



Meeting of the Board of Directors Western Gateway Elementary School

Thursday, June 22, 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

June 22, 2023, 4:00 PM

309 NW 13th Street, Suite 103 Oklahoma City, OK 73103

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.

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

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

- a. Approval of Minutes from April 25, 2023
- b. Approval of April & May 2023 financial reports
- c. Approval of Purchase Orders # 2023-11-137 through 2023-11-138 and any changes to any prior existing purchase orders
- d. Approval of 2023-24 OSAG (OK School Assurance Group) Workers Compensation Renewal Contract
- e. Approval of 2023-24 OSIG Insurance Renewal Proposal for property, general liability insurance, and cyber liability
- f. Approval of 2023-24 Oklahoma Consulting and Accounting Services, LLC Contract (in affiliation with Jenkins & Kemper, CPAs, P.C.) to provide accounting and treasury services and tax preparation.
- g. Approval of 2023-24 Medina Handyman Services Renewal Contract to perform janitorial services
- h. Approval of 2023-24 Elite Technology contract to provide IT Services: Network Oversight, IT Support & Professional Development, and Phone Services
- i. Approval of 2023-24 Keystone Food Services Renewal Contract to provide Child Nutrition Services
- j. Approval of 2023-24 Agreement for use of public facilities by the YMCA to operate before/after school program
- k. Approval of 2023-24 Resolution for Schools and Libraries Universal Services (E-Rate) for 2023-24. This resolution authorizes the filing of the Form 471 applications for funding year 2023-24 and the payment of the applicant's share upon approval of funding and receipt of services.
- l. Approval of 2023-24 Kirkpatrick Grant Funds to be used to purchase technology for classrooms.
- m. Approval of 2023-24 Deighan Educational LLC Contract to provide training, advisement, and assist superintendent and/or appointed staff with all identified Federal Programs over a two-year period to ensure fidelity with in-district federal programs management
- n. Approval of 2023-24 Cooper PA Contract to provide facilities management services

5. Consideration and possible action to approve the FY 24 teacher base salary increases and amendments to employee agreements to reflect the increases.
6. Consideration and possible action to approve the FY 24 support staff base salary increases and amendments to employee agreements to reflect the increases.
7. Consideration and Possible Action to Enter into Executive Session, if desired, as authorized by 25 O.S. § 307(B)(1), for the purpose of Discussing the Employment, including terms and conditions of employment, of an individual salaried public officer or employee with respect to Head of School.
 - a. Executive Session, as authorized by 25 O.S. § 307(B)(1), for the Purpose of Discussing the Employment, including terms and conditions of employment, of an individual salaried public officer or employee with respect to Head of School.
8. Action to Reconvene Open Session.
9. Consideration and Possible Action to Authorize Merit Bonus and Amendments to Employment Agreement with Head of School.
10. Comments by board members and/or public comments.
11. New business
12. Adjourn

WESTERN GATEWAY ELEMENTARY SCHOOL, INC.

Minutes

Board of Directors Regular Meeting

April 25, 2023, 4:00 PM

This meeting of the Board of Directors of Western Gateway Elementary School, Inc. was held on Tuesday, April 25, 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 Tuesday, April 18, 2023, and had been posted on April 18, 2023 on the school website: <http://www.westerngateway.school> The meeting notice was also posted at the school entrance.

1. Call to Order

Mr. Humphreys called the meeting to order at 4:02 p.m. on April 25, 2023

2. Roll Call

Mr. Humphreys called the roll. Board members present were: Mr. Blair Humphreys, 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. Ms. Zacarias and the Pre-K teachers have been conducting meet and greets with the incoming Pre-K families and students. The families have a chance to come and meet the teachers and take a tour of the school. The teachers have enjoyed getting to know the new families. WGES is fully staffed with grade level teachers. Brittany Clark, a music teacher, was hired in partnership with OKC Arts Council. School social worker, Yessica Garcia, was also offered a position through a grant funded by Stronger Connections. There are currently two open positions. One is a guidance counselor and the other is a behavior interventionist. Ms. Zacarias also updated the board on the Year 2 parent survey. The results were very positive. There were 103 responses from our families. This month there are several community engagement activities planned. We will have an Earth Day Clean up Day. Children will be able to plant seeds, picnic and finish the day with popsicles. There was also a parade. WGES had over 25 families participate. Lastly, Oso has traveled to Nigeria and returned to inform the students about all he had learned and to share his new experiences.

4. Consideration and authorization of WGES Consent Agenda

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

Ayes: Humphreys, Terry, Medina, White

Nays: None

5. 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.

A motion was made by Mr. Medina to approve the Application for Temporary Appropriations for 2023-24 school year. The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Humphreys, Terry, Medina, White

Nays: None

6. Consideration and possible action to approve the intrafund transfers in the WGES Activity Fund as proposed and to set up the new subaccounts for the listed sources and uses of each.

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

Ayes: Humphreys, Terry, Medina, White

Nays: None

7. Consideration and possible action to approve the contract agreement for the FY23 school audit by Bledsoe, Hewett & Gullekson, CPAs.

A motion was made by Ms. Terry to approve the contract agreement for the FY23 school audit. The motion was seconded by Mr. Medina.

Ayes: Humphreys, Terry, Medina, White

Nays: None

8. Consideration and possible action to approve the FY 24 teacher and support staff contracts.

A motion was made by Mr. White to approve the FY 24 teacher and support staff contracts. The motion was seconded by Mr. Medina and approved on the following vote:

Ayes: Humphreys, Terry, Medina, White

Nays: None

9. Discussion, consideration, and possible action to approve the Title IX policy and Title IX Complaint Form.

A motion was made by Ms. Terry to approve the Title IX policy and Title IX Complaint Form. The motion was seconded by Mr. White and approved on the following vote:

Ayes: Humphreys, Terry, Medina, White

Nays: None

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

A motion was made by Mr. Medina to approve curriculum purchasing for school year 2023-24.
The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Humphreys, Terry, Medina, White

Nays: None

11. Comments by Board members and/or public comments: Kinsey Crocker, a parent, is currently working on grant research and fund development for the school. She had a couple questions for the Board and she will continue working on writing grants and fundraising for the Western Gateway.

12. New Business

None

13. Adjournment

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

Ayes: Humphreys, Terry, Medina, White

Nays: None

The meeting was adjourned at 5:10 pm.

Edgar Medina, Board Secretary

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

MONTHLY FINANCIAL REPORT

April 30, 2023 and Year to Date

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JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

May 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 April 30, 2023, and the related statements of revenues and expenses – cash basis for the ten (10) 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 APRIL 30, 2023

	General Fund	Building Fund	Gifts Fund	Insurance Recovery Fund	Activity Fund	Totals
Assets						
Cash	\$ 453,619.36	4,127.88	309,171.46	217,359.55	34,626.42	1,018,904.67
Liabilities						
Outstanding Payments	40,035.97	-	26.97	-	439.54	40,502.48
Reserves	724.52				-	724.52
Funds Held for Student Organizations	-				34,186.88	34,186.88
Total Liabilities	40,760.49	-	26.97	-	34,626.42	75,413.88
Net Assets	\$ 412,858.87	4,127.88	309,144.49	217,359.55		943,490.79

WESTERN GATEWAY ELEMENTARY SCHOOL
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH FUND
BALANCES REGULATORY BASIS - ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUSTS
APRIL 30, 2023

	GOVERNMENTAL FUND TYPES		FIDUCIARY FUND TYPES	
	GENERAL	SPECIAL REVENUE	EXPENDABLE TRUST AND INSURANCE RECOVERY FUNDS	TOTALS (MEMO. ONLY)
Revenues				
Local sources	\$ 39,680.55		760,326.69	800,007.24
State sources	1,479,329.17	4,127.88		1,483,457.05
Federal sources	611,842.02			611,842.02
Non-revenue receipts	42.50		22.28	64.78
Total revenues	2,130,894.24	4,127.88	760,348.97	2,895,371.09
Expenditures				
Instruction	963,251.05		14,348.92	977,599.97
Support services	724,250.18		540,350.86	1,264,601.04
Operation of non-instructional services	108,098.81		-	108,098.81
Other uses	1,489.00		22.28	1,511.28
Total expenditures	1,797,089.04		554,722.06	2,351,811.10
Revenues over (under) expenditures	333,805.20	4,127.88	205,626.91	543,559.99
Cash fund balance, beginning of year	79,053.67	-	320,877.13	399,930.80
Cash fund balance, end of period	\$ 412,858.87	4,127.88	526,504.04	943,490.79

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 4/30/22	% of YTD to Actual	2022-23 Budgeted	2022-23 As of 4/30/23	% 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	571.65	46.2%	31,500.00	30,519.93	96.9%
Foundation and Salary Incentive Aid	3210	1,003,562.99	823,480.71	82.1%	1,628,415.85	1,319,352.66	81.0%
Flexible Benefit Allowance	3250	114,361.29	92,632.64	81.0%	162,086.88	131,290.37	81.0%
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	10,008.98	81.0%
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	25,011.09	89.0%	29,786.64	34,196.52	114.8%
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	351,428.43	88.2%	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	66,348.27	74.1%
ESSER III (prj 795)	4689	-	-	N/A	254,562.06	81,808.32	32.1%
Federal Meal Reimbursement	4700	124,167.88	82,349.90	66.3%	115,896.86	91,725.66	79.1%
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>1,516,068.34</u>	78.9%	<u>2,727,167.73</u>	<u>2,130,894.24</u>	78.1%
<u>Expenditures</u>							
Payroll		1,165,416.54	887,735.80	76.2%	1,748,168.10	1,256,189.08	71.9%
Accounts Payable		<u>879,580.11</u>	<u>700,050.61</u>	79.6%	<u>858,077.19</u>	<u>540,899.96</u>	63.0%
Total expenditures		<u>2,044,996.65</u>	<u>1,587,786.41</u>	77.6%	<u>2,606,245.29</u>	<u>1,797,089.04</u>	69.0%
Revenue over (under) expenses		(124,630.72)	(71,718.07)		120,922.44	333,805.20	
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>(71,718.07)</u>		<u>\$ 199,976.11</u>	<u>412,858.87</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>	<u>March</u>	<u>April</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	30,477.43	-	4,900.80	1,834.75	4,431.35	4,050.30	2,923.11	4,044.49	1,306.75	6,163.13	822.75
State Aid	1,319,352.66	-	93,826.59	93,826.59	93,826.59	93,826.59	93,826.60	410,360.09	146,582.17	146,682.70	146,594.74
Flexible Benefits Allowance	131,290.37	-	10,419.99	10,419.99	10,419.99	27,091.31	14,587.81	14,587.83	14,587.81	14,587.82	14,587.82
Reading Sufficiency	18,207.68	-	-	-	-	-	18,207.68	-	-	-	-
State Textbooks (prj 333)	10,008.98	-	928.66	928.66	928.66	928.66	928.66	2,029.35	1,112.11	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)	42,419.04	-	8,222.52	-	-	-	13,227.75	-	6,219.77	-	14,749.00
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)	66,348.27	-	-	-	-	-	-	28,448.05	16,464.32	-	21,435.90
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	91,725.66	-	-	8,629.91	19,657.94	-	8,892.61	6,284.59	17,188.53	10,315.50	20,756.58
Non-revenue sources	42.50	-	-	-	-	-	-	-	-	-	42.50
	<u>2,130,894.24</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>	<u>220,101.40</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 4/30/23	% of YTD to Budg.
General Fund & Local Codes (Proj. 000)					
Salaries	100	\$ 607,373.43	1,010,000.00	769,485.26	76.19%
Employee Benefits	200	152,633.98	225,000.00	170,590.83	75.82%
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	20,020.00	64.17%
Educational Services	320	-	9,970.00	6,563.00	65.83%
Accounting Services	331	1,500.00	24,000.00	18,500.00	77.08%
Medical Services	336	21,068.32	26,455.00	15,242.50	57.62%
Security Services	344	-	2,310.00	2,160.00	93.51%
Legal Services	354	-	6,555.00	2,375.00	36.23%
Professional Development	359	-	705.00	578.76	82.09%
Water Service	411	-	8,415.00	6,397.24	76.02%
Cleaning Services	421	32,780.17	32,631.60	28,133.26	86.21%
Disposal Services	423	-	4,000.00	2,664.25	66.61%
Pest Control	424	230.00	500.00	350.00	70.00%
Lawn Care Services	426	-	10,000.00	6,521.49	65.21%
Repairs and Maintenance Services	430	193.06	72,114.00	46,910.87	65.05%
Insurance Services	520	3,180.00	60,960.00	60,809.00	99.75%
Communications Services	530	323.00	12,050.00	9,323.69	77.38%
Advertising	540	-	700.00	199.50	28.50%
Printing Services	550	-	670.00	416.85	62.22%
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	31,500.00	9,305.76	29.54%
Building Supplies	618	1,271.77	18,500.00	11,516.08	62.25%
Electricity	624	-	25,000.00	18,598.17	74.39%
Natural Gas	627	-	10,000.00	8,760.56	87.61%
Books	640	1,848.94	49,607.40	90.00	0.18%
Furniture and Fixtures	651	400.97	1,350.00	1,349.05	99.93%
Technology Supply/Software	653	-	12,720.34	12,330.94	96.94%
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	16,800.00	13,193.55	78.53%
Dues and Fees	810	1,778.55	7,600.00	7,325.75	96.39%
Registrations	860	-	9,515.00	475.00	4.99%
Reimbursement/Correcting Entries	900	320.00	-	-	N/A
Subtotal		860,033.36	1,750,057.34	1,261,592.05	72.09%
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 4/30/23	% 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	155,000.00	105,870.73	68.30%
Kitchen Products and Supplies	600	8,271.02	1,003.08	1,003.08	100.00%
Subtotal		104,339.74	158,053.08	108,098.81	68.39%
Flexible Benefit Allowance (Proj. 331-335)					
Salaries/Employee Benefits	100-299	110,142.58	165,000.00	121,032.22	73.35%
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	3,063.49	12.86%
Title I, Part A (Proj. 511)					
Salaries/Employee Benefits	100-299	49,516.15	56,643.51	43,689.72	77.13%
General Supplies	600	-	6,257.30	-	0.00%
Subtotal		49,516.15	62,900.81	43,689.72	69.46%
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 4/30/23	% of YTD to Budg.
Special Education (Proj. 621)					
Salaries/Employee Benefits	100-299	25,551.33	29,001.12	24,945.60	86.02%
Medical Services	336	-	11,159.00	11,104.22	99.51%
Subtotal		25,551.33	40,160.12	36,049.82	89.77%
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	4,645.00	4,645.00	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	57,578.51	57,578.51	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	98,104.75	46.08%
Medical Services	336	-	-	-	N/A
General Supplies	600	-	20,000.00	-	0.00%
Subtotal		-	232,923.47	98,104.75	42.12%
Grand Total		2,044,996.65	2,606,245.29	1,797,089.04	68.95%
Payroll Expenses	100-200	1,165,416.54	1,748,168.10	1,256,189.08	71.86%
Non-Payroll Expenses	300-900	879,580.11	858,077.19	540,899.96	63.04%
Totals		\$ 2,044,996.65	2,606,245.29	1,797,089.04	68.95%

**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	138,323.06	41,622.21
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>1,256,189.08</u>	<u>540,899.96</u>
		<u>614,344.98</u>		<u>2,044,996.65</u>		<u>1,797,089.04</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	17,348.59	186,985.20	102,060.23	101,466.22	138,323.06	41,622.21
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<u>\$ 123,007.69</u>	<u>253,809.50</u>	<u>887,735.80</u>	<u>700,050.61</u>	<u>1,256,189.08</u>	<u>540,899.96</u>
		<u>376,817.19</u>		<u>1,587,786.41</u>		<u>1,797,089.04</u>

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 21, Date Range: 7/2/2022 - 4/30/2023

	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 - 4/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NONCATEGORICAL FUNDS	\$67.25	(\$975.12)	\$0.00	\$15,518.00	(\$16,425.87)	\$7,012.50	(\$23,438.37)
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	\$400,000.00	\$0.00	\$391,666.70	\$74,562.96	\$78,333.30	(\$3,770.34)
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	\$9,654.28	\$0.00	\$8,363.57	\$1,769.19	\$1,114.91	\$654.28
285 CNP LOCAL	\$0.00	\$1,000.00	\$0.00	\$162.00	\$838.00	\$838.00	\$0.00
Total	\$320,877.13	\$411,179.16	\$0.00	\$422,911.80	\$309,144.49	\$91,447.18	\$217,697.31

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 86, Date Range: 7/2/2022 - 4/30/2023

	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	\$25,545.70	\$190,973.53
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	\$25,545.70	\$191,813.85

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 60, Date Range: 7/2/2022 - 4/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 UNIFORMS	\$7,919.00	\$31,526.10	(\$37,942.10)	\$1,503.00	\$0.00	\$0.00	\$0.00
802 SMART DISMISSAL	\$210.00	\$23.00	(\$233.00)	\$0.00	\$0.00	\$0.00	\$0.00
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	(\$544.00)	\$0.00	\$0.00	\$0.00	\$0.00
805 SCHOOL PICTURES	\$1,150.00	\$0.00	(\$1,150.00)	\$0.00	\$0.00	\$0.00	\$0.00
808 FUN RUN	\$0.00	\$205.10	\$6,947.65	\$7,152.75	\$0.00	\$0.00	\$0.00
815 WGES GENERAL ACTIVITY	\$0.00	\$2,359.47	\$31,538.45	\$1,946.04	\$31,951.88	\$3,181.68	\$28,770.20
816 OSO FAMILY FUND	\$0.00	\$852.00	\$1,383.00	\$0.00	\$2,235.00	\$376.69	\$1,858.31
Total	\$9,626.50	\$35,204.67	\$0.00	\$10,644.29	\$34,186.88	\$3,558.37	\$30,628.51

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

MONTHLY FINANCIAL REPORT

May 31, 2023 and Year to Date

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JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

June 2, 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 May 31, 2023, and the related statements of revenues and expenses – cash basis for the eleven (11) 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 MAY 31, 2023

	General Fund	Building Fund	Gifts Fund	Insurance Recovery Fund	Activity Fund	Totals
Assets						
Cash	\$ 423,822.66	4,127.88	309,436.11	217,359.55	32,530.90	987,277.10
Liabilities						
Outstanding Payments	264,354.41	-	-	-	580.93	264,935.34
Reserves	724.52				-	724.52
Funds Held for Student Organizations	-				31,949.97	31,949.97
Total Liabilities	265,078.93	-	-	-	32,530.90	297,609.83
Net Assets	\$ 158,743.73	4,127.88	309,436.11	217,359.55		689,667.27

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

	GOVERNMENTAL FUND TYPES		FIDUCIARY FUND TYPES	
	GENERAL	SPECIAL REVENUE	EXPENDABLE TRUST AND INSURANCE RECOVERY FUNDS	TOTALS (MEMO. ONLY)
Revenues				
Local sources	\$ 46,569.62		800,347.48	846,917.10
State sources	1,660,126.05	4,127.88		1,664,253.93
Federal sources	612,212.02			612,212.02
Non-revenue receipts	42.50		22.28	64.78
Total revenues	2,318,950.19	4,127.88	800,369.76	3,123,447.83
Expenditures				
Instruction	1,268,992.32		14,348.92	1,283,341.24
Support services	843,677.46		580,080.03	1,423,757.49
Operation of non-instructional services	125,101.35		-	125,101.35
Other uses	1,489.00		22.28	1,511.28
Total expenditures	2,239,260.13		594,451.23	2,833,711.36
Revenues over (under) expenditures	79,690.06	4,127.88	205,918.53	289,736.47
Cash fund balance, beginning of year	79,053.67	-	320,877.13	399,930.80
Cash fund balance, end of period	\$ 158,743.73	4,127.88	526,795.66	689,667.27

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 5/31/22	% of YTD to Actual	2022-23 Budgeted	2022-23 As of 5/31/23	% of YTD to Budgeted
<u>Revenue</u>							
Reimbursements	1500	\$ 0.01	0.01	100.0%	8.50	8.50	100.0%
Donations	1610	102,500.00	102,500.00	100.0%	\$ 9,194.62	9,194.62	100.0%
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	580.15	46.9%	38,070.75	37,409.00	98.3%
Foundation and Salary Incentive Aid	3210	1,003,562.99	913,862.74	91.1%	1,628,682.37	1,482,235.70	91.0%
Flexible Benefit Allowance	3250	114,361.29	104,068.77	91.0%	162,086.88	147,499.06	91.0%
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	11,244.65	91.0%
State CNP	3700	-	-	N/A	938.96	938.96	100.0%
Title I pt. A (prj 511)	4210	27,509.54	27,509.54	100.0%	42,976.41	21,232.85	49.4%
Title II pt. A (prj 541)	4271	4,769.40	4,769.40	100.0%	7,806.13	7,806.13	100.0%
Special Education - Prof Dev (prj 615)	4310	-	-	N/A	500.00	-	0.0%
Special Education - Flow Through (prj 621)	4310	28,106.46	28,106.46	100.0%	43,890.99	34,196.52	77.9%
Preschool (prj 641)	4340	246.02	246.02	100.0%	235.78	235.78	100.0%
Title IV, pt. A (prj 552)	4442	10,000.00	10,000.00	100.0%	10,000.00	10,000.00	100.0%
CSP Grant (Proj. 771)	4462	398,633.77	387,059.02	97.1%	71,439.25	71,426.23	100.0%
Stronger Connections Grant (prj 715)	4689	-	-	N/A	8,040.00	-	0.0%
OSDH Reopening Schools (prj 723)	4689	8,377.58	-	0.0%	89,393.47	66,348.27	74.2%
ESSER III (prj 795)	4689	-	-	N/A	145,676.95	81,808.32	56.2%
Federal Meal Reimbursement	4700	124,167.88	94,448.89	76.1%	115,457.71	91,725.66	79.4%
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>1,711,244.91</u>	89.1%	<u>2,632,395.47</u>	<u>2,318,950.19</u>	88.1%
<u>Expenditures</u>							
Payroll		1,165,416.54	995,929.19	85.5%	1,646,803.19	1,646,728.15	100.0%
Accounts Payable		<u>879,580.11</u>	<u>736,292.91</u>	83.7%	<u>779,857.00</u>	<u>592,531.98</u>	76.0%
Total expenditures		<u>2,044,996.65</u>	<u>1,732,222.10</u>	84.7%	<u>2,426,660.19</u>	<u>2,239,260.13</u>	92.3%
Revenue over (under) expenses		(124,630.72)	(20,977.19)		205,735.28	79,690.06	
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	-		-	-	
Lapsed/Estopped		<u>-</u>	<u>-</u>		<u>724.52</u>	<u>-</u>	
Ending Net Assets		<u>\$ 79,053.67</u>	<u>(20,977.19)</u>		<u>\$ 285,513.47</u>	<u>158,743.73</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>	<u>March</u>	<u>April</u>	<u>May</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	37,366.50	-	4,900.80	1,834.75	4,431.35	4,050.30	2,923.11	4,044.49	1,306.75	6,163.13	822.75	6,889.07
State Aid	1,482,235.70	-	93,826.59	93,826.59	93,826.59	93,826.59	93,826.60	410,360.09	146,582.17	146,682.70	146,594.74	162,883.04
Flexible Benefits Allowance	147,499.06	-	10,419.99	10,419.99	10,419.99	27,091.31	14,587.81	14,587.83	14,587.81	14,587.82	14,587.82	16,208.69
Reading Sufficiency	18,207.68	-	-	-	-	-	18,207.68	-	-	-	-	-
State Textbooks (prj 333)	11,244.65	-	928.66	928.66	928.66	928.66	928.66	2,029.35	1,112.11	1,112.11	1,112.11	1,235.67
State CNP Matching	938.96	-	-	-	-	-	-	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)	42,419.04	-	8,222.52	-	-	-	13,227.75	-	6,219.77	-	14,749.00	-
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)	142,548.57	210.78	70,911.56	16,644.25	15,828.32	3,508.08	32,309.75	2,765.83	-	-	-	370.00
COVID Prevention (prj 723)	66,348.27	-	-	-	-	-	-	28,448.05	16,464.32	-	21,435.90	-
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	91,725.66	-	-	8,629.91	19,657.94	-	8,892.61	6,284.59	17,188.53	10,315.50	20,756.58	-
Non-revenue sources	42.50	-	-	-	-	-	-	-	-	-	42.50	-
	<u>2,318,950.19</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>	<u>220,101.40</u>	<u>188,055.95</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 5/31/23	% of YTD to Budg.
General Fund & Local Codes (Proj. 000)					
Salaries	100	\$ 607,373.43	998,955.47	998,955.47	100.00%
Employee Benefits	200	152,633.98	221,704.52	221,704.52	100.00%
Worker's Comp./State Unempl.	270-280	1,298.00	1,489.00	1,489.00	100.00%
Administrative Services	310	2,000.00	31,200.00	20,020.00	64.17%
Educational Services	320	-	9,970.00	7,383.00	74.05%
Accounting Services	331	1,500.00	23,750.00	19,250.00	81.05%
Medical Services	336	21,068.32	27,017.50	25,235.00	93.40%
Security Services	344	-	2,310.00	2,271.00	98.31%
Legal Services	354	-	6,555.00	2,725.00	41.57%
Professional Development	359	-	603.85	578.76	95.84%
Water Service	411	-	8,415.00	6,783.28	80.61%
Cleaning Services	421	32,780.17	28,133.26	28,133.26	100.00%
Disposal Services	423	-	4,000.00	2,664.25	66.61%
Pest Control	424	230.00	500.00	350.00	70.00%
Lawn Care Services	426	-	10,000.00	7,187.32	71.87%
Repairs and Maintenance Services	430	193.06	72,914.00	50,287.08	68.97%
Insurance Services	520	3,180.00	62,160.00	62,009.00	99.76%
Communications Services	530	323.00	12,048.69	9,958.69	82.65%
Advertising	540	-	699.50	199.50	28.52%
Printing Services	550	-	665.35	416.85	62.65%
Out-of-District Travel	580	-	5,319.72	1,098.98	20.66%
Other Purchased Services	599	-	-	-	N/A
General Supplies	600	1,438.75	31,633.85	10,144.72	32.07%
Building Supplies	618	1,271.77	17,083.42	12,351.02	72.30%
Electricity	624	-	25,000.00	20,151.59	80.61%
Natural Gas	627	-	10,000.00	9,175.05	91.75%
Books	640	1,848.94	49,607.40	90.00	0.18%
Furniture and Fixtures	651	400.97	1,349.05	1,349.05	100.00%
Technology Supply/Software	653	-	13,056.73	12,627.37	96.71%
Machines	656	287.52	500.00	-	0.00%
Awards, Gifts, Decorations	680	-	163.90	54.98	33.54%
Equipment	730	-	9,397.77	8,762.73	93.24%
Sponsor Fees	805	30,106.90	16,794.95	14,822.38	88.25%
Dues and Fees	810	1,778.55	7,689.15	7,485.85	97.36%
Registrations	860	-	1,475.00	475.00	32.20%
Reimbursement/Correcting Entries	900	320.00	-	-	N/A
Subtotal		860,033.36	1,712,162.08	1,566,189.70	91.47%
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	-	-	N/A
Dues and Fees	800	100.00	-	-	N/A
Subtotal		34,993.69	-	-	N/A

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 5/31/23	% 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	-	5,014.79	5,014.79	100.00%
Subtotal		-	5,014.79	5,014.79	100.00%
Child Nutrition Program (Proj. various CNP)					
Cleaning/Disposal Services	420	225.00	2,050.00	1,450.00	70.73%
Food Service Management	570	95,843.72	155,000.00	122,648.27	79.13%
Kitchen Products and Supplies	600	8,271.02	1,003.08	1,003.08	100.00%
Subtotal		104,339.74	158,053.08	125,101.35	79.15%
Flexible Benefit Allowance (Proj. 331-335)					
Salaries/Employee Benefits	100-299	110,142.58	164,517.32	164,442.28	99.95%
State Textbooks (Proj. 333)					
Books	640	-	-	-	N/A
Subtotal		-	-	-	N/A
Reading Sufficiency (Proj. 367)					
General Supplies	600	-	5,901.22	3,805.22	64.48%
Title I, Part A (Proj. 511)					
Salaries/Employee Benefits	100-299	49,516.15	55,615.83	55,615.83	100.00%
General Supplies	600	-	-	-	N/A
Subtotal		49,516.15	55,615.83	55,615.83	100.00%
Special Education Prof Dev (Proj. 615)					
Professional Development	359	-	874.91	750.00	85.72%
Dues, Fees and Registrations	800	-	40.00	40.00	100.00%
Subtotal		-	914.91	790.00	86.35%

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 5/31/23	% of YTD to Budg.
Special Education (Proj. 621)					
Salaries/Employee Benefits	100-299	25,551.33	29,437.77	29,437.77	100.00%
Medical Services	336	-	11,104.22	11,104.22	100.00%
Subtotal		25,551.33	40,541.99	40,541.99	100.00%
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)					
Out-of-District Travel	580	-	1,026.00	-	0.00%
Dues, Fees and Registrations	800	-	8,590.00	3,436.00	40.00%
Subtotal		-	9,616.00	3,436.00	35.73%
OSDH Reopening Schools (Proj. 723)					
Salaries/Employee Benefits	100-299	21,512.00	43,278.34	43,278.34	100.00%
Building Services	400	10,394.99	38,516.40	38,516.40	100.00%
Supplies	600	290.05	-	-	N/A
Dues, Fees and Registrations	800	-	-	-	N/A
Subtotal		32,197.04	81,794.74	81,794.74	100.00%
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	4,645.00	4,645.00	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	57,578.51	57,578.51	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	-	133,293.94	133,293.94	100.00%
Medical Services	336	-	-	-	N/A
General Supplies	600	-	-	-	N/A
Subtotal		-	133,293.94	133,293.94	100.00%
Grand Total		2,044,996.65	2,426,660.19	2,239,260.13	92.28%
Payroll Expenses	100-200	1,165,416.54	1,646,803.19	1,646,728.15	100.00%
Non-Payroll Expenses	300-900	879,580.11	779,857.00	592,531.98	75.98%
Totals		\$ 2,044,996.65	2,426,660.19	2,239,260.13	92.28%

**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	138,323.06	41,622.21
May	17,624.59	24,024.50	108,193.39	36,242.30	390,539.07	51,632.02
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>1,646,728.15</u>	<u>592,531.98</u>

614,344.98

2,044,996.65

2,239,260.13

	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	138,323.06	41,622.21
May	17,624.59	24,024.50	108,193.39	36,242.30	390,539.07	51,632.02
June	-	-	-	-	-	-
	<u>\$ 140,632.28</u>	<u>277,834.00</u>	<u>995,929.19</u>	<u>736,292.91</u>	<u>1,646,728.15</u>	<u>592,531.98</u>

418,466.28

1,732,222.10

2,239,260.13

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 21, Date Range: 7/2/2022 - 5/31/2023

	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 - 5/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NONCATEGORICAL FUNDS	\$67.25	(\$954.33)	\$0.00	\$16,080.50	(\$16,967.58)	\$6,450.00	(\$23,417.58)
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	\$440,000.00	\$0.00	\$430,833.37	\$75,396.29	\$39,166.63	\$36,229.66
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	\$9,654.28	\$0.00	\$8,363.57	\$1,769.19	\$1,114.91	\$654.28
285 CNP LOCAL	\$0.00	\$1,000.00	\$0.00	\$162.00	\$838.00	\$838.00	\$0.00
Total	\$320,877.13	\$451,199.95	\$0.00	\$462,640.97	\$309,436.11	\$51,718.01	\$257,718.10

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 86, Date Range: 7/2/2022 - 5/31/2023

	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	\$25,545.70	\$190,973.53
298 INSURANCE COVERED/NOT COVERED	\$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	\$25,545.70	\$191,813.85

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 60, Date Range: 7/2/2022 - 5/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 UNIFORMS	\$7,919.00	\$31,526.10	(\$37,942.10)	\$1,503.00	\$0.00	\$0.00	\$0.00
802 SMART DISMISSAL	\$210.00	\$23.00	(\$233.00)	\$0.00	\$0.00	\$0.00	\$0.00
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	(\$544.00)	\$0.00	\$0.00	\$0.00	\$0.00
805 SCHOOL PICTURES	\$1,150.00	\$0.00	(\$1,150.00)	\$0.00	\$0.00	\$0.00	\$0.00
808 FUN RUN	\$0.00	\$205.10	\$6,947.65	\$7,152.75	\$0.00	\$0.00	\$0.00
815 WGES GENERAL ACTIVITY	\$0.00	\$2,404.47	\$31,538.45	\$3,648.58	\$30,294.34	\$1,722.25	\$28,572.09
816 OSO FAMILY FUND	\$0.00	\$1,466.00	\$1,383.00	\$1,193.37	\$1,655.63	\$194.07	\$1,461.56
Total	\$9,626.50	\$35,863.67	\$0.00	\$13,540.20	\$31,949.97	\$1,916.32	\$30,033.65

11	ACADEMIC LEARNING CO. dba VELAZQUEZ	1	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$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 SUPP	\$15,251.25	\$15,251.25	\$0.00
11	ARTS COUNCIL	5	7/1/2022	ARTIST RESIDENCY PROGRAM	\$7,000.00	\$4,413.00	\$2,587.00
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 UPDA	\$500.00	\$423.15	\$76.85
11	BECKMAN COMPANY	8	7/1/2022	CYBER INSURANCE/SURETY BONDS	\$2,160.00	\$2,160.00	\$0.00
11	BENCHMARK EDUCATION COMPANY	9	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$30,000.00	\$4,229.50	\$25,770.50
11	BOOKS DEL SUR LLC	10	7/1/2022	LIBRARY BOOKS	\$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	\$7,370.00	\$3,830.00
11	CITY GREASE TRAP SERVICE LLC	13	7/1/2022	GREASE TRAP DISPOSAL	\$1,000.00	\$900.00	\$100.00
11	CITY OF OKC	14	7/1/2022	WATER/SEWER SERVICE/FIRE INSPECTION	\$8,500.00	\$6,868.28	\$1,631.72
11	CLASSIC PAPER SUPPLY INC.	15	7/1/2022	JANITORIAL SUPPLIES	\$15,000.00	\$11,581.60	\$3,418.40
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	\$1,539.00	\$0.00	\$1,539.00
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	\$21,069.96	\$1,930.04
11	EVALUATION WORKS, LLC	24	7/1/2022	PSYCH EVAL SERVICES/THERAPY	\$11,000.00	\$10,760.00	\$240.00
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 SUPP	\$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 SUPP	\$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	\$750.00	\$750.00	\$0.00
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	\$122,648.27	\$32,351.73

11	LAKESHORE LEARNING	36	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$10,557.85	\$5,781.25	\$4,776.60
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	\$66,649.66	\$66,649.66	\$0.00
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	GROUNDS MAINTENANCE	\$10,000.00	\$7,853.15	\$2,146.85
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	\$0.00	\$0.00	\$0.00
11	OG&E	46	7/1/2022	ELECTRICITY	\$25,000.00	\$20,151.59	\$4,848.41
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	\$15,502.38	\$1,292.57
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	\$9,175.05	\$824.95
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	\$4,135.94	\$5,864.06
11	CENTER FOR RESPONSIVE SCHOOLS, INC.	58	7/1/2022	SUMMER PROFESSIONAL DEVELOPMENT WORKSHOP	\$5,255.00	\$5,255.00	\$0.00
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 SUPP	\$4,483.10	\$4,483.10	\$0.00
11	SOUTH OKLAHOMA CITY CHAMBER OF COMM	67	7/1/2022	ANNUAL MEMBERSHIP	\$657.60	\$657.60	\$0.00

11	STAPLES BUSINESS CREDIT	68	7/1/2022	OFFICE/INSTR. SUPPLY	\$5,000.00	\$3,428.75	\$1,571.25
11	AMAZON CAPITAL SERVICES	69	7/1/2022	INSTRUCTIONAL SUPPLIES AND MATERIALS	\$7,937.42	\$7,202.93	\$734.49
11	THOMPSON SCHOOL BOOK	70	7/1/2022	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$10,000.00	\$0.00	\$10,000.00
11	TODAY'S THERAPY SOLUTIONS	71	7/1/2022	SPECIAL ED SERVICES	\$24,332.50	\$22,640.00	\$1,692.50
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	\$2,914.17	\$1,085.83
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	\$406.43	\$406.43	\$0.00
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	\$2,271.00	\$39.00
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	\$21,603.33	\$396.67
11	NOBLE FIRE AND SAFETY	95	7/28/2022	FIRE EXTINGUISHERS/SPRINKLERS INSPECTION UPDA	\$500.00	\$108.00	\$392.00
11	BRAID CREATIVE	96	8/12/2022	CAR RIDER PICKUP ROUTE	\$312.50	\$312.50	\$0.00
11	MIDFIRST BANK	97	7/1/2022	MONTHLY BANK FEES	\$550.00	\$544.70	\$5.30
11	ROTARY CLUB OF SOUTH OKC	98	9/1/2022	APPLICATION AND ANNUAL MEMBERSHIP FEE	\$645.00	\$542.25	\$102.75
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	\$40.00	\$40.00	\$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 WORKSHO	\$120.43	\$120.43	\$0.00
11	MAGDALENA LOPEZ DE MARTINEZ	106	10/27/2022	PROFESSIONAL DEVELOPMENT TEACHER WORKSHO	\$193.16	\$193.16	\$0.00
11	ELENA HOWELL	107	10/27/2022	PROFESSIONAL DEVELOPMENT TEACHER WORKSHO	\$230.00	\$230.00	\$0.00
11	YOLANDA J CASTELLANOS	108	10/27/2022	PROFESSIONAL DEVELOPMENT TEACHER WORKSHO	\$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	BLEDSE, 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 REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	SANDRA A JAIME	117	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$0.00	\$12.00
11	MARIA D LUNA	118	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$0.00	\$12.00
11	CORALIZ M MATOS BARRIAS	119	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	EVELYN K RAYGOZA	120	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	VALERIA G RODRIGUEZ	121	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	JULAISSA G ROJO	122	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	MARGRET A SALAZAR	123	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	ALEXANDRA TELLEZ	124	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$0.00	\$0.00	\$0.00
11	YARUMA ZAMORA	125	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	MARIANA ZAPATA	126	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	LAURA G ADAME	127	1/19/2023	PARAPROFESSIONAL CREDENTIALS REIMBURSEMEN	\$12.00	\$12.00	\$0.00
11	OPSRC	128	1/26/2023	SCHOOLMINT STUDENT ENROLLMENT SERVICE	\$3,866.06	\$3,866.06	\$0.00
11	WALKER COMPANIES	129	2/2/2023	NOTARY STAMP AND RENEWALS	\$300.00	\$89.50	\$210.50
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	\$533.12	\$0.00
11	95 PERCENT GROUP LLC	135	3/30/2023	READING SUPPLIES	\$550.00	\$485.00	\$65.00
11	EDUCATION SERVICE CENTER	136	4/6/2023	CPE PROF DEV INSTRUCTIONAL	\$1,320.00	\$0.00	\$1,320.00
11	COTTONWOOD INN BNB	137	6/1/2023	ROOM AND BOARD FOR PROF DEV	\$1,026.00	\$1,026.00	\$0.00
11	CENTER FOR RESPONSIVE SCHOOLS, INC.	138	6/1/2023	PROFESSIONAL DEVELOPMENT	\$4,295.00	\$0.00	\$4,295.00

Payment Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 4/19/2023 - 6/30/2023, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
626	04/20/2023	135	NCS PEARSON, INC.				\$1,875.30
627	04/20/2023	78	OKCPS FINANCIAL SERVICES - TR				\$1,465.95
628	04/20/2023	79	ONG				\$1,154.16
629	04/20/2023	63	R.K. BLACK, INC.				\$108.51
669	04/28/2023	27	AMAZON CAPITAL SERVICES				\$27.66
670	04/28/2023	70	CITY OF OKC				\$403.68
671	04/28/2023	50	CLASSIC PAPER SUPPLY INC.				\$827.97
672	04/28/2023	114	ROTARY CLUB OF SOUTH OKC				\$21.00
673	04/28/2023	138	95 PERCENT GROUP LLC				\$485.00
674	04/28/2023	132	WALKER COMPANIES				\$89.50
675	04/28/2023	71	WM CORPORATE SERVICES, INC.				\$252.27
677	05/05/2023	27	AMAZON CAPITAL SERVICES				\$35.29
678	05/05/2023	110	COOPER PROJECT ADVISORS, LLC				\$1,835.00
679	05/05/2023	20	ELITE TECHNOLOGY SOLUTIONS,				\$1,835.00
680	05/05/2023	55	EVALUATION WORKS, LLC				\$1,220.00
681	05/05/2023	14	JENKINS & KEMPER CPA, P.C.				\$750.00
682	05/05/2023	73	KEYSTONE FOODSERVICE				\$16,777.54
683	05/05/2023	58	MEDINA HANDYMAN SERVICES				\$6,148.00
684	05/05/2023	72	MODERN ENVIRONMENT				\$665.83
685	05/05/2023	137	REALLY GREAT READING CO., LLC				\$533.12
686	05/05/2023	106	SAM'S CLUB MC/SYNCB				\$406.43
687	05/05/2023	26	STAPLES BUSINESS CREDIT				\$437.27
688	05/05/2023	80	TODAY'S THERAPY SOLUTIONS				\$4,235.00
689	05/11/2023	27	AMAZON CAPITAL SERVICES				\$322.51
690	05/11/2023	53	ARTS COUNCIL				\$820.00
691	05/11/2023	50	CLASSIC PAPER SUPPLY INC.				\$733.91
692	05/11/2023	68	YORK				\$111.00
693	05/11/2023	28	LAKESHORE LEARNING				\$208.61
694	05/18/2023	27	AMAZON CAPITAL SERVICES				\$78.96
695	05/18/2023	33	BECKMAN COMPANY				\$450.00
696	05/18/2023	5	CENTER FOR ECONOMIC DEVELO				\$350.00
697	05/18/2023	69	OG&E				\$1,553.42
698	05/18/2023	78	OKCPS FINANCIAL SERVICES - TR				\$1,628.83
699	05/18/2023	79	ONG				\$414.49
700	05/18/2023	63	R.K. BLACK, INC.				\$108.51
701	05/10/2023	12	MIDFIRST BANK				\$50.10
702	05/18/2023	33	BECKMAN COMPANY				\$750.00
703	05/25/2023	27	AMAZON CAPITAL SERVICES				\$65.96
704	05/25/2023	49	AUTOMATIC FIRE CONTROL				\$232.70
705	05/25/2023	98	CENTER FOR RESPONSIVE SCHOO				\$3,436.00
706	05/25/2023	116	CHILDREN'S HEALTH FOUNDATIO				\$40.00
707	05/25/2023	101	CITY GREASE TRAP SERVICE LLC				\$225.00
708	05/25/2023	70	CITY OF OKC				\$386.04
709	05/25/2023	80	TODAY'S THERAPY SOLUTIONS				\$4,787.50
864	06/01/2023	98	CENTER FOR RESPONSIVE SCHOO				\$859.00
865	06/01/2023	110	COOPER PROJECT ADVISORS, LLC				\$1,835.00
866	06/01/2023	143	COTTONWOOD INN BNB				\$1,026.00
867	06/01/2023	20	ELITE TECHNOLOGY SOLUTIONS,				\$1,874.96
868	06/01/2023	72	MODERN ENVIRONMENT				\$665.83

Payment Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 4/19/2023 - 6/30/2023, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
869	06/01/2023	78	OKCPS FINANCIAL SERVICES - TR				\$680.00
870	06/01/2023	63	R.K. BLACK, INC.				\$329.84
871	06/01/2023	26	STAPLES BUSINESS CREDIT				\$53.70
872	06/01/2023	71	WM CORPORATE SERVICES, INC.				\$249.92
Non-Payroll Total:							\$65,917.27
Payroll Total:							\$528,862.13
Balance Foward:							\$1,652,054.98
Total:							\$2,246,834.38



Oklahoma School Assurance Group

05/30/2023

Western Gateway Charter School
Heather Zacarias
1300 SW 15th Street
Oklahoma City, OK 73108

Dear Heather Zacarias and Board of Education:

Your 2023-2024 workers' compensation premium quote from the Oklahoma School Assurance Group (OSAG) is enclosed.

It is important to review the proposal completely, to familiarize yourself with the member benefits provided by OSAG for your district. Several important documents are enclosed for your benefit. Don't hesitate to call our office for assistance with questions about your OSAG quote.

OSAG is the largest provider of workers' compensation services to Oklahoma public schools, proudly saving our members over \$109,455,968 since we began in 1994. Our motto is to provide "*the most efficient and economical workers' compensation services to Oklahoma public school districts*". We strive to uphold this motto and look forward to serving Western Gateway Charter School in 2023-2024.

Your OSAG policy will **automatically renew on 7/1/2023, so no action is due on your part.** If you should have any questions regarding your quote material, please contact Victoria Lapham or Tom Beckman at 800-699-5905.

Sincerely,

Tina J. Wamsley, Secretary
Oklahoma School Assurance Group

TJW/vml
enclosure



Oklahoma School Assurance Group

May 30, 2023

Western Gateway Charter School
Attn: Heather Zacarias
1300 SW 15th Street
Oklahoma City, OK 73108

Re: 2023-2024 OSAG Workers' Compensation Insurance Quote
The policy will automatically renew on 7/1/23 – No action needed.

Dear Heather Zacarias,

Thank you for helping to make OSAG the largest provider of workers' compensation to public schools in Oklahoma. Your 2023-2024 OSAG renewal quote is as follows:

**Total 2023-2024 OSAG Workers' Compensation
Renewal Premium:**

\$1,836.00

**Your OSAG policy also contains Employers' Liability Limits of \$1,000,000/\$1,000,000/\$1,000,000*

Active membership in the Oklahoma School Assurance Group provides an array of benefits for your district, including continued membership *performance dividend awards*. The membership dividend is based on an overall favorable group loss ratio.

About the OSAG Proposal:

*The Membership Dividend is the maximum amount that may be awarded to an active member as a performance dividend. This figure is based on individual district loss performance.

*All members that renew with OSAG have a *Membership Dividend* associated with active membership.
In order to receive the Membership Dividend, a member must be active with paid premium for the 2023-2024 policy year.

**A second shared \$250,000 Safety Equipment Grant was awarded to all members in 2021-2022. This grant is expected to continue as an OSAG membership benefit in the future.*

****See enclosed listing of all OSAG member benefits – ALL at NO COST to members!**

P.O. Box 18858, Oklahoma City, Oklahoma 73154
Ph: 800-699-5905 Fax: 405-842-0051 www.okschoolassurancegroup.org

The Oklahoma School Assurance Group is an Interlocal Cooperation Act Agency of Schools Providing Workers' Compensation

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)
) SS
COUNTY OF OKLAHOMA)

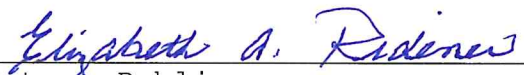
Tom Beckman, of lawful age, being first duly sworn, an oath says, that he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.



Tom Beckman

Subscribed and sworn to before me this 22nd day of May, 2023.





Notary Public

My commission expires: 02/07/24
My commission number: 12001300

NOTE:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 74 O.S. 1976 85.25. Any bids received without an attached affidavit cannot be received as a valid bid per O.S.



6/1/2023

Western Gateway Elementary
1300 SW 15th St
Oklahoma City OK 73108

RE: 2023-2024 OSIG Insurance proposal

Dear Ms. Zacarias,

We are pleased to present the enclosed proposal for your insurance program with Oklahoma Schools Insurance Group (OSIG). Please review carefully and let me know if you have any questions.

OSIG: Package Proposal is based on updated information received from your office.

- OSIG's loss limit per occurrence is \$1,000,000,000 subject to school statement of values, per district.
- OSIG – Coverage Provision – 365-day notice for windstorm and hail losses. All windstorm or hail claims should be reported to the carrier as soon as possible, but in no event more than 365 days from the date of loss, otherwise, coverage will be forfeited.
- Coverage is on full replacement cost – Except roofs over 15 years old and Autos, Contractor's Equipment and Debris Removal Only adjusted at Actual Cash Value.
- No Coinsurance Clause.
- Building or Structure – Marginal Clause 125% of the individually stated value for any one building or any one structure as shown in the latest statement of value on file with the company.
- BPP/Contents - Blanket coverage will apply if the contents limit is at least 10% of the building/structure value; otherwise, contents will be subject to Marginal Clause 125% of the individually stated contents value. Please review the enclosed property statement of values to make sure all buildings/structures are listed, and all values are adequate. Please review the enclosed property statement of values to make sure all buildings/structures are listed, and all values are adequate.
- Deductibles: \$5,000. Property Deductible per occurrence, \$10,000. Property Deductible per occurrence Windstorm/Hail, \$1,000 Boiler & Machinery Deductible per occurrence, \$10,000.

118 N.16th Street, P.O. Box 429,
Muskogee, Oklahoma 74402-0429
PH: 918-683-7844 Fax: 918-687-0244
Watts: 1-800-259-4677

6601 N Broadway Ext., Suite 130, P.O. Box 18858
Oklahoma City, Oklahoma 73154-0858
PH: 405-842-2337 Fax: 405-842-0051
Watts 1-800-699-5905

Terrorism Deductible per occurrence, \$50,000. Flood, Earthquake and Pollution Deductibles.

- Total property values have been increased from \$12,450,000 to \$13,258,500 in order to keep in line with replacement cost valuations. Increase of \$808,500. Please review the enclosed property schedule to make sure all buildings/structures are listed, and all values are adequate.
- Exclusion – Cosmetic loss to metal roof coverings caused by hail.
- Extra Expense Limit is \$500,000. You may increase this limit to a \$1,000,000 for additional premium.
- All Builders Risk Projects must be reported to OSIG. You may request up to \$2,500,000 Builders Risk at no charge, higher limits are available for a premium charge. (Frame projects are subject to approval).
- PTA/PTO's included for coverage under General Liability if funds flow through school's books.
- Automobile Liability - \$1,000,000. Limit per occurrence (Subject to the Governmental Tort Claims Act). \$1,000 Auto Liability Property Damage Deductible applies.
- Automobile Physical Damage – No Coverage
- Inland Marine Floater limit is \$150,000.
- Electronic Data Processing Equipment limit is \$250,000.
- Coverage includes Cyber Liability for members. Please see the attached proposal for limits and applicable deductible.
- Cyber Liability – No Coverage
- Deadly Weapon Protection is included in the program as well. Please see attached proposal for the limits and applicable deductible.
- The OSIG by-laws include a three-year re-entry clause should a member elect to exit the group. The member's equity in OSIG will be forfeited and they will not be allowed to re-enter the program for 3 years from the time of exit from the program.
- OSIG's financial statement is strong. The financial information is included in the proposal. No other insurance group providing coverage to Oklahoma Schools can provide this security. *The financial condition of an insurance provider should be the number one consideration.* Other school insurance groups in Oklahoma are struggling or have failed. Financial statements for all inter-locals are available on the OK Department of Insurance website.
- For the 2023-2024 plan year, OSIG is requiring the resolution to be signed by the member's Board of Education and returned to OSIG in order to bind coverage effective 07/01/2023.

- Limited Flood coverage is provided, Flood Zones A and V are excluded. If you have property located in a Flood Zone and would like a quote, please let us know.

Premium Summary:

Coverage	2021-22 OSIG Annual Premium	2022-2023 OSIG Annual Premium	2023-2024 OSIG Annual Premium
Total Values	\$11,900,000	\$12,450,000	\$13,258,500
Property	\$48,020.00	\$53,664.00	\$73,195
General Liability	\$1,378.00	\$1,770.00	\$1,613
Crime	Included in Property	Included in Property	Included in Property
Auto	\$1,836.00	\$2,361.00	\$2,153
Boiler	\$232.00	\$282.00	\$272
Inland Marine	Included in Property	Included in Property	Included in Property
Educators Legal	\$1,377.00	\$1,772.00	\$1,615
Totals:	\$52,843.00	\$59,849.00	\$78,848

IMPORTANT: If you decide to move your Educators Legal Liability & Employment Practices Liability coverage from OSIG at renewal, we recommend you purchase the Extended Claims reporting Endorsement on your expiring policy. This endorsement can be issued for 24 months for an estimated additional premium of \$3,544. This endorsement would allow you to report claims to the carrier that occurred during this policy period but are not reported to the carrier until after the expiration date of this policy. Since the Educators Legal Liability/EPLI policy is on a claims-made basis we feel this endorsement should be purchased.

Unfortunately, Oklahoma has now endured several years of continued property losses due to weather. Thusly, every major school insurance carrier in our area have continually lost money for most of this last decade. This has caused loss ratios to increase, and construction cost continue to rise making this a hard market for property coverage.

Your current coverage will expire on 07/01/2023. Please advise if we are to proceed with renewal prior to this date. If you have any questions, please feel free to contact Bill Beckman or myself. We will be happy to assist you.

Sincerely,

Cami Bryant

Cami Bryant
The Beckman Company
cbryant@beckmancompany.com
Website: www.beckmancompany.com

Board of Directors

Terry Davidson,
Chairman
Finance Director:
Comanche Schools

Sherry Durkee,
Vice Chairman
Superintendent:
Sand Springs
Schools

Dr. John Cox,
Treasurer
Superintendent:
Peggs Schools

Shelley Free,
Secretary
Superintendent:
Kiamichi Technology
Center

Jeremy Hogan,
Member
Superintendent:
Collinsville Schools

Jeff Daugherty,
Member
Superintendent:
Merritt Schools

Jason Lindley,
Member
Superintendent:
Hartshorne Schools

Executive Director

Rick Thomas

May 29, 2023

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

RE: Membership Proposal Effective 07/01/2023

Dear Ms. Heather Zacarias:

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, **member owned** and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. We are pleased that 538 school districts are members of OSIG. Our membership is strong and committed.

OSIG's financial position is excellent. No other Oklahoma school insurance program can provide you with this security. Our organization is continuously growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times.

Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.

For the 07/01/2023 to 7/1/2024 plan year, we are requiring the resolution to be signed by the member's Board of Education and returned to OSIG before close of business June 30, 2023 in order to bind coverage effective July 1, 2023.

Loss control, risk management services and specialized insurance coverages included in OSIG program are:

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution, School Violent Acts Protection
- Online training in many different areas for your school employees
- Loss Control Site Surveys/Safety Inspections
- Member Only Risk Management Library at osig.org
- StopIt Anonymous Incident Reporting mobile and web app

Sincerely,
OSIG Program Administration

Western Gateway Elementary School, Inc.
1300 SW 15th Street
Oklahoma City, OK 73108

This is not an invoice.

Breakdown of Insurance Cost

Annual Premium Breakdown

Property:	\$73,195	
Boiler & Machinery:	\$272	2023-2024 TIV: \$13,258,500
Auto Physical Dmg:	\$0	
General Liability:	\$1,613	
Auto Liability:	\$2,153	
Educators Legal:	\$1,615	
Excess Liability:	\$0	
Total Annual:	\$78,848	

A 25% minimum earned premium applies.

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Total Values	\$0	\$0	\$0	\$0	\$11,900,000	\$12,450,000
Premium					\$49,672	\$59,849
Distribution						\$0

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
2	\$109,521	\$432,500	394.90%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/23
Installment #2	1/3 of total	due 8/1/23
Installment #3	1/3 of total	due 9/1/23

Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV or buildings designated as ACV or *stated value
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence \$1,000,000,000
- Building - Margin Clause 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values including:
 - Electronic Data Processing Equipment, and Media
 - Accounts Receivable
 - Valuable Papers
 - Fine Arts
 - Miscellaneous Property
 - Miscellaneous Unnamed / Undescribed Property
 - Builder's Risk
 - *Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
 - Outdoor Property - covered all perils
 - Extra Expense
 - Business Income including Rental Income and Tuition Income
 - Ordinance or Law including Increased Cost of Construction and Demolition
 - Contractor's Equipment Coverage
 - Debris Removal Coverage
 - Covered Property In Transit
 - Personal Property of Others/Officers/Employees
 - Off Premises Services Interruption including Extra Expense
 - Vehicle Damage
- Newly Acquired Property Coverage - 120 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$10,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000
 - *Note Flood Zones A and V are excluded
- Terrorism \$500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

Deductibles

Optional increased deductible quotations are available upon request.

- \$5,000 Property Deductible Per Occurrence
- \$10,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$10,000 Terrorism Deductible Per Occurrence
- \$50,000 Flood, Earthquake and Pollution

General Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

School Board Legal Liability

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- *Unlimited Prior Acts / No retroactive date included
- \$25,000 legal costs for IEP administrative hearings
- \$5,000 Deductible
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Automobile Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- \$1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

Automobile Physical Damage

No Coverage

Crime

- \$10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities

- Transit Money And Securities
- \$1,000 Deductible

Cyber Liability

No Coverage

Deadly Weapon Protection

- Claims Made Form
- \$500,000 Limit Per Occurrence
- \$2,500,000 Annual Aggregate
- \$10,000 Deductible
- Must notify OSIG within 90 days of receiving notice of a covered accident

Note: Per Occurrence Limits are shared limits except as otherwise indicated.



Property Schedule

Report Printed: 05/29/2023 02:13 pm

Western Gateway Elementary School, Inc.

Location	Occupied As	Bldg Value	Contents Val
1300 SW 15th Stree	Elementary School (Wheeler District)	\$11,235,000	\$1,123,500
		\$11,235,000	\$1,123,500

Floater Limit	<u>\$150,000</u>	Auto Values:	<u>\$0</u>
EDP Limit	<u>\$250,000</u>	Total Values:	<u>\$13,258,500</u>
Extra Expense Limit	<u>\$500,000</u>		

Auto Schedule

Report Printed: 05/29/2023 02:13 pm

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value

Total Value of All Autos for : \$0

Overview

Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG will allow member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 18 years, OSIG's membership has grown to 538 and the program insures more than \$25 Billion in school property across Oklahoma.

Structure

OSIG is a **non-profit, member-owned**, public entity program whose management is completely controlled by a Board of your peers.

"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".

The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Arthur J. Gallagher & Company in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

The strength of the liability portion of OSIG's offering is also important during these tough times. The program is backed by the foremost specialist in school liability insurance in the country. United Educators Insurance Company is second to none.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By remaining together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance and risk management services you need to protect your schools' assets, your board, your staff and most importantly your children.

Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/22 was more than \$7.8 million and our assets were more than \$39 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district.

<i>Statement of Net Assets</i>	
<i>As of 6/30/22</i>	
Cash	\$ 28,499,096
Other Assets	\$ 11,453,895
Total Assets	\$ 39,952,991
Total Liabilities	\$ 32,096,253
Total Net Assets/Surplus	\$ 7,856,738

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at www.ok.gov/oid. Your school's auditor can help in analyzing the statements.

Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$1,000,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence subject to a \$10M annual aggregate limit. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

The signed Resolution by the member's Board of Education and return to OSIG in order to bind coverage effective 07/01/2023.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/23
Installment #2	1/3 of total	due 8/1/23
Installment #3	1/3 of total	due 9/1/23

A 25% minimum earned premium applies.

Risk Management And Loss Control Tools

Loss Control Site Consultation

StopIt Anonymous Incident Reporting Mobile App & Web App

Risk Management focused website www.osig.org

Examples of Online training:

Free of charge to all members of OSIG

Online 24/7 access to training

Training modules include:

- Promoting Child Safe Environments - two training platforms
(Fulfills legislative mandate for child abuse awareness training)
- Workplace Harassment Prevention
- Short Term International Programs
- Teaching Science Safely
- Contracting and Risk Allocation
- Driver Safety
- Youth Athletics
- Crisis Response Planning

Resolution of Western Gateway Elementary School, Inc. to Join Oklahoma Schools Insurance Group

Whereas, Oklahoma Schools Insurance Group ("OSIG") is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

Whereas, Western Gateway Elementary School, Inc. is an Oklahoma public school district ("the District"); and

Whereas, OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2023-2024 plan year; and

Whereas, the quotation is acceptable to the District;

Now, therefore be it resolved, that the District hereby joins OSIG as a Member;

Be it further resolved, that so long as the District remains as a Member, the District shall comply with OSIG's bylaws, the Plan Document and OSIG claim reporting procedures; and

Be it further resolved, that by the adoption and signing of this resolution, Western Gateway Elementary School, Inc. understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members' losses.

Date: _____

**Western Gateway Elementary
School, Inc. By:**

Attest:

President, Board of Education

Clerk, Board of Education



6/1/2023

Western Gateway Elementary
1300 SW 15th St
Oklahoma City OK 73108

RE: 2023-2024 Cyber Insurance Proposal

Dear Heather,

Your Cyber Liability is due to renew on 7-1-23 and does not automatically renew. We are pleased to present the enclosed quotation from State National Insurance Company, Inc. (A.M. Best Rated: A) for your Cyber coverage. Please note that costs and expenses including defense cost in inside the limits of coverage. Annual premium \$1,880.00.

To bind coverage, please sign the enclosed Acord application. We can email you the invoice for the premium.

Please let us know if you have any questions.

Sincerely,

Cami Bryant

Cami Bryant
The Beckman Company
cbryant@beckmancompany.com
Website: www.beckmancompany.com

INDICATION OF TERMS

REFERENCE NUMBER:	3408491
COMPANY NAME:	Western Gateway Elementary School, Inc
TOTAL PAYABLE:	USD1,880.00
Broken down as follows:	
Premium:	USD1,880.00
Policy Administration Fee:	USD0.00
TRIA:	USD0.00
BUSINESS ACTIVITIES:	Education
LEGAL ACTION:	Worldwide
TERRITORIAL SCOPE:	Worldwide
INDEMNITY PERIOD:	6 months
WAITING PERIOD:	8 hours
RETROACTIVE DATE:	Unlimited
WORDING:	Cyber, Private Enterprise (CFC-CY-0037 11 19)
ENDORSEMENTS:	Privacy Notice Policyholder Disclosure Notice Of Terrorism Insurance Coverage Schedule Of Information Oklahoma Amendatory Endorsement
SUBJECTIVITIES:	N/A
POLICY PERIOD:	12 months
DATE OF ISSUE:	31 May 2023
OPTIONAL EXTENDED REPORTING PERIOD:	12 months for 100%, 24 months for 150%, or 36 months for 200%, of applicable annualized premium
THE INSURER:	State National Insurance Company Inc.
UNDERWRITER:	John Cannon
QUOTE TYPE:	Admitted

THIS QUOTATION IS ONLY VALID FOR 60 DAYS FROM THE DATE OF ISSUE

PLEASE REFER TO THE FOLLOWING PAGES FOR A FULL BREAKDOWN OF LIMITS, RETENTIONS AND APPLICABLE CLAUSES

THIS INSURANCE APPLIES TO CLAIMS EITHER FIRST DISCOVERED OR MADE DURING THE PERIOD OF THE POLICY OR APPLICABLE EXTENDED REPORTING PERIOD. LEGAL DEFENSE COSTS AND EXPENSES MAY REDUCE OR EXHAUST THE INSURED LIMIT.

DECLARATIONS

ALL INSURING CLAUSES COMBINED

Aggregate limit of liability: USD1,000,000 in the aggregate

INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

SECTION A: INCIDENT RESPONSE COSTS

Aggregate limit of liability: USD1,000,000 in the aggregate

Deductible: USD0 each and every claim

SECTION B: LEGAL AND REGULATORY COSTS

Aggregate limit of liability: USD1,000,000 in the aggregate

Deductible: USD5,000 each and every claim

SECTION C: IT SECURITY AND FORENSIC COSTS

Aggregate limit of liability: USD1,000,000 in the aggregate

Deductible: USD5,000 each and every claim

SECTION D: CRISIS COMMUNICATION COSTS

Aggregate limit of liability: USD1,000,000 in the aggregate

Deductible: USD5,000 each and every claim

SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Aggregate limit of liability: USD1,000,000 in the aggregate

Deductible: USD5,000 each and every claim

SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

Aggregate limit of liability: USD1,000,000 in the aggregate

Deductible: USD5,000 each and every claim

SECTION G: POST BREACH REMEDIATION COSTS

Aggregate limit of liability: USD50,000 in the aggregate, subject to a maximum of 10% of all sums we have paid as a direct result of the **cyber event**

Deductible: USD0 each and every claim



INSURING CLAUSE 2: CYBER CRIME

SECTION A: ELECTRONIC THEFT OF YOUR FINANCIAL ASSETS

Aggregate limit of liability: USD100,000 in the aggregate

Deductible: USD5,000 each and every claim

SECTION B: ELECTRONIC THEFT OF THIRD PARTY FUNDS HELD IN ESCROW

Aggregate limit of liability: USD100,000 in the aggregate

Deductible: USD5,000 each and every claim

SECTION C: ELECTRONIC THEFT OF PERSONAL FINANCIAL ASSETS

Aggregate limit of liability: USD100,000 in the aggregate

Deductible: USD5,000 each and every claim

SECTION D: EXTORTION

Aggregate limit of liability: USD1,000,000 in the aggregate

Deductible: USD5,000 each and every claim

SECTION E: AUTHORIZED PUSH PAYMENT FRAUD

Aggregate limit of liability: USD100,000 in the aggregate

Deductible: USD5,000 each and every claim

SECTION F: TELEPHONE HACKING

Aggregate limit of liability: USD100,000 in the aggregate

Deductible: USD5,000 each and every claim

SECTION G: UNAUTHORIZED USE OF COMPUTER RESOURCES

Aggregate limit of liability: USD100,000 in the aggregate

Deductible: USD5,000 each and every claim

INSURING CLAUSE 3: SYSTEM DAMAGE AND BUSINESS INTERRUPTION

SECTION A: SYSTEM DAMAGE AND RECTIFICATION COSTS

Aggregate limit of liability: USD1,000,000 in the aggregate

Deductible: USD5,000 each and every claim



SECTION B: INCOME LOSS AND EXTRA EXPENSE

Aggregate limit of liability:	USD1,000,000	in the aggregate
Deductible:	USD5,000	each and every claim

SECTION C: DEPENDENT BUSINESS INTERRUPTION

Aggregate limit of liability:	USD1,000,000	in the aggregate
Deductible:	USD5,000	each and every claim

SECTION D: CLAIM PREPARATION COSTS

Aggregate limit of liability:	USD25,000	in the aggregate
Deductible:	USD0	each and every claim

INSURING CLAUSE 4: NETWORK SECURITY & PRIVACY LIABILITY

SECTION A: NETWORK SECURITY LIABILITY

Aggregate limit of liability:	USD1,000,000	in the aggregate, including costs and expenses
Deductible:	USD5,000	each and every claim, including costs and expenses

SECTION B: PRIVACY LIABILITY

Aggregate limit of liability:	USD1,000,000	in the aggregate, including costs and expenses
Deductible:	USD5,000	each and every claim, including costs and expenses

SECTION C: MANAGEMENT LIABILITY

Aggregate limit of liability:	USD1,000,000	in the aggregate, including costs and expenses
Deductible:	USD5,000	each and every claim, including costs and expenses

SECTION D: REGULATORY INVESTIGATION COSTS

Aggregate limit of liability:	USD1,000,000	in the aggregate, including costs and expenses
Deductible:	USD5,000	each and every claim, including costs and expenses

SECTION E: MERCHANT SERVICES LIABILITY

Aggregate limit of liability:	USD1,000,000	in the aggregate, including costs and expenses
Deductible:	USD5,000	each and every claim, including costs and expenses



INSURING CLAUSE 5: MEDIA LIABILITY

SECTION A: DEFAMATION

Aggregate limit of liability:	USD1,000,000	in the aggregate, including costs and expenses
Deductible:	USD5,000	each and every claim, including costs and expenses

SECTION B: INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT

Aggregate limit of liability:	USD1,000,000	in the aggregate, including costs and expenses
Deductible:	USD5,000	each and every claim, including costs and expenses

INSURING CLAUSE 6: TECHNOLOGY ERRORS AND OMISSIONS

NO COVER GIVEN

DECLARATIONS

THIS INSURANCE APPLIES TO CLAIMS EITHER FIRST DISCOVERED OR MADE DURING THE PERIOD OF THE POLICY OR APPLICABLE EXTENDED REPORTING PERIOD. LEGAL DEFENSE COSTS AND EXPENSES MAY REDUCE OR EXHAUST THE INSURED LIMIT.

WARNING: ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.



PRIVACY NOTICE

As a policyholder of State National Insurance Company, Inc., you may remember that you purchased your State National Insurance Company, Inc. policy from an insurance agent. Please understand that the agent from whom you purchased your State National Insurance Company, Inc. policy is not affiliated with State National Insurance Company, Inc., but rather is a separate legal entity. In the process of purchasing your State National Insurance Company, Inc. policy, you may have provided your insurance agent with various information, including nonpublic personal information about yourself. You did not provide any such information directly to State National Insurance Company, Inc., but on occasion we may receive such information from your insurance agent. This statement is intended to explain and disclose State National Insurance Company, Inc.'s policies and practices regarding the collection, disclosure and protection of such information.

State National Insurance Company, Inc. will provide customers like yourself with a copy of our privacy policy at the beginning of our relationship and annually thereafter, unless and until our relationship ends. As our products and services continue to evolve, it may be necessary to review and revise our privacy policies, in which case we will provide you with an updated privacy notice.

i. Financial Information Collected

During the ordinary course of our business, State National Insurance Company, Inc. may – as explained above – collect information about you from the following sources:

- o Information the insurance agent receives from you on applications or other forms;
- o Information about your transactions (including claims) with us, our affiliates and others; and
- o Information we receive from other agents, brokers, administrators, insurance support agencies, legal counsel, consumer reporting agencies and government reporting agencies.

ii. Financial Information Disclosed

We do not disclose any information about our customers or former customers to anyone, except as permitted by law to service your business.

iii. Parties To Whom Information is Disclosed

We do not disclose any information about our customers or former customers to anyone, except as permitted by law to service your business.

iv. Confidentiality and Security of Information

We restrict access to information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards to guard your information.

v. Access to and Correction of Your Information

You may write to us if you have any questions about the information that we may have in our records about you. We will respond within 30 business days from the date such request is received to your inquiry. If you wish, you may review this information in person or receive a copy at a reasonable charge. You can notify us in writing if you believe any information should be corrected, amended, or deleted and we will review your request. We will either make the requested change or explain why we did not do so. If we do not make the requested change, you may submit a short written statement identifying the disputed information, which will be included in all future disclosures of your information.

We value your business. This statement is for your information. No response is necessary.



POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

ATTACHING TO POLICY N/A

NUMBER:

THE INSURED: Western Gateway Elementary School, Inc

WITH EFFECT FROM: -

Coverage for acts of terrorism is included in your policy. You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2015, the definition of act of terrorism has changed. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020, of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage.

The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage for acts of terrorism is USD0.00 and does not include any charges for the portion of losses covered by the United States government under the Act.

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY



SCHEDULE OF INFORMATION

ATTACHING TO POLICY N/A

NUMBER:

THE INSURED: Western Gateway Elementary School, Inc

WITH EFFECT FROM: -

The information stated below has been provided to **us** as part of **your** application for this Policy. It is important that this information is correct as **we** may seek to avoid this Policy or reject a claim in the event of any reckless or deliberate non-disclosure or misrepresentation.

If any of the information below is incorrect, please contact **us** as soon as is reasonably practicable.

1. Company web address: westerngateway.school
2. Number of employees: 32
3. Annual revenue: USD2,365,554
4. **You** have not experienced a **cyber event** in the past three years that has resulted in a direct financial loss of more than USD10,000
5. **You** have not had any legal action brought or threatened against **you** in the last five years as a direct result of a **cyber event**
6. **You** have not had any regulatory action initiated against **you** in the last five years as a direct result of a **cyber event**
7. **You** are not involved in the direct supply of goods or services to the cannabis industry, nor are **you** involved directly with the use or supply of cryptocurrency

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY



OKLAHOMA AMENDATORY ENDORSEMENT

ATTACHING TO POLICY N/A

NUMBER:

THE INSURED: Western Gateway Elementary School, Inc

WITH EFFECT FROM: -

It is further understood and agreed that the following amendments are made to this Policy:

1. The first paragraph of the "Cancellation" **CONDITION** is deleted in its entirety and replaced with the following:

This Policy may be cancelled by **you** by giving **us** advance written notice stating the effective date of the cancellation. If **you** give **us** notice of cancellation, the return **premium** will be in proportion to the number of days that the Policy is in effect. Return of **premium** will be made within 30 days of the cancellation date.

2. The "Non-renewal" **CONDITION** is deleted in its entirety and replaced with the following:

Non-renewal

We will send **you** written notice by registered mail to **your** last mailing address known to us stating:

- a. **our** intention to non-renew this Policy; or
- b. **our** intention to renew this Policy with an increase to the premium, change in deductible, reduction in limits or reduction in coverage.

Any notice in respect of part a. above will contain the specific reason or reasons for non-renewal and in respect of part b. above will set forth the amount of any premium increase and nature of any other proposed changes. This notice will be sent at least 60 days before the **expiration date**.

3. The fourth paragraph of the "Optional extended reporting period" is deleted in its entirety.
4. The "Choice of law" **CONDITION** is deleted in its entirety and replaced with the following:

Choice of law

In the event of a dispute between **you** and **us** regarding this Policy, the dispute will be governed by the laws of Oklahoma.

We agree, at **your** request, to submit to an Oklahoma court of competent jurisdiction.

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY



April 25, 2023

Western Gateway Elementary School
Attn: Ms. Heather Zacarias
1701 Western Avenue
Oklahoma City, OK 73101

RE: Accounting and consulting services for the Year Ended June 30, 2024

Thank you for allowing Oklahoma Consulting and Accounting Services, LLC (in affiliation with Jenkins & Kemper, CPAs, P.C.) to perform accounting and consulting services for Western Gateway Elementary School (the school). We are pleased with the expression of confidence in our firm and our school expertise. I look forward to a long and successful relationship as an integral part of the school's financial management team.

This letter, along with the attached addenda, to be approved in an open board meeting, sets forth our understanding of the nature and scope of my non-attest accounting and consulting services to be provided for the school. As you know Government Auditing Standards (Yellow Book) place significant restrictions on firms that also perform consulting services for audit entities. Although we will maintain integrity and objectivity throughout the performance of all services provided to the school, We are not considered "independent" under the Government Accountability Office (GAO) definition and as such we cannot also perform audit or other attestation services for the school as long as we perform these non-attest services. Under the GAO independence rules, we are considered a part of your management team since we will perform certain functions normally associated with management. That is the reason that the school must contract with another CPA firm to conduct the annual School audit. However, the Yellow Book allows me to continue to assist the school as requested in many other matters. Independence is only required for the external auditor.

Scope of Services

The accounting services we will provide are detailed on the attached exhibits. Also, we will compile a monthly statement of assets, liabilities and net assets-cash basis and the related statement of revenue and expenses-cash basis for each month and year-to-date period. The statements will include as supplemental information certain budgetary information. The financial statements will be prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. The financial statements will omit all the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. We will not audit or review such financial statements. Our report will include a statement that we are not independent with respect to the school.

The objective of a compilation engagement differs significantly from the objective of a review or audit of financial statements. The objective of a review is to provide a reasonable basis for expressing limited assurance that there are no material modifications that should be made to the financial statements. The objective of an audit is to provide a reasonable basis for expressing an opinion regarding the financial statements taken as a whole. A compilation does not provide such a basis because a compilation does not contemplate performing inquiry or analytical procedures and other procedures ordinarily performed in a review or obtaining an understanding of internal control or assessing control risk; or other procedures ordinarily performed in an audit.

Management Responsibilities

The school is, and will continue to be, solely responsible for establishing and maintaining an effective accounting and internal control system, including, without limitation, systems designed to assure compliance with policies, procedures, and applicable laws, regulations, contracts, and agreements and maintaining adequate records. The school is also responsible for the design and implementation of programs and controls to prevent and detect fraud.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform you or the appropriate level of management of any material errors and of any evidence or information that comes to my attention during the performance of compilation procedures or other management services performed that fraud or an illegal act may have occurred. We need not report any matters regarding illegal acts that may have occurred that are clearly inconsequential. In addition, we have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

The school's management and those charged with governance will be responsible for establishing the scope of the accounting and consulting services and the resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the accounting and consulting services to be performed by Oklahoma Consulting and Accounting Services, LLC providing overall direction and oversight for each service, and reviewing and accepting the results of the work. The attached addenda (Exhibits A-C) provide management and those charged with governance an understanding of the services to be provided and items Oklahoma Consulting and Accounting Services, LLC will require in order to adequately perform each service.

Administration, Fees, and Other

Our fee for the compilation and other services is stated on each addendum (Exhibits A-C) attached as part of this contract. The ancillary services, defined by the attached addenda, will be billable at the rate of \$90-120 per hour based on staff experience level. Requests for a representative of Oklahoma Consulting and Accounting Services, LLC to attend a board meeting will be billed \$150 for each meeting attended.

These services are for the period July 1, 2023 to June 30, 2024. Please sign each contract addenda whether Western Gateway Elementary School **accepts** or **does not accept** the services described for each. Fees for these services will be rendered each month as described on the exhibits and will be payable on presentation. This engagement letter will remain in effect until changed by mutual consent.

Administration, Fees, and Other (Continued)

In accordance with my firm policies, work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. You acknowledge and agree that we are not required to continue performing work for you in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. Further, you acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis my engagement will be deemed to have been completed and we will not be liable to you for any damages that occur as a result of my ceasing to render services, even if we have not completed our services. You will be obligated to compensate us for all time expended and to reimburse us for any out-of-pocket expenditures through the date of termination.

In addition, the school further agrees to indemnify and hold me harmless for any liability and all reasonable costs, including legal fees that we may incur as a result of the services performed under this engagement in the event there are false or misleading representations made to us by any member of the school's management.

Our firm, as well as other accounting firms, participates in the AICPA's peer review program covering our audit and accounting practice. Under this program, my system of quality control is subjected to a peer review by a team of certified public accountants approved by the state administering entity. As part of this peer review, the team will review a sample of my work. It is possible that the work performed for you may be selected for their review. If it is, the team is bound by professional standards to keep all information confidential.

We appreciate the opportunity to be of service to you and look forward to continuing our long and mutually satisfying relationship. We believe this letter accurately summarizes the significant terms of our engagement. Please call us at any time if you have any questions. If this letter and the attached addenda correctly express your understanding, please sign the enclosed copies where indicated and return it for our files.

Sincerely,



Jack H. Jenkins

President, Oklahoma Consulting and Accounting Services, LLC

ACKNOWLEDGMENT:

By: _____ Date: _____
Administrator

By: _____ Date: _____
Board Member

TREASURER SERVICES

This agreement begins July 1, 2023 and ends on June 30, 2024, between Western Gateway Elementary School and Oklahoma Consulting and Accounting Services, LLC (us/our). This agreement shall not become effective until approved and entered into the minutes of an open board meeting.

Treasurer Services to be Provided:

1. Reconciliations performed timely every month of reported school funds to bank statements
2. Receipts posted to appropriate accounts using the Oklahoma Cost Accounting codes as required by the Oklahoma State Department of Education
3. Prepare monthly finance report for review by management and governing board
4. Prepare orderly file folders to maintain records of all treasurer records
5. Provide records and financial report information to independent auditor
6. Submit previous end of the fiscal year data to Oklahoma State Department of Education due during the contract period
7. Preparation of annual 2023-24 Estimate of Needs

Client Agrees to the Following:

1. Assign an employee of the school as deputy treasurer for physically depositing funds into your bank
2. Allow us online banking access for the school's checking/savings accounts
3. Obtain a treasurer's surety bond in treasurer's name for a minimum of \$100,000 as required by statute
4. Provide us with an adequate description of deposits made with your bank
5. Prepare detailed receipts in a pre-numbered receipt book for all local collections
6. Notify us of any changes in policy/requirements from the Oklahoma State Department of Education that may be sent to the principal/business manager of your school by email

ACKNOWLEDGMENT:

☐ Western Gateway Elementary School's management and those charged with governance understand, acknowledge and **ACCEPT** the above described monthly services. The annual contract amount for these services is \$8,100.00 and will be payable in 12 equal monthly installments for the contract period.

☐ Western Gateway Elementary School's management and those charged with governance understand, acknowledge and **DO NOT ACCEPT** the above described monthly services. It is understood that in conjunction with other contracts, management may ask for the services described above and Oklahoma Consulting and Accounting Services, LLC will consider these items ancillary services and bill Western Gateway Elementary School the stated hourly rate.

By: _____ Date: _____
Administrator

By: _____ Date: _____
Board Member

PAYROLL SERVICES

This agreement begins July 1, 2023 and ends on June 30, 2024, between Western Gateway Elementary School and Oklahoma Consulting and Accounting Services, LLC (us/our). This agreement shall not become effective until approved and entered into the minutes of an open board meeting.

Payroll Services to be Provided:

1. Calculate and print checks or create direct deposit for all net pay amounts on a monthly basis and include up to two "special payrolls" per contract period. Additional "special payrolls" will be considered ancillary services and will be billed at an hourly rate (also see item #6 in Client Agreements)
2. Calculate and print checks or directly deposit tax withholding for Federal and State of Oklahoma
3. Calculate and print checks or directly deposit funds for fringe benefits, retirements, garnishments or any deduction or benefit normally processed through payroll
4. Create and file all payroll tax filings for Federal and the State of Oklahoma including Federal (941), State (OW-9) and State Unemployment (OESC) quarterly reports, W2s, and 1095s (if necessary).
5. Provide reports, copies of payroll tax filings and paystubs to assigned administrator for distribution to employees
6. Prepare online financial reporting, during this contract period, for the Oklahoma State Department of Education regarding the Oklahoma cost account coding of payroll items

Client Agrees to the Following:

1. Approve our employee as the payroll clerk
2. Fill out our form for new employees and furnish us with annual/hourly approved rates of pay for each employee at the beginning of the employee's contract period
3. Notify us of any employees to be paid from a federal program or other special program at the beginning of the employee's contract period
4. Report to us all regular deductions such as fringe benefits, retirements, garnishments and any other deductions or benefits normally processed through payroll for each employee at the beginning of the employee's contract period
5. Provide us with updated W-4 forms for the calendar year for each employee authorizing us to withhold the appropriate amount of income taxes from each payroll
6. Furnish us with timesheets or changes in payroll four regular business days previous to scheduled payment date
7. Prepare the School Personnel Report for the school and inform us of any necessary changes to be made on the accounting software.

ACKNOWLEDGMENT:

☐ Western Gateway Elementary School's management and those charged with governance understand, acknowledge and **ACCEPT** the above described monthly services. The annual contract amount for these services is \$8,400.00 and will be payable in 12 equal monthly installments for the contract period.

☐ Western Gateway Elementary School's management and those charged with governance understand, acknowledge and **DO NOT ACCEPT** the above described monthly services. It is understood that in conjunction with other contracts, management may ask for the services described above and Oklahoma Consulting and Accounting Services, LLC will consider these items ancillary services and bill Western Gateway Elementary School the stated hourly rate.

By: _____ Date: _____
Administrator

By: _____ Date: _____
Board Member

ACCOUNTS PAYABLE SERVICES

This agreement begins July 1, 2023 and ends on June 30, 2024, between Western Gateway Elementary School and Oklahoma Consulting and Accounting Services, LLC (us/our). This agreement shall not become effective until approved and entered into the minutes of an open board meeting.

Services to be provided:

1. Set up purchase orders based on requisitions before items are delivered or services are performed from the vendor as required by statute
2. Certify and prepare payments for itemized invoices
3. File purchase orders with supporting documentation and present for independent audit during the contract period
4. Assist with proper Oklahoma cost account coding based on descriptions of goods and services provided on the requisition
5. Monitor appropriations and report to client if any supplemental forms will be required for budget
6. Provide digital 1099 reporting package to payroll department for filing

Client Agrees to the Following:

1. Provide W-9 for each vendor used.
2. Assign somebody as the encumbrance clerk and activity fund custodian (if applicable) and provide surety bonds for each of those positions as required by statute
3. Furnish us with an approved and complete requisition prior to an order being made with a vendor as required by statute
4. Provide us with the proper Oklahoma Cost account coding or an adequate description of items/services to be encumbered
5. Present itemized invoices to our designated employee on a timely basis in order to prevent any late fees or late notices from vendors
6. Notify us, on requisition forms, of any vendor providing goods or services pertaining to a federal program or special project budget and the designated code of the program involved

ACKNOWLEDGMENT:

☐ Western Gateway Elementary School's management and those charged with governance understand, acknowledge and **ACCEPT** the above described monthly services. The annual contract amount for these services is \$8,100.00 and will be payable in 12 equal monthly installments for the contract period.

☐ Western Gateway Elementary School's management and those charged with governance understand, acknowledge and **DO NOT ACCEPT** the above described monthly services. It is understood that in conjunction with other contracts, management may ask for the services described above and Oklahoma Consulting and Accounting Services, LLC will consider these items ancillary services and bill Western Gateway Elementary School the stated hourly rate.

By: _____ Date: _____
Administrator

By: _____ Date: _____
Board Member



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

April 28, 2023

Western Gateway
Attn: Heather Zacarias
1300 SW 15th St.
Oklahoma City, OK 73072

Dear Ms. Zacarias:

Thank you for choosing Jenkins & Kemper, CPAs, P.C. to assist with the 2022-23 tax filing for Western Gateway. This letter confirms the terms of the engagement and outlines the nature and extent of the services we will provide.

We will prepare the 2022-23 federal and state income tax returns for Western Gateway. We will depend on management to provide the information we need to prepare complete and accurate returns. We may ask management to clarify some items but will not audit or otherwise verify the data submitted.

We will perform accounting services only as needed to prepare the tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for management to clarify some of the information submitted. We will, of course, inform management of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if there are any concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on the behalf of Western Gateway the alternative selected by management.

Our fee for preparation of the Federal and State tax returns is \$750. This rate is based on the hours required to complete and the level of expertise of the staff assigned. Invoices are due and payable upon presentation.

We will return the original records to management at the end of this engagement. These records, along with all supporting documents, canceled checks, etc., should be securely stored, as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of the records and our work papers for the engagement for seven years, after which these documents will be destroyed.

Our engagement to prepare the 2022-23 tax returns will conclude with the delivery of the completed returns to management (if paper-filing) or with management's signature and our subsequent submittal of the tax return (if e-filing). If management has not selected to e-file the returns with our office, management will be solely responsible to file the returns with the appropriate taxing authorities. Management should review all tax-return documents carefully before signing them.

We appreciate the opportunity to be of service to Western Gateway, Oklahoma City, Oklahoma, 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 enclosed copy and return it to us.

Very truly yours,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Western Gateway, Oklahoma City, Oklahoma.

By: _____

Title: _____

Date: _____

Estimate

From:

Medina Handyman Services
1129 SW 28 th St
OKC, OK 73109
(405)669-1696

Date:

5/18/23

Bill to:

Western Gateway Elementary School, Inc,
1300 SW 15 th St
OKC, OK 73108

Janitorial Services Estimate

Janitorial Services Include:

1. Empty all trash containers and wash if necessary and replace with liners.
2. Sweep and mop all hard surfaces.
3. Vacuum all carpeted areas.
4. Clean and disinfect all water fountains.
5. Clean all entry glass doors.
6. Dust and clean desks, tables and chairs.
7. Wipe clean any doors and walls as needed
8. Restock all paper products and hand soap.
9. Clean and disinfect entire restroom areas.
10. Grounds-trash pickup.

2- Day porters: \$192.00/ Daily

Daily janitorial rate: \$175.00

Total Daily Rate: \$367.00

Estimated annual billing based on 183 school days: \$67,161

Annual rate will be divided into 10 months (August 2023-May 2024) @ \$6,716.10 monthly.

If you have any questions concerning this estimate, please feel free to call at 669-1696.

THANK YOU!



Elite Technology Solutions, LLC sent you an estimate

We look forward to working with you.

Show full details

2023-2024 School Year Tech Management

Network Management \$250.00

Monthly Network Oversight and management - Includes network updates, firmware updates, network monitoring and management. Includes repairs but does not include the cost of hardware when needed.

*Starting July 2023 (Sent for the month)
For the 2023-2024 School year.*

*Each invoice will be billed as following:
"Sent out July 1st to cover the month of July, sent out August 1st to cover the month of August, etc."*

E-rate Eligible

*This Includes the items listed below:
Ubiquiti Dream Machine x1
Ubiquiti Switches x 4
Ubiquiti AP's x 27
APC 1500 UPS x 2
Triplite Racks x2
and any other network tech that is added or upgraded to during the year.*

Monthly Retainer / Bank of Hours \$950.00

*(\$95.00 ea.) x 10
Monthly Retainer - Bank of 10 hours billed at discounted rate. Covers both onsite and remote visits for management of things such as the TV's, Apple TV's, iPads, Teacher computers, other tech items.*

Starting July 2023 (Sent for the month)

For the 2023-2024 School year.

Each invoice will be billed as following:
"Sent out July 1st to cover the month of July, sent out August 1st to cover the month of August, etc."

This is to be reevaluated every 6 months (middle of school year and end of school year)

Non E-Rate Eligible
Subtotal \$1,200.00

Total **\$1,200.00**

Elite Technology Solutions, LLC
408 SW 97th Street
Oklahoma City, OK 73139
ets@elitetechok.com
+1 (405) 550-1837

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April 18, 2023

Dear School District,

First and foremost, we would like you thank you for the opportunity to serve your students, staff, and community members. It is an honor and a privilege that we don't take for granted.

Keystone Food Service would respectfully like to request that the Board of Education extend our Food Service Management agreement for the 2023-2024 school year. This is an extension renewal request that is allowed before another bid process is required to be initiated.

On the following page are the meal rates coinciding with the 8.8% inflated from the previous year. Per the OKSDE contract renewal, pricing must reflect the increase or decrease in the Consumer Price Index based on the 12-month percentage change for March published and determined by the Bureau of Labor Statistics. OKSDE has guided on on the details of this CPI increase and confirmed that this is the same number that the USDA uses to determine new reimbursement rates for next school year. Thus, our pricing should align with your reimbursement rates.

Keystone Food Service will fulfill its obligations under the same terms and conditions of our base year agreement, along with any subsequent amendments to said agreement. Please contact me if you wish to have us available prior to and/or during the school board meeting at which the renewal is discussed.

We look forward to serving and providing your district with the highest quality food service for the 2023-2024 school year.

Sincerely,

Brett Feedback

Co-Owner, Keystone Food Service



OKLAHOMA
Education

**AMENDMENT TO RENEW THE FOOD SERVICE MANAGEMENT COMPANY CONTRACT
RENEWAL FOR 2023-2024 SCHOOL YEAR**

District Name: Western Gateway Elementary School County/District Code: 55E026

Fixed-Price Per Meal/Lunch Equivalency (LE) rate for SY2023: \$ 4.46

This amendment is between Western Gateway Elementary School (district) and Keystone Food Service (FSMC).

The parties desire to amend the Contract on May 1, 2023 (date). The term of this contract shall be for one (1) year beginning on July 1, 2023, and continuing until June 30th, 2024, unless terminated by either party.

The Fixed-Price per Meal/Lunch Equivalency rate for the 2023-2024 school year is \$ 4.85.

The rate listed above shall not go over the March CPI of 8.8% and will remain unchanged for the 2024 school year. The FSMC will not and cannot change the rate before June 30, 2024, or directly bill the district. Any other changes to the original contract or amendments to the contract will need to be sent to the State Agency on school letterhead. If applicable, a transition plan will be sent to the State Agency each time the FSMC takes a new employee.

The price of the lunch equivalency rate on page 12 of the original contract and the labor rate cannot be increased during the entire duration of the 5-year contract.

District Name: _____

Print Name: _____

Signature: _____

Title: _____

Date: _____

FSMC Name: Keystone Food Service

Print Name: Brett Feedback

Signature: B Feedback

Title: Co-Owner

Date: April 21, 2023

Fax or email this form to Karen Davis or Becky Gray by June 1, 2023. Fax: 405-521-2239; Karen.Davis@sde.ok.gov or Becky.Gray@sde.ok.gov

{State Use Only}

Approved by: _____

Fixed-Price Per Meal Rate:

FY2023 Rate: \$ _____

X (CPI rate of 8.8%) =

FY2024 LE Rate: \$ _____

**OKLAHOMA STATE DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS
FSMC LABOR TRANSITION FORM**

Name of District: Western Gateway County/District Code: 55E02U

Start Date of the ORIGINAL 5-year Contract: 8/18/21 (Example: 7/25/20XX)

*This one form can be used for the duration of the 5 year contract between the SFA & FSMC.

*This form must be sent to the State Department every time a new employee goes with FSMC.

Name of Employee Who Left the District AND/OR Name of Employee Hired by the FSMC	Date NEW Employee Start- ed with FSMC	Date Employee LEFT the District	Contract Year Hire Started with FSMC	The FIXED- PRICED Rate charging for New Hire
NONE				
Current Total Number of Employee(s) the FSMC is Charging the District:	0	Total Fixed-Price Fee added to Meal Rate for ALL Employees:		0

I certify that the employees listed have either left the district or the new hire is now being paid for by the FSMC. The district and FSMC have a transition plan in place allowing the FSMC to charge the district for employees who have left and the new employee is hired by the FSMC. The FSMC can only charge the district once the new hire starts and is being paid for by the FSMC.

Signature of Authorized Representative at the District
B. Z. L.
Signature of Authorized Representative for the FSMC

Date
4/24/23
Date



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FOR SOCIAL RESPONSIBILITY**

AGREEMENT

AGREEMENT FOR USE OF PUBLIC-SCHOOL FACILITIES BY THE YMCA TO OPERATE BEFORE SCHOOL/AFTER SCHOOL CARE PROGRAM

This Agreement made and entered into this 3rd day of July 2023 by and between the YMCA of Greater Oklahoma City (hereinafter called the "YMCA") and Western Gateway Elementary School, (hereinafter called "School District").

WITNESSETH

WHEREAS, School District owns and has under its jurisdiction certain schools, educational facilities and equipment that may be utilized after normal school hours for quality childcare programs; and

WHEREAS there is an interest in providing Before School/After School childcare in each elementary school where there is a need and request for this service; and,

WHEREAS, the YMCA has agreed to operate a Before School/After School Care Program.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties to this Agreement, agree as follows:

I. Western Gateway Elementary School District shall:

- (1) Provide available space in public school facilities for the purpose of Before School/After School Care.
- (2) Provide to the YMCA a designated area for storage within the school where the program is located.
- (3) Provide access to an outdoor play area.
- (4) Provide access to restrooms and telephone.



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FOR SOCIAL RESPONSIBILITY**

II. The YMCA shall provide:

(1) Quality Child Care Programs

(2) Copies of all childcare program evaluations

(3) A copy of YMCA operating procedures, which shall include fee structures, personnel requirements, discipline policies, safety procedures, and all other policies needed to operate a quality childcare program.

(4) An update of the YMCAs new programming, fee structures, policy changes, and all other changes that may occur while this Agreement is in effect.

III.

The YMCA agrees to indemnify and save Western Gateway Elementary SD harmless from and against any and all losses, claims, demands, liabilities, suits or actions, including all reasonable expenses and attorney's fees, for injuries or loss caused by or resulting from the acts or omissions of the YMCA employees, subcontractors, or agents of the YMCA and Western Gateway Elementary SD. This indemnity does not alter or waive tort immunity.

Further, the YMCA agrees to procure and keep in force, for the entire time this agreement is in effect, insurance coverage for general liability in the amount of \$1,000,000 and include Western Gateway Elementary SD as an additional insured during said duration. The YMCA shall be responsible for all licensing requirements and shall be responsible for compliance with all state and federal regulations affecting the operation by YMCA of said childcare program. Western Gateway Elementary SD shall not be responsible for licensing or compliance with state and federal regulations affecting Before School/After School, this being the sole responsibility of the YMCA.

Further, Western Gateway Elementary SD is not responsible for supervising the care program, discipline, safety procedures, personnel requirements or any other matter concerning the operation of the childcare program, such being the sole responsibility of the YMCA.



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IV.

The YMCA agrees that all facilities and properties shall be used in compliance with all federal, state, and local laws, and in accordance with all rules and regulations of Western Gateway Elementary SD.

The terms of this Agreement shall be from August 1, 2023, and terminating July 31, 2024.

This Agreement may only be modified or amended by mutual consent of the parties in writing.

It is mutually agreed that either the YMCA or Western Gateway Elementary SD shall have the right and privilege of canceling this Agreement upon one hundred and twenty (120) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first written above.

Western Gateway Elementary School
School District

By _____
Board of Trustees
President

ATTEST: _____
Secretary

YMCA

By: _____
Vice President/COO

ATTEST: _____
Vice President/CFO

RESOLUTION

Be it resolved that the governing board for Western Gateway Elementary School - (17025809)

1. Authorizes the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered for the fiscal year 07/01/2023-06/30/2024.
2. Authorizes payment of the applicant's share subject to the following conditions:
 - (1) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
 - (2) receipt of services during the fiscal year 07/01/2023-06/30/2024.

Application #	Name	Pre-Discount Amount	E-Rate Amount	Applicant's Share
231021803	WGES 2023-C1	\$25,800.00	\$23,220.00	\$2,580.00
231024392	WGES 2023-C2	\$11,189.04	\$9,510.68	\$1,678.36

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Grant Agreement

Date of Agreement: May 30, 2023
Grantee Organization: Western Gateway Elementary School, Inc.
Address: 1300 SW 15th Street, Oklahoma City, OK 73108
Program/Project: Technology for School Expansion
Amount of Grant: \$5,000

This agreement is between Kirkpatrick Foundation ("Foundation") and Western Gateway Elementary School, Inc. ("Grantee").

When Kirkpatrick Foundation awards a grant, we enter a relationship with you that we hope will provide new insights into effective ways to achieve our mutual goals. We have years of experience working with various organizations and have a valuable knowledge base. Upon request, we will gladly provide counsel to help you maximize reach and efficiency with this grant.

In addition to complying with the representations contained in your grant request, which are incorporated by reference herein, the foundation is making the grant based upon your agreement to the following:

- **Use of Funds:** The Grantee certifies these funds will be used solely to support *Technology for School Expansion* and in the manner permitted under Section 501(c)(3) of the Internal Revenue Code ("Code"). Further, the Grantee certifies these grant funds will be used in a timely manner and will not be used to fund indirect costs or foundation fees.
- **Tax Exempt Status:** The Grantee represents that it is a nonprofit, tax-exempt organization as defined in Section 501(c)(3) of the Code and is not a private foundation as defined by Section 509(a) of the Code. The Grantee shall immediately give written notice to foundation if Grantee ceases to be exempt from Federal Income Tax under Section 501(c)(3) of the Code. It is agreed that any change in the Grantee's tax status or any use by Grantee of the grant proceeds for any purpose other than those specified in Section 501(c)(3) of the Code will terminate this grant and unspent funds shall be returned.
- **Reporting Requirements:** A final report shall be submitted **thirty days** from the completion of the grant activity which is May 7, 2023. Report forms can be found in your grant portal located at kirkpatrickfoundation.com/grants. Grantee agrees that prompt responses will be made to any requests from the foundation for reports on the project and the way funds have been spent.
- **Indemnification:** The Grantee agrees to indemnify and hold harmless the foundation and its members, directors, and agents against and from all liabilities and expenses (including attorneys' fees and court costs) which are threatened, may be imposed upon, incurred by, or asserted against such persons relating to the project funded by the grant or results of that project.
- **Ability to Perform:** If, in the foundation's judgment, Grantee becomes unable to carry out the purposes of this grant or fails to comply with any of the conditions hereof, the foundation may terminate this grant and request the return of all unspent funds.

- **Obligation of Support:** It is expressly understood that the foundation has no obligation to provide other or additional support to Grantee for purposes of this project or for any other purposes. Further, Grantee agrees not to solicit additional funding from the Foundation during the grant period.
- **Publicity:** Grantee has permission to use the foundation's name in press releases or other communications (including social media) regarding this grant award and to use the foundation's logo on the grantee's website. Grantee also gives the foundation permission to use photographs, logos, information, and any other materials the Grantee supplies, without further notice, in press releases, websites, and/or publications.


As a security measure, do not share images of the check itself in any context, as bank routing and account numbers can be compromised.

- **Changes to Agreement:** Any changes to the conditions of this grant must be made in writing and must be approved by the executive director of the foundation.
- **Requirements:** This Grant Agreement must be returned within **thirty days** of the date above or the grant will be void. The Grant Agreement must contain *two* Grantee signatures to be processed.

To indicate agreement of the terms of this grant, please execute where indicated, and **return this copy to the foundation.**

"Foundation"

Kirkpatrick Foundation

By: 
 Louisa McCune
 Executive Director

Date: June 1, 2023

Agreed and Accepted: (Two Signatures Required)
 Western Gateway Elementary School, Inc.

We hereby certify our authority to execute this agreement on Grantee's behalf.

By: _____
 (signature)

 (print name)

Title: _____
 (Executive Director)

Date: _____

By: _____
 (signature)

 (print name)

Title: _____
 (Board President or Chairperson)

Date: _____

CONSULTANT AGREEMENT

This Consultant Agreement (“Agreement”) is entered into and effective as of **July, 1 2023 between Western Gateway Elementary (“CLIENT”)** and Deighan Educational LLC, an Oklahoma limited liability company (“CONTRACTOR”) (collectively the “Parties” or individually the “Party”).

WHEREFORE, the Parties enter into this Agreement in furtherance of the following purposes:

- A. CLIENT desires to contract for professional consulting services in furtherance of the Federal BRIDGE Program (the “Project”);
- B. CLIENT is requesting CONTRACTOR to provide Services pursuant to the terms of this Agreement;
- C. CONTRACTOR is an entity with unique leadership experience, talents, knowledge, skills, and abilities to provide the Services requested; and
- D. The Parties enter this Agreement for purpose of CONTRACTOR providing Services for the benefit of CLIENT.

NOW THEREFORE, in consideration of the mutual terms herein and for good and valuable consideration receipt of which is hereby acknowledged, the Parties agree as follows:

1. **SERVICES**. CLIENT hereby engages CONTRACTOR, and CONTRACTOR agrees to provide to CLIENT the following Services:

- 1.1 Train, advise, and assist superintendent and/or appointed staff with all identified Federal Programs over a two-year period to ensure fidelity with in-district federal programs management.
- 1.2 Review, oversee, train, and advise with timely submission of assurances, budgets, and applications in accordance with District’s vision, goals, and needs.
- 1.3 Review, oversee, train, and advise with resubmission and/or correction of rejected applications as needed.
- 1.4 Review, oversee, train, and advise with timely submission of claims, beginning as soon as applications are accepted.
- 1.5 Review, oversee, train, and advise with assistance drafting policies, procedures, and/or other practices as needed.
- 1.6 Review, oversee, train, and advise with assistance and guidance with any federal program audits as needed
- 1.7 Services will be for the following Federal Programs:
Title I; SPED/IDEA; Child Nutrition; Personnel; Accreditation

1.7 b Review, oversee, train, and advise on all matters related to reporting requirements according to the laws and regulations of the State of Oklahoma including the following: First Quarter Statistical Report and Class Size Audit; Annual Statistical Report; Flexible Benefit Allowance; and School Personnel Report and District/School Long Term Budgeting.

1.8 Total cost for year one is \$ 9000.00; Total cost for year two is \$9000.00.

2. **TRAINING.** CLIENT hereby engages CONTRACTOR, and CONTRACTOR agrees to deliver to CLIENT the following training and support:

- 2.1 Training and support will first be within a cohort model with unlimited virtual support.
- 2.2 Provide most training virtually – via phone, zoom, and/or remote desktop applications as applicable.
- 2.3 Two onsite visits included if needed; mileage will apply at standard federal rates.
- 2.4 Other on-site visits, if requested by the district, may be subject to a daily rate based on the format, needs of the district, etc.
- 2.5 Virtual meetings may be recorded and available only to staff identified within the district as participating in the BRIDGE program. Districts will not download videos but will utilize links provided by Deighan Educational LLC.
- 2.6 Training materials may only be used in-district.

3. **CONTRACTOR STATUS.** CONTRACTOR agrees that it is engaged as an independent contractor. CONTRACTOR shall have no right or authority to assume or create any obligation of any kind, or to make any representation or warranty, on behalf of the CLIENT, whether expressed or implied, or to bind the CLIENT in any respect. CONTRACTOR is responsible for its own acts and/or omissions in the performance of the Services. CONTRACTOR shall exercise independent judgment regarding the way it performs its services. CONTRACTOR shall devote such time, energy, attention, and effort as necessary to perform the Services in an ethical, diligent, professional, competent, and satisfactory manner. CONTRACTOR shall report status of activities and results as reasonably requested by CLIENT. CONTRACTOR shall comply with all applicable laws, regulations, rules and orders and the provisions relating to the performance of these Services. CONTRACTOR shall comply with CLIENT security and confidentiality rules to preserve any confidential and non-public information. CLIENT shall provide CONTRACTOR with any security requirements prior to the start of work.

4. **CONTRACTOR PROVIDED ITEMS.** CONTRACTOR shall at its own expense, provide all labor, licenses, and insurance, as required. CONTRACTOR shall, at its own expense, provide the materials, tools, equipment, and the office supplies necessary to perform the Services including computer, internet, and cell phone; provided however, CLIENT may provide such items if CONTRACTOR is performing work at the site of the CLIENT. To the extent any of CONTRACTOR'S property is made available for CLIENT'S use, ownership of such property shall not pass to the CLIENT. CONTRACTOR may provide CLIENT with access to a

communications portal for the purposes of communication and sharing documents. If CONTRACTOR elects to use such a communication device, CLIENT shall agree to use said portal as the primary means of communication and sharing documentation.

5. **CLIENT PROVIDED ITEMS.** CLIENT shall provide CONTRACTOR with CLIENT business information and access to CLIENT systems and employees, only as is necessary for CONTRACTOR's performance of the Services and completion of the Project. CLIENT may, from time to time, provide CONTRACTOR with some tools or equipment that CONTRACTOR may be allowed to use to perform Services. To the extent CLIENT's property is made available for CONTRACTOR's use, ownership of such property shall not pass to CONTRACTOR and CONTRACTOR shall utilize such property with the same degree of care that it would use if the property belonged to it. Any tools, equipment, materials, supplies, or information provided by CLIENT to CONTRACTOR for the performance of Services under this Agreement shall be immediately returned to CLIENT upon request and upon expiration or termination of this Agreement, whichever first occurs.

6. **CLIENT RESPONSIBILITIES.** The CLIENT shall be responsible for the following:

- 6.1 Client will ensure that Superintendent and District-Level Federal Programs Representatives have access to state, local, and federal reporting platforms, and information systems.
- 6.2 Client will identify a maximum of three points of contact for Deighan Educational LLC, including the superintendent.
- 6.3 Client will identify a maximum of two staff members per federal program area to be trained in federal program management.
- 6.4 Client representatives and the district superintendent will be responsible for direct submission of all reports, applications, budgets, and claims through OKDSE platforms. (Deighan Educational LLC will assist, support, and train staff through these processes to ensure success.)
- 6.5 Client will appoint district personnel as federal programs representatives. No representative of Deighan Educational LLC will be listed as a federal programs representative or provided direct access (passwords) to state or local information systems/platforms on behalf of the district. Direction and assistance for staff with these systems will be provided on-site or through virtual means as needed.
- 6.6 Client will provide access to copies of documents, reports, information, and other data necessary to assist, train, and advise staff successfully. Private, confidential, or protected information will not be provided to Deighan Educational LLC by the district. When viewing such documents is necessary, in-person or remote assistance will be utilized.

7. **TERM AND TERMINATION.** This Agreement shall begin on July 1, 2023, and shall continue for a total of two-years thereafter, with board approval to renew for the second

year. The Board of Education of the Client shall approve this Agreement along with a purchase order for the entire cost of the two-year contract by July 1, 2023. Should the Board not approve the second year of this Agreement, the Client will pay a non-renewal fee equivalent of fifty percent (50%) of the amount that would have been billed to the Client pursuant to Paragraph 8 of this Agreement. The CLIENT may terminate this Agreement for cause but only after providing written notice of any default with no less than sixty (60) days' notice to cure any deficiency unless such grounds for default are a violation of law. Upon termination of this Agreement for any reason, CONTRACTOR shall immediately cease all Services and no further fees shall become due or payable to CONTRACTOR after receipt of said notice. However, all fees due to CONTRACTOR at the expiration of this Agreement, or on the date of effective termination of this Agreement, whichever is earlier, shall be due and payable to CONTRACTOR. All notices must be hand delivered or certified mailed to the applicable addresses.

8. **PAYMENT.** CLIENT shall pay CONTRACTOR a fee based on the prior consulting services costs for the management of the Client's Federal Programs. Client will be invoiced monthly, and payments are to be made to CONTRACTOR within fifteen (15) days of receipt of an invoice. Payments will be divided into twelve (12) monthly payments from July to June of each fiscal year, based on the cost of a single year (e.g., 50% of the 2022-23 fiscal year's cost to manage the Client's federal programs). CLIENT shall remit payment to CONTRACTOR within thirty (30) days of receipt of an invoice. Upon Board approval of year two Services under this Agreement, the fee for the second year of Services will be billed over the following twelve month period for the fiscal year 2024-25. The fee for the second year of Services shall be the same as the fee for the first fiscal year of services. Client may remit payment to Contractor via electronically or by the issuance of a warrant (check).

9. **SUBCONTRACTING.** CLIENT agrees that CONTRACTOR may sub-contract any Services to any qualified individual or entity. CONTRACTOR shall be responsible for the performance of any sub-contractor and CONTRACTOR shall have measurable objectives to evaluate said performance. CONTRACTOR shall be responsible to vet subcontractors to include qualifications, background checks, insurance, bonding (if needed), etc. CLIENT shall not circumvent CONTRACTOR and go directly to an identified subcontractor for no less than two (2) years after expiration or termination of this Agreement, whichever shall be later.

10. **INTELLECTUAL PROPERTY.** The CLIENT agree that all work of any sort that CONTRACTOR provides to the CLIENT which relates in any manner to the actual or reasonably anticipated business, or other activities of CONTRACTOR, or which is suggested by or results from any Services performed by the CONTRACTOR shall be the absolute property of CONTRACTOR as its intellectual property (the "Intellectual Property"). The Intellectual Property shall include but shall not be limited to forms, videos, documents, strategies, efficiencies, training materials, trade secrets, securities programs, technology development, coding, or any process of creation or improvement in any form whatsoever either used or developed in the delivery of the Services. CONTRACTOR agrees that all Intellectual Property will be original content and will not violate or infringe on any other individual or entities trademark, copyright, or intellectual property. CONTRACTOR shall indemnify and hold CLIENT harmless from, and against, any violation or infringement on any other individual or entities trademark, copyright, or intellectual property rights. The CLIENT shall not disclose any

Intellectual Property of CONTRACTOR and shall not have any rights to the use, reuse, distribution, or any other form of rights concerning said property.

11. **CONFLICT OF INTEREST; EXCLUSIVITY.** The Parties acknowledge that CONTRACTOR may provide Services to other entities and individuals. CLIENT waives any conflict of interest concerning CONTRACTOR; provided however, CONTRACTOR shall not disclose any confidential information shared by the ASSOCIATION or CLIENT to CONTRACTOR.

12. **GENERAL PROVISIONS.** This Agreement may only be amended or modified by written instrument that is signed by each party. This Agreement shall be governed and construed pursuant to the laws of the State of Oklahoma. The Parties mutually agree that no action under this Agreement may be brought by either party more than one (1) year after the cause of action accrued. The parties mutually agree the venue for any action regarding this Agreement will be Oklahoma County, Oklahoma and the parties herein consent to the personal jurisdiction of such court and waive any objection regarding the venue of such court. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original. If any provision of this Agreement is declared or determined by any court to be illegal or unenforceable, the Parties agree to modify or substitute the invalid portion or provision with that which most closely approximate the effect and intent of the invalid portion or provision, or if that is not possible, the parties agree to sever the invalid portion or provision from the Agreement, maintaining all non-severed terms in full force and effect. Waiver by any party of a breach or default of any provision of this Agreement by the other party, shall not operate to be construed as a complete waiver of any provision so breached or as a waiver of any subsequent breach. This Agreement supersedes all prior oral or written proposals, communications, or other agreements related to the subject matter of this Agreement. This Agreement sets forth the entire agreement between the Parties regarding the subject matter of this Agreement and no amendment shall be binding upon the Parties unless in writing and signed by both Parties. To the extent either Party may have had a claim or cause of action against the other party concerning any actions of a Party prior to the Effective Date, the Parties hereby release all claims against the other by the execution of this agreement.

ACCEPTED AND APPROVED THIS ____ day of _____, 2023, BY THE UNDERSIGNED
WITH AUTHORITY ON BEHALF OF THE CLIENT. CLIENT APPROVED THIS
AGREEMENT AT A PUBLIC BOARD OF EDUCATION MEETING HELD ON
_____.

CLIENT:

By: _____

Date

Title: _____

ACCEPTED AND APPROVED THIS __19th__ day of __May_____, 2023, BY THE
UNDERSIGNED WITH AUTHORITY ON BEHALF OF THE CONTRACTOR.

CONTRACTOR:



May 19, 2023

By: Tom Deighan

Date

Title: Managing Member

FACILITIES MANAGEMENT SERVICES AGREEMENT

This ADVISORY SERVICES AGREEMENT (“Agreement”) is entered into on this, 1st Day of July 2023 (the “Effective Date”) by and between:

WESTERN GATEWAY ELEMENTARY SCHOOL

1300 SW 15th
Oklahoma City, OK 73108
Hereinafter referred to as
“Owner” and,

COOPER PROJECT ADVISORS, LLC

1701 S. Broadway
Oklahoma City, OK
73103
Hereinafter referred to as “Advisor”

In consideration of the foregoing and the mutual covenants contained in this Agreement, the Owner and Advisor agree as follows:

AGREEMENT

1. Services

1.1. Advisor shall provide Facility Management Services as detailed in Western Gateway Elementary School.

2. Term of the Agreement.

2.1. **Term.** This Agreement is effective on the Effective Date shown above and shall remain in effect for 1 year or until all the agreement is terminated as set forth in this Agreement (the “Term”). The Term may be extended by mutual agreement between parties.

2.2. **Review.** Annually, on the anniversary of the execution of this Agreement, Owner, and Advisor shall meet to; 1) review Advisor’s performance, 2) review the Scope of Services and determine if any additions deletions or other modifications are required and, 3) review the Fee.

3. Advisor Services.

3.1. Owner retains the Advisor to provide sufficient personnel and management to perform the services specified in this Agreement as generally and specifically as set forth herein.

3.2. Advisor shall perform the Work to the highest standards of the Facility Management profession to further the Owner’s interests. The Advisor accepts this fiduciary relationship

of trust and confidence established between it and the Owner by this Agreement.

3.3. Advisor shall provide sufficient staff at all times as required by the Work and that staff shall have sufficient capacity, skill and experience to perform the Work.

3.4 Advisor will perform the Work in cooperation with the Owner.

4. Compensation and Terms of Payment.

4.1. **Fee.** Owner shall pay Advisor for Work performed or supplied by Advisor under this Agreement a Fee equal to **\$1,800 per month**, beginning upon execution of this agreement.

4.2. **Reimbursable Expenses.** Owner shall reimburse Advisor for work-order software or other software licenses added for Owner's staff or vendors. This cost shall be approved in advance by Owner.

5. General Terms and Conditions.

5.1. **Confidentiality** Advisor acknowledges and agrees that any Confidential Information disclosed to it, or its employees shall be used only for the purposes contemplated in this Agreement, shall be kept confidential and shall remain the Owner's property.

5.2. **Conflict of Interest.** Advisor affirms that, to the best of its knowledge, no actual or potential conflict exists between Advisor's business or financial interests and its services under this Agreement.

5.3. **Insurance.** Advisor shall carry or cause to be carried and maintained in force throughout the entire term of this Agreement commercial or comprehensive general liability and on an occurrence form with combined single limits of \$1,000,000.00 for each occurrence and annual aggregate of \$2,000,000.00.

5.4. **Independent Contractor.** Advisor shall perform its duties hereunder as an independent contractor and not as an employee of owner.

5.5. **Limitation of Liability** Advisor's duties and responsibilities hereunder shall be expressly limited to performance of the Work outlined herein as a consultant only and nothing herein shall be interpreted to create any liability on the part of Advisor, except as otherwise set forth herein or for the consequences of any decision made by the Owner absent negligence or willful misconduct on the part of Advisor.

5.6. **Termination** Owner or Advisor may terminate this Agreement, with or without cause, by providing 60 days written notice.

5.7. **Choice of Law, Forum Selection, Entire Agreement, and Amendment.** This Agreement shall be construed under Oklahoma law without giving effect to the conflict of law principles thereof.

This Agreement is entered into as of the Effective Date.

OWNER

By: _____

Date: _____

ADVISOR

By: _____

Date: _____

STEVE COOPER

EXHIBIT “A”

FACILITY MANAGEMENT SERVICES

General Duties and Services

- Assume on behalf of the Owner responsibility for the management, operation and maintenance of the building and property.
- Oversee and manage any full-time on-site facility staff, janitorial, maintenance, grounds or others.
- Obtain and keep in force all licenses, permits, consents and authorizations as may be necessary for the operation of the Property.
- As needed, create a long-term facility plan in alignment with the facilities’ mission, current use and planned future use. It shall include:
 - Maintenance planning and budgeting
 - Preventive maintenance strategies and budgets.
 - Growth plans.
 - Future needs.
 - Capital investment priorities and budgets.
- Periodically review and reassess the condition of real estate and facilities and update strategic plans and maintenance strategies.
- Oversee minor renovation and improvement projects.
- Manage any insurance casualty losses by working with Owner, insurer and contractors as required to make required repairs.
- Provide regular Owner with monthly report on facility status, condition, budgets and other issues.

Operating Budget

- Review the existing operating budget and in collaboration with Owner develop operating and capital budgets for the property.
- Manage and operate the property consistent with the budget.

- Annually, prepare and submit to Owner a facility operations and maintenance budget for the next calendar/fiscal year for review. In consultation with the Owner develop the final facility budget.
- Keep Owner informed of any anticipated or actual variance from approved budgets.

Vendor Contracts

- Negotiate contracts on behalf of Owner with vendors for the operation, repair, maintenance, and servicing of the Property. Including,
 - Janitorial services
 - Landscape maintenance
 - HVAC preventative maintenance
 - Pest control
 - Trash removal
 - Security
- Ensure that all vendors performing work on the property maintain required insurance coverages.
- Arrange for water, electricity, gas and other utilities as required.

Repairs and Maintenance

- Subject to the approved budget, perform, or cause to be performed all ordinary maintenance, repairs, alterations, replacements and installations and purchase all supplies necessary for the proper operation of the Property.
- Obtain Owner's approval for any purchase or any work order costing more than \$1,000, except in emergency circumstances requiring immediate action for the protection of the property.
- Within budget limits, purchase all equipment, tools, appliances, materials and supplies reasonably necessary or desirable for the operation of the property.

Periodic Activities

1. Weekly walk – A visual review of the building interior, exterior and grounds intended to identify and new issues and ensure that vendors services are meeting contract requirements.
2. Monthly budget review – Obtain from Owner a report comparing actual facility expenses to budget. Identify the reason for any variation and determine if adjustment to expenditures or budget are required.

3. Monthly report – A brief written report to Owner.
4. Quarterly vendor visit: A thorough walk-through with a representative of each service vendor. Could be semi-annually if all is well.
5. Semi-Annual Roof inspection – Visually inspect any flat roof areas for debris damage or deterioration.

Annual Review

1. Budget – At a time appropriate for Owner's budget development and approval calendar Cooper will, in collaboration with Owner, review last year's facility budget and assist in developing the budget for the upcoming year.
2. Vendor Contracts – Review existing service contracts, assess vendor performance, negotiate renewal terms, obtain additional proposals as needed. Meet with Owner to review findings and recommendations and final decisions.

FY 21-23	WGES SALARY SCALE- CERTIFIED STAFF			FY 23-24	WGES SALARY SCALE- CERTIFIED STAFF			
	Years	Bachelors	Masters		Years	State Teacher Pay Raise	Bachelors	Masters
	0	\$45,000.00	\$46,500.00		0	\$3,000.00	\$48,000.00	\$49,500.00
	1	\$45,250.00	\$46,750.00		1	\$3,000.00	\$48,250.00	\$49,750.00
	2	\$45,500.00	\$47,000.00		2	\$3,000.00	\$48,500.00	\$50,000.00
	3	\$45,750.00	\$47,250.00		3	\$3,000.00	\$48,750.00	\$50,250.00
	4	\$46,000.00	\$47,500.00		4	\$3,000.00	\$49,000.00	\$50,500.00
	5	\$46,250.00	\$47,750.00		5	\$3,000.00	\$49,250.00	\$50,750.00
	6	\$46,750.00	\$48,250.00		6	\$4,000.00	\$50,750.00	\$52,250.00
	7	\$47,250.00	\$48,750.00		7	\$4,000.00	\$51,250.00	\$52,750.00
	8	\$47,750.00	\$49,250.00		8	\$4,000.00	\$51,750.00	\$53,250.00
	9	\$48,250.00	\$49,750.00		9	\$4,000.00	\$52,250.00	\$53,750.00
	10	\$48,750.00	\$50,250.00		10	\$4,000.00	\$52,750.00	\$54,250.00
	11	\$49,750.00	\$51,250.00		11	\$5,000.00	\$54,750.00	\$56,250.00
	12	\$50,250.00	\$51,750.00		12	\$5,000.00	\$55,250.00	\$56,750.00
	13	\$50,750.00	\$52,250.00		13	\$5,000.00	\$55,750.00	\$57,250.00
	14	\$51,250.00	\$52,750.00		14	\$5,000.00	\$56,250.00	\$57,750.00
	15	\$51,750.00	\$53,250.00		15	\$5,000.00	\$56,750.00	\$58,250.00
	16	\$52,750.00	\$54,250.00		16	\$6,000.00	\$58,750.00	\$60,250.00
	17	\$53,750.00	\$55,250.00		17	\$6,000.00	\$59,750.00	\$61,250.00
	18	\$54,750.00	\$56,250.00		18	\$6,000.00	\$60,750.00	\$62,250.00
	19	\$55,750.00	\$57,250.00		19	\$6,000.00	\$61,750.00	\$63,250.00
	20	\$56,750.00	\$58,250.00		20	\$6,000.00	\$61,750.00	\$63,250.00
	21	\$57,750.00	\$59,250.00		21	\$6,000.00	\$63,750.00	\$65,250.00
	22	\$58,250.00	\$59,750.00		22	\$6,000.00	\$64,250.00	\$65,750.00
	23	\$58,750.00	\$60,250.00		23	\$6,000.00	\$64,750.00	\$66,250.00
	24	\$59,250.00	\$60,750.00		24	\$6,000.00	\$65,250.00	\$66,750.00
	25	\$59,750.00	\$61,250.00		25	\$6,000.00	\$65,750.00	\$67,250.00

WGES SALARY SCALE- SUPPORT STAFF 2021-22				
Teacher Assistant 181 Days			Support Staff Attendance Clerk 196 Days	
Years	Annual salary		Years	Annual salary
0	\$20,000		0	\$24,000
1	\$20,250		1	\$24,250
2	\$20,500		2	\$24,500
3	\$20,750		3	\$24,750
4	\$21,000		4	\$25,000
5	\$21,250		5	\$25,250
6	\$21,500		6	\$25,500
7	\$21,750		7	\$25,750
8	\$22,000		8	\$26,000
9	\$22,250		9	\$26,250
10	\$22,500		10	\$26,500
11	\$22,750		11	\$26,750
12	\$23,000		12	\$27,000
13	\$23,250		13	\$27,250
14	\$23,500		14	\$27,500
15	\$23,750		15	\$27,750
16	\$24,000		16	\$28,000
17	\$24,250		17	\$28,250
18	\$24,500		18	\$28,500
19	\$24,750		19	\$28,750
20	\$25,000		20	\$29,000
21	\$25,250		21	\$29,250
22	\$25,500		22	\$29,500
23	\$25,750		23	\$29,750
24	\$26,000		24	\$30,000
25	\$26,250		25	\$30,250

WGES SALARY SCALE- SUPPORT STAFF 2023-24				
Teacher Assistant 181 Days			Support Staff Attendance Clerk 196 Days	
Years	Annual salary	Pay Raise FY 24	Years	Annual salary
0	\$21,500	\$1,500.00	0	\$25,500
1	\$21,750	\$1,500.00	1	\$25,750
2	\$22,000	\$1,500.00	2	\$26,000
3	\$22,250	\$1,500.00	3	\$26,250
4	\$22,500	\$1,500.00	4	\$26,500
5	\$22,750	\$1,500.00	5	\$26,750
6	\$23,500	\$2,000.00	6	\$27,500
7	\$23,750	\$2,000.00	7	\$27,750
8	\$24,000	\$2,000.00	8	\$28,000
9	\$24,250	\$2,000.00	9	\$28,250
10	\$24,500	\$2,000.00	10	\$28,500
11	\$25,250	\$2,500.00	11	\$29,250
12	\$25,500	\$2,500.00	12	\$29,500
13	\$25,750	\$2,500.00	13	\$29,750
14	\$26,000	\$2,500.00	14	\$30,000
15	\$26,250	\$2,500.00	15	\$30,250
16	\$27,000	\$3,000.00	16	\$31,500
17	\$27,250	\$3,000.00	17	\$31,750
18	\$27,500	\$3,000.00	18	\$32,000
19	\$27,750	\$3,000.00	19	\$32,250
20	\$28,000	\$3,000.00	20	\$32,500
21	\$28,250	\$3,000.00	21	\$32,750
22	\$28,500	\$3,000.00	22	\$33,000
23	\$28,750	\$3,000.00	23	\$33,250
24	\$29,000	\$3,000.00	24	\$33,500
25	\$29,250	\$3,000.00	25	\$33,750