late Claim Filing

Ms/Sir,

We have changed personnel in our financial department and have been training on all aspects of school financials, payroll, and federal claims.

We found it necessary to replace our previous financial person due to lack of attention to completing jobs in a timely manner. The individual that has replaced this person has proven that we made a wise decision and he is trying to get on top of all aspects of this position.

The federal claims for June are not being filed until today, but he now has a calendar of events that will outline all due dates for federal claims and this should not be a problem in the future.

Thank you,



Mr. Brad Richards
Superintendent

GARBER PUBLIC SCHOOLS

P.O. Box 539
Garber, OK 73738
580-863-2220

PHIL HOOPES
Elementary Principal

JAMIE DAVIS
Junior High Principal

WILL JONES
Asst. Superintendent
High School Principal

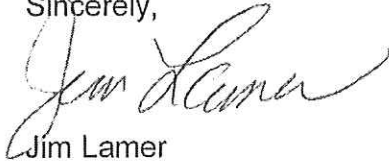
JIM LAMER
Superintendent

August 31, 2015

State Dept. of Education
Title VI REAP FLEX
2500 N. Lincoln Blvd.
Oklahoma City, OK 73105

Garber Public School respectfully request approval of our last payment request for Title VI REAP FLEX in the amount of \$2,675.66. The reason for the late request was due to the replacement of the district server, eliminating internet service for several days and then central office oversight.

Sincerely,



Jim Lamer

Granite Public Schools

P.O. Box 98
Granite, OK 73547
(580)535-2104 – Fax (580)535-2106

To Whom It May Concern,

This letter is concerning the claim with the dates of 6/25/2015 to 7/30/2015. This was for our second payroll in June. The individual submitting the claim thought she was supposed to submit two claims separately for each payroll in June. The first claim was the first June payroll with the dates of 6/1/2015 to 6/30/2015. This claim was already submitted and approved before this was brought to her attention. She was also under the understanding that she had until September 1st to submit all claims. We are aware of the process now and hope to prevent any of these problems in the future.

Thank you,



Rodney Calhoun
Superintendent

Kellyville Public Schools

P.O. Box 99

Kellyville, OK 74039

Administration
247-6133

High School
247-6333

Middle School
247-6134

Upper Elementary
247-2257

Elementary
247-6300

August 25, 2015

Oklahoma State Department of Education
Grants Management Office
Attention: Debbie Pham
2500 N. Lincoln Blvd.
Oklahoma City, OK 73105-4599


Ms. Pham:

It recently came to our attention that the district had been late in submitting claims to the federal programs office. We mistakenly had in our thoughts that the deadline for submission was August 31 instead of August 3.

Please consider allowing Kellyville Schools to submit these federal claims. With the district experiencing a \$350,000 reduction in revenue from fiscal year 2015, payment of these claims is vital to the financial health of the district for the 2015-16 school year.

Thank you for your consideration. Please contact me at 918-247-6133 if I can be of further assistance.

Sincerely,



Joe Pierce
Superintendent of Schools

Rusty Puffinbarger
Superintendent

580-488-3424
Ext. 103

Leedey Public Schools

Box 67

Leedey, Oklahoma 73654

Home of the Bison

www.leedey.k12.ok.us

Darren Danielson
Principal

580-488-3377
580-488-3363
Ext. 107

September 3, 2015

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

I am submitting this Title I claim late because I mistakenly thought the claim was completed this summer. This is a mistake that will not happen in the future. I will be more vigilant to make sure these things are completed by my district in a timely manner.

Sincerely,



Rusty Puffinbarger
Superintendent

Pawhuska Public Schools

1801 McKenzie, Pawhuska, OK 74056

August 26, 2015

My apologies for the untimeliness of our claims processing. In the past when I have needed to resubmit a claim I was asked by a different department to delete the previous claim and start a new one and I was not aware that this process was not accepted by all departments. I was also not aware that all the claims processor needed was our SAM forms to be uploaded. Thankfully Debra Doyle assisted me by showing me how to retrieve the review checklist comments so that I will be more effective in the future. Once again please accept my apologies and I want to thank Ms. Doyle for being so helpful.

Respectfully,

Dr. Landon Berry, Supt.
Heidi Unruh

Heidi Unruh

Payroll/Encumbrance Clerk

Pawhuska Public Schools

RUSH SPRINGS PUBLIC SCHOOLS
P.O. Box 308 * 601 W. Blakely * Rush Springs, OK 73082

"Home of the Redskins"

August 24, 2015

To: E-Grants Management OSDE

From: Mike Zurline Superintendent

Subject: Late Expenditure Report

Rush Springs Schools overlooked sending in our final expenditure report for FY2015 in 511 and 586 funds. This was just an oversight on our part that was not detected until August 19, 2015.

Thank you for your help in this matter



Signature of Superintendent



Date

Mike Zurline
Superintendent
(580) 476-3929
Fax (580) 476-2018

Shawn Haskins
H.S. Principal
(580) 476-3596
Fax (580) 476-2018

Pat Cave
M.S. Principal
(580) 476-3447
Fax (580) 476-2148

Alan Perry
Elem Principal
(580) 476-3172
Fax (580) 476-3777

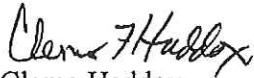
South Coffeyville School, I-51

P. O. Box 190

SOUTH COFFEYVILLE, OKLAHOMA 74072

918-255-6202

The reason for the late claim is the encumbrance was not approved until the July board meeting. After the encumbrance was approved, we did not make the claim until August because our OCAS data had been sent in with that amount being in reserves. Our auditor was coming in August and the reserves on the OCAS report would not have matched the reserves recorded by the auditor, thus we would have received a letter sometime in late FY16 from SDE that our reserves on the OCAS report didn't match the EON. We thought we were okay because we had until September to make the claim.



Clemo Haddox
Superintendent