



Meeting of the Board of Directors
Western Gateway Elementary School

Thursday, April 25, 2023
4:00 pm

1300 SW 15th Street Oklahoma City, OK 73108
www.westerngateway.school

Western Gateway Elementary School, Inc.

Board of Directors Meeting

A G E N D A

April 25, 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, Administrative Assistant; 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.

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
 - a. Enrollment- Meet & Greet w. New Families
 - b. Hiring- Positions & Interviews
 - c. Year 2 Parent Survey Feedback
 - d. SDE Accreditation Compliance Review Report
 - e. School Community Engagement
 - f. El Oso's Travels

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 February 23, 2023
 - b. Approval of February & March 2023 financial reports
 - c. Approval of Purchase Orders # 2022-11-130 through 2022-11-136 and any changes to any prior existing purchase orders
 - d. Approval of Municipal Accounting Services (MAS-Wengage) contract to provide Student Information System software, Accounting Software, Payroll Software, and Lunchroom software for school year 2023-24.
 - e. Approval of Evaluation Works, LLC contract to provide school psychology services. This will include evaluations for the purpose of special education, eligibility report writing, and other related services as requested by the district for 2023-24 school year.
 - f. Approval of Today's Therapy contract to provide OT and SLP services for school year 2023-24
5. Consideration and possible action to approve the Application for Temporary Appropriations for 2023-24 school year as prepared by Jenkins & Kemper, Certified Public Accountant, P.C.
6. Consideration and possible action to approve the intrafund transfers in the WGES Activity Fund as proposed and to set up the new subaccounts for the listed sources and uses of each.

7. Consideration and possible action to approve the contract agreement for the FY23 school audit by Bledsoe, Hewett & Gullekson, CPAs.
8. Consideration and possible action to approve the FY 24 teacher and support staff contracts.
9. Discussion, consideration, and possible action to approve the Title IX policy and Title IX Complaint Form.
10. Consideration and possible action to approve curriculum purchasing for school year 2023-24 as follows:
 - a. TWIG Science \$8,100
 - b. Benchmark Education Company
 - i. Classroom Curriculum \$12,400
 - ii. Leveled Library \$9000 (grades 3-5)
 - c. Eureka Math \$8800
 - d. Imagine Español Online Program- \$5200
 - e. Lakeshore Learning- \$20,000
11. Comments by board members and/or public comments.
12. New business
13. Adjourn

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Accreditation Compliance Review Sheet

County District Code

55	E026
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County: OKLAHOMA

District: WESTERN GATEWAY

The results of this "Accreditation Compliance Visit" have been made available by the Regional Accreditation Officer for my review.

Heather Zacarias		3-1-23
Superintendent Name (Please Print)	Superintendent Signature	Date


Regional Accreditation Officer Signature

NOTE:

This Accreditation Compliance Report may be subject to further review or possible revision by the Assistant State Superintendent of the Accreditation Standards Division. This Accreditation Compliance Report will be presented to the State Superintendent and the State Board of Education for final approval.

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Code: 55 E026 000

County: OKLAHOMA

District: WESTERN GATEWAY

Designation not in the system at this time: Jan 20 2023 3:31PM

599 Other areas of noncompliance

*Use Subject Code numbers from Subject code lists

RAO COMMENTS:

DEFICIENCIES FROM THE PRECEDING YEAR

900 Accreditation with no Deficiencies

900 Accreditation with no deficiencies

902 Accreditation with deficiencies

904 Accreditation with probation

901 Accreditation with one deficiency

903 Accreditation with warning

905 Accreditation not recommended

3-1-23

Date

3-1-23

Date



Regional Accreditation Officer



Superintendent

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2022 - 2023 Districtwide Compliance Report

County: OKLAHOMA

District: WESTERN GATEWAY

DISTRICT REPORT

PLANS and POLICIES

YES NO

Charter (55E026000)

	<u>N/A</u>		1. Does the district provide educational services at a residential care, treatment facility, or day treatment program and make available the service agreements/contracts for review.
405	<u>✓</u>		2. Are all mandated reports submitted in a timely manner & certified with accurate data? 70 O.S. § 3-104
801	<u>✓</u>		3. Does the charter school provide necessary data to the Office of Educational Quality and Accountability? 70 O.S. § 3-136 A (4)
802	<u>✓</u>		4. Does the charter school use the Oklahoma Cost Accounting System to report all financial transactions? 70 O.S. § 3-136 A (6)
624	<u>✓</u>		5. Is the school in good financial standing with all offices within Oklahoma State Department of Education, as well as all outside agencies AND provides requested financial audits for review in a timely manner?
476	<u>✓</u>		6. Are the superintendent, treasurer, and all encumbrance clerks bonded? OAC 210:40-87-6
475	<u>✓</u>		7. Have the district treasurers and all encumbrance clerks received the minimum of 12 hours of training on school finance laws, accounting, ethics, & duties? Have they completed 12 hours of continuing education every 3 years? 70 O.S. § 5-190 <i>Zacarias Jenkins Bedwell</i>
805	<u>✓</u>		8. Does the charter school comply with the Oklahoma Open Meeting Act and the Oklahoma Open Records Act? 70 O.S. § 3-136 A (16) <i>T. J. Jenkins</i>
806	<u>✓</u>		9. Is the governing body of the charter school in compliance with the conflict of interest requirements? 70 O.S. § 3-136 A (17) <i>sign @ March meeting</i>
860	<u>N/A</u>		10. Have each of the governing body board members for a Virtual Charter School met their required training according to Oklahoma Law. 70 O.S. § 3-145.3; 70 O.S. § 5-100.1
818	<u>✓</u>		11. Is the charter school in compliance with the Employment Security Act? 40 O.S. § 1-101
819	<u>✓</u>		12. Is the charter school in compliance with the State and Education Employees Group Insurance Act and the requirements for Procedure of Payment (health insurance). 70 O.S. § 5-142 & 74 O.S. § 1310.1
820	<u>✓</u>		13. Is the charter school in compliance with the requirements for a Health Insurance Plan and Payment of Additional Salary in Lieu of Employee Insurance. 70 O.S. § 5-117.5 & 70 O.S. § 5-140
433	<u>✓</u>		14. Does the district have a policy on felony record searches and confirms background checks have been conducted on all new employees? 70 O.S. § 5-142 <i>-13-</i>
804	<u>✓</u>		15. Does the charter school provide a free education without tuition or fees? 70 O.S. § 3-136 A (10)
803	<u>✓</u>		16. Does the charter school provide education to children with disabilities in compliance with all federal and state laws? 70 O.S. § 3-136 A (7)
823	<u>✓</u>		17. Is the charter school in compliance with requirements regarding records of disabled students? 34 CFR 300.562-573
555			18. Is the school compliant with all requirements of SB 658 including providing immunization information on the school website? 70 O.S. § 1210.191 <i>update website</i>
459			19. Is this school compliant with all requirements of HB 1775? 70 O.S. § 24-157; 70 O.S. § 11-103.6
410	<u>✓</u>		20. Does the district have an adopted curriculum that integrates the Oklahoma Academic Standards for all subjects taught? OAC 210:35-3-66
809			21. Is the charter school in compliance with the Safe Workplace and Safety Training of Employees Act? 40 O.S. § 403 <i>In process</i>
451	<u>✓</u>		22. Is a program offered annually to all certified personnel and administrators which includes a component of training on recognition and reporting of child abuse and neglect, including child sexual abuse? 70 O.S. § 6-194
	<u>✓</u>		23. Is a program offered annually that includes training on identifying characteristics of dyslexia in students, provides methods for effective classroom instruction, and provides resources for teachers, students, and parents? 70 O.S. § 6-194

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- 447 ☒ 24. Did the district implement an Emergency Response App that will ensure immediate notification to and timely response by law enforcement? Governor's Executive Order *RAVE*
- 437 ☒ 25. Does the district have a written plan with procedures in place to protect students, faculty, administration and visitors from natural and man-made disasters? Is the plan on file in each school AND with the local emergency management organization within the district? 63 O.S. § 681
- 467 ☒ 26. Does the school district have specific procedures to be followed in regard to administration of medicines, accidents, emergencies and disasters as well as reporting child abuse and child neglect, including recognition of child sexual abuse? OAC 210:35-3-107; 70 O.S. § 6-194; 70 O.S. § 1210.160
- 408 *N/A* 27. Does the district have a plan for emergency medical services including specific procedures to be followed at all activities or athletic events held at school facilities? Is the plan on file with the local emergency medical services provider within the district? 27 O.S. § 27-104
- 540 *N/A* 28. Are board minutes available reflecting the mathematics and science courses approved annually by boards when taken for high school credit from the Career Technology Centers? 70 O.S. § 11-103.6 *PK - 2nd*
- 544 ☒ 29. Has the Annual Student College Remediation and 7-12 Dropout Report been presented to the school/governing board. OAC 210:35-25-3; OAC 210:35-25-4
- 426 ☒ 30. Is a current Home Language Survey Form on file for each Bilingual student that was listed on the WAVE Student Data? 70 O.S. § 3-104(a) *- 113 -*
31. Does the district have an approved Gifted & Talented plan on file documenting student identification processes and evidence showing appropriate implementation of services being provided to identified students? 70 O.S. § 1210.307

TRANSPORTATION

- 441 *N/A* 32. Do all school bus drivers have the required CDL, Oklahoma bus driving certificate, current health examination and Motor Vehicle Record from the DMV? OAC 210:30-5-8
- 456 *N/A* 33. Are all in-service forms for the current year on file for all bus drivers? OAC 210:35-5-8
- 442 *N/A* 34. Is the district in compliance with the federal requirements for drug testing for school bus drivers? 49 CFR 382
- 442 *N/A* 35. Has the designated supervisor over bus drivers completed the required 2 hour training for drug recognition? 49 CFR 382
- 444 *N/A* 36. Are all school buses inspected annually, by a certified inspector in accordance with state law? OAC 210:30-5-6
- 440 *N/A* 37. Are school bus emergency evacuation drills performed as required? (Recommended: one within the first two weeks of each semester.) OAC 210:30-5-6
- 443 *N/A* 38. Are daily pretrip bus inspections performed and kept on file OAC 210:30-5-6

INITIAL OR AMENDED COMPLIANCE ITEMS

- 428 ☒ 39. Does the school have a Title IX Policy and operates under the Title IX Act by providing education that is free from discrimination under any educational program or activity? 34 CFR § 106.1
- 696 ☒ 40. Does the school have a policy on reasonable restroom/changing area designations and operates under the policy? 70 O.S. § 1-125 *Complaint form*
- 439 ☒ 41. Does the charter school have a policy for Bullying and Harassment? 70 O.S. § 24-100.4
- 502 ☒ 42. Does the site provide educational services to suspended and expelled students? 70 O.S. § 3-136 A (12), 70 O.S. § 24-101.3
- 839 ☒ 43. Is the charter school in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA)? 20 U.S.C. 1232 (g)
- 815 ☒ 44. Is the school in compliance with the requirements for the Oklahoma Hazard Communication Standard? O.S. § 401-424
- 815 ☒ 45. Is the school in compliance with the requirements for the Asbestos Hazardous Emergency Response Act? 15 U.S.C. 2641; CFR 763
- 815 *N/A* 46. Is the school in compliance with the requirements for teaching AIDS Prevention Education to all students? 70 O.S. § 11-103.3 *PK - 2 only*
- 815 ☒ 47. Is the school in compliance with the requirements for a Confidentiality of AIDS Infected Student Multidisciplinary Team. 63 OS § 1-502.2
- 813 ☒ 48. Is the school in compliance with the requirements for Student Smoking Bans and the Drug-Free Schools Act? 63 O.S. § 1-1523; 20 U.S. 608; 20 U.S.C. § 710

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49. Does the charter of the charter school include a Description of the personnel policies & Personnel Qualifications? 70 O.S. § 3-136 B

807



50. Does the charter of the charter school include a description method of school governance? 70 O.S. § 3-136 B

807



51. Does the charter of the charter school include a description of the duties of the sponsor of the charter school? 70 O.S. § 3-136 B

OVERALL Charter Accreditation Compliance (TO BE COMPLETED BY RAO)

225



52. Accreditation: This Charter School has a current application and contract on file with OSDE. OAC 210:40-87-5; OAC 210:40-87-7

226

53. Special Education: This school is in compliance OR has completed all corrective actions required by the Office of Special Education as it pertains to the IDEA Act.

227

54. Child Nutrition: This school is in compliance OR has completed all corrective actions required by the Office of Child Nutrition Programs as it pertains to the Federal regulations.

228

55. Federal Programs: This school is in compliance with all applicable requirements as it pertains to Federal Law.

229

56. Accountability: This school is in compliance with all applicable requirements as it pertains to Accountability. 70 O.S. § 1210.541

230

57. OCAS: This school is in compliance with all applicable requirements as it pertains to Oklahoma Cost Accounting System (OCAS). 70 O.S. § 5-135.2

231

58. Alternative Education: This school is in compliance with all applicable requirements as it pertains to Alternative Education. 70 O.S. § 1210.568

232

59. Reading Sufficiency: This school is in compliance with all applicable requirements as it pertains to the Reading Sufficiency Act. 70 O.S. § 1210.508

233

60. School Personnel Records: This school is in compliance with all applicable requirements as it pertains to School Personnel Records. 70 O.S. § 6-101.6

Comments:

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Code: 55 E026 935

County: OKLAHOMA

District: WESTERN GATEWAY

School: WESTERN GATEWAY

PERSONNEL DEFICIENCIES

Deficiency codeName	Teacher Number	Subject/Position	Subject Code*	Total Periods Affected	Action to be taken

Designation not in the system at this time: Jan 20 2023 3:31PM

599 Other areas of noncompliance

*Use Subject Code numbers from Subject code lists

RAO COMMENTS:

DEFICIENCIES FROM THE PRECEDING YEAR

900 Accreditation with no Deficiencies

900 Accreditation with no deficiencies	902 Accreditation with deficiencies	904 Accreditation with probation
901 Accreditation with one deficiency	903 Accreditation with warning	905 Accreditation not recommended

3-1-23

Date

3-1-23

Date

Regional Accreditation Officer

Principal

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2022 - 2023 School Site Compliance Report: WESTERN GATEWAY

County: OKLAHOMA

District: WESTERN GATEWAY

School Name: WESTERN GATEWAY

PLANS and POLICIES

YES NO

Elementary (55E026935)

- | | | | |
|-----|------------|-------|--|
| 512 | ✓ | _____ | 1. Are handbooks provided for students, parents, and teachers as required by State Department of Education regulation? OAC 210:35-3-69 |
| 513 | ✓ | _____ | 2. Does the school have a Safe School Committee who meet no less than once per year? 70 O.S. § 24-100 |
| 535 | ✓ | _____ | 3. Does the school have a Healthy and Fit School Advisory Committee who meet no less than once per year? 70 O.S. § 24-100a |
| 507 | ✓ | _____ | 4. Is a minimum of one fire drill conducted each semester, in which all students and teachers participate? (Within first 15 days of each semester) 70 O.S. § 5-149 |
| 529 | ✓ | _____ | 5. Is a minimum of one tornado drill conducted in both September and March of the school year, in which all students and teachers participate? 70 O.S. § 5-149 |
| 557 | ✓ | _____ | 6. Is a minimum of four security drills conducted per school year, in which all students and teachers participate? (Within first 15 days of each semester.) 70 O.S. § 5-148 |
| 598 | ✓ | _____ | 7. Are two additional drills performed that are consistent with the risks assessed for the facility? 70 O.S. § 5-149 |
| 536 | ✓ | _____ | 8. Does the school have a diabetes management plan developed for each student with diabetes and has training for supervisor over diabetes been completed? 70 O.S. § 1210.196.2
Site Supervisor for Diabetes Management <u>Maria Elgutub - RN</u> |
| 453 | <u>N/A</u> | _____ | 9. Did this site distribute information on Meningococcal Meningitis to all 6th-12th grade students at the beginning of the year? 70 O.S. § 3243 <u>PK - 2nd</u> |
| 550 | ✓ | _____ | 10. Do all students of all grade levels have a required current immunization record or a state approved exemption form on file prior to their admission to school? 70 O.S. § 1210.19 |
| 455 | ✓ | _____ | 11. Does the district report the number of kindergarten, first and third grade students who submitted certification of a completed vision screening, and also the number of students who received a comprehensive eye exam? OAC 210:35-3-109 |
| 514 | ✓ | _____ | 12. Are all students enrolled in a minimum of six periods of rigorous instruction? 70 O.S. § 1-111 |
| 520 | <u>N/A</u> | _____ | 13. Is the district in compliance with the ten-day activity rule and maintaining adequate records of classes missed by individual students for activities in grades 7th-12th? OAC 210:35-17-2 |
| 590 | ✓ | _____ | 14. Do the full day kindergartners thru 5th graders receive 120 minutes per week of physical activity, 60 minutes of which must be Physical Education? 70 O.S. § 11-103.9 |
| 537 | <u>N/A</u> | _____ | 15. Have all athletic coaches completed a course in Care and Prevention of Athletic Injuries? OAC 210:35-9-44; OAC 210:35-5-45; OAC 210: 35-7-44 |
| 538 | <u>N/A</u> | _____ | 16. Have all athletic coaches completed annual training in Sudden Cardiac Arrest? 70 O.S. 24-156 |
| 543 | ✓ | _____ | 17. Does the school have a minimum of one certified teacher and one noncertified staff member at this school site that is trained in CPR and the Heimlich maneuver? 70 O.S. § 1210.199
Certified Staff trained in CPR/Heimlich <u>Maria Elgutub - 10/24</u>
Noncertified Staff trained in CPR/Heimlich <u>Diana Bedwell - 8/23</u> |

Comments:

WESTERN GATEWAY ELEMENTARY SCHOOL, INC.

Minutes

Board of Directors Regular Meeting

February 23, 2023, 4:00 PM

This meeting of the Board of Directors of Western Gateway Elementary School, Inc. was held on Thursday, February 23, 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 Thursday, February 16, 2023, and had been posted on February 16, 2023 on the school website: <http://www.westerngateway.school> The meeting notice was also posted at the school entrance.

1. Call to Order

Mr. White called the meeting to order at 4:00 p.m. on February 23, 2023

2. Roll Call

Mr. White called the roll. Board members present were: Mr. Pete 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 February 22, 2023, WGES ran their enrollment lottery for school year 2023-24. WGES is currently in the process of contacting prospective families of their available seats and will next be getting students enrolled. Ms. Zacarias also updated the Board on Oso's travels. He has traveled to Brazil and the students are learning about the Amazon Rainforest, Carnival, Samba and so much more. Kindergarten is also taking their first field trip to Myriad Gardens to learn more about the Amazon Rainforest.

4. Consideration and authorization of WGES Consent Agenda

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

Ayes: Terry, Medina, White

Nays: None

5. Discussion, consideration, and possible action to approve the WGES 2023-2024 School Calendar.

A motion was made by Ms. Terry to approve the WGES 2023-24 School Calendar. The motion was seconded by Mr. Medina and approved on the following vote:

Ayes: Terry, Medina, White

Nays: None

6. Discussion, consideration, and possible action to approve the positions and job descriptions for a school social worker and a behavior interventionist.

A motion was made by Ms. Terry to approve the positions and job descriptions for a school social worker and a behavior interventionist. The motion was seconded by Mr. Medina.

Ayes: Terry, Medina, White

Nays: None

7. Discussion, consideration, and possible action to approve Policy S-013: Guidelines for Private Counseling at School.

A motion was made by Mr. Medina to approve Policy S-013: Guidelines for Private Counseling at School. The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Terry, Medina, White

Nays: None

8. Comments by Board members and/or public comments:

PTA members commented on how successful the PTA was for February. They were able to raise money to give each classroom teacher \$100 to spend on their classrooms. They are also collecting funds to hire a music teacher for next school year.

9. New Business

None

10. Adjournment

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

Ayes: Terry, Medina, White

Nays: None

The meeting was adjourned at 4:23 pm.

Edgar Medina, Board Secretary

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

MONTHLY FINANCIAL REPORT

February 28, 2023 and Year to Date

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Supplemental Information

Report of Revenue by Month – General Fund – Cash Basis 4

Statement of Expenses by Project/Object – General Fund – Cash Basis 5-7

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Building Fund Revenue/Expenditure Summary

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

March 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 February 28, 2023, and the related statements of revenues and expenses – cash basis for the eight (8) 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 FEBRUARY 28, 2023

	General Fund	Building Fund	Gifts Fund	Insurance Recovery Fund	Activity Fund	Totals
Assets						
Cash	\$ 386,434.74	4,127.88	311,964.03	348,735.63	31,911.45	1,083,173.73
Liabilities						
Outstanding Payments	50,357.07	-	-	-	133.00	50,490.07
Reserves	724.52				-	724.52
Funds Held for Student Organizations	-				31,778.45	31,778.45
Total Liabilities	51,081.59	-	-	-	31,911.45	82,993.04
Net Assets	\$ 335,353.15	4,127.88	311,964.03	348,735.63		1,000,180.69

WESTERN GATEWAY ELEMENTARY SCHOOL
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH FUND
BALANCES REGULATORY BASIS - ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUSTS
FEBRUARY 28, 2023

	GOVERNMENTAL FUND TYPES		FIDUCIARY FUND TYPES	
	GENERAL	SPECIAL REVENUE	EXPENDABLE TRUST AND INSURANCE RECOVERY FUNDS	TOTALS (MEMO. ONLY)
Revenues				
Local sources	\$ 32,694.67		680,326.69	713,021.36
State sources	1,154,651.87	4,127.88		1,158,779.75
Federal sources	495,695.67			495,695.67
Total revenues	<u>1,683,042.21</u>	<u>4,127.88</u>	<u>680,326.69</u>	<u>2,367,496.78</u>
Expenditures				
Instruction	755,646.14		14,143.27	769,789.41
Support services	590,532.50		326,360.89	916,893.39
Operation of non-instructional services	79,075.09		-	79,075.09
Other uses	1,489.00		-	1,489.00
Total expenditures	<u>1,426,742.73</u>		<u>340,504.16</u>	<u>1,767,246.89</u>
Revenues over (under) expenditures	256,299.48	4,127.88	339,822.53	600,249.89
Cash fund balance, beginning of year	<u>79,053.67</u>	<u>-</u>	<u>320,877.13</u>	<u>399,930.80</u>
Cash fund balance, end of period	<u>\$ 335,353.15</u>	<u>4,127.88</u>	<u>660,699.66</u>	<u>1,000,180.69</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 2/28/22	% of YTD to Actual	2022-23 Budgeted	2022-23 As of 2/28/23	% 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	27,376.40	100.0%	-	-	N/A
Local CNP	1700	1,237.08	419.90	33.9%	31,500.00	23,491.55	74.6%
Foundation and Salary Incentive Aid	3210	1,003,562.99	642,686.53	64.0%	1,628,415.85	1,026,075.22	63.0%
Flexible Benefit Allowance	3250	114,361.29	72,884.15	63.7%	162,086.88	102,114.73	63.0%
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	7,784.76	63.0%
State CNP	3700	-	-	N/A	938.96	469.48	50.0%
Title I pt. A (prj 511)	4210	27,509.54	-	0.0%	50,938.17	2,954.79	5.8%
Title II pt. A (prj 541)	4271	4,769.40	-	0.0%	7,806.13	4,904.36	62.8%
Special Education - Prof Dev (prj 615)	4310	-	-	N/A	956.19	-	0.0%
Special Education - Flow Through (prj 621)	4310	28,106.46	-	0.0%	29,786.64	19,447.52	65.3%
Preschool (prj 641)	4340	246.02	-	0.0%	235.78	-	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	283,473.30	71.1%	71,439.25	71,056.23	99.5%
Stronger Connections Grant (prj 715)	4689	-	-	N/A	5,000.00	-	0.0%
OSDH Reopening Schools (prj 723)	4689	8,377.58	-	0.0%	89,583.26	44,912.37	50.1%
ESSER III (prj 795)	4689	-	-	N/A	254,562.06	54,334.56	21.3%
Federal Meal Reimbursement	4700	124,167.88	45,186.25	36.4%	115,896.86	60,653.58	52.3%
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>1,185,244.05</u>	61.7%	<u>2,727,167.73</u>	<u>1,683,042.21</u>	61.7%
<u>Expenditures</u>							
Payroll		1,165,416.54	691,876.93	59.4%	1,737,828.61	978,538.63	56.3%
Accounts Payable		<u>879,580.11</u>	<u>516,009.99</u>	58.7%	<u>855,249.64</u>	<u>448,204.10</u>	52.4%
Total expenditures		<u>2,044,996.65</u>	<u>1,207,886.92</u>	59.1%	<u>2,593,078.25</u>	<u>1,426,742.73</u>	55.0%
Revenue over (under) expenses		(124,630.72)	(22,642.87)		134,089.48	256,299.48	
Net Assets (beginning)	6110	-	-	N/A	79,053.67	79,053.67	100.0%
Other Financing Sources (Uses): Transfers available from Gift Fund		<u>203,684.39</u>	<u>-</u>		<u>-</u>	<u>-</u>	
Ending Net Assets		<u>\$ 79,053.67</u>	<u>(22,642.87)</u>		<u>\$ 213,143.15</u>	<u>335,353.15</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>	<u>February</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	23,491.55	-	4,900.80	1,834.75	4,431.35	4,050.30	2,923.11	4,044.49	1,306.75
State Aid	1,026,075.22	-	93,826.59	93,826.59	93,826.59	93,826.59	93,826.60	410,360.09	146,582.17
Flexible Benefits Allowance	102,114.73	-	10,419.99	10,419.99	10,419.99	27,091.31	14,587.81	14,587.83	14,587.81
Reading Sufficiency	18,207.68	-	-	-	-	-	18,207.68	-	-
State Textbooks (prj 333)	7,784.76	-	928.66	928.66	928.66	928.66	928.66	2,029.35	1,112.11
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)	27,670.04	-	8,222.52	-	-	-	13,227.75	-	6,219.77
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)	44,912.37	-	-	-	-	-	-	28,448.05	16,464.32
ESSER III (prj 795)	54,334.56	-	-	-	-	-	33,838.39	-	20,496.17
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	60,653.58	-	-	8,629.91	19,657.94	-	8,892.61	6,284.59	17,188.53
Non-revenue sources	-	-	-	-	-	-	-	-	-
	<u>1,683,042.21</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>	<u>223,957.63</u>

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

Classification (Project-Object)	Object	2021-22 Actuals	2022-23 Original Budget	2022-23 As of 2/28/23	% of YTD to Budg.
General Fund & Local Codes (Proj. 000)					
Salaries	100	\$ 607,373.43	1,005,000.00	594,240.36	59.13%
Employee Benefits	200	152,633.98	225,000.00	132,078.42	58.70%
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	10,670.00	34.20%
Educational Services	320	-	9,555.00	2,959.00	30.97%
Accounting Services	331	1,500.00	24,000.00	15,500.00	64.58%
Medical Services	336	21,068.32	37,855.00	21,489.22	56.77%
Security Services	344	-	2,310.00	1,810.00	78.35%
Legal Services	354	-	10,725.00	1,450.00	13.52%
Professional Development	359	-	1,053.85	578.76	54.92%
Water Service	411	-	5,318.50	5,318.50	100.00%
Cleaning Services	421	32,780.17	32,631.60	15,185.46	46.54%
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	5,189.83	51.90%
Repairs and Maintenance Services	430	193.06	67,429.00	38,773.39	57.50%
Insurance Services	520	3,180.00	60,960.00	60,809.00	99.75%
Communications Services	530	323.00	8,425.00	7,557.50	89.70%
Advertising	540	-	4,250.00	199.50	4.69%
Printing Services	550	-	665.35	282.15	42.41%
Out-of-District Travel	580	-	11,937.97	1,098.98	9.21%
Other Purchased Services	599	-	-	-	N/A
General Supplies	600	1,438.75	30,448.47	6,895.17	22.65%
Building Supplies	618	1,271.77	18,468.40	9,388.06	50.83%
Electricity	624	-	25,000.00	15,858.01	63.43%
Natural Gas	627	-	8,000.00	6,207.11	77.59%
Books	640	1,848.94	52,517.40	-	0.00%
Furniture and Fixtures	651	400.97	1,849.05	1,349.05	72.96%
Technology Supply/Software	653	-	15,391.46	12,002.06	77.98%
Machines	656	287.52	500.00	-	0.00%
Awards, Gifts, Decorations	680	-	138.91	29.99	21.59%
Equipment	730	-	10,237.73	8,762.73	85.59%
Sponsor Fees	805	30,106.90	16,794.95	10,260.77	61.09%
Dues and Fees	810	1,778.55	7,042.15	6,655.85	94.51%
Registrations	860	-	4,065.00	475.00	11.69%
Reimbursement/Correcting Entries	900	320.00	-	-	N/A
Subtotal		860,033.36	1,754,758.79	996,815.82	56.81%
Donations - Inasmuch (Proj. 001)					
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		34,993.69	1,336.30	-	0.00%

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

Classification (Project-Object)	Object	2021-22 Actuals	2022-23 Original Budget	2022-23 As of 2/28/23	% of YTD to Budg.
Donations - Walton (Proj. 003)					
Salaries/Employee Benefits	100-299	75,368.42	-	-	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		247,292.03	-	-	N/A
TFCU (Proj. 007)					
Printing	550	-	979.95	979.95	100.00%
Technology/Furniture and Fixtures	730	-	440.05	440.05	100.00%
Subtotal		-	1,420.00	1,420.00	100.00%
Funding the Future (Proj. 009)					
Books/Periodicals	640	2,500.00	-	-	N/A
Erate (Proj. 010)					
Technology Equipment	733	58,800.00	-	-	N/A
Subtotal		58,800.00	-	-	N/A
Rotary (Proj. 011)					
General Supplies	600	-	7,774.62	5,014.79	64.50%
Subtotal		-	7,774.62	5,014.79	64.50%
Child Nutrition Program (Proj. various CNP)					
Cleaning/Disposal Services	420	225.00	2,050.00	1,225.00	59.76%
Food Service Management	570	95,843.72	153,000.00	76,847.01	50.23%
Kitchen Products and Supplies	600	8,271.02	2,003.08	1,003.08	50.08%
Subtotal		104,339.74	157,053.08	79,075.09	50.35%
Flexible Benefit Allowance (Proj. 331-335)					
Salaries/Employee Benefits	100-299	110,142.58	161,406.95	91,445.92	56.66%
State Textbooks (Proj. 333)					
Books	640	-	17,145.49	-	0.00%
Subtotal		-	17,145.49	-	0.00%
Reading Sufficiency (Proj. 367)					
General Supplies	600	-	23,816.46	1,884.49	7.91%
Title I, Part A (Proj. 511)					
Salaries/Employee Benefits	100-299	49,516.15	56,643.51	35,738.98	63.09%
General Supplies	600	-	6,257.30	-	0.00%
Subtotal		49,516.15	62,900.81	35,738.98	56.82%
Special Education Prof Dev (Proj. 615)					
Professional Development	359	-	874.91	500.00	57.15%
General Supplies	600	-	-	-	N/A
Subtotal		-	874.91	500.00	57.15%

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

Classification (Project-Object)	Object	2021-22 Actuals	2022-23 Original Budget	2022-23 As of 2/28/23	% of YTD to Budg.
Special Education (Proj. 621)					
Salaries/Employee Benefits	100-299	25,551.33	27,254.68	21,839.30	80.13%
Medical Services	336	-	-	-	N/A
Subtotal		25,551.33	27,254.68	21,839.30	80.13%
ARP IDEA Part B (Proj. 628)					
Medical Services	336	8,141.97	-	-	N/A
Preschool (Proj. 641)					
Salaries/Employee Benefits	100-299	246.02	-	-	N/A
Medical Services	336	-	235.78	235.78	100.00%
Subtotal		246.02	235.78	235.78	100.00%
Preschool ARP (Proj. 643)					
Medical Services	336	494.03	-	-	N/A
Subtotal		494.03	-	-	N/A
Stronger Connections Grant (Proj. 715)					
Supplies	600	-	5,000.00	-	0.00%
Subtotal		-	5,000.00	-	0.00%
OSDH Reopening Schools (Proj. 723)					
Salaries/Employee Benefits	100-299	21,512.00	49,600.00	28,340.70	57.14%
Building Services	400	10,394.99	32,368.40	32,368.40	100.00%
Supplies	600	290.05	-	-	N/A
Dues, Fees and Registrations	800	-	-	-	N/A
Subtotal		32,197.04	81,968.40	60,709.10	74.06%
CSP Grant - OPSRC (Proj. 771)					
Salaries/Employee Benefits	100-299	16,613.65	-	-	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	4,487.38	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		406,980.98	57,208.51	57,208.51	100.00%
ESSER II (Proj. 793)					
Salaries/Employee Benefits	100-299	103,767.73	-	-	N/A
Subtotal		103,767.73	-	-	N/A
ESSER III (Proj. 795)					
Salaries/Employee Benefits	100-299	-	212,923.47	74,854.95	35.16%
Medical Services	336	-	-	-	N/A
General Supplies	600	-	20,000.00	-	0.00%
Subtotal		-	232,923.47	74,854.95	32.14%
Grand Total		2,044,996.65	2,593,078.25	1,426,742.73	55.02%
Payroll Expenses	100-200	1,165,416.54	1,737,828.61	978,538.63	56.31%
Non-Payroll Expenses	300-900	879,580.11	855,249.64	448,204.10	52.41%
Totals		\$ 2,044,996.65	2,593,078.25	1,426,742.73	55.02%

Submitted to Board of Trustees
March 23, 2023

**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	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
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	139,548.25	64,042.45
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>978,538.63</u>	<u>448,204.10</u>
		<u>614,344.98</u>		<u>2,044,996.65</u>		<u>1,426,742.73</u>

	2020-21 Expenditures		2021-22 Expenditures		2022-23 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
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	139,548.25	64,042.45
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<u>\$ 89,527.71</u>	<u>48,579.40</u>	<u>691,876.93</u>	<u>516,009.99</u>	<u>978,538.63</u>	<u>448,204.10</u>
		<u>138,107.11</u>		<u>1,207,886.92</u>		<u>1,426,742.73</u>

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 21, Date Range: 7/2/2022 - 2/28/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
318 REDBUD SCHOOL FUNDING ACT	\$0.00	\$4,127.88	\$0.00	\$0.00	\$4,127.88	\$0.00	\$4,127.88
Total	\$0.00	\$4,127.88	\$0.00	\$0.00	\$4,127.88	\$0.00	\$4,127.88

Revenue/Expenditure Summary

Options: Fund: 81, Date Range: 7/2/2022 - 2/28/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NONCATEGORICAL FUNDS	\$67.25	(\$975.12)	\$0.00	\$11,468.00	(\$12,375.87)	\$11,062.50	(\$23,438.37)
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	\$320,000.00	\$0.00	\$313,333.36	\$72,896.30	\$156,666.64	(\$83,770.34)
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
Total	\$320,877.13	\$331,156.88	\$0.00	\$340,069.98	\$311,964.03	\$174,289.00	\$137,675.03

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 86, Date Range: 7/2/2022 - 2/28/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NONCATEGORICAL FUNDS	\$0.00	\$348,169.81	\$0.00	\$274.50	\$347,895.31	\$11,965.82	\$335,929.49
298 not covered by insurance claims	\$0.00	\$1,000.00	\$0.00	\$159.68	\$840.32	\$0.00	\$840.32
Total	\$0.00	\$349,169.81	\$0.00	\$434.18	\$348,735.63	\$11,965.82	\$336,769.81

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/2/2022 - 2/28/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
800 SCHOOL ACTIVITY SUBACCOUNTS	\$0.00	\$86.00	\$0.00	\$1,194.50	(\$1,108.50)	\$0.00	(\$1,108.50)
801 UNIFORMS	\$7,919.00	\$31,449.10	\$0.00	\$1,503.00	\$37,865.10	\$0.00	\$37,865.10
802 SMART DISMISSAL	\$210.00	\$23.00	\$0.00	\$0.00	\$233.00	\$0.00	\$233.00
803 CHILD NUTRITION CLEARING	\$42.50	\$0.00	\$0.00	\$0.00	\$42.50	\$0.00	\$42.50
804 YARD SIGNS	\$305.00	\$239.00	\$0.00	\$0.00	\$544.00	\$0.00	\$544.00
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	\$205.10	\$0.00	\$7,152.75	(\$6,947.65)	\$1,722.25	(\$8,669.90)
Total	\$9,626.50	\$32,002.20	\$0.00	\$9,850.25	\$31,778.45	\$1,722.25	\$30,056.20

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

MONTHLY FINANCIAL REPORT

March 31, 2023 and Year to Date

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JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

April 4, 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 March 31, 2023, and the related statements of revenues and expenses – cash basis for the nine (9) 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 MARCH 31, 2023

	General Fund	Building Fund	Gifts Fund	Insurance Recovery Fund	Activity Fund	Totals
Assets						
Cash	\$ 400,410.66	4,127.88	308,568.68	217,841.55	33,994.92	964,943.69
Liabilities						
Outstanding Payments	26,983.40	-	230.55	482.00	354.50	28,050.45
Reserves	724.52				-	724.52
Funds Held for Student Organizations	-				33,640.42	33,640.42
Total Liabilities	<u>27,707.92</u>	<u>-</u>	<u>230.55</u>	<u>482.00</u>	<u>33,994.92</u>	<u>62,415.39</u>
Net Assets	<u>\$ 372,702.74</u>	<u>4,127.88</u>	<u>308,338.13</u>	<u>217,359.55</u>		<u>902,528.30</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
MARCH 31, 2023

	GOVERNMENTAL FUND TYPES		FIDUCIARY FUND TYPES	
	GENERAL	SPECIAL REVENUE	EXPENDABLE TRUST AND INSURANCE RECOVERY FUNDS	TOTALS (MEMO. ONLY)
Revenues				
Local sources	\$ 38,857.80		720,326.69	759,184.49
State sources	1,317,034.50	4,127.88		1,321,162.38
Federal sources	554,900.54			554,900.54
Non-revenue receipts			22.28	22.28
Total revenues	1,910,792.84	4,127.88	720,348.97	2,635,269.69
Expenditures				
Instruction	861,901.16		14,344.23	876,245.39
Support services	659,790.37		501,184.19	1,160,974.56
Operation of non-instructional services	93,963.24		-	93,963.24
Other uses	1,489.00		-	1,489.00
Total expenditures	1,617,143.77		515,528.42	2,132,672.19
Revenues over (under) expenditures	293,649.07	4,127.88	204,820.55	502,597.50
Cash fund balance, beginning of year	79,053.67	-	320,877.13	399,930.80
Cash fund balance, end of period	\$ 372,702.74	4,127.88	525,697.68	902,528.30

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 3/31/22	% of YTD to Actual	2022-23 Budgeted	2022-23 As of 3/31/23	% of YTD to Budgeted
Revenue							
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	27,376.40	100.0%	-	-	N/A
Local CNP	1700	1,237.08	419.90	33.9%	31,500.00	29,654.68	94.1%
Foundation and Salary Incentive Aid	3210	1,003,562.99	733,048.13	73.0%	1,628,415.85	1,172,757.92	72.0%
Flexible Benefit Allowance	3250	114,361.29	82,340.12	72.0%	162,086.88	116,702.55	72.0%
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	8,896.87	72.0%
State CNP	3700	-	-	N/A	938.96	469.48	50.0%
Title I pt. A (prj 511)	4210	27,509.54	-	0.0%	50,938.17	21,232.85	41.7%
Title II pt. A (prj 541)	4271	4,769.40	-	0.0%	7,806.13	7,806.13	100.0%
Special Education - Prof Dev (prj 615)	4310	-	-	N/A	956.19	-	0.0%
Special Education - Flow Through (prj 621)	4310	28,106.46	-	0.0%	29,786.64	19,447.52	65.3%
Preschool (prj 641)	4340	246.02	-	0.0%	235.78	235.78	100.0%
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	342,901.93	86.0%	71,439.25	71,056.23	99.5%
Stronger Connections Grant (prj 715)	4689	-	-	N/A	5,000.00	-	0.0%
OSDH Reopening Schools (prj 723)	4689	8,377.58	-	0.0%	89,583.26	44,912.37	50.1%
ESSER III (prj 795)	4689	-	-	N/A	254,562.06	81,808.32	32.1%
Federal Meal Reimbursement	4700	124,167.88	62,175.66	50.1%	115,896.86	70,969.08	61.2%
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		1,920,365.93	1,361,479.66	70.9%	2,727,167.73	1,910,792.84	70.1%
Expenditures							
Payroll		1,165,416.54	785,675.57	67.4%	1,742,318.10	1,117,866.02	64.2%
Accounts Payable		879,580.11	598,584.39	68.1%	859,680.72	499,277.75	58.1%
Total expenditures		2,044,996.65	1,384,259.96	67.7%	2,601,998.82	1,617,143.77	62.2%
Revenue over (under) expenses		(124,630.72)	(22,780.30)		125,168.91	293,649.07	
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		\$ 79,053.67	(22,780.30)		\$ 204,222.58	372,702.74	

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>	<u>February</u>	<u>March</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	29,654.68	-	4,900.80	1,834.75	4,431.35	4,050.30	2,923.11	4,044.49	1,306.75	6,163.13
State Aid	1,172,757.92	-	93,826.59	93,826.59	93,826.59	93,826.59	93,826.60	410,360.09	146,582.17	146,682.70
Flexible Benefits Allowance	116,702.55	-	10,419.99	10,419.99	10,419.99	27,091.31	14,587.81	14,587.83	14,587.81	14,587.82
Reading Sufficiency	18,207.68	-	-	-	-	-	18,207.68	-	-	-
State Textbooks (prj 333)	8,896.87	-	928.66	928.66	928.66	928.66	928.66	2,029.35	1,112.11	1,112.11
State CNP Matching	469.48	-	-	-	-	-	-	469.48	-	-
Title I, pt. A (prj 511)	28,470.06	-	7,237.21	-	-	-	2,954.79	-	-	18,278.06
Title II, pt. A (prj 541)	7,806.13	-	-	-	-	-	4,904.36	-	-	2,901.77
Special Education (prj 621)	27,670.04	-	8,222.52	-	-	-	13,227.75	-	6,219.77	-
Special Education - Preschool (prj 641)	779.21	-	543.43	-	-	-	-	-	-	235.78
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)	44,912.37	-	-	-	-	-	-	28,448.05	16,464.32	-
ESSER III (prj 795)	81,808.32	-	-	-	-	-	33,838.39	-	20,496.17	27,473.76
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	70,969.08	-	-	8,629.91	19,657.94	-	8,892.61	6,284.59	17,188.53	10,315.50
Non-revenue sources	-	-	-	-	-	-	-	-	-	-
	<u>1,910,792.84</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>	<u>223,957.63</u>	<u>227,750.63</u>

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

Classification (Project-Object)	Object	2021-22 Actuals	2022-23 Original Budget	2022-23 As of 3/31/23	% of YTD to Budg.
General Fund & Local Codes (Proj. 000)					
Salaries	100	\$ 607,373.43	1,007,100.00	681,814.59	67.70%
Employee Benefits	200	152,633.98	225,000.00	151,392.23	67.29%
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	18,670.00	59.84%
Educational Services	320	-	9,970.00	6,563.00	65.83%
Accounting Services	331	1,500.00	24,000.00	17,000.00	70.83%
Medical Services	336	21,068.32	26,455.00	11,770.00	44.49%
Security Services	344	-	2,310.00	1,810.00	78.35%
Legal Services	354	-	10,725.00	1,925.00	17.95%
Professional Development	359	-	1,100.00	578.76	52.61%
Water Service	411	-	8,415.00	5,993.56	71.22%
Cleaning Services	421	32,780.17	32,650.00	21,665.26	66.36%
Disposal Services	423	-	4,000.00	2,411.98	60.30%
Pest Control	424	230.00	500.00	350.00	70.00%
Lawn Care Services	426	-	10,000.00	5,855.66	58.56%
Repairs and Maintenance Services	430	193.06	72,150.00	43,392.36	60.14%
Insurance Services	520	3,180.00	61,000.00	60,809.00	99.69%
Communications Services	530	323.00	12,250.00	8,688.69	70.93%
Advertising	540	-	4,250.00	199.50	4.69%
Printing Services	550	-	670.00	355.10	53.00%
Out-of-District Travel	580	-	6,825.00	1,098.98	16.10%
Other Purchased Services	599	-	-	-	N/A
General Supplies	600	1,438.75	32,500.00	7,273.88	22.38%
Building Supplies	618	1,271.77	18,500.00	10,688.11	57.77%
Electricity	624	-	25,000.00	17,233.83	68.94%
Natural Gas	627	-	8,000.00	7,606.40	95.08%
Books	640	1,848.94	52,650.00	90.00	0.17%
Furniture and Fixtures	651	400.97	1,350.00	1,349.05	99.93%
Technology Supply/Software	653	-	15,750.00	12,330.94	78.29%
Machines	656	287.52	500.00	-	0.00%
Awards, Gifts, Decorations	680	-	165.00	54.98	33.32%
Equipment	730	-	10,250.00	8,762.73	85.49%
Sponsor Fees	805	30,106.90	16,794.95	11,727.60	69.83%
Dues and Fees	810	1,778.55	7,600.00	7,254.95	95.46%
Registrations	860	-	5,015.00	475.00	9.47%
Reimbursement/Correcting Entries	900	320.00	-	-	N/A
Subtotal		860,033.36	1,756,133.95	1,128,680.14	64.27%
Donations - Inasmuch (Proj. 001)					
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		34,993.69	1,336.30	-	0.00%

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

Classification (Project-Object)	Object	2021-22 Actuals	2022-23 Original Budget	2022-23 As of 3/31/23	% of YTD to Budg.
Donations - Walton (Proj. 003)					
Salaries/Employee Benefits	100-299	75,368.42	-	-	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		247,292.03	-	-	N/A
TFCU (Proj. 007)					
Printing	550	-	979.95	979.95	100.00%
Technology/Furniture and Fixtures	730	-	440.05	440.05	100.00%
Subtotal		-	1,420.00	1,420.00	100.00%
Funding the Future (Proj. 009)					
Books/Periodicals	640	2,500.00	-	-	N/A
Erate (Proj. 010)					
Technology Equipment	733	58,800.00	-	-	N/A
Subtotal		58,800.00	-	-	N/A
Rotary (Proj. 011)					
General Supplies	600	-	7,774.62	5,014.79	64.50%
Subtotal		-	7,774.62	5,014.79	64.50%
Child Nutrition Program (Proj. various CNP)					
Cleaning/Disposal Services	420	225.00	2,050.00	1,225.00	59.76%
Food Service Management	570	95,843.72	147,000.00	91,735.16	62.40%
Kitchen Products and Supplies	600	8,271.02	2,000.00	1,003.08	50.15%
Subtotal		104,339.74	151,050.00	93,963.24	62.21%
Flexible Benefit Allowance (Proj. 331-335)					
Salaries/Employee Benefits	100-299	110,142.58	162,050.00	106,239.07	65.56%
State Textbooks (Proj. 333)					
Books	640	-	17,145.49	-	0.00%
Subtotal		-	17,145.49	-	0.00%
Reading Sufficiency (Proj. 367)					
General Supplies	600	-	23,816.46	1,989.49	8.35%
Title I, Part A (Proj. 511)					
Salaries/Employee Benefits	100-299	49,516.15	56,643.51	39,714.35	70.11%
General Supplies	600	-	6,257.30	-	0.00%
Subtotal		49,516.15	62,900.81	39,714.35	63.14%
Special Education Prof Dev (Proj. 615)					
Professional Development	359	-	874.91	500.00	57.15%
General Supplies	600	-	-	-	N/A
Subtotal		-	874.91	500.00	57.15%

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

Classification (Project-Object)	Object	2021-22 Actuals	2022-23 Original Budget	2022-23 As of 3/31/23	% of YTD to Budg.
Special Education (Proj. 621)					
Salaries/Employee Benefits	100-299	25,551.33	29,001.12	23,392.45	80.66%
Medical Services	336	-	11,159.00	11,104.22	99.51%
Subtotal		25,551.33	40,160.12	34,496.67	85.90%
ARP IDEA Part B (Proj. 628)					
Medical Services	336	8,141.97	-	-	N/A
Preschool (Proj. 641)					
Salaries/Employee Benefits	100-299	246.02	-	-	N/A
Medical Services	336	-	235.78	235.78	100.00%
Subtotal		246.02	235.78	235.78	100.00%
Preschool ARP (Proj. 643)					
Medical Services	336	494.03	-	-	N/A
Subtotal		494.03	-	-	N/A
Stronger Connections Grant (Proj. 715)					
Supplies	600	-	5,000.00	-	0.00%
Subtotal		-	5,000.00	-	0.00%
OSDH Reopening Schools (Proj. 723)					
Salaries/Employee Benefits	100-299	21,512.00	49,600.00	28,340.70	57.14%
Building Services	400	10,394.99	32,368.40	32,368.40	100.00%
Supplies	600	290.05	-	-	N/A
Dues, Fees and Registrations	800	-	-	-	N/A
Subtotal		32,197.04	81,968.40	60,709.10	74.06%
CSP Grant - OPSRC (Proj. 771)					
Salaries/Employee Benefits	100-299	16,613.65	-	-	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	4,487.38	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		406,980.98	57,208.51	57,208.51	100.00%
ESSER II (Proj. 793)					
Salaries/Employee Benefits	100-299	103,767.73	-	-	N/A
Subtotal		103,767.73	-	-	N/A
ESSER III (Proj. 795)					
Salaries/Employee Benefits	100-299	-	212,923.47	86,972.63	40.85%
Medical Services	336	-	-	-	N/A
General Supplies	600	-	20,000.00	-	0.00%
Subtotal		-	232,923.47	86,972.63	37.34%
Grand Total		2,044,996.65	2,601,998.82	1,617,143.77	62.15%
Payroll Expenses	100-200	1,165,416.54	1,742,318.10	1,117,866.02	64.16%
Non-Payroll Expenses	300-900	879,580.11	859,680.72	499,277.75	58.08%
Totals		\$ 2,044,996.65	2,601,998.82	1,617,143.77	62.15%

**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	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
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	139,548.25	64,042.45
March	16,131.39	18,244.90	93,798.64	82,574.40	139,327.39	51,073.65
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>1,117,866.02</u>	<u>499,277.75</u>
		<u>614,344.98</u>		<u>2,044,996.65</u>		<u>1,617,143.77</u>

	2020-21 Expenditures		2021-22 Expenditures		2022-23 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
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	139,548.25	64,042.45
March	16,131.39	18,244.90	93,798.64	82,574.40	139,327.39	51,073.65
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<u>\$ 105,659.10</u>	<u>66,824.30</u>	<u>785,675.57</u>	<u>598,584.39</u>	<u>1,117,866.02</u>	<u>499,277.75</u>
		<u>172,483.40</u>		<u>1,384,259.96</u>		<u>1,617,143.77</u>

Western Gateway Elementary School Inc.
Revenue/Expenditure Summary

Options: Fund: 21, Date Range: 7/2/2022 - 3/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
318 REDBUD SCHOOL FUNDING ACT	\$0.00	\$4,127.88	\$0.00	\$0.00	\$4,127.88	\$0.00	\$4,127.88
Total	\$0.00	\$4,127.88	\$0.00	\$0.00	\$4,127.88	\$0.00	\$4,127.88

Western Gateway Elementary School Inc.

Revenue/Expenditure Summary

Options: Fund: 81, Date Range: 7/2/2022 - 3/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NONCATEGORICAL FUNDS	\$67.25	(\$952.84)	\$0.00	\$15,518.00	(\$16,403.59)	\$7,012.50	(\$23,416.09)
001 INASMUCH FOUNDATION	\$250,951.74	\$0.00	\$0.00	\$6,607.54	\$244,344.20	\$1,392.46	\$242,951.74
002 WCF DONATION	\$66,229.66	\$360,000.00	\$0.00	\$352,500.03	\$73,729.63	\$117,499.97	(\$43,770.34)
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	\$8,336.60	\$1,773.88	\$1,141.88	\$632.00
285 CNP LOCAL	\$0.00	\$1,000.00	\$0.00	\$162.00	\$838.00	\$838.00	\$0.00
Total	\$320,877.13	\$371,179.16	\$0.00	\$383,718.16	\$308,338.13	\$130,640.82	\$177,697.31

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 86, Date Range: 7/2/2022 - 3/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NONCATEGORICAL FUNDS	\$0.00	\$348,169.81	\$0.00	\$131,650.58	\$216,519.23	\$5,565.82	\$210,953.41
298 not covered by insurance claims	\$0.00	\$1,000.00	\$0.00	\$159.68	\$840.32	\$0.00	\$840.32
Total	\$0.00	\$349,169.81	\$0.00	\$131,810.26	\$217,359.55	\$5,565.82	\$211,793.73

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 60, Date Range: 7/2/2022 - 3/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 UNIFORMS	\$7,919.00	\$31,526.10	\$0.00	\$1,503.00	\$37,942.10	\$0.00	\$37,942.10
802 SMART DISMISSAL	\$210.00	\$23.00	\$0.00	\$0.00	\$233.00	\$0.00	\$233.00
803 CHILD NUTRITION CLEARING	\$42.50	\$0.00	\$0.00	\$42.50	\$0.00	\$0.00	\$0.00
804 YARD SIGNS	\$305.00	\$239.00	\$0.00	\$0.00	\$544.00	\$0.00	\$544.00
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	\$205.10	\$0.00	\$7,152.75	(\$6,947.65)	\$1,722.25	(\$8,669.90)
815 WGES GENERAL ACTIVITY	\$0.00	\$1,428.47	\$0.00	\$1,506.50	(\$78.03)	\$0.00	(\$78.03)
816 OSO FAMILY FUND	\$0.00	\$797.00	\$0.00	\$0.00	\$797.00	\$0.00	\$797.00
Total	\$9,626.50	\$34,218.67	\$0.00	\$10,204.75	\$33,640.42	\$1,722.25	\$31,918.17

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 SUPPLIES	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
11	APPLE, INC.	4	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPPLIES	\$15,251.25	\$15,251.25	\$0.00
11	ARTS COUNCIL	5	7/1/2022	ARTIST RESIDENCY PROGRAM	\$7,000.00	\$3,593.00	\$3,407.00
11	AUTISM-PRODUCTS.COM	6	7/1/2022	INSTRUCTIONAL SUPPLIES	\$0.00	\$0.00	\$0.00
11	AUTOMATIC FIRE CONTROL	7	7/1/2022	FIRE EXTINGUISHERS/SPRINKLERS INSPECTION UPDATE	\$500.00	\$190.45	\$309.55
11	BECKMAN COMPANY	8	7/1/2022	CYBER INSURANCE/SURETY BONDS	\$960.00	\$960.00	\$0.00
11	BENCHMARK EDUCATION COMPANY	9	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPPLIES	\$30,000.00	\$4,229.50	\$25,770.50
11	BOOKS DEL SUR LLC	10	7/1/2022	LIBRARY BOOKS	\$0.00	\$0.00	\$0.00
11	BRIDGE TOWER OpCo, LLC	11	7/1/2022	PUBLISH EON	\$199.50	\$199.50	\$0.00
11	CENTER FOR ECONOMIC DEVELOPMENT LAW	12	7/1/2022	LEGAL SERVICES	\$11,200.00	\$7,020.00	\$4,180.00
11	CITY GREASE TRAP SERVICE LLC	13	7/1/2022	GREASE TRAP DISPOSAL	\$1,000.00	\$675.00	\$325.00
11	CITY OF OKC	14	7/1/2022	WATER/SEWER SERVICE/FIRE INSPECTION	\$8,500.00	\$6,078.56	\$2,421.44
11	CLASSIC PAPER SUPPLY INC.	15	7/1/2022	JANITORIAL SUPPLIES	\$15,000.00	\$10,019.72	\$4,980.28
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	\$0.00	\$0.00	\$0.00
11	DEMCO INC.	18	7/1/2022	LIBRARY SUPPLIES	\$500.00	\$0.00	\$500.00
11	DIANA BEDWELL	19	7/1/2022	REIMB SUPPLIES/TRAVEL	\$500.00	\$239.88	\$260.12
11	DIDAX INCORPORATED	20	7/1/2022	INSTRUCTIONAL SUPPLIES	\$1,000.00	\$0.00	\$1,000.00
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	\$12,000.00	\$8,000.00
11	ELITE TECHNOLOGY SOLUTIONS, LLC	23	7/1/2022	PHONES/LAPTOPS/TECH	\$23,000.00	\$17,360.00	\$5,640.00
11	EVALUATION WORKS, LLC	24	7/1/2022	PSYCH EVAL SERVICES/THERAPY	\$11,000.00	\$9,540.00	\$1,460.00
11	FILTER TEC	25	7/1/2022	HVAC SUPPLIES	\$1,200.00	\$386.00	\$814.00
11	FROG STREET PRESS, LLC	26	7/1/2022	INSTRUCTIONAL SUPPLIES/PROF DEV	\$1,200.00	\$1,200.00	\$0.00
11	GREAT MINDS PBC	27	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPPLIES	\$23,200.00	\$11,488.60	\$11,711.40
11	HEATHER ZACARIAS	28	7/1/2022	REIMB SUPPLIES/TRAVEL	\$1,500.00	\$539.38	\$960.62
11	HEINEMANN	29	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPPLIES	\$10,000.00	\$7,194.00	\$2,806.00
11	HISPANIC CHAMBER OF COMMERCE	30	7/1/2022	ANNUAL MEMBERSHIP DUES	\$600.00	\$600.00	\$0.00
11	HOME DEPOT	31	7/1/2022	MAINT/BLDG SUPPLY	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
11	KELLOGG & SOVEREIGN CONSULTING, LLC	34	7/1/2022	ERATE CONSULTING SERVICES	\$5,200.00	\$3,020.00	\$2,180.00
11	KEYSTONE FOODSERVICE	35	7/1/2022	CNP MEALS	\$155,000.00	\$105,870.73	\$49,129.27
11	LAKESHORE LEARNING	36	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPPLIES	\$10,557.85	\$5,572.64	\$4,985.21
11	LETTERING EXPRESS OK, INC.	37	7/1/2022	PROMOTIONAL ITEMS/MARKETING	\$0.00	\$0.00	\$0.00
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	\$60,501.66	\$4,498.34

11	METRO FAMILY MAGAZINE	40	7/1/2022	ADVERTISING	\$0.00	\$0.00	\$0.00
11	MMK 1, LLC MARYORIE MONTALVO	41	7/1/2022	SPEECH THERAPY	\$3,925.00	\$3,925.00	\$0.00
11	MODERN ENVIRONMENT	42	7/1/2022	GROUNDNS MAINTENANCE	\$10,000.00	\$6,521.49	\$3,478.51
11	MUNICIPAL ACCOUNTING SYSTEMS, INC.	43	7/1/2022	ACCOUNTING SOFTWARE/FORMS	\$7,072.06	\$6,833.81	\$238.25
11	NWEA	44	7/1/2022	STUDENT TESTING	\$2,675.00	\$1,964.00	\$711.00
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	\$18,598.17	\$6,401.83
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	\$16,794.95	\$13,193.55	\$3,601.40
11	OKLAHOMA CONSULTING AND ACCOUNTING	49	7/1/2022	ACCOUNTING SERVICES	\$24,000.00	\$20,000.00	\$4,000.00
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	\$10,000.00	\$8,760.56	\$1,239.44
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	\$3,697.59	\$6,302.41
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	\$150.00	\$150.00	\$0.00
11	ROCKET COLOR	60	7/1/2022	PRINTING SCHOOL MATERIALS	\$500.00	\$0.00	\$500.00
11	SAM'S CLUB/SYNCHRONY BANK	61	7/1/2022	CLASSROOM SUPPLIES/ PAPER GOODS	\$7,000.00	\$1,924.11	\$5,075.89
11	SCHOLASTIC INC. EDUCATION	62	7/1/2022	LIBRARY BOOKS	\$5,000.00	\$0.00	\$5,000.00
11	SCHOOL SAFE ID	63	7/1/2022	HANG TAGS FOR PARENT PICKUP	\$2,300.00	\$2,289.75	\$10.25
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 SUPPLIES	\$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	\$2,937.78	\$2,062.22
11	AMAZON CAPITAL SERVICES	69	7/1/2022	INSTRUCTIONAL SUPPLIES AND MATERIALS	\$7,937.42	\$6,672.55	\$1,264.87
11	THOMPSON SCHOOL BOOK	70	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPPLIES	\$10,000.00	\$0.00	\$10,000.00
11	TODAY'S THERAPY SOLUTIONS	71	7/1/2022	SPECIAL ED SERVICES	\$23,870.00	\$13,617.50	\$10,252.50
11	TWO KINGS CONSULTING	72	7/1/2022	ELL TESTING	\$5,015.00	\$5,015.00	\$0.00
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	\$2,411.98	\$1,588.02
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	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
11	SAM'S CLUB MC/SYNCB	84	7/1/2022	MARCH CREDIT CARD PAYMENT	\$106.82	\$106.82	\$0.00
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	\$2,310.00	\$2,160.00	\$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	\$128.58	\$128.58	\$0.00
11	LUSERO KUSBEL	91	7/26/2022	REIMB TRAVEL	\$125.83	\$125.83	\$0.00
11	ALONDRA GONZALES	92	7/26/2022	REIMB TRAVEL	\$198.22	\$198.22	\$0.00
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	\$17,933.33	\$4,066.67
11	NOBLE FIRE AND SAFETY	95	7/28/2022	FIRE EXTINGUISHERS/SPRINKLERS INSPECTION UPDATE	\$500.00	\$108.00	\$392.00
11	BRAID CREATIVE	96	8/12/2022	CAR RIDER PICKUP ROUTE	\$312.50	\$312.50	\$0.00
11	MIDFIRST BANK	97	7/1/2022	MONTHLY BANK FEES	\$550.00	\$444.80	\$105.20
11	ROTARY CLUB OF SOUTH OKC	98	9/1/2022	APPLICATION AND ANNUAL MEMBERSHIP FEE	\$645.00	\$521.25	\$123.75
11	LITERACY RESOURCES, LLC	99	9/12/2022	CURRICULUM	\$1,472.08	\$1,472.08	\$0.00
11	GREASEBUSTERS	100	9/15/2022	KITCHEN HOOD CLEANING	\$1,050.00	\$550.00	\$500.00
11	CHILDREN'S HEALTH FOUNDATION	101	9/15/2022	PROFESSIONAL DEVELOPMENT PRJ 615	\$0.00	\$0.00	\$0.00
11	HARRISON ENERGY PARTNERS	102	9/23/2022	HVAC REPAIR AND MAINT	\$7,320.00	\$7,320.00	\$0.00
11	OKLAHOMA ASSOC. FOR BILINGUAL EDUC.	103	10/17/2022	OABE ANNUAL FALL CONFERENCE FOR TEACHERS	\$225.00	\$225.00	\$0.00
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 WORKSHOPS	\$120.43	\$120.43	\$0.00
11	MAGDALENA LOPEZ DE MARTINEZ	106	10/27/2022	PROFESSIONAL DEVELOPMENT TEACHER WORKSHOPS	\$193.16	\$193.16	\$0.00
11	ELENA HOWELL	107	10/27/2022	PROFESSIONAL DEVELOPMENT TEACHER WORKSHOPS	\$230.00	\$230.00	\$0.00
11	YOLANDA J CASTELLANOS	108	10/27/2022	PROFESSIONAL DEVELOPMENT TEACHER WORKSHOPS	\$0.00	\$0.00	\$0.00
11	LLOYD M BLUAIN	109	10/27/2022	REIMB BACKGROUND CHECK	\$0.00	\$0.00	\$0.00
11	GOFORTH PLUMBING AND MECHANICAL	110	11/4/2022	PLUMBING REPAIR	\$1,722.00	\$1,097.00	\$625.00
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	\$797.00	\$297.00	\$500.00
11	VERONICA DELOERA	116	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$12.00	\$12.00	\$0.00
11	SANDRA A JAIME	117	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$12.00	\$0.00	\$12.00
11	MARIA D LUNA	118	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$12.00	\$0.00	\$12.00
11	CORALIZ M MATOS BARRIAS	119	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$12.00	\$12.00	\$0.00
11	EVELYN K RAYGOZA	120	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$12.00	\$12.00	\$0.00
11	VALERIA G RODRIGUEZ	121	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$12.00	\$12.00	\$0.00
11	JULAISSA G ROJO	122	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$12.00	\$12.00	\$0.00
11	MARGRET A SALAZAR	123	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$12.00	\$12.00	\$0.00
11	ALEXANDRA TELLEZ	124	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$0.00	\$0.00	\$0.00
11	YARUMA ZAMORA	125	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$12.00	\$12.00	\$0.00
11	MARIANA ZAPATA	126	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$12.00	\$12.00	\$0.00
11	LAURA G ADAME	127	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMENT	\$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
11	KNOX GLASS	130	2/21/2023	GLASS WINDOW REPAIR/REPLACE	\$4,000.00	\$592.50	\$3,407.50
11	PELLA WINDOWS	131	3/10/2023	WINDOW REPAIR	\$8,000.00	\$0.00	\$8,000.00
11	CCOSA	132	3/10/2023	PROFESSIONAL DEVELOPMENT SUPT/ENC CLERK	\$1,000.00	\$0.00	\$1,000.00
11	NCS PEARSON, INC.	133	3/23/2023	SPEC ED OT AND SPEECH TESTING MATERIALS	\$2,500.00	\$1,875.30	\$624.70
11	REALLY GREAT READING CO., LLC	134	3/30/2023	READING BOOKS	\$533.12	\$0.00	\$533.12
11	TOOLS 4 READING	135	3/30/2023	READING SUPPLIES	\$550.00	\$0.00	\$550.00
11	EDUCATION SERVICE CENTER	136	4/6/2023	CPE PROF DEV INSTRUCTIONAL	\$1,320.00	\$0.00	\$1,320.00
					\$781,816.42	\$539,326.09	\$242,490.33
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
60	MYRIAD GARDENS FOUNDATION	6	2/24/2023	ADMISSION	\$133.00	\$133.00	\$0.00
60	WESTERN GATEWAY	7	3/2/2023	CNP CLEARING ACCOUNT CLOSURE	\$42.50	\$42.50	\$0.00
60	OKLAHOMA CITY ZOO	8	3/23/2023	ZOO TRIP	\$312.00	\$312.00	\$0.00
60	INFLATABLE ADVENTURES	9	4/14/2023	INFLATABLES FOR SUPER OSO DAY	\$1,148.64	\$0.00	\$1,148.64

60	AMAZON CAPITAL SERVICES	10	4/20/2023	OSO DAY SUPPLIES	\$650.00	\$0.00	\$650.00
					\$13,725.64	\$10,204.75	\$3,520.89
81	CANDOR	1	7/1/2022	PUBLIC RELATIONS	\$15,000.00	\$7,987.50	\$7,012.50
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	\$8,336.60	\$1,141.88
81	WHEELER COMMUNITY FOUNDATION	5	7/1/2022	WHEELER RENT FROM DONATION	\$470,000.00	\$391,666.70	\$78,333.30
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	\$599.91	\$400.09
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	\$422,884.83	\$91,474.15
86	MEDINA HANDYMAN SERVICES	1	12/30/2022	CLEAN, CARPET, TRASH, FURNITURE REMOVAL	\$26,505.37	\$26,505.37	\$0.00
86	LINGO CONSTRUCTION SERVICES	2	12/30/2022	REPLACE SHEETROCK	\$30,585.12	\$30,585.12	\$0.00
86	GOFORTH PLUMBING AND MECHANICAL	3	12/30/2022	PLUMBING REPAIR FOR WATER DAMAGE	\$1,177.00	\$1,177.00	\$0.00
86	SAM'S CLUB/SYNCHRONY BANK	4	12/30/2022	SUPPLIES FOR MOVING CLASSROOM AND LIBRARY ITEMS	\$1,000.00	\$434.18	\$565.82
86	CRDN OF OKLAHOMA	5	12/30/2022	RUG CLEANING	\$6,107.50	\$6,107.50	\$0.00
86	SERVPRO	6	12/30/2022	RESTORATION COMPANY, WATER REMOVAL, AND DRYING	\$56,317.08	\$56,317.08	\$0.00
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	\$20,589.31	\$0.00	\$20,589.31
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	\$1,390.57	\$0.00	\$1,390.57
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	\$1,400.00	\$0.00
86	COOPER PROJECT ADVISORS, LLC	13	3/2/2023	RESTORATION COMPANY, WATER REMOVAL, AND DRYING	\$7,639.01	\$7,639.01	\$0.00
86	HARRISON ENERGY PARTNERS	14	3/2/2023	AIR FILTRATION	\$1,645.00	\$1,645.00	\$0.00
					\$157,355.96	\$131,810.26	\$25,545.70

Payment Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 2/23/2023 - 4/18/2023, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
491	02/24/2023	101	CITY GREASE TRAP SERVICE LLC				\$225.00
492	02/24/2023	28	LAKESHORE LEARNING				\$3,449.71
493	02/24/2023	78	OKCPS FINANCIAL SERVICES - TR				\$1,465.82
494	02/24/2023	118	OKLAHOMA ASSOC. FOR BILING				\$225.00
495	02/24/2023	80	TODAY'S THERAPY SOLUTIONS				\$3,262.50
535	02/24/2023	28	LAKESHORE LEARNING				\$1,565.08
537	03/02/2023	70	CITY OF OKC				\$333.12
538	03/02/2023	110	COOPER PROJECT ADVISORS, LLC				\$1,835.00
539	03/02/2023	20	ELITE TECHNOLOGY SOLUTIONS,				\$1,835.00
540	03/02/2023	55	EVALUATION WORKS, LLC				\$1,385.00
541	03/02/2023	42	LITERACY RESOURCES, LLC				\$89.00
542	03/02/2023	73	KEYSTONE FOODSERVICE				\$14,888.15
543	03/02/2023	128	KNOX GLASS				\$592.50
544	03/02/2023	72	MODERN ENVIRONMENT				\$665.83
545	03/02/2023	63	R.K. BLACK, INC.				\$329.84
546	03/02/2023	25	SAM'S CLUB/SYNCHRONY BANK				\$350.00
547	03/02/2023	26	STAPLES BUSINESS CREDIT				\$326.98
548	03/02/2023	71	WM CORPORATE SERVICES, INC.				\$255.90
549	03/02/2023	80000	HEATHER ZACARIAS				\$179.37
550	03/03/2023	58	MEDINA HANDYMAN SERVICES				\$6,479.80
551	03/10/2023	27	AMAZON CAPITAL SERVICES				\$40.77
552	03/10/2023	80001	DIANA BEDWELL				\$239.88
553	03/23/2023	27	AMAZON CAPITAL SERVICES				\$49.94
554	03/23/2023	53	ARTS COUNCIL				\$684.00
555	03/23/2023	5	CENTER FOR ECONOMIC DEVELO				\$475.00
556	03/23/2023	50	CLASSIC PAPER SUPPLY INC.				\$1,286.06
557	03/23/2023	9	EAS CONSULTING, INC.				\$7,500.00
558	03/23/2023	15	OKLAHOMA CONSULTING AND A				\$2,000.00
559	03/23/2023	69	OG&E				\$1,375.82
560	03/23/2023	78	OKCPS FINANCIAL SERVICES - TR				\$1,466.83
561	03/23/2023	79	ONG				\$1,399.29
562	03/23/2023	63	R.K. BLACK, INC.				\$661.63
563	03/23/2023	97	TWO KINGS CONSULTING				\$2,920.00
564	03/23/2023	80000	HEATHER ZACARIAS				\$199.00
603	03/31/2023	27	AMAZON CAPITAL SERVICES				\$105.00
604	03/31/2023	70	CITY OF OKC				\$341.94
605	03/31/2023	65	HISPANIC CHAMBER OF COMME				\$300.00
606	03/31/2023	106	SAM'S CLUB MC/SYNCB				\$106.82
607	03/31/2023	46	SCHOOL SAFE ID				\$72.95
608	03/31/2023	71	WM CORPORATE SERVICES, INC.				\$253.13
609	03/10/2023	12	MIDFIRST BANK				\$50.10
610	04/06/2023	110	COOPER PROJECT ADVISORS, LLC				\$1,835.00
611	04/06/2023	20	ELITE TECHNOLOGY SOLUTIONS,				\$1,835.00
612	04/06/2023	55	EVALUATION WORKS, LLC				\$420.00
613	04/06/2023	120	GOFORTH PLUMBING AND MEC				\$375.00
614	04/06/2023	17	KELLOGG & SOVEREIGN CONSUL				\$850.00
615	04/06/2023	73	KEYSTONE FOODSERVICE				\$14,135.57
616	04/06/2023	58	MEDINA HANDYMAN SERVICES				\$6,468.00
617	04/06/2023	72	MODERN ENVIRONMENT				\$665.83



Software Service Order Agreement

Term of Agreement: 2023-2024 Fiscal Year

Customer: WESTERN GATEWAY ELEMENTARY SCHOOL,
INC.

Addr: P.O. BOX 1150
OKLAHOMA CITY OK 73101

October Membership: 300

MAS: MUNICIPAL ACCOUNTING SYSTEMS, INC.

Addr: 908 EAST 35TH STREET
SHAWNEE, OK 74804

Phone: (800)749-5691 **Email:** accounts@wengage.com

Re-Occurring Fiscal Year Charges

Re-Occurring Fiscal Year Charges are based on the membership (200 minimum) from the latest October 1 count.

Description	Total
Student Information	\$2,520.00
Gradebook	\$630.00
Lunch Room	\$630.00
Student Records Portal	\$474.00
Student Information Horizontal SIF® Agent - SIF® is a registered trademark of Schools Interoperability Framework Association.	NA
Google Classroom™ Integration - Google Classroom™ is a registered trademark of Google Inc.	NA
Rostering Integration	NA
Total 2023-2024 Fiscal Year Charges:	
\$4,254.00	

Terms and Conditions

1. The software charge includes phone support for two (2) designated Student Information contacts per accredited site, one (1) designated Gradebook contact per accredited site, and one (1) designated Lunch Room contact per lunchroom site. Additional contacts can be added at an additional cost. MAS shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. MAS shall have full and free access to the Customer equipment and software to provide support.
2. The software charge includes interactive online training via training videos and webinars.
3. On-site training (by appointment only) will be charged \$750.00 per day from 9:30 a.m. through 3:30 p.m. CST and round-trip mileage at the current IRS mileage rate. Additional time is \$100.00 per hour.
4. The Student Information software charge includes the SIF Agent for SIF 2.0r1 Wave Profile. Additional 2.0r1 Horizontal Agent Profiles can be added at

- an additional cost of \$ 0.53 per student X October membership.
5. Pre-defined query templates for use with the Query Designer can be purchased for a one-time fee of \$250.00 each.
 6. For each renewal, the fees may, at MAS's discretion, increase by an amount not to exceed 5%, no more than one time per annum.
 7. Customer agrees that MAS shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
 8. The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
 9. This agreement shall be governed by the Laws of the State of Oklahoma.

Software as a Service

1. Definitions.
 - (a) Application means the software and other material used by MAS to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.
 - (b) Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.
 - (c) Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
 - (d) Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
 - (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
 - (f) Privacy Policy and Terms of Service means the MAS Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
 - (g) Service shall have the meaning set forth in the MAS Privacy Policy and Terms of Service.
 - (h) Service Order Agreement means the Software Service Order Agreement delivered by MAS to Customer which sets forth the service and fees for the current fiscal year.
 - (i) Usage Data means any data that MAS collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
 - (a) MAS Obligations. MAS hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service; and (iv) to notify customer promptly of any such unauthorized access to, or use of, the Service that MAS becomes aware of (provided MAS is not required to actively monitor the Customer's account access).
 - (b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify MAS promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require MAS to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii) to accurately represent Customer's use of the Service and data obtained from the Service.
3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and MAS. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.
4. Access to the Service, Attribution, and Charges.
 - (a) Customer Accounts. Customer must provide MAS with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
 - (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
 - (a) Availability & Maintenance. MAS will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
 - (b) Technical Support. Unless otherwise provided in the Service Order Agreement, MAS will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. MAS will provide software as part of the Service that will allow the Customer to share data with third-party applications.
 - (a) It is understood and agreed that MAS is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.
 - (b) It is understood and agreed that MAS is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall MAS be deemed to be a direct or indirect transferor of information/data to any third party. MAS is only providing software that will allow the

Customer to share data with third-party applications.

(c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(e) Customer hereby represents that it shall refrain from performing any act restricted under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(f) Customer hereby agrees that it shall, as allowed by Oklahoma constitution or law, defend, indemnify, reimburse, and make whole in any manner, MAS for any form of damages sustained as a direct or indirect result of the Customer's failure to follow any duty, requirement, restriction or other that is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that MAS could incur.

(g) Customer represents that it shall obtain all necessary authorizations (including authorizations from any parent/guardian, student or other interested third person) as required by law before any information/data is transferred by it to a third party.

7. Intellectual Property Rights.

(a) MAS Intellectual Property. MAS and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no MAS Intellectual Property Rights are granted to Customer. All pre-defined query templates are considered MAS Intellectual Property and are for the sole use of the intended school district and shall not be shared with any other entity.

(b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants MAS a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by MAS and in conjunction with automatically generated data such as IP address, time, and frequency of access.

(c) Feedback Relating to Services. MAS shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.

(d) Derivatives and Compilations of Usage Data. MAS shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.

8. Privacy and Personal Information. (a) MAS's Privacy Policy. MAS's Privacy Policy and Terms of Service, made a part hereof, is available at <https://www.sylogist.com/privacy-policy>.

9. Term; Termination.

(a) Term. This Agreement is effective for the fiscal year set forth in the Software Service Order Agreement unless earlier terminated by either Customer or MAS.

(b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges. MAS may terminate this Agreement by discontinuing its provision of the Service to Customer, in which case Customer is not obligated to pay any remaining charges.

(c) Breach. MAS may terminate this Agreement if Customer breaches any material obligation provided hereunder, including Customer's obligations specified in Section 2(b), which breach is not cured within five (5) days of MAS's notice to Customer.

10. Confidential & Proprietary Information. For purposes of this Section, a Party receiving Confidential & Proprietary Information (as defined below) shall be the "Recipient" and the Party disclosing such information shall be the "Discloser."

(a) Acknowledgment. Customer hereby acknowledges that the Service (including any Documentation, source code, translations, compilations, partial copies, and derivative works used in connection with the Services) is provided using confidential and proprietary information belonging exclusively to MAS or its third-party licensor (as appropriate), and MAS hereby acknowledges that Customer Data contains confidential and proprietary information belonging exclusively to Customer or relating to its affairs (in each case, "Confidential & Proprietary Information"). Confidential & Proprietary Information does not include: (i) information already known or independently developed by Recipient outside the scope of this relationship by personnel not having access to any Confidential & Proprietary Information; (ii) information in the public domain through no wrongful act of Recipient, or (iii) information received by Recipient from a third-party who was free to disclose it.

(b) Covenant. Recipient hereby agrees that during the Term and at all times thereafter it shall not use, commercialize, or disclose such Confidential & Proprietary Information of the Discloser to any person or entity, except to its own employees and agents having a "need to know" (and who themselves are bound by similar nondisclosure restrictions), and to such other recipients as the Discloser may approve in writing; provided that all such recipients shall have first executed a confidentiality agreement in a form acceptable to Discloser. Recipient shall not: (i) alter or remove from any Confidential & Proprietary Information of the Discloser any proprietary legend, or (ii) decompile, disassemble, or reverse engineer the Confidential & Proprietary Information (and any information derived in violation of such covenant shall automatically be deemed Confidential & Proprietary Information owned exclusively by the Discloser). Recipient shall use at least the same degree of care in safeguarding the Confidential & Proprietary

Information of the Discloser as it uses in safeguarding its own confidential information, but in any event at least reasonable care. Upon termination or expiration of this Agreement, and regardless of whether a dispute may exist, Recipient shall, upon request by Discloser, return or destroy (as instructed by Discloser) all Confidential & Proprietary Information of Discloser in its possession or control and cease all further use thereof.

(c) Injunctive Relief. Recipient acknowledges that violation of the provisions of this Section would cause irreparable harm to Discloser not adequately compensable by monetary damages. In addition to other relief, it is agreed that injunctive relief shall be available without necessity of posting bond to prevent any actual or threatened violation of such provisions.

11. Notices. Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from MAS to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.
12. Survival. Termination shall have no effect on the Parties' rights or obligations under Section 8 ("Privacy and Personal Information"); Section 10 ("Confidential & Proprietary Information"), Section 13 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.
13. Independent Contractor Status. Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.
14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. MAS reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

Prepared By:**Date Prepared:**

2/6/2023

Accepted By (please circle one): Superintendent / Board President**Signature:****Date Accepted:**



Software Service Order Agreement

Term of Agreement: 2023-2024 Fiscal Year

Customer: WESTERN GATEWAY ELEMENTARY SCHOOL,
INC.

Addr: P.O. BOX 1150
OKLAHOMA CITY OK 73101

October Membership: 300

MAS: MUNICIPAL ACCOUNTING SYSTEMS, INC.

Addr: 908 EAST 35TH STREET
SHAWNEE, OK 74804

Phone: (800)749-5691 **Email:** accounts@wengage.com

Re-Occurring Fiscal Year Charges

Re-Occurring Fiscal Year Charges are based on the membership (200 minimum) from the latest October 1 count.

Description	Total
Appropriated Funds	\$2,835.00
Payroll	NA
- Usage Fee Included In Appropriated Funds	
Treasurer	\$920.00
Activity Funds	\$455.00
Personnel	\$920.00
Purchase Requisition	NA
Fixed Assets	NA
Employee Document Management	NA
Total 2023-2024 Fiscal Year Charges:	
	\$5,130.00

Terms and Conditions

1. The software charge includes phone support for one (1) designated contact per application. Additional contacts can be added at an additional cost. MAS shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. MAS shall have full and free access to the Customer equipment and software to provide support.
2. The software charge includes interactive online training via training videos and webinars.
3. On-site training (by appointment only) will be charged \$750.00 per day from 9:30 a.m. through 3:30 p.m. CST and round-trip mileage at the current IRS mileage rate. Additional time is \$100.00 per hour.
4. For each renewal, the fees may, at MAS's discretion, increase by an amount not to exceed 5%, no more than one time per annum.
5. Customer agrees that MAS shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
6. The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
7. This agreement shall be governed by the Laws of the State of Oklahoma.

Software as a Service

1. Definitions.
(a) Application means the software and other material used by MAS to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.

- (b) Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.
- (c) Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
- (d) Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
- (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
- (f) Privacy Policy and Terms of Service means the MAS Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
- (g) Service shall have the meaning set forth in the MAS Privacy Policy and Terms of Service.
- (h) Service Order Agreement means the Software Service Order Agreement delivered by MAS to Customer which sets forth the service and fees for the current fiscal year.
- (i) Usage Data means any data that MAS collects or generates during the performance of the Service, including non-confidential elements of Customer Data.

2. Service.

- (a) MAS Obligations. MAS hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service; and (iv) to notify customer promptly of any such unauthorized access to, or use of, the Service that MAS becomes aware of (provided MAS is not required to actively monitor the Customer's account access).
- (b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify MAS promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require MAS to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii) to accurately represent Customer's use of the Service and data obtained from the Service.

3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and MAS. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.

4. Access to the Service, Attribution, and Charges.

- (a) Customer Accounts. Customer must provide MAS with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
- (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.

5. Availability, Maintenance, and Technical Support.

- (a) Availability & Maintenance. MAS will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
- (b) Technical Support. Unless otherwise provided in the Service Order Agreement, MAS will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.

6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. MAS will provide software as part of the Service that will allow the Customer to share data with third-party applications.

- (a) It is understood and agreed that MAS is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.
- (b) It is understood and agreed that MAS is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall MAS be deemed to be a direct or indirect transferor of information/data to any third party. MAS is only providing software that will allow the Customer to share data with third-party applications.
- (c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
- (d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
- (e) Customer hereby represents that it shall refrain from performing any act restricted under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
- (f) Customer hereby agrees that it shall, as allowed by Oklahoma constitution or law, defend, indemnify, reimburse, and make whole in any manner,

MAS for any form of damages sustained as a direct or indirect result of the Customer's failure to follow any duty, requirement, restriction or other that is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that MAS could incur.

(g) Customer represents that it shall obtain all necessary authorizations (including authorizations from any parent/guardian, student or other interested third person) as required by law before any information/data is transferred by it to a third party.

7. Intellectual Property Rights.

(a) MAS Intellectual Property. MAS and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no MAS Intellectual Property Rights are granted to Customer.

(b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants MAS a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by MAS and in conjunction with automatically generated data such as IP address, time, and frequency of access.

(c) Feedback Relating to Services. MAS shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.

(d) Derivatives and Compilations of Usage Data. MAS shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.

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(b) Covenant. Recipient hereby agrees that during the Term and at all times thereafter it shall not use, commercialize, or disclose such Confidential & Proprietary Information of the Discloser to any person or entity, except to its own employees and agents having a "need to know" (and who themselves are bound by similar nondisclosure restrictions), and to such other recipients as the Discloser may approve in writing; provided that all such recipients shall have first executed a confidentiality agreement in a form acceptable to Discloser. Recipient shall not: (i) alter or remove from any Confidential & Proprietary Information of the Discloser any proprietary legend, or (ii) decompile, disassemble, or reverse engineer the Confidential & Proprietary Information (and any information derived in violation of such covenant shall automatically be deemed Confidential & Proprietary Information owned exclusively by the Discloser). Recipient shall use at least the same degree of care in safeguarding the Confidential & Proprietary Information of the Discloser as it uses in safeguarding its own confidential information, but in any event at least reasonable care. Upon termination or expiration of this Agreement, and regardless of whether a dispute may exist, Recipient shall, upon request by Discloser, return or destroy (as instructed by Discloser) all Confidential & Proprietary Information of Discloser in its possession or control and cease all further use thereof.

(c) Injunctive Relief. Recipient acknowledges that violation of the provisions of this Section would cause irreparable harm to Discloser not adequately compensable by monetary damages. In addition to other relief, it is agreed that injunctive relief shall be available without necessity of posting bond to prevent any actual or threatened violation of such provisions.

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relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.

14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. MAS reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

Prepared By: Amanda Bunkerfield

Date Prepared: 2/6/2023

Accepted By (please circle one): Superintendent / Board President

Signature: _____

Date Accepted: _____

Western Gateway
Contracted Services Agreement

THIS AGREEMENT dated the 1st day of July between Western Gateway and Evaluation Works, LLC includes the following mutual agreeable terms between the parties:

1. DESCRIPTION OF SERVICES: Evaluation Works will provide school psychology services for the Western Gateway district. This will include evaluations for the purpose of special education, eligibility report writing, and other related services as requested by the district.
2. LOCATION OF SERVICES: Western Gateway Schools and CONTRACTOR's home (report writing/consultation as necessary).
3. TERM: The term of this agreement shall begin on July 1st, 2023 and shall terminate on June 30th, 2024. However, the Superintendent of Schools may terminate this agreement with or without cause after providing written notice to the CONTRACTOR of the intended termination at least thirty (30) calendar days prior to the date of the intended termination. The CONTRACTOR shall notify the BOARD, in writing, at least sixty (60) calendar days prior to voluntarily severing or terminating this agreement.
4. DUTIES: The CONTRACTOR shall report to and coordinate activities with an administrator designated by the Superintendent of Schools. The administrator assigned to act in all manners pertaining to this agreement and to authorize services, accept and approve all reports, draft, products or invoices is the Special Education Director/Coordinator.

5. COMPENSATION AND PAYMENT: Based on the completion of services described above, the CONTRACTOR shall receive compensation according to the rate agreement attached for the term of this agreement.
6. INDEPENDENT CONTRACTOR: It is agreed and understood that the CONTRACTOR is an independent contractor and that the BOARD shall exercise no supervisory authority or control over the CONTRACTOR or CONTRACTOR'S employees in the performance of this agreement. Neither the CONTRACTOR nor the CONTRACTOR'S employees shall be deemed to be agents or employees of the BOARD and any representation to the contrary by the CONTRACTOR or its employees shall constitute a violation of this agreement and shall be grounds for immediate termination.
7. ENTIRE AGREEMENT: This agreement represents the entire agreement between the parties may only be amended by a written agreement signed by both parties and supersedes all prior or contemporaneous oral or written agreements and understandings of the respect to the matters covered by this agreement.

IN WITNESS WHEREOF, the parties hereto, by the undersigned authorized to bind said parties do herein agree to the terms and conditions herein and attached hereto:

Western Gateway Rep.

Contractor



04/03/2023

Signature

Date

Signature

Date

Western Gateway
Contracted Services Agreement

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6. INDEPENDENT CONTRACTOR: It is agreed and understood that the CONTRACTOR is an independent contractor and that the BOARD shall exercise no supervisory authority or control over the CONTRACTOR or CONTRACTOR'S employees in the performance of this agreement. Neither the CONTRACTOR nor the CONTRACTOR'S employees shall be deemed to be agents or employees of the BOARD and any representation to the contrary by the CONTRACTOR or its employees shall constitute a violation of this agreement and shall be grounds for immediate termination.
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IN WITNESS WHEREOF, the parties hereto, by the undersigned authorized to bind said parties do herein agree to the terms and conditions herein and attached hereto:

Western Gateway Rep.

Contractor



04/03/2023

Signature

Date

Signature

Date

Evaluation Works, LLC
3225 Farmers Market Way Edmond,
OK 73034
405.887.4620
Jose.L.Hernandez@Okstate.edu

Services to Western Gateway Schools during the 2023-2024 school year shall be paid according to the following rates:

Evaluation Components for Autism Spectrum Disorders (includes evaluation and report)	\$800.00
Evaluation Components for SLD (includes evaluation and report)	\$500.00
Bilingual (Spanish-English) SLD evaluation components (includes evaluation and report)	\$800.00
Full cognitive and achievement with Dyslexia Profile identification, (includes evaluation and report)	\$700.00
Evaluation Components for ED, DD, MD, ID, OHI, TBI, VI, HI, DB, OI (includes evaluation and report)	\$700.00
Partial Evaluation (cognitive, achievement, functional behavior, psychological/social/emotional, or other component not required for that category)	\$250.00/component
Functional Behavior Assessment/Behavior Intervention Plan Development	\$500.00
Additional Services: IEP meetings, RED, rescheduled meetings, MEEGS meetings, consultations, data entry, observation, and any other additional services not described above	\$60.00/hour

Prices listed are for the testing time and assessment forms only.

Payments for testing are due within 30 days of testing.

Make all checks payable to Evaluation Works



Evaluation Works, LLC
3225 Farmers Market Way Edmond,
OK 73034
405.887.4620
Jose.L.Hernandez@Okstate.edu

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Prices listed are for the testing time and assessment forms only.

Payments for testing are due within 30 days of testing.

Make all checks payable to Evaluation Works





AGREEMENT

2023-2024 Occupational Therapy

This Occupational Therapy Services Agreement (the “Agreement”) dates as of July 1, 2023 to June 30, 2024, is between Western Gateway School with a notice address of 1300 SW 15th St., Oklahoma City, OK 73108 and Today’s Therapy Solutions (“Consultant”), with a notice address of 200 NW 66th St. Suite 925 Oklahoma City, OK 73116.

- 1. Occupational Therapy Services.** CONTRACTOR agrees to make available to Western Gateway School the services of a certified occupational therapist (the “OTR”) and/or the services of a certified occupational therapy assistant (the “COTA”) during the term of this Agreement, and such additional time as the parties may agree for the compensation set forth herein. The specific starting date for OTR and COTA’s delivery of Services will be mutually determined by CONTRACTOR and Western Gateway School.
- 2. OTR Duties.** The OTR shall provide such occupational therapy services as indicated by the Western Gateway School student’s Individualized Education Program or 504 Accommodation Plan. The OTR Services shall include, without limitation, establishing a plan of care, recording student’s progress, preparing materials and assembling equipment used during treatment, participation in student-focused meetings and program-focused meetings, direct and indirect supervision of COTA, and completing paperwork as requested no later than the 10th of the month following the month in which the OTR Services were provided. All equipment and materials to be used in treatment together with documentation forms will be provided by Western Gateway School.
- 3. COTA Duties.** The COTA shall work under the direct supervision of an OTR and provide such occupational therapy services as indicated by the Western Gateway School student’s Individualized Education Program or 504 Accommodation Plan. The COTA Services shall include, without limitation, following the established plan of care, recording student’s progress, preparing materials and assembling equipment used during treatment, participation in student-focused meetings and program-focused meetings, and completing paperwork as requested no later than the 10th of

the month following the month in which the COTA Services were provided. All equipment and materials to be used in treatment will be provided by Western Gateway School.

- 4. Certification and Licensure.** CONTRACTOR represents and warrants that the OTR Services will be provided only by a certified occupational therapist licensed by the State of Oklahoma and that the COTA Services will be provided only by a certified occupational therapy assistant licensed by the State of Oklahoma and certified by the National Board of Certification in Occupational therapy. CONTRACTOR further warrants that it has conducted sex offender background checks on the OTR and the COTA and determined that neither has a criminal history.
- 5. Supervision.** CONTRACTOR acknowledges that the COTA will be supervised by the OTR, who will be responsible for evaluating the performance of the COTA. Any change in the designated supervisor for the OTR or COTA will be communicated to Western Gateway School in writing. The OTR will report directly to and be overseen by the Office of Special Services.
- 6. Confidentiality.** CONTRACTOR agrees that the OTR and COTA shall adhere to all state and federal laws regarding the confidentiality and privacy of the education records and patient healthcare records of students and students with disabilities.
- 7. Insurance.** CONTRACTOR represents and warrants that each OTR and each COTA is insured under CONTRACTOR' workers compensation insurance policy and under CONTRACTOR' professional liability policy in a minimum amount of \$1,000,000.00 per incident/occurrence and \$3,000,000.00 aggregate, and that such insurance covers the OTR and COTA when they are providing the OTR Services and COTA Services under this agreement. CONTRACTOR agrees to maintain each of the foregoing insurance policies at all times while this Agreement is in effect and agrees to notify Western Gateway School immediately should any of the foregoing policies be cancelled. CONTRACTOR will provide Western Gateway School with copies of the foregoing insurance policies.
- 8. Billing -** CONTRACTOR agrees to bill Western Gateway School monthly for the OTR Services and COTA Services, and except as otherwise provided herein, Western Gateway School agrees to pay each monthly invoice within thirty (30) days of receipt. Each invoice shall contain a detailed statement of the OTR Services and COTA Services performed including dates and times. CONTRACTOR agrees and acknowledges that all required documentation must be submitted to Western Gateway School no later than the 10th day of the month

following the month in which the OTR Services and COTA Services were provided.

- 9. OSHA and Background Checks.** CONTRACTOR represents and warrants that the assigned OTR and COTA have received training in the prevention of exposure to blood borne pathogens and other potentially infectious materials in accordance with the OSHA Standard on Blood borne Pathogens (“OSHA training”) and agrees to provide Western Gateway School with written verification of same. CONTRACTOR further represents and warrants that the OTR and COTA have not been convicted of a felony, a sex offense subject to the Sex Offenders Registration Act in Oklahoma or the sex offender registration provisions of another state or federal law. CONTRACTOR agrees to provide Western Gateway School with written consent for the OTR and COTA for Western Gateway School to conduct such background checks and criminal history investigations as Western Gateway School may request from time to time during the term of this Agreement.
- 10. Compensation** - Western Gateway School agrees to pay CONTRACTOR the sum of \$70 per hour for the OTR Services, \$50 per hour for the COTA services. Either party may terminate this Agreement upon fourteen (14) days’ written notice. Billable services include paperwork and provision of services, both in-person and teletherapy, direct and indirect supervision of COTA, and attending meetings.
- 11. Independent Contractor Status.** Each party is acting as an independent contractor and no employee or subcontractor of either party shall be deemed to be employee of the other. Neither party undertakes by this Agreement or otherwise, to perform any obligation of the other party, whether regulatory or contractual, or to assume any responsibility for the other party’s actions, business or operations. Neither party shall have the authority to bind, commit or incur any liability on behalf of the other party or to otherwise act in any way as an agent or representative of the other party.
- 12. Employment of OTR and COTA.** Western Gateway School agrees that it will not hire any OTR or COTA provided by CONTRACTOR under this Agreement during the term of this Agreement for a period of one year following the expiration or termination of this Agreement.
- 13. Indemnification.** CONTRACTOR agrees to indemnify and hold Western Gateway School, its board, employees, and agents, harmless for the acts of its board, employees, and agents, harmless for the acts of its OTRs, COTAs and other employees while providing services to Western Gateway School under this Agreement.

- 14. Force Majeure.** Neither party shall be responsible for any failure or delay in the performance of any obligations due to any cause beyond its reasonable control, including, but not limited to, any such delay or failure arising from third party labor disputes, third party strikes, other third party labor or industrial disturbances, acts of God, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, fire, causality, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, and new or changed regulations or orders of any governmental authority; provided that the party claiming force majeure event has given the other party reasonably prompt notice of the event.
- 15. Notices** – All notices given hereunder shall be in writing and shall be given or sent by (i) certified, first class, U.S. mail to the parties at the address herein or at such other nationally recognized courier service to the parties at the addresses herein or at such other addresses of which either party may give notice.
- 16. Miscellaneous** - This agreement embodies the entire agreement and understanding between Western Gateway School and CONTRACTOR relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written. This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and insure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived. In the event of any suits or actions or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement.

Approved by the Western Gateway School on the _____ day

of _____, _____.

CONTRACTOR

Western Gateway School

Date

Date

Attest:



AGREEMENT

2023-2024 Speech Therapy

WHEREAS, a need exists for speech pathology services for Western Gateway School, with an address of 1300 SW 15th St., Oklahoma City, OK 73108, special education students who have related services listed on their Individualized Education Program (IEP).

WHEREAS, **Today's Therapy Solutions** as a provider of medical service personnel, specifically a Licensed Speech Pathologist or Licensed Speech Pathologist Assistant will provide services to Western Gateway School in consideration of the mutual promises, herein contained, have agreed to enter into this one certain Services Agreement (herein after the “**Agreement**”) as follows:

RESPONSIBILITIES AND SCOPE OF WORK

Today's Therapy Solutions agrees to the following:

Speech Therapy Services. Today's Therapy Solutions agrees to make available to Western Gateway School the services of a Licensed Speech Pathologist and/or Speech Pathology Assistant during the term of this Agreement, and such additional time as the parties may agree for the compensation set forth herein.

Speech Pathologist Duties. The speech pathologist and/or speech pathology assistant shall provide such speech pathology services as indicated by the Western Gateway School student's Individualized Education Program or 504 Accommodation Plan. The Speech Services shall include, without limitation, establishing a plan of care, recording student's progress, preparing materials and assembling equipment used during treatment, participation in student-focused meetings and program-focused meetings, and completing paperwork as requested no later than the 10th of the month following the month in which the Speech Services were provided. All equipment and materials to be used in treatment together with documentation forms will be provided by Western Gateway School.

ALLOWABLE COST AND PAYMENT

Western Gateway School agrees to pay Today's Therapy Solutions the sum of \$70 per hour for Speech-Language Pathologists services and \$50 per hour for Speech-Language Pathology

Assistant services. Billable services include paperwork and provision of services, both in-person and teletherapy, direct and indirect supervision of Speech-Language Pathology Assistant, and attending meetings.

Today's Therapy Solutions agrees to bill Western Gateway School monthly for the Speech Services, and except as otherwise provided herein, Western Gateway School agrees to pay each monthly invoice within thirty (30) days of receipt. Each invoice shall contain a detailed statement of the Speech Services performed including dates and times. Today's Therapy Solutions agrees and acknowledges that all required documentation must be submitted to Western Gateway School no later than the 10th day of the month following the month in which the Speech Services were provided and that Western Gateway School has no obligation to forward payment to Today's Therapy Solutions until Western Gateway School has been provided with the required documentation.

SPECIAL PROVISIONS

The parties agree that **Today's Therapy Solutions** personnel are working under this contract as a private entity and are not an employee of Western Gateway School; and therefore, not entitled to any employee benefits such as annual or sick leave, medical or life insurance, etc. Both **Today's Therapy Solutions** and Western Gateway School understand and agree that any personnel assigned pursuant to this **Agreement** shall perform all services as an independent contractor and not as an employee, agent, partner, or venture participant of Western Gateway School.

Today's Therapy Solutions agrees to comply with all State and Federal law and regulations that are applicable to this agreement. This **Agreement** contains the complete agreement between the parties with respect to the subject matter thereof and may not be modified except by written agreement signed by both parties. This **Agreement** supersedes all previous written or oral agreements between the parties.

Certification and Licensure. Today's Therapy Solutions represents and warrants that the Speech Services will be provided only by a licensed speech pathologist licensed by the State of Oklahoma. Today's Therapy Solutions further warrants that it has conducted sex offender background checks on the Speech Pathologist and Speech Pathology Assistant.

Confidentiality. Today's Therapy Solutions agrees that the Speech Pathologist shall adhere to all state and federal laws regarding the confidentiality and privacy of the education records and patient healthcare records of students and students with disabilities.

Insurance. Today's Therapy Solutions represents and warrants that each Speech Pathologist is insured under Today's Therapy Solutions' workers compensation insurance policy and under

Today's Therapy Solutions' professional liability policy in a minimum amount of \$1,000,000.00 per incident/occurrence and \$3,000,000.00 aggregate, and that such insurance covers the Speech Pathologist when they are providing the Speech Services under this agreement. Today's Therapy Solutions agrees to maintain each of the foregoing insurance policies at all times while this Agreement is in effect and agrees to notify Western Gateway School immediately should any of the foregoing policies be cancelled. Today's Therapy Solutions will provide Western Gateway School with copies of the foregoing insurance policies.

OSHA and Background Checks. Today's Therapy Solutions represents and warrants that the assigned Speech Pathologist has received training in the prevention of exposure to blood borne pathogens and other potentially infectious materials in accordance with the OSHA Standard on Blood borne Pathogens ("OSHA training") and agrees to provide Western Gateway School with written verification of same. Today's Therapy Solutions further represents and warrants that the Speech Pathologist has not been convicted of a felony, a sex offense subject to the Sex Offenders Registration Act in Oklahoma or the sex offender registration provisions of another state or federal law. Today's Therapy Solutions agrees to provide Western Gateway School with written consent for the Speech Pathologist for Western Gateway School to conduct such background checks and criminal history investigations as Western Gateway School may request from time to time during the term of this Agreement.

Employment of Speech Pathologist. Western Gateway School agrees that it will not hire any Speech Pathologists provided by Today's Therapy Solutions under this Agreement during the term of this Agreement for a period of one year following the expiration or termination of this Agreement.

Miscellaneous. This agreement embodies the entire agreement and understanding between Western Gateway School and Today's Therapy Solutions relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written. This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and insure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived. In the event of any suits or actions or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to

recover its reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement.

TERM OF CONTRACT AND RENEWAL

The term of this agreement shall begin July 1, 2023 and expire June 30, 2024. Either party may terminate this Agreement upon thirty (30) days written notice.

It is further agreed that Western Gateway School may terminate this Contract immediately if Today's Therapy Solutions fails to provide services in accordance with this contract or in any way breaches any of the provisions of the Contract.

Approved by Western Gateway School on the _____ day of _____,
_____, _____.

Today's Therapy Solutions

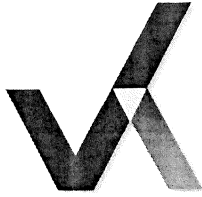
Western Gateway School

Date

Date

Today's Therapy Solutions

Attest: _____



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

April 3, 2023

Western Gateway
Attn: Ms. Heather Zacarias
1701 Western Ave
Oklahoma City, OK 73101

Dear Ms. Heather Zacarias:

Attached is your 2023-2024 *Application for Temporary Appropriations*. You will need to have two copies signed at a board meeting. After approval at a board meeting, forward both copies to the county clerk, who will present them to the County Excise Board for approval at their next meeting.

These temporary appropriations are based on the 2022-23 fiscal year actual appropriations and should be sufficient to get you through until the actual appropriations are received and approved later in the summer. If you need these appropriations to include a Coop Fund adjustment, please let us know and we will provide you with a new form. If you have any questions, please do not hesitate to contact us.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

APPLICATION FOR TEMPORARY APPROPRIATIONS

WHEREAS: The needs of the Board of Education of Western Gateway, No. E-026 of Oklahoma County, require the immediate approval of temporary appropriations for the fiscal year 2023-24:

NOW, THEREFORE, BE IT RESOLVED, that the County Excise Board of Oklahoma County be requested to approve temporary appropriations to the extent of and not to exceed one hundred percent (100%) of the total estimated funds available to said Board as follows:

REQUESTED APPROPRIATIONS

General Fund
Current Expense

\$ 2,490,979.00

Building Fund
Current Expense

\$ 40,000.00

APPROVED AND ADOPTED this _____ day of _____, 2023.

THE BOARD OF EDUCATION
Western Gateway E-026
(Name of School District) (District No.)

ATTEST:

OKLAHOMA COUNTY, OKLAHOMA

Clerk

President

APPROVED by the Oklahoma County Excise Board this _____ day of _____, 2023.

THE COUNTY EXCISE BOARD
OKLAHOMA COUNTY, OKLAHOMA

ATTEST:

County Clerk

Chairman

Member

Member



BLEDSON, HEWETT & GULLEKSON
CERTIFIED PUBLIC ACCOUNTANTS, PLLLP

Eric M. Bledsoe, CPA
Jeffrey D. Hewett, CPA
Christopher P. Gullekson, CPA

P.O. BOX 1310 • 121 E. COLLEGE ST. • BROKEN ARROW, OK 74013 • (918) 449-9991 • (800) 522-3831 • FAX (918) 449-9779

February 14, 2023

Dear Client:

Enclosed are two items regarding your 2022-23 fiscal year audit – 1) a one-page contract for the State Department of Education, and 2) a 2022-23 engagement letter. Please follow the instructions below to facilitate these documents.

- 1) Have your Board of Education “Approve the 2022-23 audit contract and engagement letter with Bledsoe, Hewett & Gullekson”.
- 2) Board president and clerk should sign the one-page contract. The superintendent can sign the engagement letter.
- 3) Make a photocopy of the contract for your files and/or minutes and upload the contract to the State Department of Education.
- 4) Send the signed contract and the signed copy of the engagement letter back to our office.

Please contact our office if you have any questions regarding this issue. We appreciate your business and look forward to serving you in the future.

Respectfully,

Eric, Jeff & Chris



BLEDSON, HEWETT & GULLEKSON
CERTIFIED PUBLIC ACCOUNTANTS, PLLLP

Eric M. Bledsoe, CPA
Jeffrey D. Hewett, CPA
Christopher P. Gullekson, CPA

P.O. BOX 1310 • 121 E. COLLEGE ST. • BROKEN ARROW, OK 74013 • (918) 449-9991 • (800) 522-3831 • FAX (918) 449-9779

February 14, 2023

Ms. Heather Zacarias
Western Gateway Elementary School
1300 SW 15th Street
Oklahoma City, OK 73108-7206

We are pleased to offer our bid and to confirm our understanding of the services we are to provide Western Gateway Elementary School (the District) for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements – regulatory basis of the governmental activities and disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2023. We understand the financial statements will be presented in accordance with a financial reporting model, and prepared using a regulatory basis of accounting, as prescribed by the Oklahoma State Department of Education.

We have also been engaged to report on supplementary information, to include, but not limited to the combining financial statements and the schedule of expenditures of federal awards, which accompany the financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in our auditor's report on the financial statements.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the prescribed regulatory basis and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise

from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the District and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the school district. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories (when applicable), and direct confirmation of receivables (when applicable), and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys, (when applicable) as part of the engagement.

Audit Procedures—Internal Control

We will obtain an understanding of the school district and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with the regulatory basis of accounting and on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

We will also perform the following services which will not be subjected to any auditing procedures applied in our audit, and for which our auditor's report will not provide an opinion or any assurance.

- Preparation of the 23-24 Temporary Appropriations
- State Auditor and Inspector's filing fee for the 22-23 audit
- Presentation of the 22-23 audit report to your Board of Education
- Assist in preparation of supplemental appropriations, if necessary
- Assist in preparation of 22-23 Schedule of Expenditures of Federal Awards
- Unlimited toll-free telephone consultation with District personnel

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the regulatory basis of accounting, and for compliance with applicable laws and regulations, and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the school district from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in

communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the regulatory basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the regulatory basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the regulatory basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Bledsoe, Hewett & Gullekson CPAs PLLLP, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Oklahoma State Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bledsoe, Hewett & Gullekson CPAs PLLLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oklahoma State Department of Education. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed **\$6,000.00**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Governing Board of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Ms. Heather Zacarias, Superintendent

Page 7

Western Gateway Elementary School

We appreciate the opportunity to be of service to the Western Gateway Elementary School and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,

Bledsoe, Hewett & Gullekson CPAs PLLLP

RESPONSE:

This letter correctly sets forth the understanding of the Western Gateway Elementary School

By: _____

Title: _____

Date: _____

**Ryan Walters
State Superintendent of Public Instruction
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599**

**CONTRACT FOR AUDIT OF PUBLIC SCHOOLS
2022-2023 SCHOOL YEAR**

The Audit reports are to be made in accordance with Oklahoma Statutes and the Rules and Regulations of the State Board of Education. The contracting auditing firm stipulates that the audit will include a financial and compliance examination in accordance with the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; when applicable, the provisions of the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards, also known as 2 C.F.R Part 200. The contracting auditing firm is currently included on the State Board of Education's list of approved public school auditors.

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2022-2023 fiscal year beginning July 1, 2022 and ending June 30, 2023.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the _____ day of _____, 2023.

ATTEST:

_____ Clerk	_____ President	
_____ District	_____ County	_____ County/District Number
Approved this _____	Day of _____	2023.

Bledsoe, Hewett & Gullekson, CPAs, PLLLP

AUDITING FIRM


SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

PLEASE EXECUTE THIS FORM IN TRIPLICATE:

- (1) copy for the school file
- (1) copy for the contracting auditing firm
- (1) copy to be submitted to the State Department of Education

EMAIL A SIGNED CONTRACT TO KATHERINE.BLACK@SDE.OK.GOV OR MAIL A

COPY TO: Katherine Black, Executive Director, Financial Accounting
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Suite 420
Oklahoma City, Oklahoma 73105-4599

MUST BE FILED NO LATER THAN JUNE 30, 2023

Contracts dated prior to January 20, 2023, will **not** be accepted.
Contracts which do not contain **all** of the above provisions **will not** be accepted.



WESTERN GATEWAY ELEMENTARY

2023-2024 SCHOOL YEAR

CERTIFIED STAFF					
Head of School/Superintendent: Heather Zacarias					
Director Of Educational Services: Brittney Santos					
Program	Pre-K Self-Contained	Kindergarten	1st Grade	2nd Grade	3rd Grade
DL- Self Contained	Lucie Kusbel		Liz Tate	Laura Porras	
DL- Spanish	Dalia Mavarez	Magdalena Martinez	Liseth Corbin	Amarilis Molina	Ceila Vasquez
DL- English	Alondra Gonzales	Elena Howel	Yolanda Castellanos	Carrie Nordmark	Alicia Chavez
SPECIALS TEACHERS	ART Margret Salazar	PE Lloyd Bluain	MUSIC Brittany Clark	STEM Evelyn Raygoza	
Special Education Catalina Zacarias		Counselor TBD		Nurse Maria Elqutub	
School Social Worker Yessica Garcia		Behavior Interventionist TBD		Reading Interventionist Juliana Gile	

OFFICE STAFF	
Encumbrance Clerk/ HR & Benefits Coordinator: Diana Bedwell dbedwell@	Attendance Clerk & Front Office Receptionist: Aylin Murillo amurillo@

SUPPORT STAFF
Mariana Zapata Pre-K Assistant w/Mavarez
Julaissa Rojo Pre-K Assistant w/Kusbel
Valeria Rodriquez Prek Assistant w/Gonzales
TBD Kindergarten Assistant w/Martinez
Sandra Jaime Kindergarten Assistant w/Howell
Veronica DeLoera 1st grade Assistant (SC)
Maria Luna 1st grade Assistant
Yaruma Zamora 2nd Grade Assistant
TBD 3rd grade Assistant
Margret Salazar Reading Intervention Assistant

CONTRACTED SERVICES
Sarah Blumenthal- Facilities Manager-Part Time
José Hernandez- School Psychologist
Faith- Speech Pathologist
Stephanie Versher- Occupational Therapist
Hope Alvarez- UCO Teacher Coach
Eli Glass- IT Support

KITCHEN STAFF	CUSTODIAL STAFF
Nataly Caldera	Nancy
Erika Nieto	Orelia

2023-24 CERTIFIED STAFF EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into effective as of August 1, 2023, by and between Western Gateway Elementary School, Inc. an Oklahoma public charter school, (hereinafter referred to as "Employer" or "School") and _____ (hereinafter referred to as "Employee"). In consideration of the mutual covenants set forth below, Employer agrees to hire Employee and Employee agrees to be employed by Employer on the following terms and conditions:

I. DESCRIPTION OF DUTIES

A. Name of Position:

The Employee shall be employed in the capacity of: **Certified Teacher**

B. Employee Duties:

The job description attached outlines the essential job functions or duties of this position. Employee shall also perform such other duties as are customarily performed by other persons in similar such positions, as well as such other duties as may be assigned from time to time by the Employer. School may unilaterally change the essential job functions and duties of employee's position during the employment. **Employee's duties shall include at least one hundred eighty (180) instructional days, or, in any event, not less than the annual minimum number of hours of instruction required by State law.** Employee shall report for duty on the date requested by the Head of School.

C. Adherences to Employer's Policies, Procedures, Rules and Regulations:

Employee shall adhere to all of the policies, procedures, rules and regulations set forth by the Employer as well as any applicable law. Employee shall be responsible to be familiar with any policies, procedures, rules and regulations and laws applicable to him/her. These policies, procedures, rules and regulations include, but are not limited to, those set forth within the Employee Handbook, any summary benefit plan descriptions, or any other personnel practices or policies of Employer. To the extent that Employer's policies, procedures, rules and regulations conflict with the terms of this Agreement, the specific terms of this Agreement will control.

D. Duty of Loyalty, Confidentiality, Candor and Best Efforts:

Employee shall devote all of his/her working time, attention, knowledge, and skills to Employer's interests and shall do so in good faith, with best efforts, and to the reasonable satisfaction of the Employer. Employee understands that they shall only be entitled to the compensation and benefits as set forth in this Agreement and the Employee Handbook. Employee shall not disclose any confidential student, staff and/or School information and/or communication. Employee shall be honest and forthright with School administration. Employee also agrees not to use any in-class activities, hours, and/or students for any personal or non-School purpose or benefit of the Employee (including any personal educational benefit of the Employee) without the express written approval of the supervising teacher and the Head of the School, or designee.

II. COMPENSATION TERMS

A. Compensation:

The employee shall receive an annual base salary of \$ ____ (step 1) and be paid [monthly in 12 equal payments].

The Employer may adjust the base salary in order to meet any requirements enacted in state law, as funds are available. Employer shall deduct or withhold from compensation any and all sums required for state/federal income and social security taxes, as well as all state or local taxes now applicable or that may become applicable to Employee or Employer in the future.

B. Sick Leave and Personal Leave Days:

No sick leave from any previous employer(s) will be accepted by Employer. Employee shall have one day of sick leave at the time of employment and shall be entitled to accrue additional days of sick leave over time at an equivalent of one day per month of contract employment up to a maximum of ten (10) days per school year. Additionally, earned but unused sick leave will be calculated for the following purposes: A.) Calculating years of experience with the Oklahoma Teacher Retirement System and B.) Upon termination, transitioning to a new employer willing to accept any unused and/or accrued leave.

Employee shall receive one (1) personal business leave day at the time of employment and shall then accrue one additional personal business leave day for each successive semester of employment for an amount of two (2) total days per school year thereafter. Further details concerning employee leave / benefits may be found in the Employee Handbook.

No more than thirty (30) earned but unused cumulative sick and/or personal business leave days may be carried over to subsequent school years. Employee shall not be entitled to any compensation for any unused or accrued sick or personal leave, other than the discretionary bonuses described below in Section II.C.

C. Bonus:

The School may pay a bonus (stipend) considering one or more of the following factors: (a) for any earned, but unused sick leave; (b) for any earned, but unused personal days; (c) merit/evaluation; and (d) total years of employment.

III. BENEFITS

A. Insurance & Retirement:

Employer will supply health insurance for all eligible employees through the Oklahoma Employees Group Insurance Division (OEGID) in accordance with and as allowable by OEGID regulations and guidance. Coverage for Employee becomes effective the first day of the month following employment date. Employees declining participation in OEGID may receive compensation based on State guidelines. Optional insurance coverage (e.g., dental, vision, etc.) is available for purchase by Employee. Employer is a member of the Teacher Retirement System and all regular full-time certified employees are eligible to participate.

B. Professional Licenses and Certifications:

Employee shall maintain any of those professional licenses necessary for the carrying out the functions and duties set forth in this Agreement. Said licenses include, but are not limited to, the following: proper license or certification issued by the Oklahoma State Department of Education. Employer also encourages Employee to gain membership

in associations related to education and/or the teaching profession. Employer may, at its discretion, assist with payment for those memberships which employer considers to be essential to the employment and sufficiently benefit to the School.

IV. TERMINATION:

Employment with the School is at-will, and, by executing this Agreement, Employee is hereby agreeing that the School may terminate the employment relationship at any time, with or without cause, with or without advance notice, and at the School's sole and unreviewable discretion. No one other than the Board of the School as the authority to alter the at-will nature of this employment relationship. Without impacting the at-will nature of this employment relationship, the School may attempt to remedy and address issues of unsatisfactory performance with the Employee in accordance with School policy. In addition, by entering this Agreement, Employee hereby agrees and acknowledges that Employee is accepting employment with the School and that such employment shall be binding until Employee has been legally discharged from the employment position or released from the employment position and/or duties of employment. Until Employee has been thus discharged or released, Employee shall not have authority to enter into an agreement for employment with any other employer in the same or similar capacity.

V. NON-RECRUIT COVENANT

Employee agrees not to recruit any of Employer's employees for the purpose of any outside business either during or for a period of one year after Employee's tenure of employment with Employer. Employee agrees that such effort at recruitment also constitutes a violation of the non-solicitation covenant set forth above.

VI. MISCELLANEOUS PROVISIONS

A. Entire Agreement:

This Agreement represents the complete and exclusive statement of the employment agreement between the Employer and Employee. No other agreements, covenants, representations or warranties, express or implied, oral or written, have been made by the parties concerning their employment agreement.

B. The Effect of Prior Agreements or Understandings:

This Agreement supersedes any and all prior Agreements or understandings between the parties, including letters of intent or understanding, except for those documents specifically referred to within this Agreement.

C. Severability of Agreement:

To the extent that any provision hereof is deemed unenforceable, all remaining provisions of this Agreement shall not be affected thereby and shall remain in full force and effect.

D. Waiver of Breach:

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

E. Assignment:

This Agreement may not be assigned by either party without prior written consent of the other.

F. Governing Law:

This Agreement will be governed by, construed, and enforced in accordance with Oklahoma law.

G. Severability:

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain in effect unless such partial invalidity or unenforceability would defeat an essential purpose of the Agreement.

Employee's Signature

Date

Head of School

Date

2023-2024 SUPPORT STAFF EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into effective as of August 1, 2023 by and between Western Gateway Elementary School, Inc. an Oklahoma public charter school, (hereinafter referred to as "Employer" or "School") and _____ (hereinafter referred to as "Employee"). In consideration of the mutual covenants set forth below, Employer agrees to hire Employee and Employee agrees to be employed by Employer on the following terms and conditions:

I. DESCRIPTION OF DUTIES

A. Name of Position:

The Employee shall be employed in the capacity of: Teaching Assistant

B. Employee Duties:

The job description attached outlines the essential job functions or duties of this position. Employee shall also perform such other duties as are customarily performed by other persons in similar such positions, as well as such other duties as may be assigned from time to time by the Employer. School may unilaterally change the essential job functions and duties of employee's position during the employment. **Employee's duties shall include at least one hundred eighty (180) instructional days, or, in any event, not less than the annual minimum number of hours of instruction required by State law.** Employee shall report for duty on the date requested by the Head of School.

C. Adherences to Employer's Policies, Procedures, Rules and Regulations:

Employee shall adhere to all of the policies, procedures, rules and regulations set forth by the Employer as well as any applicable law. Employee shall be responsible to be familiar with any policies, procedures, rules and regulations and laws applicable to him/her. These policies, procedures, rules and regulations include, but are not limited to, those set forth within the Employee Handbook, any summary benefit plan descriptions, or any other personnel practices or policies of Employer. To the extent that Employer's policies, procedures, rules and regulations conflict with the terms of this Agreement, the specific terms of this Agreement will control.

D. Duty of Loyalty, Confidentiality, Candor and Best Efforts:

Employee shall devote all of his/her working time, attention, knowledge, and skills to Employer's interests and shall do so in good faith, with best efforts, and to the reasonable satisfaction of the Employer. Employee understands that they shall only be entitled to the compensation and benefits as set forth in this Agreement and the Employee Handbook. Employee shall not disclose any confidential student, staff and/or School information and/or communication. Employee shall be honest and forthright with School administration. Employee also agrees not to use any in-class activities, hours, and/or students for any personal or non-School purpose or benefit of the Employee (including any personal educational benefit of the Employee) without the express written approval of the supervising teacher and the Head of the School, or designee.

II. COMPENSATION TERMS

A. Compensation:

The employee shall receive an annual base salary of \$_____ (step 1) and be paid [monthly in 12 equal payments].

The Employer may adjust the base salary in order to meet any requirements enacted in state law, as funds are available. Employer shall deduct or withhold from compensation any and all sums required for state/federal income and social security taxes, as well as all state or local taxes now applicable or that may become applicable to Employee or Employer in the future.

B. Sick Leave and Personal Leave Days:

No sick leave from any previous employer(s) will be accepted by Employer. Employee shall have one day of sick leave at the time of employment and shall be entitled to accrue additional days of sick leave over time at an equivalent of one day per month of contract employment up to a maximum of ten (10) days per school year. Additionally, earned but unused sick leave will be calculated for the following purposes: A.) Calculating years of experience with the Oklahoma Teacher Retirement System (if eligible) and B.) Upon termination, transitioning to a new employer willing to accept any unused and/or accrued leave.

Employee shall receive one (1) personal business leave day at the time of employment and shall then accrue one additional personal business leave day for each successive semester of employment for an amount of two (2) total days per school year thereafter. Further details concerning employee leave / benefits may be found in the Employee Handbook.

No more than thirty (30) earned but unused cumulative sick and/or personal business leave days may be carried over to subsequent school years. Employee shall not be entitled to any compensation for any unused or accrued sick or personal leave, other than the discretionary bonuses described below in Section II.C.

C. Bonus:

The School may pay a bonus (stipend) considering one or more of the following factors: (a) for any earned, but unused sick leave; (b) for any earned, but unused personal days; (c) merit/evaluation; and (d) total years of employment.

III. BENEFITS

A. Insurance & Retirement:

Employer will supply health insurance for all eligible employees through the Oklahoma Employees Group Insurance Division (OEGID) in accordance with and as allowable by OEGID regulations and guidance. Coverage for Employee becomes effective the first day of the month following employment date. Employees declining participation in OEGID may receive compensation based on State guidelines. Optional insurance coverage (e.g., dental, vision, etc.) is available for purchase by Employee. Non-classified optional employees are eligible for participation in the Oklahoma Teacher Retirement System (TRS).

B. Professional Licenses and Certifications:

Employee shall maintain any of those professional licenses necessary for the carrying out the functions and duties set forth in this Agreement. Said licenses include, but are not limited to, the following: proper license or certification issued by the Oklahoma State Department of Education. Employer also encourages Employee to gain membership

in associations related to education and/or the teaching profession. Employer may, at its discretion, assist with payment for those memberships which employer considers to be essential to the employment and sufficiently benefit to the School.

IV. TERMINATION:

Employment with the School is at-will, and, by executing this Agreement, Employee is hereby agreeing that the School may terminate the employment relationship at any time, with or without cause, with or without advance notice, and at the School's sole and unreviewable discretion. No one other than the Board of the School as the authority to alter the at-will nature of this employment relationship. Without impacting the at-will nature of this employment relationship, the School may attempt to remedy and address issues of unsatisfactory performance with the Employee in accordance with School policy. In addition, by entering this Agreement, Employee hereby agrees and acknowledges that Employee is accepting employment with the School and that such employment shall be binding until Employee has been legally discharged from the employment position or released from the employment position and/or duties of employment. Until Employee has been thus discharged or released, Employee shall not have authority to enter into an agreement for employment with any other employer in the same or similar capacity.

V. NON-RECRUIT COVENANT

Employee agrees not to recruit any of Employer's employees for the purpose of any outside business either during or for a period of one year after Employee's tenure of employment with Employer. Employee agrees that such effort at recruitment also constitutes a violation of the non-solicitation covenant set forth above.

VI. MISCELLANEOUS PROVISIONS

A. Entire Agreement:

This Agreement represents the complete and exclusive statement of the employment agreement between the Employer and Employee. No other agreements, covenants, representations or warranties, express or implied, oral or written, have been made by the parties concerning their employment agreement.

B. The Effect of Prior Agreements or Understandings:

This Agreement supersedes any and all prior Agreements or understandings between the parties, including letters of intent or understanding, except for those documents specifically referred to within this Agreement.

C. Severability of Agreement:

To the extent that any provision hereof is deemed unenforceable, all remaining provisions of this Agreement shall not be affected thereby and shall remain in full force and effect.

D. Waiver of Breach:

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

E. Assignment:

This Agreement may not be assigned by either party without prior written consent of the other.

F. Governing Law:

This Agreement will be governed by, construed, and enforced in accordance with Oklahoma law.

G. Severability:

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain in effect unless such partial invalidity or unenforceability would defeat an essential purpose of the Agreement.

Employee's Signature

Date

Head of School

Date

POLICY Title IX
PROHIBITING THE AIDING AND ABETTING OF SEXUAL ABUSE

Background

Western Gateway Elementary School ("Western Gateway" or the "School") hereby adopts this policy to prohibit the aiding and abetting of sexual abuse. Under Section 8546 of the ESSA(20 U. S. C. § 7926), every state, state educational agency (SEA), and/or local educational agency (LEA) that receives ESSA funds must have in place laws, regulations, or policies that prohibit the SEA, LEA, or School, as well as any School employee, contractor, or agent, from providing a recommendation of employment for an employee, contractor, or agent that the SEA, LEA, or School, or the individual acting on behalf of the SEA, LEA, or School, knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law. The SEA, LEA, School, or individual acting on behalf of one of those entities would not be prohibited from following routine procedures regarding the transmission of administrative or personnel files but would be prohibited from doing more than that to help the employee obtain new employment.

Purpose

To inform all employees of the School of the requirement of prohibiting the aiding and abetting of sexual abuse through the provision of recommendations for a new job for an individual who engaged in sexual misconduct with a student or minor in violation of the law.

Policy Statement

A School employee, contractor, or agent of the School is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law. Such assistance would include, but not be limited to, the provision of references.

"Assisting" does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act, Sec. 8038 (20 U. S. C. 7926).

These exceptions are:

- (1)(A) the matter has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct;
- (B) the matter has been properly reported to any other authorities as required by Federal, State, or local law, including Title IX of the Education Amendments of 1972 (20 U. S. C. 1681 et seq.) and the regulations implementing such title under part 106 of title 34, Code of Federal Regulations, or any succeeding regulations; and
- (2)(A) the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified School officials that there is insufficient information to establish probable cause that the School employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law;
- (B) the School employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or (C) the case or investigation remains open and there

have been no charges filed against, or indictment of, the School employee, contractor, or agent within 4 years of the date on which the information was reported to a law enforcement agency.

If you have questions regarding this policy or your responsibilities under it, please reach out to the Head of School.

Adopted: 10/21/2020

Coordinator: Heather Zacarias hzacarias@westerngateway.school or info@westerngateway.school

Investigator: Diana Bedwell, HR/Finance Coordinator- dbedwell@westerngateway.school or info@westerngateway.school

All investigations will be brought to the Western Gateway School Board of Education and Western Gateway Legal Council, Leslie Batchelor. Any questions regarding Title IX can also be directed to Leslie Batchelor at lesliebatchelor@econlaw.com

Western Gateway Elementary School

TITLE IX COMPLAINT FORM

Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Western Gateway Elementary School is committed to maintaining a working and learning environment free from all forms of sex discrimination, including sexual harassment.

Students who believe that they have been the victim of sexual harassment by an administrator, teacher, support personnel, or (an)other student(s) are encouraged to make a report, or have their parents make a report, by filling out the following form and submitting it to the Head of School, who is the School's Title IX Coordinator.

Forms may be submitted in person, by mail, or by email at the contact information provided below:

Heather Zacarias
Head of School
1300 SW 15th Street
Oklahoma City, OK 73108
Email: hzacarias@westerngateway.school

If you need assistance completing the form or need to speak to someone about the complaint, please call the school at (405) 276-9170.

COMPLAINANT'S PERSONAL INFORMATION

First and Last Name (Legal):

Street Address:

City:

State:

Zip:

Cell Phone Number:

Email:

RESPONDENT'S INFORMATION - Please list the individual(s) alleged to have engaged in sexual harassment/prohibited conduct.

Respondent's Name:

Respondent's School/Department:

COMPLAINT INFORMATION

Type of Complaint:

- ☐ Sexual Harassment
- ☐ Sexual Assault
- ☐ Gender Based Harassment
- ☐ Dating Violence
- ☐ Stalking
- ☐ Retaliation
- ☐ Cyber Bullying
- ☐ Other _____

Dates incident(s) occurred:

Earliest: _____

Latest: _____

- ☐ Continuing Action

NATURE OF COMPLAINT

Please specifically describe your complaint against the named person(s) in the previous section, including how the person(s) sexually harassed you, assaulted you, or retaliated against you. Please describe the behavior, comments, or incidents that caused you to file your complaint. (Identify: Who What, When, and Where)

Please attach additional sheets, if necessary.

WITNESS INFORMATION - please identify witnesses to the incident(s) or those who have knowledge of the incident(s). Please attach additional names if needed.

Witness Name #1:	Relationship to you:
Phone Number:	Email:
Witness Name #2:	Relationship to you:
Phone Number:	Email:

Please identify anyone else to whom you have reported your concerns, including law enforcement:

I, _____, attest that the information that I have provided above is correct and accurate.

Complainant Full Name

Complainant Signature

Date