

Western Gateway Elementary School, Inc.

Board of Directors Meeting

A G E N D A

September 26, 2024, 4:00 PM

1300 SW 15th Street, Oklahoma City, OK 73108

Board members:

Blair Humphreys, Pete White, Ashley Terry, Edgar Medina

School Representatives:

Heather Zacarias, Head of School; Diana Bedwell; Minutes Clerk; Lauren Hanna, 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, and scroll down to the 2024 WGES Board Calendar of scheduled meetings for the agenda. The board agenda is also posted on the front entry of the Western Gateway School site.

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

1. Call to Order & Welcome Blair Humphreys
2. Roll Call Blair Humphreys
3. Head of School Update Heather Zacarias
 - a. Parent Workshop
 - i. Reading Readiness & The Science of Reading September 25
 - ii. Local Bilingual Children's Books Author, Lidia Brodine October 23
 - b. OSO Fun Run Fundraiser September 27
 - c. Community Engagement: Books Y Bebidas Event October 4th and October 10-11
 - d. Enrollment Data Update
 - e. Assessment Data BOY- NWEA Math & I-Station Literacy
 - f. El Oso's Travels- Guatemala
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 August 22, 2024
 - b. Approval of Purchase Orders #2025-11-117 through #2025-11-119 and any changes to any prior existing purchase orders
 - c. Approval of WGES employment contracts for long-term substitute employee, Taelor Bueno
 - d. Approval of August 2024 financial reports
 - e. Approval of Scholastic Book Fair Certificate of Agreement
5. Discussion, consideration, and possible action to approve WGES Estimate of Needs for 2025.
 6. Discussion, consideration, and possible action to approve WGES Activity Fund sub-accounts
 - a. Sub-account 815- WGES General Activity

- b. Sub-account 816- OSO Family Fund
7. Discussion, consideration, and possible action to approve the following financial positions/roles for the 2024-2025 fiscal year:
 - a. Treasurer: Jay Jenkins, Oklahoma Consulting & Accounting Services, LLC
 - b. Board Minutes Clerk: Diana Bedwell
 - c. Encumbrance Clerk: Diana Bedwell
 - d. Activity Fund Custodian: Diana Bedwell
 - e. Activity Fund Co-Custodian: Heather Zacarias
 - f. Federal Programs Director: Heather Zacarias
8. Discussion, consideration, and possible action to approve the Library/Media Center Policy
9. Discussion, consideration, and possible action to approve the Staff-Student Digital Communication Policy
10. Discussion, consideration, and possible action to approve the Voluntary Prayer Policy
11. Discussion, consideration, and review of the Western Gateway Emergency Operations Plan (EOP) developed in collaboration with the Oklahoma State Department Office of Safety and Security. For security reasons, the EOP is not included in the board packet but is provided as a hard copy to each WGES board member. Once reviewed, the EOP will be shared with local first responders (fire, police, 911 center) and a copy will be kept in the administration office. Oklahoma Statute Title 51, Section 24A.28 of the Open Records Act allows for the confidentiality of records related to the security of public bodies, which can include emergency response plans or procedures if disclosure would pose a risk to the security of the public or public facilities.
12. Discussion, consideration, and possible action to approve a Participation Agreement between the Oklahoma State Department of Education (OSDE), Public Consulting Group LLC (PCG), and the Western Gateway School District, under the authority of the Oklahoma Health Care Authority (OHCA) School-Based Health Services Program. The agreement allows for Medicaid billing for services provided as part of a student's Individualized Education Plan (IEP), such as, but not limited to, Occupational Therapy, Speech and Language Services, and Physical Therapy.
13. Consideration and possible approval of a partnership with School Works, an educational consulting firm aimed at securing funding for charter schools through the Charter Schools Program (CSP). This collaboration will include the completion of a Needs Assessment, a new requirement for the CSP Grant application.
14. Presentation, consideration, and possible action on the Western Gateway Elementary School Strategic Plan.
15. 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 Staff Compliance with School Governance Standards.
Executive Session, as authorized by 25 O.S. § 307(B)(1), for the Purpose of Discussing the Staff Compliance with School Governance Standards.
16. Action to Reconvene Open Session.
17. Comments by board members and/or public comments.
18. New business
19. Adjourn