



Meeting of the Board of Directors  
Western Gateway Elementary School

Thursday, February 23, 2023  
4:00 pm

1300 SW 15th Street Oklahoma City, OK 73108  
[www.westerngateway.school](http://www.westerngateway.school)

Western Gateway Elementary School, Inc.

Board of Directors Meeting

**A G E N D A**

February 16, 2023, 4:00 PM

1300 SW 15th Street, Oklahoma City, OK 73108

Board members:

Blair Humphreys, Pete White, Ashley Terry, Edgar Medina

School Representatives:

Heather Zacarias, Head of School; Diana Bedwell; Minutes Clerk; Leslie Batchelor, Legal Counsel; Steve Huff, Charter School Consultant

Access to the board agenda will be posted on the Western Gateway Website, <https://www.westerngateway.school> \*Click on About Us, then click on Board of Directors, scroll down to 2023 WGES Board Calendar of scheduled meetings for the agenda. The board agenda is also posted on the front entry of the Western Gateway School site.

Official action can be taken only on items that appear on the Agenda. The WGES Board of Directors may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Board or the Chair may refer the matter to the Head of School or Legal Counsel. The Board may also refer items to staff or committees for additional study. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely.

- |                            |                  |
|----------------------------|------------------|
| 1. Call to Order & Welcome | Blair Humphreys  |
| 2. Roll Call               | Blair Humphreys  |
| 3. Head of School Update   | Heather Zacarias |
| 4. Consent Agenda          | Blair Humphreys  |

The following items concern reports and items of a routine nature normally approved at Board meetings. They will be considered and voted on together as a group with one vote; provided that any Board member may ask that one or more items be considered and voted on separately. The Consent Agenda includes discussion, consideration, and possible action upon the following items:

- a. Approval of Minutes from January 19, 2023
  - b. Approval of Purchase Orders # 2023-11-114 through 2023-11-129 and any changes to any prior existing purchase orders
  - a. Approval of Purchase Orders #2023-81-1 through 2023-81-10 and any changes to any prior existing purchase orders
  - b. Approval of Purchase Orders #2023-60-4 through 2023-60-5 and any changes to any prior existing purchase orders
  - c. Approval of Purchase Orders #2023-86-1 through 2023-86-12 and any changes to any prior existing purchase orders
  - c. Approval of January 2023 financial reports
5. Discussion, consideration, and possible action to approve the WGES 2023-2024 School Calendar.
  6. Discussion, consideration, and possible action to approve the positions and job descriptions for a school social worker and a behavior interventionist.
  7. Discussion, consideration, and possible action to approve Policy S-013: Guidelines for Private Counseling at School.
  8. Comments by board members and/or public comments.
  9. New business
  10. Adjourn

# **WESTERN GATEWAY ELEMENTARY SCHOOL, INC.**

## Minutes

### Board of Directors Regular Meeting

January 19, 2023, 4:00 PM

This meeting of the Board of Directors of Western Gateway Elementary School, Inc. was held on Thursday, January 19, 2023, at 4:00 PM. The meeting was held in person at 1300 SW 15th Street, Oklahoma City.

#### Statement of Compliance with the Oklahoma Open Meeting Act:

The meeting agenda was delivered to the Oklahoma County Clerk on Friday, January 13, 2023, and had been posted on January 13, 2023 on the school website: <http://www.westerngateway.school> The meeting notice was also posted at the school entrance.

#### 1. Call to Order

Mr. Humphreys called the meeting to order at 4:03 p.m. on January 19, 2023

#### 2. Roll Call

Mr. Humphreys called the roll. Board members present were: Mr. Humphreys, Mr. White, Mr. Edgar Medina and Ms. Ashley Terry. Others present were: Heather Zacarias, Head of School, Leslie Batchelor, Legal Counsel, and Diana Bedwell.

#### 3. Update from Heather Zacarias, Head of School

Ms. Zacarias shared the Head of School update. On December 25, 2022, there was a water leak and the school flooded. Everyone jumped into action and mitigation began swiftly. Restoration process has begun. The wet carpet and insulation was removed and the students were able to start back to school on schedule, January 4, 2023. The remainder of the work will be completed during the summer. Ms. Zacarias also informed the Board of the Stronger Connections Grant that was awarded to WGES. The grant will be used for the ongoing needs for health, wellness and safety. Lastly, the Board was informed of the enrollment timeline. The lottery opens on February 1st and will run until February 17, 2023 at 4:00 pm. Lottery drawing will be February 22, 2023.

#### 4. Consideration and authorization of WGES Consent Agenda

A motion was made by Mr. White to approve the Western Gateway consent agenda. The motion was seconded by Mr. Medina and approved on the following vote:

Ayes: Humphreys, Terry, Medina, White

Nays: None

5. Presentation, discussion and possible action upon the results of the 2021-2022 audit conducted by Bledsoe, Hewett & Gullekson.

A motion was made by Mr. White to approve the results of the 2021-2022 audit conducted by Bledsoe, Hewett & Gullekson. The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Humphreys, Terry, Medina, White  
Nays: None

6. Consideration and possible action to approve the Stronger Connections Grant budget and to authorize the Head of School to make adjustments as necessary in compliance with grant guidelines and regulations.

A motion was made by Mr. Medina to approve the Stronger Connections Grand budget and to authorize the Head of School to make adjustments as necessary in compliance with grant guidelines and regulations. The motion was seconded by Ms. Terry.

7. Discussion, consideration, and possible action to establish Fund 86 as an "Insurance Recovery Fund." Fund 86 will hold recovery monies separately in a new reporting fund. This new fund will only receive deposits from the insurance company. Fund 86 will have covered items set up as purchase orders and will be paid from it. Fund 86 will isolate our insurance recovery activities from our operating funds by using the fund designation. A separate bank account is not necessary as it will be segregated by its fund number.

A motion was made by Ms. Terry to approve the action to establish Fund 86 as an "Insurance Recovery Fund. The motion was seconded by Mr. Medina and approved on the following vote:

Ayes: Humphreys, Terry, Medina, White  
Nays: None

8. Discussion, consideration, and possible action to approve temporary investments from Gifts Fund 81 to cover any insurance Fund 86 shortfalls if there are delays in payment from the insurance company. This will help with any lags between rendered services and receiving reimbursement from the insurance company.

A motion was made by Mr. White to approve temporary investments from Gifts Fund 81 to cover any insurance Fund 86 shortfalls if there are delays in payment from the insurance company. The motion was seconded by Mr. Medina and approved on the following vote:

Ayes: Humphreys, Terry, Medina, White  
Nays: None

9. Discussion, consideration, and possible action to approve the proposed class reconfiguration for school year 2023-24. WGES proposes the reconfiguration of classes from 3 of each grade level to 3 Pre K classes, and 2 classes in each grade level thereafter.

A motion was made by Mr. White to approve the proposed class reconfiguration for the school year 2023-24. The motion was seconded by Mr. Medina and approved on the following vote:

Ayes: Humphreys, Terry, Medina, White  
Nays: None

10. Discussion, consideration, and possible action to approve Title I LEA Parent Involvement Policy in compliance with Federal Program requirements for Local Education Agencies. This policy will follow Policy I-004, Title I Parent Involvement Policy and will be added as Policy I-004-B in the WGES Board Policy Manual.

A motion was made by Mr. White to approve Title I LEA Parent Involvement Policy in compliance with Federal Program requirements for Local Education Agencies. The motion was seconded by Mr. Edgar and approved on the following vote:

Ayes: Humphreys, Terry, Medina, White  
Nays: None

11. Comments:  
None

12. New Business  
None

13. Adjournment

A motion was made by Mr. Medina to adjourn the meeting. The motion was seconded by Mr White and approved on the following vote:

Ayes: Humphreys, Terry, Medina, White  
Nays: None

The meeting was adjourned at 5:21 pm.

---

Edgar Medina, Board Secretary

Fund	Vendor Name	PO No	PO Date	Description	Encumbered	Paid	Unpaid
11	ACADEMIC LEARNING CO. dba VELAZQUEZ	1	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$3,000.00	\$0.00	\$3,000.00
11	AIM TO KILL	2	7/1/2022	PEST CONTROL	\$500.00	\$350.00	\$150.00
11	AMUNDSEN COMMERCIAL KITCHENS	3	7/1/2022	KITCHEN APPLIANCES AND EQUIP	\$2,000.00	\$0.00	\$2,000.00
11	APPLE, INC.	4	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$15,251.25	\$15,251.25	\$0.00
11	ARTS COUNCIL	5	7/1/2022	ARTIST RESIDENCY PROGRAM	\$7,000.00	\$2,085.00	\$4,915.00
11	AUTISM-PRODUCTS.COM	6	7/1/2022	INSTRUCTIONAL SUPPLIES	\$1,000.00	\$0.00	\$1,000.00
11	AUTOMATIC FIRE CONTROL	7	7/1/2022	FIRE EXTINGUISHERS/SPRINKLERS INSPECTION UPDA	\$500.00	\$190.45	\$309.55
11	BECKMAN COMPANY	8	7/1/2022	CYBER INSURANCE/SURETY BONDS	\$4,000.00	\$960.00	\$3,040.00
11	BENCHMARK EDUCATION COMPANY	9	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$30,000.00	\$4,229.50	\$25,770.50
11	BOOKS DEL SUR LLC	10	7/1/2022	LIBRARY BOOKS	\$3,000.00	\$0.00	\$3,000.00
11	BRIDGE TOWER OpCo, LLC	11	7/1/2022	PUBLISH EON	\$250.00	\$199.50	\$50.50
11	CENTER FOR ECONOMIC DEVELOPMENT LAW	12	7/1/2022	LEGAL SERVICES	\$15,000.00	\$4,275.00	\$10,725.00
11	CITY GREASE TRAP SERVICE LLC	13	7/1/2022	GREASE TRAP DISPOSAL	\$1,000.00	\$450.00	\$550.00
11	CITY OF OKC	14	7/1/2022	WATER/SEWER SERVICE/FIRE INSPECTION	\$5,000.00	\$2,289.94	\$2,710.06
11	CLASSIC PAPER SUPPLY INC.	15	7/1/2022	JANITORIAL SUPPLIES	\$15,000.00	\$7,088.08	\$7,911.92
11	CLASSTAG	16	7/1/2022	COMMUNICATIONS/TECH	\$1,900.00	\$1,900.00	\$0.00
11	DALE ROGERS TRAINING CENTER	17	7/1/2022	STAFF NAME TAGS	\$400.00	\$0.00	\$400.00
11	DEMCO INC.	18	7/1/2022	LIBRARY SUPPLIES	\$5,000.00	\$0.00	\$5,000.00
11	DIANA BEDWELL	19	7/1/2022	REIMB SUPPLIES/TRAVEL	\$500.00	\$0.00	\$500.00
11	DIDAX INCORPORATED	20	7/1/2022	INSTRUCTIONAL SUPPLIES	\$2,000.00	\$0.00	\$2,000.00
11	DLENM - LA COSECHA	21	7/1/2022	PROFESSIONAL DEVELOPMENT	\$3,100.00	\$3,100.00	\$0.00
11	EAS CONSULTING, INC.	22	7/1/2022	ADMIN MGMT SERVICES	\$20,000.00	\$4,500.00	\$15,500.00
11	ELITE TECHNOLOGY SOLUTIONS, LLC	23	7/1/2022	PHONES/LAPTOPS/TECH	\$23,000.00	\$13,690.00	\$9,310.00
11	EVALUATION WORKS, LLC	24	7/1/2022	PSYCH EVAL SERVICES/THERAPY	\$11,000.00	\$7,735.00	\$3,265.00
11	FILTER TEC	25	7/1/2022	HVAC SUPPLIES	\$1,000.00	\$386.00	\$614.00
11	FROG STREET PRESS, LLC	26	7/1/2022	INSTRUCTIONAL SUPPLIES/PROF DEV	\$5,000.00	\$1,200.00	\$3,800.00
11	GREAT MINDS PBC	27	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$13,200.00	\$11,488.60	\$1,711.40
11	HEATHER ZACARIAS	28	7/1/2022	REIMB SUPPLIES/TRAVEL	\$1,500.00	\$161.01	\$1,338.99
11	HEINEMANN	29	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$10,000.00	\$7,194.00	\$2,806.00
11	HISPANIC CHAMBER OF COMMERCE	30	7/1/2022	ANNUAL MEMBERSHIP DUES	\$300.00	\$300.00	\$0.00
11	HOME DEPOT	31	7/1/2022	MAINT/BLDG SUPPLY	\$1,500.00	\$0.00	\$1,500.00
11	JENKINS & KEMPER CPA, P.C.	32	7/1/2022	TAX RETURN PREPARATION	\$1,000.00	\$0.00	\$1,000.00
11	JOYCE FOLTZ, LLC	33	7/1/2022	PROFESSIONAL DEVELOPMENT	\$500.00	\$0.00	\$500.00
11	KELLOGG & SOVEREIGN CONSULTING, LLC	34	7/1/2022	ERATE CONSULTING SERVICES	\$5,200.00	\$2,170.00	\$3,030.00

11	KEYSTONE FOODSERVICE	35	7/1/2022	CNP MEALS	\$155,000.00	\$63,071.76	\$91,928.24
11	LAKESHORE LEARNING	36	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$20,000.00	\$557.85	\$19,442.15
11	LETTERING EXPRESS OK, INC.	37	7/1/2022	PROMOTIONAL ITEMS/MARKETING	\$3,000.00	\$0.00	\$3,000.00
11	LOCKE SUPPLY	38	7/1/2022	BLDG SUPPLIES	\$500.00	\$0.00	\$500.00
11	MEDINA HANDYMAN SERVICES	39	7/1/2022	CUSTODIAL SERVICES	\$65,000.00	\$41,405.06	\$23,594.94
11	METRO FAMILY MAGAZINE	40	7/1/2022	ADVERTISING	\$500.00	\$0.00	\$500.00
11	MMK 1, LLC MARYORIE MONTALVO	41	7/1/2022	SPEECH THERAPY	\$20,000.00	\$3,925.00	\$16,075.00
11	MODERN ENVIRONMENT	42	7/1/2022	GROUNDS MAINTENANCE	\$10,000.00	\$5,189.83	\$4,810.17
11	MUNICIPAL ACCOUNTING SYSTEMS, INC.	43	7/1/2022	ACCOUNTING SOFTWARE/FORMS	\$6,872.06	\$6,772.06	\$100.00
11	NWEA	44	7/1/2022	STUDENT TESTING	\$2,675.00	\$1,375.00	\$1,300.00
11	OESC	45	7/1/2022	UNEMPLOYMENT	\$10,000.00	\$0.00	\$10,000.00
11	OG&E	46	7/1/2022	ELECTRICITY	\$25,000.00	\$14,561.12	\$10,438.88
11	OKC PERMITS AND ID UNIT	47	7/1/2022	PERMIT FOR ALARM	\$40.00	\$27.00	\$13.00
11	OKCPS FINANCIAL SERVICES - TREASURY	48	7/1/2022	SPONSOR FEES	\$46,000.00	\$8,794.95	\$37,205.05
11	OKLAHOMA CONSULTING AND ACCOUNTING	49	7/1/2022	ACCOUNTING SERVICES	\$24,000.00	\$14,000.00	\$10,000.00
11	OKLAHOMA SCHOOL ASSURANCE GROUP	50	7/1/2022	WORKERS COMP	\$1,489.00	\$1,489.00	\$0.00
11	OKLAHOMA SCHOOL INSURANCE GROUP	51	7/1/2022	PROPERTY/ELL INSURANCE	\$60,000.00	\$59,849.00	\$151.00
11	OKLAHOMA STATE DEPT OF EDUCATION	52	7/1/2022	CHARTER SCHOOL CLOSURE REVOLVING FUND	\$1,175.05	\$1,175.05	\$0.00
11	ONG	53	7/1/2022	NATURAL GAS	\$8,000.00	\$4,406.56	\$3,593.44
11	OPCSA	54	7/1/2022	ANNUAL MEMBERSHIP	\$3,200.00	\$3,200.00	\$0.00
11	PROFESSIONAL OKLAHOMA EDUCATORS	55	7/1/2022	WORKSHOP	\$200.00	\$200.00	\$0.00
11	QUINTELLA PRINTING	56	7/1/2022	NAME BADGES/PARKING SAFETY SIGNAGE	\$1,000.00	\$367.50	\$632.50
11	R.K. BLACK, INC.	57	7/1/2022	COPIER LEASE/MAINT AGREEMENT	\$10,000.00	\$2,489.10	\$7,510.90
11	CENTER FOR RESPONSIVE SCHOOLS, INC.	58	7/1/2022	SUMMER PROFESSIONAL DEVELOPMENT WORKSHOP	\$4,500.00	\$960.00	\$3,540.00
11	REVIVED EDUCATIONAL SERVICES	59	7/1/2022	TECH TRAINING	\$500.00	\$150.00	\$350.00
11	ROCKET COLOR	60	7/1/2022	PRINTING SCHOOL MATERIALS	\$1,000.00	\$0.00	\$1,000.00
11	SAM'S CLUB/SYNCHRONY BANK	61	7/1/2022	CLASSROOM SUPPLIES/ PAPER GOODS	\$7,000.00	\$1,574.11	\$5,425.89
11	SCHOLASTIC INC. EDUCATION	62	7/1/2022	LIBRARY BOOKS	\$15,000.00	\$0.00	\$15,000.00
11	SCHOOL SAFE ID	63	7/1/2022	HANG TAGS FOR PARENT PICKUP	\$2,300.00	\$2,216.80	\$83.20
11	SCHOOL SPECIALTY	64	7/1/2022	LAMINATOR AND FOLDERS	\$500.00	\$0.00	\$500.00

11	SCOTT RICE	65	7/1/2022	OFFICE FURNITURE	\$3,780.96	\$3,780.96	\$0.00
11	SECURLY, INC.	66	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$4,483.10	\$4,483.10	\$0.00
11	SOUTH OKLAHOMA CITY CHAMBER OF COMM	67	7/1/2022	ANNUAL MEMBERSHIP	\$657.60	\$657.60	\$0.00
11	STAPLES BUSINESS CREDIT	68	7/1/2022	OFFICE/INSTR. SUPPLY	\$5,000.00	\$2,360.36	\$2,639.64
11	AMAZON CAPITAL SERVICES	69	7/1/2022	INSTRUCTIONAL SUPPLIES AND MATERIALS	\$7,272.91	\$5,841.00	\$1,431.91
11	THOMPSON SCHOOL BOOK	70	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$20,000.00	\$0.00	\$20,000.00
11	TODAY'S THERAPY SOLUTIONS	71	7/1/2022	SPECIAL ED SERVICES	\$7,795.00	\$7,302.50	\$492.50
11	TWO KINGS CONSULTING	72	7/1/2022	ELL TESTING	\$4,600.00	\$2,095.00	\$2,505.00
11	ULINE SHIPPING SUPPLIES	73	7/1/2022	PARKING LOT SIGNAGE/CLASSROOM MATERIALS	\$2,000.00	\$1,891.08	\$108.92
11	USPS	74	7/1/2022	POSTAGE	\$400.00	\$240.00	\$160.00
11	WM CORPORATE SERVICES, INC.	75	7/1/2022	WASTE MANAGEMENT	\$4,000.00	\$1,902.95	\$2,097.05
11	SAM'S CLUB MC/SYNCB	76	7/1/2022	JULY CREDIT CARD PAYMENT	\$0.00	\$0.00	\$0.00
11	SAM'S CLUB MC/SYNCB	77	7/1/2022	AUGUST CREDIT CARD PAYMENT	\$0.00	\$0.00	\$0.00
11	SAM'S CLUB MC/SYNCB	78	7/1/2022	SEPTEMBER CREDIT CARD PAYMENT	\$512.07	\$512.07	\$0.00
11	SAM'S CLUB MC/SYNCB	79	7/1/2022	OCTOBER CREDIT CARD PAYMENT	\$50.00	\$50.00	\$0.00
11	SAM'S CLUB MC/SYNCB	80	7/1/2022	NOVEMBER CREDIT CARD PAYMENT	\$99.99	\$99.99	\$0.00
11	SAM'S CLUB MC/SYNCB	81	7/1/2022	DECEMBER CREDIT CARD PAYMENT	\$1,500.00	\$0.00	\$1,500.00
11	SAM'S CLUB MC/SYNCB	82	7/1/2022	JANUARY CREDIT CARD PAYMENT	\$159.88	\$159.88	\$0.00
11	SAM'S CLUB MC/SYNCB	83	7/1/2022	FEBRUARY CREDIT CARD PAYMENT	\$1,500.00	\$0.00	\$1,500.00
11	SAM'S CLUB MC/SYNCB	84	7/1/2022	MARCH CREDIT CARD PAYMENT	\$1,500.00	\$0.00	\$1,500.00
11	SAM'S CLUB MC/SYNCB	85	7/1/2022	APRIL CREDIT CARD PAYMENT	\$1,500.00	\$0.00	\$1,500.00
11	SAM'S CLUB MC/SYNCB	86	7/1/2022	MAY CREDIT CARD PAYMENT	\$1,500.00	\$0.00	\$1,500.00
11	SAM'S CLUB MC/SYNCB	87	7/1/2022	JUNE CREDIT CARD PAYMENT	\$1,500.00	\$0.00	\$1,500.00
11	YORK	88	7/1/2022	MONITORING	\$1,630.00	\$1,480.00	\$150.00
11	NATIONAL BUSINESS FURNITURE	89	7/25/2022	CLASSROOM FURNITURE	\$3,536.68	\$3,536.68	\$0.00
11	DALIA C MAVAREZ	90	7/26/2022	REIMB TRAVEL	\$180.00	\$128.58	\$51.42
11	LUSERO KUSBEL	91	7/26/2022	REIMB TRAVEL	\$180.00	\$125.83	\$54.17
11	ALONDRA GONZALES	92	7/26/2022	REIMB TRAVEL	\$238.25	\$198.22	\$40.03
11	TEACHERS PAY TEACHERS	93	7/28/2022	CURRICULUM	\$500.00	\$110.60	\$389.40
11	COOPER PROJECT ADVISORS, LLC	94	7/28/2022	BLDG REPAIR/MAINT	\$22,000.00	\$14,263.33	\$7,736.67
11	NOBLE FIRE AND SAFETY	95	7/28/2022	FIRE EXTINGUISHERS/SPRINKLERS INSPECTION UPDA	\$500.00	\$108.00	\$392.00
11	BRAID CREATIVE	96	8/12/2022	CAR RIDER PICKUP ROUTE	\$500.00	\$312.50	\$187.50
11	MIDFIRST BANK	97	7/1/2022	MONTHLY BANK FEES	\$550.00	\$344.90	\$205.10
11	ROTARY CLUB OF SOUTH OKC	98	9/1/2022	APPLICATION AND ANNUAL MEMBERSHIP FEE	\$545.00	\$521.25	\$23.75
11	LITERACY RESOURCES, LLC	99	9/12/2022	CURRICULUM	\$1,383.08	\$1,383.08	\$0.00



11	GREASEBUSTERS	100	9/15/2022	KITCHEN HOOD CLEANING	\$550.00	\$550.00	\$0.00
11	CHILDREN'S HEALTH FOUNDATION	101	9/15/2022	PROFESSIONAL DEVELOPMENT PRJ 615	\$40.00	\$0.00	\$40.00
11	HARRISON ENERGY PARTNERS	102	9/23/2022	HVAC REPAIR AND MAINT	\$7,320.00	\$2,120.00	\$5,200.00
11	OKLAHOMA ASSOC. FOR BILINGUAL EDUC.	103	10/17/2022	OABE ANNUAL FALL CONFERENCE FOR TEACHERS	\$225.00	\$0.00	\$225.00
11	OKLAHOMA TEACHER'S RETIREMENT	104	10/26/2022	ELQUTUB AUG TRS	\$583.01	\$583.01	\$0.00
11	CATALINA N ZACARIAS	105	10/27/2022	PROFESSIONAL DEVELOPMENT TEACHER WORKSHO	\$300.00	\$120.43	\$179.57
11	MAGDALENA LOPEZ DE MARTINEZ	106	10/27/2022	PROFESSIONAL DEVELOPMENT TEACHER WORKSHO	\$300.00	\$193.16	\$106.84
11	ELENA HOWELL	107	10/27/2022	PROFESSIONAL DEVELOPMENT TEACHER WORKSHO	\$300.00	\$230.00	\$70.00
11	YOLANDA J CASTELLANOS	108	10/27/2022	PROFESSIONAL DEVELOPMENT TEACHER WORKSHO	\$300.00	\$0.00	\$300.00
11	LLOYD M BLUAIN	109	10/27/2022	REIMB BACKGROUND CHECK	\$58.25	\$0.00	\$58.25
11	GOFORTH PLUMBING AND MECHANICAL	110	11/4/2022	PLUMBING REPAIR	\$722.00	\$722.00	\$0.00
11	BLEDSON, HEWETT AND GULLEKSON	111	11/4/2022	AUDIT SERVICES	\$5,000.00	\$3,500.00	\$1,500.00
11	CARRIE NORDMARK	112	12/6/2022	REIMB FOR BACKGROUND CHECK	\$58.25	\$0.00	\$58.25
11	STRYKER INTEGRATED SOLUTIONS	113	12/6/2022	ANNUAL FIRE ALARM AND SPRINKLER INSPECTIONS	\$900.00	\$900.00	\$0.00
11	HINTON REFRIGERATION CO.	114	1/19/2023	LABOR FOR COMPRESSOR R AND R	\$3,975.00	\$3,975.00	\$0.00
11	TREK ELECTRIC	115	1/19/2023	ELECTRICAL WORK	\$297.00	\$297.00	\$0.00
11	VERONICA DELOERA	116	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	SANDRA A JAIME	117	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$0.00	\$12.00
11	MARIA D LUNA	118	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$0.00	\$12.00
11	CORALIZ M MATOS BARRIAS	119	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	EVELYN K RAYGOZA	120	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$0.00	\$12.00
11	VALERIA G RODRIGUEZ	121	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	JULAISSA G ROJO	122	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	MARGRET A SALAZAR	123	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	ALEXANDRA TELLEZ	124	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$0.00	\$12.00
11	YARUMA ZAMORA	125	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	MARIANA ZAPATA	126	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	LAURA G ADAME	127	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00

11	OPSRC	128	1/26/2023	SCHOOLMINT STUDENT ENROLLMENT SERVICE	\$3,866.06	\$3,866.06	\$0.00
11	WALKER COMPANIES	129	2/2/2023	NOTARY STAMP AND RENEWALS	\$300.00	\$0.00	\$300.00
					\$839,845.45	\$399,992.20	\$439,853.25
60	QUINTELLA PRINTING	1	9/22/2022	SHIRTS PURCHASED FOR RESALE	\$1,503.00	\$1,503.00	\$0.00
60	ALL 4 FUN INFLATABLES	2	10/25/2022	INFLATABLE BOUNCE HOUSE RENTAL	\$875.00	\$875.00	\$0.00
60	BOOSTER ENTERPRISES, INC.	3	10/27/2022	FUN RUN FUNDRAISER	\$8,000.00	\$6,277.75	\$1,722.25
60	PROFESSIONAL BASKETBALL CLUB, LLC	4	1/6/2023	FIELD TRIP DAY	\$510.00	\$510.00	\$0.00
60	MYRIAD GARDENS FOUNDATION	5	1/19/2023	FIELD TRIP	\$551.50	\$551.50	\$0.00
					\$11,439.50	\$9,717.25	\$1,722.25
81	CANDOR	1	7/1/2022	PUBLIC RELATIONS	\$15,000.00	\$2,062.50	\$12,937.50
81	LAKESHORE LEARNING	2	7/1/2022	CLASSROOM FUND FOR TEACHERS TO EQUIP ROOMS	\$7,000.00	\$6,007.63	\$992.37
81	QUINTELLA PRINTING	3	7/1/2022	UNIFORMS	\$5,530.50	\$5,530.50	\$0.00
81	AMAZON CAPITAL SERVICES	4	7/1/2022	SETTING UP TEACHER CLASSROOMS	\$9,478.48	\$8,135.64	\$1,342.84
81	WHEELER COMMUNITY FOUNDATION	5	7/1/2022	WHEELER RENT FROM DONATION	\$470,000.00	\$313,333.36	\$156,666.64
81	BOOSTER ENTERPRISES, INC.	6	7/28/2022	FUNDRAISING CONSULTING	\$2,000.00	\$2,000.00	\$0.00
81	SAM'S CLUB/SYNCHRONY BANK	7	8/4/2022	FOOD FOR STAFF MEETINGS	\$1,000.00	\$369.36	\$630.64
81	LAKESHORE LEARNING	8	11/10/2022	PLAYGROUND EQUIPMENT PRJ 005	\$1,675.00	\$474.01	\$1,200.99
81	AMAZON CAPITAL SERVICES	9	11/10/2022	PLAYGROUND EQUIPMENT PRJ 005	\$1,675.00	\$119.98	\$1,555.02
81	WESTERN GATEWAY	10	1/12/2023	NEW HORIZONS LUNCH DONATIONS FOR STUDENTS	\$1,000.00	\$162.00	\$838.00
					\$514,358.98	\$338,194.98	\$176,164.00
86	MEDINA HANDYMAN SERVICES	1	12/30/2022	CLEAN, CARPET, TRASH, FURNITURE REMOVAL	\$1,000.00	\$0.00	\$1,000.00
86	LINGO	2	12/30/2022	REPLACE SHEETROCK	\$1,000.00	\$0.00	\$1,000.00
86	GOFORTH PLUMBING AND MECHANICAL	3	12/30/2022	PLUMBING REPAIR FOR WATER DAMAGE	\$1,000.00	\$0.00	\$1,000.00
86	SAM'S CLUB/SYNCHRONY BANK	4	12/30/2022	SUPPLIES FOR MOVING CLASSROOM AND LIBRARY IT	\$1,000.00	\$434.18	\$565.82
86	CRDN	5	12/30/2022	RUG CLEANING	\$1,000.00	\$0.00	\$1,000.00

86	SERVPRO	6	12/30/2022	RESTORATION COMPANY, WATER REMOVAL, AND DRY	\$1,000.00	\$0.00	\$1,000.00
86	AMAZON CAPITAL SERVICES	7	1/6/2023	SUPPLIES FOR OFFICE CLASSROOMS	\$1,000.00	\$0.00	\$1,000.00
86	LAKESHORE LEARNING	8	1/6/2023	CLASSROOM FURNITURE, TOYS AND SUPPLIES	\$1,000.00	\$0.00	\$1,000.00
86	BENCHMARK EDUCATION COMPANY	9	1/6/2023	CURRICULUM	\$1,000.00	\$0.00	\$1,000.00
86	GREAT MINDS PBC	10	1/6/2023	CURRICULUM	\$1,000.00	\$0.00	\$1,000.00
86	SCOTT RICE	11	1/6/2023	CLASSROOM AND OFFICE FURNITURE	\$1,000.00	\$0.00	\$1,000.00
86	KNOX GLASS	12	1/19/2023	DOOR REPAIRS	\$1,400.00	\$0.00	\$1,400.00
					\$12,400.00	\$434.18	\$11,965.82

## Payment Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 1/8/2023 - 2/9/2023, Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
402	01/12/2023	33	BECKMAN COMPANY				\$960.00
403	01/12/2023	117	HARRISON ENERGY PARTNERS				\$475.00
404	01/12/2023	69	OG&E				\$1,995.39
405	01/12/2023	91	OKLAHOMA STATE DEPT OF EDU				\$1,175.05
406	01/12/2023	46	SCHOOL SAFE ID				\$72.95
407	01/12/2023	10	USPS				\$120.00
408	01/19/2023	27	AMAZON CAPITAL SERVICES				\$116.24
409	01/19/2023	5	CENTER FOR ECONOMIC DEVELO				\$50.00
410	01/19/2023	15	OKLAHOMA CONSULTING AND A				\$2,000.00
411	01/19/2023	78	OKCPS FINANCIAL SERVICES - TR				\$4,103.60
412	01/19/2023	79	ONG				\$1,602.48
413	01/19/2023	77	PROFESSIONAL OKLAHOMA EDU				\$100.00
414	01/19/2023	63	R.K. BLACK, INC.				\$108.51
415	01/12/2023	12	MIDFIRST BANK				\$49.80
416	01/26/2023	27	AMAZON CAPITAL SERVICES				\$1,966.59
417	01/26/2023	120	GOFORTH PLUMBING AND MEC				\$222.00
418	01/26/2023	22	OPSRC				\$3,866.06
419	01/26/2023	80026	VALERIA G RODRIGUEZ				\$12.00
420	01/26/2023	71	WM CORPORATE SERVICES, INC.				\$257.82
421	01/26/2023	80024	YARUMA ZAMORA				\$12.00
422	01/31/2023	80038	LAURA G ADAME	PD			\$0.00
423	01/31/2023	80001	DIANA BEDWELL	PD			\$0.00
424	01/31/2023	80003	BRITNEY BIRSCHENK DOS SAN	PD			\$0.00
425	01/31/2023	80033	LLOYD M BLUAIN	PD			\$0.00
426	01/31/2023	80034	ASHLEY A BREA TAVAREZ	PD			\$0.00
427	01/31/2023	80031	YOLANDA J CASTELLANOS	PD			\$0.00
428	01/31/2023	80015	LISSETH Y CORBIN	PD			\$0.00
429	01/31/2023	80021	VERONICA DELOERA	PD			\$0.00
430	01/31/2023	80023	MARIA C ELQUTUB	PD			\$0.00
431	01/31/2023	80014	ALVA JULIANA GILE	PD			\$0.00
432	01/31/2023	80027	ALONDRA GONZALES	PD			\$0.00
433	01/31/2023	80011	ELENA HOWELL	PD			\$0.00
434	01/31/2023	80028	CLAUDIA P HOYOS	PD			\$0.00
435	01/31/2023	80020	SANDRA A JAIME	PD			\$0.00
436	01/31/2023	80016	LUSERO KUSBEL	PD			\$0.00
437	01/31/2023	80018	MAGDALENA LOPEZ DE MARTIN	PD			\$0.00
438	01/31/2023	80017	MARIA D LUNA	PD			\$0.00
439	01/31/2023	80005	CORALIZ M MATOS BARRIAS	PD			\$0.00
440	01/31/2023	80010	DALIA C MAVAREZ	PD			\$0.00
441	01/31/2023	80035	AMARILIS MOLINA GARCIA	PD			\$0.00
442	01/31/2023	80002	AYLIN MURILLO	PD			\$0.00
443	01/31/2023	80006	CARRIE D NORDMARK	PD			\$0.00
444	01/31/2023	80032	EVELYN K RAYGOZA	PD			\$0.00
445	01/31/2023	80026	VALERIA G RODRIGUEZ	PD			\$0.00
446	01/31/2023	80004	JULAISSA G ROJO	PD			\$0.00
447	01/31/2023	80036	MARGRET A SALAZAR	PD			\$0.00
448	01/31/2023	80030	ALEXANDRA TELLEZ	PD			\$0.00
449	01/31/2023	80009	CATALINA N ZACARIAS	PD			\$0.00
450	01/31/2023	80000	HEATHER ZACARIAS	PD			\$0.00

## Payment Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 1/8/2023 - 2/9/2023, Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
451	01/31/2023	80024	YARUMA ZAMORA	PD			\$0.00
452	01/31/2023	80019	MARIANA ZAPATA	PD			\$0.00
453	01/31/2023	90001	AMERICAN FIDELITY ASSURANCE	R			\$2,101.29
454	01/31/2023	90010	AMERICAN FIDELITY FLEX	R			\$192.85
455	01/31/2023	1	IRS Online Payment	R			\$19,602.60
456	01/31/2023	2	Oklahoma Tax Commission ONLI	R			\$2,754.00
457	01/31/2023	3	OMES	R			\$14,995.82
458	01/31/2023	4	OKLAHOMA TEACHER'S RETIREM	R			\$16,806.18
459	01/31/2023	99999	WESTERN GATEWAY	R			\$82,130.19
460	02/02/2023	80038	LAURA G ADAME				\$12.00
461	02/02/2023	110	COOPER PROJECT ADVISORS, LLC				\$2,155.33
462	02/02/2023	80021	VERONICA DELOERA				\$12.00
463	02/02/2023	20	ELITE TECHNOLOGY SOLUTIONS,				\$1,835.00
464	02/02/2023	55	EVALUATION WORKS, LLC				\$2,590.00
465	02/02/2023	129	HINTON REFRIGERATION CO.				\$3,975.00
466	02/02/2023	80005	CORALIZ M MATOS BARRIAS				\$12.00
467	02/02/2023	72	MODERN ENVIRONMENT				\$665.83
468	02/02/2023	80004	JULAISSA G ROJO				\$12.00
469	02/02/2023	80036	MARGRET A SALAZAR				\$12.00
470	02/02/2023	106	SAM'S CLUB MC/SYNCB				\$159.88
471	02/02/2023	80	TODAY'S THERAPY SOLUTIONS				\$3,167.50
472	02/02/2023	130	TREK ELECTRIC				\$297.00
473	02/02/2023	68	YORK				\$330.00
474	02/02/2023	80019	MARIANA ZAPATA				\$12.00
475	02/02/2023	58	MEDINA HANDYMAN SERVICES				\$6,148.80
<b>Non-Payroll Total:</b>							<b>\$40,661.83</b>
<b>Payroll Total:</b>							<b>\$138,582.93</b>
<b>Balance Foward:</b>							<b>\$1,065,303.61</b>
<b>Total:</b>							<b>\$1,244,548.37</b>

## Payment Register

**Options:** Year: 2022-2023, Fund: GIFT FUND, Date Range: 1/8/2023 - 2/9/2023, Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
30	01/12/2023	27	AMAZON CAPITAL SERVICES				\$56.97
31	01/12/2023	99999	WESTERN GATEWAY				\$162.00
32	01/26/2023	25	SAM'S CLUB/SYNCHRONY BANK				\$219.04
33	02/02/2023	16	WHEELER COMMUNITY FOUNDA				\$39,166.67
						<b>Non-Payroll Total:</b>	<b>\$39,604.68</b>
						<b>Payroll Total:</b>	<b>\$0.00</b>
						<b>Balance Foward:</b>	<b>\$298,590.30</b>
						<b>Total:</b>	<b>\$338,194.98</b>

## Payment Register

**Options:** Year: 2022-2023, Fund: SCHOOL ACTIVITY FUND, Date Range: 1/8/2023 - 2/9/2023, Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
5	01/12/2023	126	PROFESSIONAL BASKETBALL CLU				\$510.00
6	01/26/2023	127	MYRIAD GARDENS FOUNDATION				\$551.50
<b>Non-Payroll Total:</b>							<b>\$1,061.50</b>
<b>Payroll Total:</b>							<b>\$0.00</b>
<b>Balance Foward:</b>							<b>\$8,655.75</b>
<b>Total:</b>							<b>\$9,717.25</b>

## Payment Register

**Options:** Year: 2022-2023, Fund: CASUALTY/FLOOD INS FUND, Date Range: 1/8/2023 - 2/9/2023, Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1	01/26/2023	25	SAM'S CLUB/SYNCHRONY BANK				\$434.18
<b>Non-Payroll Total:</b>							<b>\$434.18</b>
<b>Payroll Total:</b>							<b>\$0.00</b>
<b>Balance Foward:</b>							<b>\$0.00</b>
<b>Total:</b>							<b>\$434.18</b>



**WESTERN GATEWAY ELEMENTARY SCHOOL  
OKLAHOMA CITY, OKLAHOMA**

**MONTHLY FINANCIAL REPORT**

**January 31, 2023 and Year to Date**

## TABLE OF CONTENTS

Table of Contents	
Compilation Report	
Statement of Assets, Liabilities, and Net Assets – Cash Basis	1
Combined Statement of Revenues, Expenditures and Changes in Cash Fund Balances – Regulatory Basis	2
Statement of Revenue and Expenses – General Fund - Cash Basis	3
<u>Supplemental Information</u>	
Report of Revenue by Month – General Fund – Cash Basis	4
Statement of Expenses by Project/Object – General Fund – Cash Basis	5-7
Three (3) Year Comparison – Cash Basis	8
Gifts Fund Revenue/Expenditure Summary	
Insurance Recovery Fund Revenue/Expenditure Summary	
Activity Fund Revenue/Expenditure Summary	



**JENKINS & KEMPER**  
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

February 3, 2023

Honorable Board of Education  
Western Gateway  
Oklahoma City, Oklahoma

We have compiled the accompanying statement of assets, liabilities, and net assets – cash basis for the Western Gateway as of January 31, 2023, and the related statements of revenues and expenses – cash basis for the seven (7) months then ended. Prior year's comparative revenue and expense information and current year budgetary information are included in the related statements of revenue and expenses, as well as items listed in the table of contents under the heading supplemental information, which are presented only for analysis purposes. Our compilation was performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis of accounting and the budget laws of the State of Oklahoma, which is a basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting, in the form of financial statements and supplemental information that is the representation of the management. We have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them. However, we did become aware of a departure from the cash and budgetary basis of accounting that is described in the following paragraph.

The regulatory basis of accounting requires a specific format of presentation of governmental funds and the accompanying presentation does not comply with that format. Additionally, fixed assets and any related debt are not included in the statement of assets, liabilities and net assets presented on a cash basis. Any such accounts are reflected in the statement of revenues and expenses as a corresponding receipt and/or expenditure of funds. The effects of these departures on the financial statements have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the school's assets, liabilities, net assets, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Western Gateway.

Sincerely,

*Jenkins & Kemper, CPAs P.C.*

Jenkins & Kemper  
Certified Public Accountants, P.C.

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2022-23 FISCAL YEAR  
 STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS  
 AT JANUARY 31, 2023**

	<u>General Fund</u>	<u>Gifts Fund</u>	<u>Insurance Recovery Fund</u>	<u>Activity Fund</u>	<u>Totals</u>
<b>Assets</b>					
Cash	\$ 339,227.95	313,216.58	1,000.00	30,612.70	684,057.23
<b>Liabilities</b>					
Outstanding Payments	23,517.21	219.04	434.18	551.50	24,721.93
Reserves	724.52	-	-	-	724.52
Funds Held for Student Organizations	-	-	-	30,061.20	30,061.20
<b>Total Liabilities</b>	<u>24,241.73</u>	<u>219.04</u>	<u>434.18</u>	<u>30,612.70</u>	<u>55,507.65</u>
<b>Net Assets</b>	<u>\$ 314,986.22</u>	<u>312,997.54</u>	<u>565.82</u>		<u>628,549.58</u>

**WESTERN GATEWAY ELEMENTARY SCHOOL  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH FUND  
 BALANCES REGULATORY BASIS - ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUSTS  
 JANUARY 31, 2023**

	GOVERNMENTAL FUND TYPES	FIDUCIARY FUND TYPES	TOTALS (MEMO. ONLY)
	GENERAL	EXPENDABLE TRUST	
Revenues			
Local sources	\$ 31,387.92	292,148.72	323,536.64
State sources	992,369.78	-	992,369.78
Federal sources	435,326.88	-	435,326.88
Non-revenue receipts	-	-	-
Total revenues	<u>1,459,084.58</u>	<u>292,148.72</u>	<u>1,751,233.30</u>
Expenditures			
Instruction	652,629.05	14,143.27	666,772.32
Support services	495,164.19	284,885.04	780,049.23
Operation of non-instructional services	65,074.84	-	65,074.84
Other uses	10,283.95	-	10,283.95
Total expenditures	<u>1,223,152.03</u>	<u>299,028.31</u>	<u>1,522,180.34</u>
Revenues over (under) expenditures	235,932.55	(6,879.59)	229,052.96
Other financing sources (uses)			
Inter-fund transfers in (out)	<u>-</u>	<u>(1,000.00)</u>	<u>(1,000.00)</u>
Revenue and other sources over (under) expenditures and other uses	235,932.55	(7,879.59)	228,052.96
Cash fund balance, beginning of year	<u>79,053.67</u>	<u>320,877.13</u>	<u>399,930.80</u>
Cash fund balance, end of period	<u>\$ 314,986.22</u>	<u>312,997.54</u>	<u>627,983.76</u>

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2022-23 FISCAL YEAR  
STATEMENT OF REVENUE AND EXPENSES- GENERAL FUND - CASH BASIS**

	Source Codes	2021-22 Actual	2021-22 As of 1/31/22	% of YTD to Actual	2022-23 Budgeted	2022-23 As of 1/31/23	% of YTD to Budgeted
<u>Revenue</u>							
Reimbursements	1500	\$ 0.01	0.01	100.0%	25.00	8.50	34.0%
Donations	1610	102,500.00	102,500.00	100.0%	\$ 10,000.00	9,194.62	91.9%
Local District Contracts	1650	58,800.00	-	0.0%	-	-	N/A
Refund of Prior Year Expenditure	1680	27,376.40	5,065.20	18.5%	-	-	N/A
Local CNP	1700	1,237.08	221.13	17.9%	31,500.00	22,184.80	70.4%
Foundation and Salary Incentive Aid	3210	1,003,562.99	551,898.69	55.0%	1,628,415.85	879,493.05	54.0%
Flexible Benefit Allowance	3250	114,361.29	62,472.13	54.6%	162,086.88	87,526.92	54.0%
Reading Sufficiency (prj 367)	3415	5,608.78	5,608.78	100.0%	18,207.68	18,207.68	100.0%
State Textbooks (prj 333)	3420	4,788.73	4,788.73	100.0%	12,356.76	6,672.65	54.0%
State CNP	3700	-	-	N/A	938.96	469.48	50.0%
Title I pt. A (prj 511)	4210	27,509.54	-	0.0%	34,500.00	2,954.79	8.6%
Title II pt. A (prj 541)	4271	4,769.40	-	0.0%	4,500.00	4,904.36	109.0%
Special Education - Flow Through (prj 621)	4310	28,106.46	-	0.0%	28,000.00	13,227.75	47.2%
Preschool (prj 641)	4340	246.02	-	0.0%	225.00	-	0.0%
Title IV, pt. A (prj 552)	4442	10,000.00	-	0.0%	10,000.00	10,000.00	100.0%
CSP Grant (Proj. 771)	4462	398,633.77	282,338.99	70.8%	71,439.25	71,056.23	99.5%
OSDH Reopening Schools (prj 723)	4689	8,377.58	-	0.0%	50,000.00	28,448.05	56.9%
ESSER III (prj 795)	4689	-	-	N/A	125,000.00	33,838.39	27.1%
Federal Meal Reimbursement	4700	124,167.88	34,121.49	27.5%	115,896.86	43,465.05	37.5%
Prior Year Federal Revenue	4000	-	-	N/A	227,432.26	227,432.26	100.0%
Correcting Entries	5600	320.00	320.00	100.0%	-	-	N/A
Total revenue		<u>1,920,365.93</u>	<u>1,049,335.15</u>	54.6%	<u>2,530,524.50</u>	<u>1,459,084.58</u>	57.7%
<u>Expenditures</u>							
Payroll		1,165,416.54	599,188.21	51.4%	1,783,673.95	838,990.38	47.0%
Accounts Payable		879,580.11	477,387.95	54.3%	872,428.29	384,161.65	44.0%
Total expenditures		<u>2,044,996.65</u>	<u>1,076,576.16</u>	52.6%	<u>2,656,102.24</u>	<u>1,223,152.03</u>	46.1%
Revenue over (under) expenses		(124,630.72)	(27,241.01)		(125,577.74)	235,932.55	
Net Assets (beginning)	6110	-	-	N/A	79,053.67	79,053.67	100.0%
Other Financing Sources (Uses):							
Transfers available from Gift Fund		203,684.39	-		-	-	
Ending Net Assets		<u>\$ 79,053.67</u>	<u>(27,241.01)</u>		<u>\$ (46,524.07)</u>	<u>314,986.22</u>	

## **SUPPLEMENTAL INFORMATION**

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2022-23 FISCAL YEAR  
GENERAL FUND - SUPPLEMENTAL REPORT OF REVENUE BY MONTH - CASH BASIS**

	<u>Totals</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>
Donations - TFCU for car tags (prj 007)	1,420.00	1,420.00	-	-	-	-	-	-
Donations - Rotary for Lakeshore (prj 011)	7,774.62	-	7,774.62	-	-	-	-	-
Refunds and Other Local	8.50	-	-	-	8.50	-	-	-
Local Child Nutrition Program	22,184.80	-	4,900.80	1,834.75	4,431.35	4,050.30	2,923.11	4,044.49
State Aid	879,493.05	-	93,826.59	93,826.59	93,826.59	93,826.59	93,826.60	410,360.09
Flexible Benefits Allowance	87,526.92	-	10,419.99	10,419.99	10,419.99	27,091.31	14,587.81	14,587.83
Reading Sufficiency	18,207.68	-	-	-	-	-	18,207.68	-
State Textbooks (prj 333)	6,672.65	-	928.66	928.66	928.66	928.66	928.66	2,029.35
State CNP Matching	469.48	-	-	-	-	-	-	469.48
Title I, pt. A (prj 511)	10,192.00	-	7,237.21	-	-	-	2,954.79	-
Title II, pt. A (prj 541)	4,904.36	-	-	-	-	-	4,904.36	-
Special Education (prj 621)	21,450.27	-	8,222.52	-	-	-	13,227.75	-
Special Education - Preschool (prj 641)	543.43	-	543.43	-	-	-	-	-
Title IV, Student Support (prj 552)	10,000.00	-	-	-	-	-	10,000.00	-
CSP Grant (prj 771)	142,178.57	210.78	70,911.56	16,644.25	15,828.32	3,508.08	32,309.75	2,765.83
COVID Prevention (prj 723)	28,448.05	-	-	-	-	-	-	28,448.05
ESSER III (prj 795)	33,838.39	-	-	-	-	-	33,838.39	-
ESSER II (prj 793)	113,267.60	-	113,267.60	-	-	-	-	-
OSDH Reopening Schools (prj 723)	27,039.16	-	27,039.16	-	-	-	-	-
Federal Child Nutrition Program	43,465.05	-	-	8,629.91	19,657.94	-	8,892.61	6,284.59
Non-revenue sources	-	-	-	-	-	-	-	-
	<u>1,459,084.58</u>	<u>1,630.78</u>	<u>345,072.14</u>	<u>132,284.15</u>	<u>145,101.35</u>	<u>129,404.94</u>	<u>236,601.51</u>	<u>468,989.71</u>



**WESTERN GATEWAY ELEMENTARY SCHOOL - 2022-23 FISCAL YEAR  
STATEMENT OF EXPENSES BY PROJECT/OBJECT  
- GENERAL FUND - CASH BASIS**

<b>Classification (Project-Object)</b>	<b>Object</b>	<b>2021-22 Actuals</b>	<b>2022-23 Original Budget</b>	<b>2022-23 As of 1/31/23</b>	<b>% of YTD to Budg.</b>
<b>General Fund &amp; Local Codes (Proj. 000)</b>					
Salaries	100	\$ 607,373.43	1,055,364.10	518,357.41	49.12%
Employee Benefits	200	152,633.98	234,576.98	115,852.58	49.39%
Worker's Comp./State Unempl.	270-280	1,298.00	11,489.00	1,489.00	12.96%
Administrative Services	310	2,000.00	31,200.00	10,170.00	32.60%
Educational Services	320	-	9,555.00	2,135.00	22.34%
Accounting Services	331	1,500.00	24,000.00	14,000.00	58.33%
Medical Services	336	21,068.32	37,000.00	13,205.00	35.69%
Security Services	344	-	1,630.00	1,150.00	70.55%
Legal Services	354	-	10,725.00	-	0.00%
Professional Development	359	-	1,428.76	578.76	40.51%
Water Service	411	-	4,915.00	2,204.94	44.86%
Cleaning Services	421	32,780.17	43,984.04	20,389.10	46.36%
Disposal Services	423	-	4,000.00	1,902.95	47.57%
Pest Control	424	230.00	500.00	350.00	70.00%
Lawn Care Services	426	-	10,000.00	4,524.00	45.24%
Repairs and Maintenance Services	430	193.06	62,564.00	25,837.55	41.30%
Insurance Services	520	3,180.00	64,000.00	60,809.00	95.01%
Communications Services	530	323.00	7,800.00	6,922.50	88.75%
Advertising	540	-	4,750.00	199.50	4.20%
Printing Services	550	-	465.35	282.15	60.63%
Out-of-District Travel	580	-	14,240.00	1,098.98	7.72%
Other Purchased Services	599	-	-	-	N/A
General Supplies	600	1,438.75	57,000.00	8,183.24	14.36%
Building Supplies	618	1,271.77	18,020.00	7,492.04	41.58%
Electricity	624	-	25,000.00	14,561.12	58.24%
Natural Gas	627	-	8,000.00	4,406.56	55.08%
Books	640	724.52	62,517.40	-	0.00%
Furniture and Fixtures	651	400.97	1,349.05	1,349.05	100.00%
Technology Supply/Software	653	-	15,731.58	11,842.18	75.28%
Awards, Gifts, Decorations	680	-	138.91	29.99	21.59%
Equipment	730	-	10,237.73	8,762.73	85.59%
Dues and Fees	800	1,778.55	11,065.40	6,772.05	61.20%
Reimbursement/Correcting Entries	900	30,426.90	46,000.00	8,794.95	19.12%
Subtotal		<u>858,621.42</u>	<u>1,889,247.30</u>	<u>873,652.33</u>	<u>46.24%</u>
<b>Donations - Inasmuch (Proj. 001)</b>					
Salaries/Employee Benefits	100-299	2,691.25	-	-	N/A
Technology Services	346	500.00	-	-	N/A
Lawn Care Services	426	3,115.35	-	-	N/A
Building Technology Repairs	432	2,747.70	-	-	N/A
Communications	530	1,500.00	-	-	N/A
Advertising	540	7,319.18	-	-	N/A
Printing	550	261.40	-	-	N/A
Office Supplies and Tech	600	8,905.10	-	-	N/A
Equipment	700	7,853.71	1,336.30	-	0.00%
Dues and Fees	800	100.00	-	-	N/A
Subtotal		<u>34,993.69</u>	<u>1,336.30</u>	<u>-</u>	<u>0.00%</u>

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2022-23 FISCAL YEAR  
STATEMENT OF EXPENSES BY PROJECT/OBJECT  
- GENERAL FUND - CASH BASIS**

<b>Classification (Project-Object)</b>	<b>Object</b>	<b>2021-22 Actuals</b>	<b>2022-23 Original Budget</b>	<b>2022-23 As of 1/31/23</b>	<b>% of YTD to Budg.</b>
<b>Donations - Walton (Proj. 003)</b>					
Salaries/Employee Benefits	100-299	80,048.01	-	-	N/A
Workers Compensation	290	-	-	-	N/A
Office/Admin Services	310	23,350.00	-	-	N/A
Professional Education Services	320	7,000.00	-	-	N/A
Accounting Services	331	18,750.00	-	-	N/A
Legal Services	354	-	-	-	N/A
Water Service	411	5,145.73	-	-	N/A
Disposal/Cleaning Services	420	7,570.74	-	-	N/A
Insurance/Surety Bonds	520	49,672.00	-	-	N/A
Communications	530	6,070.50	-	-	N/A
Advertising	540	2,519.25	-	-	N/A
Office Supplies and Tech	600	21,787.08	-	-	N/A
Electricity	624	22,416.28	-	-	N/A
Natural Gas	627	7,532.03	-	-	N/A
Dues and Fees	800	110.00	-	-	N/A
Subtotal		<u>251,971.62</u>	<u>-</u>	<u>-</u>	N/A
<b>TFCU (Proj. 007)</b>					
Printing	550	-	979.95	979.95	100.00%
Technology/Furniture and Fixtures	730	-	440.05	440.05	100.00%
Subtotal		<u>-</u>	<u>1,420.00</u>	<u>1,420.00</u>	100.00%
<b>Funding the Future (Proj. 009)</b>					
Books/Periodicals	640	2,500.00	-	-	N/A
<b>Erate (Proj. 010)</b>					
Technology Equipment	733	58,800.00	-	-	N/A
Subtotal		<u>58,800.00</u>	<u>-</u>	<u>-</u>	N/A
<b>Child Nutrition Program (Proj. various CNP)</b>					
Cleaning/Disposal Services	420	225.00	1,550.00	1,000.00	64.52%
Food Service Management	570	95,843.72	155,000.00	63,071.76	40.69%
Kitchen Products and Supplies	600	8,271.02	3,003.08	1,003.08	33.40%
Subtotal		<u>104,339.74</u>	<u>159,553.08</u>	<u>65,074.84</u>	40.79%
<b>Flexible Benefit Allowance (Proj. 331-335)</b>					
Salaries/Employee Benefits	100-299	110,142.58	155,330.00	76,652.77	49.35%
<b>Title I, Part A (Proj. 511)</b>					
Salaries/Employee Benefits	100-299	49,516.15	48,624.72	31,763.61	65.32%
General Supplies	600	-	500.00	-	0.00%
Subtotal		<u>49,516.15</u>	<u>49,124.72</u>	<u>31,763.61</u>	64.66%
<b>Special Education Prof Dev (Proj. 615)</b>					
Professional Development	359	-	-	-	N/A
General Supplies	600	1,124.42	500.00	-	0.00%
Subtotal		<u>1,124.42</u>	<u>500.00</u>	<u>-</u>	0.00%
<b>Special Education (Proj. 621)</b>					
Salaries/Employee Benefits	100-299	25,551.33	27,254.68	19,447.52	71.35%
Medical Services	336	-	-	-	N/A
Subtotal		<u>25,551.33</u>	<u>27,254.68</u>	<u>19,447.52</u>	71.35%
<b>ARP IDEA Part B (Proj. 628)</b>					
Medical Services	336	8,141.97	-	-	N/A

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2022-23 FISCAL YEAR  
STATEMENT OF EXPENSES BY PROJECT/OBJECT  
- GENERAL FUND - CASH BASIS**

<b>Classification (Project-Object)</b>	<b>Object</b>	<b>2021-22 Actuals</b>	<b>2022-23 Original Budget</b>	<b>2022-23 As of 1/31/23</b>	<b>% of YTD to Budg.</b>
<b>Preschool (Proj. 641)</b>					
Salaries/Employee Benefits	100-299	246.02	-	-	N/A
Medical Services	336	-	235.78	-	0.00%
Subtotal		<u>246.02</u>	<u>235.78</u>	<u>-</u>	0.00%
<b>Preschool ARP (Proj. 643)</b>					
Medical Services	336	494.03	-	-	N/A
Subtotal		<u>494.03</u>	<u>-</u>	<u>-</u>	N/A
<b>OSDH Reopening Schools (Proj. 723)</b>					
Salaries/Employee Benefits	100-299	21,512.00	49,600.00	20,079.24	40.48%
Building Services	400	10,394.99	32,368.40	21,015.96	64.93%
Supplies	600	290.05	-	-	N/A
Dues, Fees and Registrations	800	-	-	-	N/A
Subtotal		<u>32,197.04</u>	<u>81,968.40</u>	<u>41,095.20</u>	50.14%
<b>CSP Grant - OPSRC (Proj. 771)</b>					
Salaries/Employee Benefits	100-299	11,934.06	-	-	N/A
E-Rate Services	312	2,673.00	-	-	N/A
Educational Services	320	-	2,045.00	2,045.00	100.00%
Legal Services	354	7,545.00	4,275.00	4,275.00	100.00%
Professional Development (in house)	359	5,890.00	-	-	N/A
Advertising	540	10,365.00	-	-	N/A
Travel	580	-	512.07	512.07	100.00%
Office/Instructional Supplies	619	68,872.22	6,812.58	6,812.58	100.00%
Books/Periodicals	640	110,471.47	18,682.60	18,682.60	100.00%
Durable Goods (machines, appliances, tech)	650	4,774.90	287.97	287.97	100.00%
Awards, Gifts, Decorations	682	-	1,501.08	1,501.08	100.00%
Technology Related Hardware/Software	730	158,054.76	19,032.21	19,032.21	100.00%
Fees/Registrations	800	22,008.50	4,060.00	4,060.00	100.00%
Subtotal		<u>402,588.91</u>	<u>57,208.51</u>	<u>57,208.51</u>	100.00%
<b>ESSER II (Proj. 793)</b>					
Salaries/Employee Benefits	100-299	103,767.73	-	-	N/A
Subtotal		<u>103,767.73</u>	<u>-</u>	<u>-</u>	N/A
<b>ESSER III (Proj. 795)</b>					
Salaries/Employee Benefits	100-299	-	212,923.47	56,837.25	26.69%
Medical Services	336	-	-	-	N/A
General Supplies	600	-	20,000.00	-	0.00%
Subtotal		<u>-</u>	<u>232,923.47</u>	<u>56,837.25</u>	24.40%
<b>Grand Total</b>					
		<u>2,044,996.65</u>	<u>2,656,102.24</u>	<u>1,223,152.03</u>	46.05%
Payroll Expenses	100-200	1,165,416.54	1,783,673.95	838,990.38	47.04%
Non-Payroll Expenses	300-900	879,580.11	872,428.29	384,161.65	44.03%
Totals		<u>\$ 2,044,996.65</u>	<u>2,656,102.24</u>	<u>1,223,152.03</u>	46.05%

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2022-23 FISCAL YEAR  
SUPPLEMENTAL THREE YEAR COMPARISON OF EXPENSES - CASH BASIS**

	2020-21 Expenditures		2021-22 Expenditures		2022-23 Expenditures	
	Salary	Non-salary	Salary	Non-salary	Salary	Non-salary
July	-	3.00	20,804.88	16,830.75	17,635.85	29,344.27
August	\$ 11,188.08	3.00	97,575.92	29,918.58	130,819.56	89,090.65
September	11,929.03	10,004.50	97,176.77	137,002.14	139,499.79	56,087.07
October	11,929.03	6,022.53	97,149.76	115,862.40	139,858.71	74,400.95
November	11,929.03	13,275.50	95,509.25	46,685.02	136,577.50	40,878.23
December	11,929.03	1,290.00	94,081.25	34,289.35	136,016.04	56,607.85
January	14,492.12	8,022.00	96,890.38	96,799.71	138,582.93	37,752.63
February	16,131.39	9,958.87	92,688.72	38,622.04	-	-
March	16,131.39	18,244.90	93,798.64	82,574.40	-	-
April	17,348.59	186,985.20	102,060.23	101,466.22	-	-
May	17,624.59	24,024.50	108,193.39	36,242.30	-	-
June	31,605.81	164,272.89	169,487.35	143,287.20	-	-
	<u>\$ 172,238.09</u>	<u>442,106.89</u>	<u>1,165,416.54</u>	<u>879,580.11</u>	<u>838,990.38</u>	<u>384,161.65</u>

614,344.98

2,044,996.65

1,223,152.03

	2020-21 Expenditures		2021-22 Expenditures		2022-23 Expenditures	
	Salary	Non-salary	Salary	Non-salary	Salary	Non-salary
July	-	3.00	20,804.88	16,830.75	17,635.85	29,344.27
August	\$ 11,188.08	3.00	97,575.92	29,918.58	130,819.56	89,090.65
September	11,929.03	10,004.50	97,176.77	137,002.14	139,499.79	56,087.07
October	11,929.03	6,022.53	97,149.76	115,862.40	139,858.71	74,400.95
November	11,929.03	13,275.50	95,509.25	46,685.02	136,577.50	40,878.23
December	11,929.03	1,290.00	94,081.25	34,289.35	136,016.04	56,607.85
January	14,492.12	8,022.00	96,890.38	96,799.71	138,582.93	37,752.63
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<u>\$ 73,396.32</u>	<u>38,620.53</u>	<u>599,188.21</u>	<u>477,387.95</u>	<u>838,990.38</u>	<u>384,161.65</u>

112,016.85

1,076,576.16

1,223,152.03

## Western Gateway Elementary School Inc.

## Revenue/Expenditure Summary

Options: Fund: 81, Date Range: 7/2/2022 - 1/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NONCATEGORICAL FUNDS	\$67.25	(\$983.28)	\$0.00	\$9,593.00	(\$10,509.03)	\$12,937.50	(\$23,446.53)
001 INASMUCH FOUNDATION	\$250,951.74	\$0.00	\$0.00	\$6,376.99	\$244,574.75	\$1,623.01	\$242,951.74
002 WCF DONATION	\$66,229.66	\$280,000.00	\$0.00	\$274,166.69	\$72,062.97	\$195,833.31	(\$123,770.34)
005 CROSSFIRST BANK (PLAYGROUND)	\$1,850.00	\$1,500.00	\$0.00	\$593.99	\$2,756.01	\$2,756.01	\$0.00
007 TFCU	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00
008 NEW HORIZONS FNDTN - AMZN	\$478.48	\$9,632.00	\$0.00	\$8,135.64	\$1,974.84	\$1,342.84	\$632.00
285 CNP LOCAL	\$0.00	\$1,000.00	\$0.00	\$162.00	\$838.00	\$838.00	\$0.00
<b>Total</b>	<b>\$320,877.13</b>	<b>\$291,148.72</b>	<b>\$0.00</b>	<b>\$299,028.31</b>	<b>\$312,997.54</b>	<b>\$215,330.67</b>	<b>\$97,666.87</b>

**Western Gateway Elementary School Inc.****Revenue/Expenditure Summary****Options:** Fund: 86, Date Range: 7/2/2022 - 1/31/2023

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
000 NONCATEGORICAL FUNDS	\$0.00	\$1,000.00	\$0.00	\$434.18	\$565.82	\$11,965.82	(\$11,400.00)
<b>Total</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$434.18</b>	<b>\$565.82</b>	<b>\$11,965.82</b>	<b>(\$11,400.00)</b>

**Western Gateway Elementary School Inc.****Revenue/Expenditure Summary****Options:** Fund: 60, Date Range: 7/2/2022 - 1/31/2023

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
800 SCHOOL ACTIVITY SUBACCOUNTS	\$0.00	\$26,039.85	\$0.00	\$1,061.50	\$24,978.35	\$0.00	\$24,978.35
801 UNIFORMS	\$7,919.00	\$3,717.00	\$0.00	\$1,503.00	\$10,133.00	\$0.00	\$10,133.00
802 SMART DISMISSAL	\$210.00	\$0.00	\$0.00	\$0.00	\$210.00	\$0.00	\$210.00
803 CHILD NUTRITION CLEARING	\$42.50	\$0.00	\$0.00	\$0.00	\$42.50	\$0.00	\$42.50
804 YARD SIGNS	\$305.00	\$190.00	\$0.00	\$0.00	\$495.00	\$0.00	\$495.00
805 SCHOOL PICTURES	\$1,150.00	\$0.00	\$0.00	\$0.00	\$1,150.00	\$0.00	\$1,150.00
808 FUN RUN	\$0.00	\$97.10	\$0.00	\$0.00	\$97.10	\$0.00	\$97.10
810 FUN RUN	\$0.00	\$108.00	\$0.00	\$7,152.75	(\$7,044.75)	\$1,722.25	(\$8,767.00)
<b>Total</b>	<b>\$9,626.50</b>	<b>\$30,151.95</b>	<b>\$0.00</b>	<b>\$9,717.25</b>	<b>\$30,061.20</b>	<b>\$1,722.25</b>	<b>\$28,338.95</b>

# Western Gateway School Calendar 2023-24

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						17

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						19

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						15

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						16

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						11

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						20

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						19

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						14

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						21

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						14

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Date	Event or Holiday
July 31	Orientation for New Teachers
Aug 1-4	All Teachers: Professional Development & Work Days
Aug 7-8	Meet the Teacher: Family Conferences
Aug 9	First day of school for students
Sept 4	Labor Day (school closed)
Sept 25	Teacher Collaboration Day (no school for students)
Oct 5-6	Family Conference Days (no school for students)
Oct 9-13	Fall Break (school closed)
Oct 16	Teacher Collaboration Day (no school for students)
Nov 20-24	Thanksgiving Break (school closed)
Nov 27	Teacher Collaboration Day (no school for students)
Dec 18-Jan 1	Winter Break (school closed)
Jan 2	Teacher Collaboration Day (no school for students)
Jan 3	Classes resume for students
Jan 15	MLK Jr. Day (school closed)
Feb 19	Presidents' Day (school closed)
Feb 20	Teacher Collaboration Day (no school for students)
March 7-8	Family Conference Days (no school for students)
March 11-15	Spring Break (school closed)
March 18	Teacher Collaboration Day (no school for students)
April 12	No School for Teachers or Students
May 3	Teacher Collaboration Day (no school for students)
May 21	Last day of school for students
May 22-23	Teacher Work Days
May 27	Memorial Day (offices closed)
	National Holiday (No School)
	Breaks (No School)
6	Family Conference Days (no school for students)
11	Teacher Collaboration Days (no school for students)
1	New Teacher Orientation
164	Total Student Academic Days
128	Full Days
36	Early Release Days



**Western Gateway Elementary School**  
**Job Description**

<https://westerngateway.school/>

**Job Title:** School Social Worker

**Job Classification:** Exempt

**Salary:** Based on experience & qualifications

**Contract Length:** Regular School Calendar & Hours

**Supervisor:** Head of School

**Approved By:** Heather Zacarias

**Date Approved:** 2/16/23

**Position Summary**

The school social worker mobilizes family, school, and community resources to enable children to learn as effectively as possible in their educational program. The school social worker connects at-risk children and their families with additional services and supports to promote their mental, social-emotional, physical, and academic well-being.

**Essential Duties**

1. Provides school social work services, including individual and group counseling, to students who are at-risk for school failure in order to improve their academic, personal, and social functioning.
2. Participates in Individualized Education Plan meetings as needed. Provides information and assistance to families to help them understand their child's educational disability and equip them with the tools necessary to support their child's educational and/or behavioral progress. Provides parent training and support as needed.
3. Acts as a liaison between the home, school, and community providers to access, mobilize, and coordinate services.
4. Provides information to students and parents about services available within the community. Makes referrals to community providers, as appropriate.
5. Maintains an accurate record of student, parent, and other contacts.
6. Facilitates instructional process in collaboration with school staff and community resources.
7. Counsels with at-risk students to promote self-awareness, self-identify, and positive social and academic skills.
8. Develops/delivers/evaluates student planning addressing academic goal setting and transition plans.
9. Manages community partnerships and school programs associated with those partnerships.

10. Manages child nutrition applications, including free and reduced lunch eligibility and lunch account balances.
11. Provides staff with essential information to better understand factors (cultural, societal, economic, familial, health, etc.) affecting a student's performance and behavior.
12. Provides information to staff and parents to assist in crises and related issues that may affect the school climate.
13. Consults and coordinates with professionals and community agencies, such as school psychologist, nurses, administrators, community-based counselors, service agencies, and physicians.
14. Monitors chronic absenteeism for students, contacting families with excessive tardies and/or absences to help families address potential barriers to student attendance.
15. Advocates for equitable access to programs and services for all students.
16. Mobilizes and coordinates family and community resources for parent engagement events and school programs.
17. Coordinates parent education programs with staff and the WGES PTA.
18. Participates in school leadership team meetings and decision making as requested.
19. Conducts home visits to offer supports that extend beyond the school campus.
20. Provides case management services in combination with other administrative staff.
21. Adheres to laws, policies, procedures, and ethical standards of the social work profession.
22. Communicates case findings and recommendations to teachers and other school personnel as needed.
23. Performs other duties as assigned.

### **Other Duties**

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Actively participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities and events.
3. Creates an effective learning environment through functional, purposeful, and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other school related duties as assigned by the Head of School or other appropriate administrators.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

1. Master's Degree in social work, counseling or related field OR Bachelor's Degree in social work or related field with one year of applicable experience.
2. Oklahoma licensure or under supervision for licensure as one of the following:
  - a. Licensed Master's Social Worker (LMSW)
  - b. Licensed Social Worker (LSW)
  - c. Licensed Clinical Social Worker (LCSW)

3. One year of graduate practicum experience in school setting or at least two years of post-Master's degree experience working with families and children.
4. Must possess ability to communicate effectively both verbally and in writing.
5. Must possess the ability to establish and maintain positive and effective working relationships with students, staff, parents, and the community.
6. Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.
7. Proficient Spanish skills in speaking, reading and writing is not required but preferred.

### **Communication Requirements**

Frequent written, telephone, electronic, and in-person contact with the Head of School, other administrators, teaching and office staff, parents, volunteers, and community representatives for exchange of information and services, and general problem solving. Written correspondence, classroom website, newsletter articles, memos, to disseminate educational information, materials, and records. Frequent contact with parents for purposes of advocacy, education, and general information sharing.

### **Evaluation**

Performance of this job will be evaluated by school administrator(s) using informal and formal observations conducted multiple times each year by evaluators using WGES measurement tool.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor's or Master's degree in education or a related field. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50

pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

**Supervision Received:** Head of School, Director of Educational Services, Instructional Facilitator, and/or Special Education Coordinator

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned. Western Gateway Elementary School reserves the right to update, revise or change this job description and related duties at any time.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

**Approvals:**

---

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

---

Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Western Gateway Elementary School**  
**Job Description**

<https://westerngateway.school/>

**Job Title:** Behavior Interventionist

**Job Classification:** Exempt

**Salary:** Based on experience & qualifications

**Contract Length:** Regular School Calendar & Hours

**Supervisor:** Head of School

**Approved By:** Heather Zacarias

**Date Approved:** 2/16/23

**Position Summary**

The behavior interventionist promotes student success, provides preventive services, and responds to identified student needs by providing individual or small group instruction to students who are struggling behaviorally. This position is responsible for monitoring, reporting, and communicating student progress and performance with behavioral interventions and communicating with classroom teachers and families. The behavior intervention specialist coordinates Functional Assessments of Behavior (FBAs) and Behavior Intervention Plans (BIPs) and provides classroom and school-wide behavior management strategies. The Behavior Specialist will help to design a Multi-Tiered Systems of Support (MTSS) model appropriate to Elementary students.

**Essential Duties**

1. Administers one-to-one intensive behavior intervention to students, including check-in/check-out systems.
2. Provides individual and group counseling to students with identified behavioral concerns and needs, promoting self-awareness and positive social and academic skills.
3. Conducts conflict resolution and peer mediation sessions.
4. Provides assistance with de-escalating student behaviors and reintegrating students back into the classroom.
5. Manages tiered referral process for behavioral concerns.
6. Collaborates with teachers, administration, and families to help identify best practices for individual and small groups of students.
7. Maintains data-based documentation of continuous monitoring of student performance and progress.
8. Uses identified research-based interventions that focus specifically on individual student needs.
9. Provides data to school teams and participates in decisions about student progress.
10. Communicates with teachers, administration, and families regarding student progress.

11. Develops/delivers/evaluates student planning addressing academic goal setting and transition plans.
12. Informs students and parents about pertinent assessment results, academic programming, behavior intervention strategies, and their implications to overall academic success.
13. Provides input for program development, particularly school-wide classroom management strategies.
14. Assist staff in: defining and measuring behavior; understanding principles of reinforcement; teaching new behavior; implementing strategies for weakening behavior; and identifying antecedents.
15. Facilitate team meetings that: design Behavior Intervention Plans; address classroom organization, effective instruction, social skills instruction, and ethical issues through school-wide positive behavioral support.
16. Work with individual teachers, groups of teachers, and/or the entire staff on issues such as: crisis intervention, learning and collaboration issues, and factors that can affect development and implementation of interventions.
17. Provide recognition of a variety of student accomplishments and positive behaviors.
18. Work cooperatively with building administrators to promote positive student behavior by providing professional development that targets research, strategies, and modeling of instructional practices to support teachers in their implementation of positive behavior support in their classrooms.
19. Advocates for equitable access to programs and services for all students.
20. Under the supervision of the Head of School or designee, may plan and coordinate programs that are an extension of behavioral interventions, i.e., Individual Education Plans, Behavior Intervention Plans, 504 Plans, Child Study Team.
21. Manages social-emotional learning goals for students on Individualized Education Plans and provides services to meet the goals.
22. Serves as a consultant to administrators, teachers, and parents, participating in school leadership team meetings and decision making as requested.
23. Participates with the administration as a team member in the implementation of the district testing program.
24. Adheres to laws, policies, procedures, and ethical standards of Mental Health Professionals.
25. Performs other duties as assigned.

### **Other Duties**

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Actively participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities and events.

3. Creates an effective learning environment through functional, purposeful, and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other school related duties as assigned by the Head of School or other appropriate administrators.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

1. Master's Degree in counseling or related field.
2. Oklahoma Teaching Certification in Elementary Education or other appropriate Teaching Certification as approved by Oklahoma State Department of Education required.
3. MANDT certification or related training for de-escalation.
4. Elementary or Secondary Counselor, School Counselor (PK-12).
5. Must possess ability to communicate effectively both verbally and in writing.
6. Must possess the ability to establish and maintain positive and effective working relationships with students, staff, parents, and the community.
7. Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.
8. Proficient Spanish skills in speaking, reading and writing is not required but preferred.

### **Communication Requirements**

Frequent written, telephone, electronic, and in-person contact with the Head of School, other administrators, teaching and office staff, parents, volunteers, and community representatives for exchange of information and services, and general problem solving. Written correspondence, classroom website, newsletter articles, memos, to disseminate educational information, materials, and records. Frequent contact with parents for purposes of advocacy, education, and general information sharing.

### **Evaluation**

Performance of this job will be evaluated by school administrator(s) using informal and formal observations conducted multiple times each year by evaluators using WGES measurement tool.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor's or Master's degree in education or a related field. Must possess or be eligible for Oklahoma Teaching Certification with appropriate endorsement to teach Elementary

School and/or Early Childhood. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

**Supervision Received:** Head of School, Director of Educational Services, Instructional Facilitator, Special Education Coordinator

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned. Western Gateway Elementary School reserves the right to update, revise or change this job description and related duties at any time.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

**Approvals:**

---

Supervisor

Date



**I acknowledge that I have received and read this job description.**

---

Employee Name (Print)

Signature

Date

**POLICY S-013**  
**GUIDELINES FOR PRIVATE COUNSELING AT SCHOOL**

The following are guidelines to allow students the opportunity to receive private mental health and behavioral support at school while ensuring compliance with School policies and procedures.

**1. Private agencies, therapists, and appropriately licensed practitioners authorized to provide services to students at school.**

- a. Services may be provided only by agencies and individuals with appropriate training and licensing ("Practitioners"). Proof that the individual is a Licensed Behavioral Health Practitioner (LBHP), or equivalent appropriately licensed professional (including but not limited to Licensed Professional Counselors (LPC), Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Alcohol and Drug Counselor (LADC)), who is in good standing and has successfully completed a comprehensive background check must be provided to the School prior to providing services.
- b. Agencies must identify an agency point of contact for the School, and individual Practitioners must provide complete contact information.
- c. Private Practitioners may not under any circumstances solicit business by initiating contact with students who are not already their clients.

**2. Prior Approval.**

- a. Completion of the School's consent form, including consent of the parent(s)/guardian(s) and authorization from the Head of School, is required prior to providing services.

**3. General Conditions.**

- a. Practitioners are required to adhere to all applicable School policies, rules, and guidelines, including check-in procedures.
- b. Practitioners are required to comply with applicable rules of professional conduct and adhere to all relevant professional standards.
- c. A student's time out of the regular educational program to receive private services is to be limited as much as practical and in the best interests of the student.
- d. Practitioners must ensure that the student and parents/guardians understand that the services are not provided or sponsored by Western Gateway Elementary School. School staff shall also convey this information.

**4. Student Confidentiality.**

- a. Practitioners must agree to and follow all rules of confidentiality.
- b. School staff shall not consult with the Practitioners about any specific student without a prior completed Western Gateway Elementary School Authorization for Release of Information Form from the student's parent/guardian.
  - c. In the absence of written authorization from the student's parent/guardian, school staff may speak with Practitioners only in terms that do not disclose the identity of individual students.

**\*The School reserves the right to exclude any Practitioner, agency, or individual from providing services to students in the school buildings.**

Consent Form for Private Counseling at School

**NOTICE CONCERNING OUTSIDE COUNSELING SERVICES AT SCHOOL**

Private therapy services provided by outside agencies at school are NOT provided or sponsored by Western Gateway Elementary School. If a parent or guardian has concerns or complaints about an outside agency, counselor, therapist, or practitioner from whom their student is receiving services, the parent or guardian should address the problem directly with the practitioner or the agency with which the practitioner is associated. If a parent or guardian has reason to believe that a specific practitioner should not be allowed to provide services to students at school, the parent or guardian should inform the Head of School of that fact and the reason for the concern. Parents and guardians may at any time revoke the consent they have given for their child to be served at school by an outside private counselor, therapist, or other practitioner.

Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

I, the undersigned, affirm that I am the parent or legal guardian of the above referenced student and that I have the power to consent to counseling services for the student.

I have read the above notice and give consent for my child to receive outside agency services in school from: \_\_\_\_\_ [Name of agency and practitioner]

I agree to hold Western Gateway Elementary School harmless for any costs, damages, injury, or other harm that may be caused as a result of the outside services. I understand that this consent expires at the end of the current school year. I understand that I can revoke this consent at any time by providing notice in writing.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and approved by Head of School:

\_\_\_\_\_  
Head of School Signature

\_\_\_\_\_  
Date