



Meeting of the Board of Directors  
Western Gateway Elementary School

Thursday, June 20, 2024  
4:00 pm

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

Western Gateway Elementary School, Inc.  
Board of Directors Meeting  
**A G E N D A**  
June 20, 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; Mel McVay and, Lauren Hanna, Legal Counsel

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.

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. 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, 2024
  - b. Approval of April & May 2024 financial reports
  - c. Approval of Purchase Orders # 2024-11-131 through 2024-11-134 and any changes to any prior existing purchase orders
  - d. Approval of 2024-25 OSAG (OK School Assurance Group) Workers Compensation Renewal Contract
  - e. Approval of 2024-25 OSIG Insurance Renewal Proposal for property, general liability insurance, and cyber liability
  - f. Approval of 2024-25 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 2024-25 Medina Handyman Services Renewal Contract to perform janitorial services
  - h. Approval of 2024-25 Elite Technology contract to provide IT Services: Network Oversight, IT Support & Professional Development, and Phone Services
  - i. Approval of 2024-25 Keystone Food Services Renewal Contract to provide Child Nutrition Services
  - j. Approval of 2024-25 Agreement for use of public facilities by the YMCA to operate before/after school program
  - k. Approval of 2024-25 Deighan Educational LLC Contract to provide training, advisement, and assist superintendent and/or appointed staff with all identified Federal Programs to ensure fidelity with in-district federal programs management
  - l. Approval of 2024-25 Oklahoma City Arts Council Contract for Services to provide Art and Music instruction
4. Consideration and possible action to approve 2024-25 WGES new staff employment contracts.
5. 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.

6. Action to Reconvene Open Session.
7. Consideration and Possible Action to Authorize Amendments to Employment Agreement with Head of School.
8. Comments by board members and/or public comments.
9. New business
10. Adjourn

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

## Minutes

Board of Directors Regular Meeting

Thursday, April 25, 2024, 4:00 pm

This meeting of the Board of Directors of Western Gateway Elementary School, Inc. was held on Thursday, April 25, 2024, at 4:00 pm. The meeting was held in person at Western Gateway Elementary School, 1300 SW 15th Street, Oklahoma City, OK 73108

Statement of Compliance with the Oklahoma Open Meeting Act:

The meeting agenda was delivered to the Oklahoma County Clerk on Friday, April 19, 2024, and was posted on April 19, 2024, on the school website: <http://www.westerngateway.school> The meeting notice was also posted at the school entrance.

### 1. Call to Order

Mr. Blair Humphreys called the meeting to order at 4:00 p.m. on April 25, 2024.

### 2. Roll Call

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

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

Ms. Zacarias shared the Head of School update. Ms. Zacarias gave the Board an update on the enrollment numbers and hiring for the next school year. Ms. Zacarias also shared the results of the 2024 parent survey. There were 113 responses from WGES families. Community engagement for the upcoming months includes Teacher Appreciation, Super OSO Day, and Beautification Day. PTA is also providing snow cones for the students.

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

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

Ayes: Humphreys, Terry, Medina

Nays: None

5. Consideration and possible action to approve the Application for Temporary Appropriations for the 2024-25 school year as prepared by Jenkins & Kemper, Certified Public Accountant, P.C.

Ms. Terry made a motion to approve the Application for Temporary Appropriations for the 2024-25 school year. The motion was seconded by Mr. Medina and approved on the following vote:

Ayes: Humphreys, Terry, Medina

Nays: None

6. Consideration and possible action to approve the contract agreement for the FY24 school audit by Bledsoe, Hewett & Gullekson, CPAs.

Mr. Medina made a motion to approve the contract agreement for the FY24 school audit by Bledsoe, Hewett & Gullekson, CPAs. The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Humphreys, Terry, Medina

Nays: None

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

Ms. Terry made a motion 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

Nays: None

8. Discussion, consideration, and possible action to approve the Transportation Policy.

Mr. Medina made a motion to approve the Transportation Policy. The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Humphreys, Terry, Medina

Nays: None

9. Discussion, consideration, and possible action to approve the Use of School Restroom and Changing Facilities Policy.

Mr. Humphreys made a motion to approve the Use of School Restroom and Changing Facilities Policy to comply with the State Department's accreditation requirements. It was explicitly stated that the Board does not intend to engage in political discussions regarding the proposed policy. The focus remains on compliance with accreditation standards and ensuring the welfare and safety of all students. The board noted that 19 out of 21 restrooms are inherently gender-neutral due to the facility's design. This is attributed to the fact that every classroom has access to a gender-neutral restroom inside the classroom, ensuring inclusivity and accessibility for all students. The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Humphreys, Terry, Medina

Nays: None

10. Discussion, consideration, and possible action to approve the Parental Rights and Notification Policy.

Mr. Humphreys made a motion to approve the Parental Rights and Notification Policy. The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Humphreys, Terry, Medina

Nays: None

11. Discussion and possible action to approve the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered for the fiscal year 07/01/2024-06/30/2025. (E-Rate)

Ms. Terry made a motion to approve the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered for the fiscal year 07/01/2024-06/30/2025. (E-Rate). The motion was seconded by Mr. Medina and approved on the following vote:

Ayes: Humphreys, Terry, Medina

Nays: None

12. Consideration and possible action to approve curriculum purchasing for school year 2024-25 as follows:

- a. TWIG Science \$10,000
- b. Benchmark Education Company \$16,000
- c. Big Idea Math \$43,084.80
- d. Lakeshore Learning- \$30,000

Mr. Medina made a motion to approve curriculum purchasing for the school year 2024-25. The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Humphreys, Terry, Medina

Nays: None

13. Consideration, discussion, and possible action to approve the reappointment of Ashely Terry, WGES Board Member.

Mr. Medina made a motion to approve the reappointment of Ashely Terry, WGES Board Member. The motion was seconded by Mr. Humphreys and approved on the following vote:

Ayes: Humphreys, Medina

Nays: None

14. Consideration, discussion, and possible action to approve the reappointment of Edgar Medina, WGES Board Secretary.

Mr. Humphreys made a motion to approve the reappointment of Edgar Medina, WGES Board Secretary. The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Humphreys, Terry

Nays: None

15. Comments

None

16. New Business

None

17. Adjournment

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

Ayes: Terry, Medina, Humphreys

Nays: None

The meeting was adjourned at 5:00 pm.

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Edgar Medina, Board Secretary

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

**MONTHLY FINANCIAL REPORT**

**April 30, 2024 and Year to Date**



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

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

May 3, 2024

Honorable Board of Trustees  
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, 2024, and the related statements of revenues and expenses – cash basis for the ten (10) months then ended. 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  
Certified Public Accountants, P.C.

WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
 STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS  
 AT APRIL 30, 2024

	General Fund	Building Fund	Gifts Fund	Activity Fund	Totals
<b>Assets</b>					
Cash	\$ 537,247.78	122,076.11	361,050.97	34,019.53	1,054,394.39
<b>Liabilities</b>					
Outstanding Payments	64,461.46		714.34	45.00	65,220.80
Reserves	6,852.07				6,852.07
Funds Held for Student Organizations				33,974.53	33,974.53
<b>Total Liabilities</b>	<u>71,313.53</u>	<u>-</u>	<u>714.34</u>	<u>34,019.53</u>	<u>106,047.40</u>
<b>Net Assets</b>	<u>\$ 465,934.25</u>	<u>122,076.11</u>	<u>360,336.63</u>		<u>948,346.99</u>

**WESTERN GATEWAY ELEMENTARY SCHOOL  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH FUND  
 BALANCES REGULATORY BASIS - ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUSTS  
 APRIL 30, 2024**

	GOVERNMENTAL FUND TYPES		FIDUCIARY FUND TYPES	TOTALS (MEMO. ONLY)
	GENERAL	SPECIAL REVENUE	EXPENDABLE TRUST AND INSURANCE RECOVERY FUNDS	
Revenues				
Local sources	\$ 48,303.14		629,718.49	678,021.63
State sources	1,984,952.37	63,162.21		2,048,114.58
Federal sources	337,320.75			337,320.75
Non-revenue receipts	938.44			938.44
Total revenues	<u>2,371,514.70</u>	<u>63,162.21</u>	<u>629,718.49</u>	<u>3,064,395.40</u>
Expenditures				
Instruction	1,166,142.51		32,769.05	1,198,911.56
Support services	932,339.63		855,627.08	1,787,966.71
Operation of non-instructional services	142,944.76			142,944.76
Other uses	2,639.24			2,639.24
Total expenditures	<u>2,244,066.14</u>		<u>888,396.13</u>	<u>3,132,462.27</u>
Revenues over (under) expenditures	127,448.56	63,162.21	(258,677.64)	(68,066.87)
Other financing sources (uses)				
Inter-fund transfers in (out)	<u>(4,667.70)</u>		<u>4,667.70</u>	<u>-</u>
Revenue and other sources over (under) expenditures and other uses	122,780.86	63,162.21	(254,009.94)	(68,066.87)
Cash fund balance, beginning of year	<u>343,153.39</u>	<u>58,913.90</u>	<u>614,346.57</u>	<u>1,016,413.86</u>
Cash fund balance, end of period	<u>\$ 465,934.25</u>	<u>122,076.11</u>	<u>360,336.63</u>	<u>948,346.99</u>

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
STATEMENT OF REVENUE AND EXPENSES- GENERAL FUND - CASH BASIS**

	Source Codes	2022-23 Actual	2022-23 As of 4/30/23	% of YTD to Actual	2023-24 Budgeted	2023-24 As of 4/30/24	% of YTD to Budgeted
<b>Revenue</b>							
Reimbursements	1500	\$ 8.50	8.50	100.0%	\$ 3,500.00	2,742.32	78.4%
Donations	1610	16,094.62	9,194.62	57.1%	11,830.00	11,830.00	100.0%
Refund of Prior Year Expenditure	1680	1,422.21	-	0.0%	-	-	N/A
Local CNP	1700	41,722.66	30,519.93	73.1%	31,000.00	33,730.82	108.8%
Foundation and Salary Incentive Aid	3210	1,628,682.37	1,319,352.66	81.0%	2,168,279.76	1,756,193.75	81.0%
Flexible Benefit Allowance	3250	162,086.88	131,290.37	81.0%	219,110.99	177,479.89	81.0%
Reading Sufficiency (prj 367)	3415	18,207.68	18,207.68	100.0%	23,372.80	23,372.80	100.0%
State Textbooks (prj 333)	3420	12,356.76	10,008.98	81.0%	16,935.38	16,935.38	100.0%
School Resource Officer (prj 376)	3436	-	-	N/A	92,000.00	10,314.95	11.2%
State CNP	3700	938.96	469.48	50.0%	1,311.20	655.60	50.0%
Title I pt. A (prj 511)	4210	42,976.41	21,232.85	49.4%	114,179.24	36,581.45	32.0%
Title II pt. A (prj 541)	4271	7,806.13	7,806.13	100.0%	16,831.53	16,831.53	100.0%
Special Education - Prof Dev (prj 615)	4310	863.39	-	0.0%	-	-	N/A
Special Education - Flow Through (prj 621)	4310	43,890.99	34,196.52	77.9%	44,530.44	26,974.36	60.6%
Preschool (prj 641)	4340	235.78	235.78	100.0%	378.62	378.62	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%
Stronger Connections Grant (prj 715)	4445	-	-	N/A	177,033.64	56,574.82	32.0%
CSP Grant (Proj. 771)	4462	142,548.57	142,178.57	99.7%	-	-	N/A
OSDH Reopening Schools (prj 723)	4689	89,393.47	66,348.27	74.2%	-	-	N/A
ESSER III (prj 795)	4689	145,676.95	81,808.32	56.2%	108,885.11	76,610.08	70.4%
Federal Meal Reimbursement	4700	115,457.71	91,725.66	79.4%	135,000.00	111,063.74	82.3%
Prior Year Federal Revenue	4000	156,309.92	156,309.92	100.0%	2,306.15	2,306.15	100.0%
Correcting Entries	5600	-	-	N/A	938.44	938.44	100.0%
<b>Total revenue</b>		<b>2,636,679.96</b>	<b>2,130,894.24</b>	<b>80.8%</b>	<b>3,177,423.30</b>	<b>2,371,514.70</b>	<b>74.6%</b>
<b>Expenditures</b>							
Payroll		1,664,300.65	1,256,189.08	75.5%	2,158,085.11	1,608,625.85	74.5%
Accounts Payable		709,004.11	540,899.96	76.3%	1,033,055.69	635,440.29	61.5%
<b>Total expenditures</b>		<b>2,373,304.76</b>	<b>1,797,089.04</b>	<b>75.7%</b>	<b>3,191,140.80</b>	<b>2,244,066.14</b>	<b>70.3%</b>
Revenue over (under) expenses		263,375.20	333,805.20		(13,717.50)	127,448.56	
Net Assets (beginning)	6110	79,053.67	79,053.67	100.0%	343,153.39	343,153.39	100.0%
Other Financing Sources (Uses):							
Transfer to Insurance Recovery		-	-		(4,667.70)	(4,667.70)	
Lapsed/Estopped		724.52	-		-	-	
<b>Ending Net Assets</b>		<b>\$ 343,153.39</b>	<b>412,858.87</b>		<b>\$ 324,768.19</b>	<b>465,934.25</b>	

## **SUPPLEMENTAL INFORMATION**

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 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	\$ 11,830.00	-	5,880.00	-	-	-	-	5,950.00	-	-	-
Refunds and Other Local	2,742.32	2,732.32	-	-	-	-	-	-	-	-	10.00
Local Child Nutrition Program	33,730.82	-	3,142.96	3,481.37	3,788.56	850.00	5,149.89	3,394.18	5,568.85	3,860.22	4,494.79
State Aid	1,756,193.75	-	158,717.74	158,717.74	158,717.73	158,717.74	158,717.74	377,246.15	195,064.36	195,173.06	195,121.49
Flexible Benefits Allowance	177,479.89	-	14,798.46	15,733.18	15,265.83	15,265.82	15,265.82	48,665.23	13,643.11	19,122.47	19,719.97
Reading Sufficiency	23,372.80	-	-	-	-	-	23,372.80	-	-	-	-
State Textbooks (prj 333)	16,935.38	-	14,838.52	-	-	-	-	2,096.86	-	-	-
School Resource Officer (prj 376)	10,314.95	-	-	-	3,027.95	-	-	-	7,287.00	-	-
State CNP Matching	655.60	-	-	-	-	-	-	-	655.60	-	-
Title I, pt. A (prj 511)	36,581.45	-	-	-	-	-	16,275.55	-	-	-	20,305.90
Title II, pt. A (prj 541)	16,831.53	-	-	-	-	-	-	16,831.53	-	-	-
Title IV, Student Support (prj 552)	10,000.00	-	-	-	-	-	-	6,357.66	-	-	3,642.34
Special Education (prj 621)	26,974.36	-	-	-	6,933.98	-	-	20,040.38	-	-	-
Special Education - Preschool (prj 641)	378.62	-	-	-	378.62	-	-	-	-	-	-
Stronger Connections Grant (prj 715)	58,691.18	2,116.36	-	-	-	-	19,467.31	-	37,107.51	-	-
COVID Prevention (prj 723)	189.79	189.79	-	-	-	-	-	-	-	-	-
ESSER III (prj 795)	76,610.08	-	-	-	-	-	18,737.57	29,427.15	-	-	28,445.36
Federal Child Nutrition Program	111,063.74	-	-	10,435.38	27,448.11	-	23,988.57	-	23,405.77	-	25,785.91
Non-revenue sources	938.44	-	-	82.65	-	43.70	178.90	21.65	-	-	611.54
	<u>\$ 2,371,514.70</u>	<u>5,038.47</u>	<u>197,377.68</u>	<u>188,450.32</u>	<u>215,560.78</u>	<u>174,877.26</u>	<u>281,154.15</u>	<u>510,030.79</u>	<u>282,732.20</u>	<u>218,155.75</u>	<u>298,137.30</u>

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
STATEMENT OF EXPENSES BY PROJECT/OBJECT  
- GENERAL FUND - CASH BASIS**

<b>Classification (Project-Object)</b>	<b>Object</b>	<b>2022-23 Actuals</b>	<b>2023-24 Original Budget</b>	<b>2023-24 As of 4/30/24</b>	<b>% of YTD to Budg.</b>
<b>General Fund &amp; Local Codes (Proj. 000)</b>					
Salaries	100	\$ 1,013,955.47	1,305,000.00	969,938.03	74.32%
Employee Benefits	200	224,277.02	295,050.00	216,836.89	73.49%
Worker's Comp./State Unempl.	270-280	1,489.00	12,000.00	1,836.00	15.30%
Administrative Services	310	27,020.00	18,000.00	11,856.80	65.87%
Educational Services	320	8,032.00	30,500.00	19,583.50	64.21%
Accounting and Other Professional Services	330	23,750.00	24,350.00	20,750.00	85.22%
Medical Services	336	25,235.00	38,748.88	37,448.88	96.65%
Security Services	344	2,271.00	790.00	190.00	24.05%
Technology Related Services	346	-	298.05	298.05	100.00%
Legal Services	350	3,475.00	12,000.00	5,359.98	44.67%
Professional Development	359	578.76	700.00	440.00	62.86%
Water Service	411	7,072.30	8,500.00	8,322.74	97.91%
Cleaning Services	421	34,588.40	66,732.00	61,752.80	92.54%
Disposal Services	423	2,914.17	4,500.00	2,878.19	63.96%
Pest Control	424	350.00	1,400.00	700.00	50.00%
Lawn Care Services	426	7,853.15	11,000.00	10,699.64	97.27%
Repairs and Maintenance Services	430	65,053.09	64,900.00	44,744.65	68.94%
Insurance Services	520	62,009.00	82,430.00	81,178.00	98.48%
Communications Services	530	10,593.69	11,797.00	10,337.40	87.63%
Advertising	540	199.50	1,200.00	197.40	16.45%
Printing Services	550	674.25	1,254.00	844.25	67.32%
Out-of-District Travel	580	1,098.98	2,177.55	317.55	14.58%
General Supplies	600	11,737.42	67,000.00	19,098.60	28.51%
Building/Janitorial Supplies	618	12,351.02	18,925.00	13,443.29	71.03%
Electricity	624	26,604.32	25,000.00	20,635.49	82.54%
Natural Gas	627	9,417.84	10,000.00	5,992.36	59.92%
Books	640	28,641.86	45,400.00	3,026.63	6.67%
Furniture and Fixtures	651	1,349.05	8,000.00	2,417.29	30.22%
Technology Supply/Software	653	12,685.33	23,450.00	19,765.01	84.29%
Machines	656	-	500.00	-	0.00%
Awards, Gifts, Decorations	680	54.98	1,918.65	1,918.65	100.00%
Landscaping	714	-	2,099.25	2,099.25	100.00%
Equipment	730	8,762.73	9,525.00	4,230.24	44.41%
Sponsor Fees	805	16,966.85	21,680.93	17,561.94	81.00%
Dues and Fees	810	7,655.95	8,022.79	7,757.19	96.69%
Registrations	860	1,475.00	5,722.00	322.00	5.63%
Reimbursement/Correcting Entries	900	-	803.24	803.24	100.00%
Subtotal		<u>1,660,192.13</u>	<u>2,241,374.34</u>	<u>1,625,581.93</u>	<u>72.53%</u>
<b>TFCU (Proj. 007)</b>					
Printing	550	979.95	-	-	N/A
Technology/Furniture and Fixtures	730	440.05	-	-	N/A
Subtotal		<u>1,420.00</u>	<u>-</u>	<u>-</u>	<u>N/A</u>
<b>Rotary (Proj. 011)</b>					
General Supplies	600	5,014.79	-	-	N/A
Subtotal		<u>5,014.79</u>	<u>-</u>	<u>-</u>	<u>N/A</u>
<b>Child Nutrition Program (Proj. various CNP)</b>					
Cleaning/Disposal Services	420	1,450.00	2,000.00	1,225.00	61.25%
Food Service Management	570	138,959.96	175,000.00	141,089.76	80.62%
Kitchen Products and Supplies	600	1,003.08	1,130.00	630.00	55.75%
Subtotal		<u>141,413.04</u>	<u>178,130.00</u>	<u>142,944.76</u>	<u>80.25%</u>



**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
STATEMENT OF EXPENSES BY PROJECT/OBJECT  
- GENERAL FUND - CASH BASIS**

<b>Classification (Project-Object)</b>	<b>Object</b>	<b>2022-23 Actuals</b>	<b>2023-24 Original Budget</b>	<b>2023-24 As of 4/30/24</b>	<b>% of YTD to Budg.</b>
<b>Flexible Benefit Allowance (Proj. 331-335)</b>					
Salaries/Employee Benefits	100-299	164,442.28	220,000.00	160,111.97	72.78%
<b>State Textbooks (Proj. 333)</b>					
Books	640	17,145.49	16,935.38	-	0.00%
Subtotal		17,145.49	16,935.38	-	0.00%
<b>Reading Sufficiency (Proj. 367)</b>					
Professional Development	359	-	3,000.00	2,400.00	80.00%
General Supplies	600	3,805.22	19,052.80	2,016.04	10.58%
Registrations	860	-	1,320.00	1,320.00	100.00%
Subtotal		3,805.22	23,372.80	5,736.04	24.54%
<b>School Resource Officer (Proj. 376)</b>					
Security Services	344	-	74,000.00	15,166.00	20.49%
Bldg Repair/Maint	430	-	2,500.00	2,310.00	92.40%
Technology/Furniture and Fixtures	650	-	500.00	-	0.00%
Equipment	700	-	15,000.00	2,487.94	16.59%
Subtotal		-	92,000.00	19,963.94	21.70%
<b>Title I, Part A (Proj. 511)</b>					
Salaries/Employee Benefits	100-299	55,615.83	86,150.00	68,122.72	79.07%
General Supplies	600	-	900.00	-	0.00%
Subtotal		55,615.83	87,050.00	68,122.72	78.26%
<b>Special Education Prof Dev (Proj. 615)</b>					
Professional Development	359	750.00	-	-	N/A
Dues, Fees and Registrations	800	40.00	1,231.19	400.00	32.49%
Subtotal		790.00	1,231.19	400.00	32.49%
<b>Special Education (Proj. 621)</b>					
Salaries/Employee Benefits	100-299	29,437.77	29,000.00	23,506.18	81.06%
Medical Services	336	11,104.22	15,749.72	17,267.50	109.64%
Subtotal		40,541.99	44,749.72	40,773.68	91.11%
<b>Preschool (Proj. 641)</b>					
Medical Services	336	235.78	378.62	378.62	100.00%
Subtotal		235.78	378.62	378.62	100.00%
<b>Stronger Connections Grant (Proj. 715)</b>					
Salaries/Employee Benefits	100-299	-	114,000.00	84,787.08	74.37%
Professional Services	300	-	9,400.00	405.00	4.31%
Out-of-District Travel	580	1,257.36	2,742.64	457.17	16.67%
General Supplies	600	-	26,750.00	7,940.25	29.68%
Dues, Fees and Registrations	800	8,590.00	24,141.00	1,140.00	4.72%
Subtotal		9,847.36	177,033.64	94,729.50	53.51%
<b>OSDH Reopening Schools (Proj. 723)</b>					
Salaries/Employee Benefits	100-299	43,278.34	-	-	N/A
Building Services	400	38,690.06	-	-	N/A
Subtotal		81,968.40	-	-	N/A

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
STATEMENT OF EXPENSES BY PROJECT/OBJECT  
- GENERAL FUND - CASH BASIS**

<b>Classification (Project-Object)</b>	<b>Object</b>	<b>2022-23 Actuals</b>	<b>2023-24 Original Budget</b>	<b>2023-24 As of 4/30/24</b>	<b>% of YTD to Budg.</b>
<b>CSP Grant - OPSRC (Proj. 771)</b>					
Educational Services	320	2,045.00	-	-	N/A
Legal Services	354	4,645.00	-	-	N/A
Travel	580	512.07	-	-	N/A
Office/Instructional Supplies	619	6,812.58	-	-	N/A
Books/Periodicals	640	18,682.60	-	-	N/A
Durable Goods (machines, appliances, tech)	650	287.97	-	-	N/A
Awards, Gifts, Decorations	682	1,501.08	-	-	N/A
Technology Related Hardware/Software	730	19,032.21	-	-	N/A
Fees/Registrations	800	4,060.00	-	-	N/A
Subtotal		<u>57,578.51</u>	<u>-</u>	<u>-</u>	N/A
<b>ESSER III (Proj. 795)</b>					
Salaries/Employee Benefits	100-299	133,293.94	108,885.11	85,322.98	78.36%
Subtotal		<u>133,293.94</u>	<u>108,885.11</u>	<u>85,322.98</u>	78.36%
<b>Grand Total</b>					
		<u>2,373,304.76</u>	<u>3,191,140.80</u>	<u>2,244,066.14</u>	70.32%
Payroll Expenses	100-200	1,664,300.65	2,158,085.11	1,608,625.85	74.54%
Non-Payroll Expenses	300-900	709,004.11	1,033,055.69	635,440.29	61.51%
Totals		<u>\$ 2,373,304.76</u>	<u>3,191,140.80</u>	<u>2,244,066.14</u>	70.32%

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
SUPPLEMENTAL THREE YEAR COMPARISON OF EXPENSES - CASH BASIS**

	2021-22 Expenditures		2022-23 Expenditures		2023-24 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 20,804.88	16,830.75	17,635.85	29,344.27	21,295.35	53,130.38
August	97,575.92	29,918.58	130,819.56	89,090.65	176,214.68	75,007.36
September	97,176.77	137,002.14	139,499.79	56,087.07	178,719.41	86,812.63
October	97,149.76	115,862.40	139,858.71	74,400.95	179,819.33	72,993.78
November	95,509.25	46,685.02	136,577.50	40,878.23	175,524.59	49,333.21
December	94,081.25	34,289.35	136,016.04	56,607.85	170,837.07	54,939.40
January	96,890.38	96,799.71	138,582.93	37,752.63	172,503.15	57,098.67
February	92,688.72	38,622.04	139,548.25	64,042.45	179,440.97	67,303.60
March	93,798.64	82,574.40	139,327.39	51,073.65	176,715.02	57,392.39
April	102,060.23	101,466.22	138,323.06	41,622.21	177,556.28	61,428.87
May	108,193.39	36,242.30	390,539.07	51,632.02	-	-
June	169,487.35	143,287.20	17,572.50	116,472.13	-	-
	<u>\$ 1,165,416.54</u>	<u>879,580.11</u>	<u>1,664,300.65</u>	<u>709,004.11</u>	<u>1,608,625.85</u>	<u>635,440.29</u>
		<u>2,044,996.65</u>		<u>2,373,304.76</u>		<u>2,244,066.14</u>

	2021-22 Expenditures		2022-23 Expenditures		2023-24 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 20,804.88	16,830.75	17,635.85	29,344.27	21,295.35	53,130.38
August	97,575.92	29,918.58	130,819.56	89,090.65	176,214.68	75,007.36
September	97,176.77	137,002.14	139,499.79	56,087.07	178,719.41	86,812.63
October	97,149.76	115,862.40	139,858.71	74,400.95	179,819.33	72,993.78
November	95,509.25	46,685.02	136,577.50	40,878.23	175,524.59	49,333.21
December	94,081.25	34,289.35	136,016.04	56,607.85	170,837.07	54,939.40
January	96,890.38	96,799.71	138,582.93	37,752.63	172,503.15	57,098.67
February	92,688.72	38,622.04	139,548.25	64,042.45	179,440.97	67,303.60
March	93,798.64	82,574.40	139,327.39	51,073.65	176,715.02	57,392.39
April	102,060.23	101,466.22	138,323.06	41,622.21	177,556.28	61,428.87
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<u>\$ 887,735.80</u>	<u>700,050.61</u>	<u>1,256,189.08</u>	<u>540,899.96</u>	<u>1,608,625.85</u>	<u>635,440.29</u>
		<u>1,587,786.41</u>		<u>1,797,089.04</u>		<u>2,244,066.14</u>

# Western Gateway Elementary School Inc.

## Revenue/Expenditure Summary

**Options:** Fund: 21, Date Range: 7/2/2023 - 4/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
318 REDBUD SCHOOL FUNDING ACT	\$58,913.90	\$63,162.21	\$0.00	\$0.00	\$122,076.11	\$0.00	\$122,076.11
<b>Total</b>	<b>\$58,913.90</b>	<b>\$63,162.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$122,076.11</b>	<b>\$0.00</b>	<b>\$122,076.11</b>

## Western Gateway Elementary School Inc. Revenue/Expenditure Summary

**Options:** Fund: 81, Date Range: 7/2/2023 - 4/30/2024

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
000 NONCATEGORICAL FUNDS	\$0.00	\$0.00	\$0.00	\$4,887.50	(\$4,887.50)	\$9,112.50	(\$14,000.00)
001 INASMUCH FOUNDATION	\$288,376.62	\$0.00	\$0.00	\$16,849.78	\$271,526.84	\$9,279.18	\$262,247.66
002 WCF DONATION	\$128,229.62	\$468,000.00	\$0.00	\$516,666.70	\$79,562.92	\$0.00	\$79,562.92
005 CROSSFIRST BANK (PLAYGROUND)	\$2,756.01	\$0.00	\$0.00	\$89.96	\$2,666.05	\$2,610.04	\$56.01
007 TFCU	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00
008 NEW HORIZONS FNDTN - AMZN	\$1,769.19	\$12,000.00	\$0.00	\$10,784.37	\$2,984.82	\$1,215.63	\$1,769.19
009 KIRKPATRICK GRANT	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
013 PIÑON FOUNDATION GRANT	\$0.00	\$5,000.00	\$0.00	\$134.90	\$4,865.10	\$0.00	\$4,865.10
015 OERB - STEM	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
285 CNP LOCAL	\$13.25	\$500.00	\$0.00	\$194.85	\$318.40	\$805.15	(\$486.75)
<b>Total</b>	<b>\$422,444.69</b>	<b>\$492,500.00</b>	<b>\$0.00</b>	<b>\$554,608.06</b>	<b>\$360,336.63</b>	<b>\$23,022.50</b>	<b>\$337,314.13</b>

**Western Gateway Elementary School Inc.****Revenue/Expenditure Summary****Options:** Fund: 86, Date Range: 7/2/2023 - 4/30/2024

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
000 NONCATEGORICAL FUNDS	\$191,901.88	\$141,886.19	\$0.00	\$333,788.07	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$191,901.88</b>	<b>\$141,886.19</b>	<b>\$0.00</b>	<b>\$333,788.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Western Gateway Elementary School Inc.**  
**Revenue/Expenditure Summary**

**Options:** Fund: 60, Date Range: 7/2/2023 - 4/30/2024

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
815 WGES GENERAL ACTIVITY	\$30,294.34	\$30,849.50	\$0.00	\$29,365.60	\$31,778.24	\$1,500.00	\$30,278.24
816 OSO FAMILY FUND	\$1,655.63	\$1,414.05	\$0.00	\$873.39	\$2,196.29	\$54.10	\$2,142.19
<b>Total</b>	<b>\$31,949.97</b>	<b>\$32,263.55</b>	<b>\$0.00</b>	<b>\$30,238.99</b>	<b>\$33,974.53</b>	<b>\$1,554.10</b>	<b>\$32,420.43</b>

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

**MONTHLY FINANCIAL REPORT**

**May 31, 2024 and Year to Date**



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

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

June 3, 2024

Honorable Board of Trustees  
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, 2024, and the related statements of revenues and expenses – cash basis for the eleven (11) months then ended. 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  
Certified Public Accountants, P.C.

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS  
AT MAY 31, 2024**

	<u>General Fund</u>	<u>Building Fund</u>	<u>Gifts Fund</u>	<u>Activity Fund</u>	<u>Totals</u>
<b>Assets</b>					
Cash	\$ 496,414.16	122,076.11	420,970.46	31,137.93	1,070,598.66
<b>Liabilities</b>					
Outstanding Payments	324,936.12		88.73	202.18	325,227.03
Reserves	6,852.07				6,852.07
Funds Held for Student Organizations				30,935.75	30,935.75
<b>Total Liabilities</b>	<u>331,788.19</u>	<u>-</u>	<u>88.73</u>	<u>31,137.93</u>	<u>363,014.85</u>
<b>Net Assets</b>	<u>\$ 164,625.97</u>	<u>122,076.11</u>	<u>420,881.73</u>		<u>707,583.81</u>

**WESTERN GATEWAY ELEMENTARY SCHOOL  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH FUND  
 BALANCES REGULATORY BASIS - ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUSTS  
 MAY 31, 2024**

	GOVERNMENTAL FUND TYPES		FIDUCIARY FUND TYPES	TOTALS (MEMO. ONLY)
	GENERAL	SPECIAL REVENUE	EXPENDABLE TRUST AND INSURANCE RECOVERY FUNDS	
Revenues				
Local sources	\$ 53,353.42		742,918.49	796,271.91
State sources	2,226,498.90	63,162.21		2,289,661.11
Federal sources	375,839.75			375,839.75
Non-revenue receipts	938.44			938.44
Total revenues	<u>2,656,630.51</u>	<u>63,162.21</u>	<u>742,918.49</u>	<u>3,462,711.21</u>
Expenditures				
Instruction	1,536,558.56		33,183.18	1,569,741.74
Support services	1,108,842.24		907,867.85	2,016,710.09
Operation of non-instructional services	182,450.19			182,450.19
Other uses	2,639.24			2,639.24
Total expenditures	<u>2,830,490.23</u>		<u>941,051.03</u>	<u>3,771,541.26</u>
Revenues over (under) expenditures	(173,859.72)	63,162.21	(198,132.54)	(308,830.05)
Other financing sources (uses)				
Inter-fund transfers in (out)	<u>(4,667.70)</u>		<u>4,667.70</u>	<u>-</u>
Revenue and other sources over (under) expenditures and other uses	(178,527.42)	63,162.21	(193,464.84)	(308,830.05)
Cash fund balance, beginning of year	<u>343,153.39</u>	<u>58,913.90</u>	<u>614,346.57</u>	<u>1,016,413.86</u>
Cash fund balance, end of period	<u>\$ 164,625.97</u>	<u>122,076.11</u>	<u>420,881.73</u>	<u>707,583.81</u>

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
STATEMENT OF REVENUE AND EXPENSES- GENERAL FUND - CASH BASIS**

	Source Codes	2022-23 Actual	2022-23 As of 5/31/23	% of YTD to Actual	2023-24 Budgeted	2023-24 As of 5/31/24	% of YTD to Budgeted
<b>Revenue</b>							
Reimbursements	1500	\$ 8.50	8.50	100.0%	\$ 3,500.00	3,033.50	86.7%
Donations	1610	16,094.62	9,194.62	57.1%	11,830.00	11,830.00	100.0%
Refund of Prior Year Expenditure	1680	1,422.21	-	0.0%	-	-	N/A
Local CNP	1700	41,722.66	37,409.00	89.7%	41,800.00	38,489.92	92.1%
Foundation and Salary Incentive Aid	3210	1,628,682.37	1,482,235.70	91.0%	2,168,279.76	1,973,134.58	91.0%
Flexible Benefit Allowance	3250	162,086.88	147,499.06	91.0%	219,110.99	199,390.99	91.0%
Reading Sufficiency (prj 367)	3415	18,207.68	18,207.68	100.0%	23,372.80	23,372.80	100.0%
State Textbooks (prj 333)	3420	12,356.76	11,714.13	94.8%	16,935.38	16,935.38	100.0%
School Resource Officer (prj 376)	3436	-	-	N/A	92,000.00	12,353.95	13.4%
State CNP	3700	938.96	469.48	50.0%	1,311.20	1,311.20	100.0%
Title I pt. A (prj 511)	4210	42,976.41	21,232.85	49.4%	114,179.24	36,581.45	32.0%
Title II pt. A (prj 541)	4271	7,806.13	7,806.13	100.0%	16,831.53	16,831.53	100.0%
Special Education - Prof Dev (prj 615)	4310	863.39	-	0.0%	400.00	400.00	100.0%
Special Education - Flow Through (prj 621)	4310	43,890.99	34,196.52	77.9%	44,530.44	36,234.64	81.4%
Preschool (prj 641)	4340	235.78	235.78	100.0%	378.62	378.62	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%
Stronger Connections Grant (prj 715)	4445	-	-	N/A	124,031.76	85,433.54	68.9%
CSP Grant (Proj. 771)	4462	142,548.57	142,548.57	100.0%	-	-	N/A
OSDH Reopening Schools (prj 723)	4689	89,393.47	66,348.27	74.2%	-	-	N/A
ESSER III (prj 795)	4689	145,676.95	81,808.32	56.2%	108,885.11	76,610.08	70.4%
Federal Meal Reimbursement	4700	115,457.71	91,725.66	79.4%	135,000.00	111,063.74	82.3%
Prior Year Federal Revenue	4000	156,309.92	156,309.92	100.0%	2,306.15	2,306.15	100.0%
Correcting Entries	5600	-	-	N/A	938.44	938.44	100.0%
<b>Total revenue</b>		<b>2,636,679.96</b>	<b>2,318,950.19</b>	<b>87.9%</b>	<b>3,135,621.42</b>	<b>2,656,630.51</b>	<b>84.7%</b>
<b>Expenditures</b>							
Payroll		1,664,300.65	1,646,728.15	98.9%	2,174,832.52	2,115,698.28	97.3%
Accounts Payable		709,004.11	592,531.98	83.6%	1,041,876.39	714,791.95	68.6%
<b>Total expenditures</b>		<b>2,373,304.76</b>	<b>2,239,260.13</b>	<b>94.4%</b>	<b>3,216,708.91</b>	<b>2,830,490.23</b>	<b>88.0%</b>
Revenue over (under) expenses		263,375.20	79,690.06		(81,087.49)	(173,859.72)	
Net Assets (beginning)	6110	79,053.67	79,053.67	100.0%	343,153.39	343,153.39	100.0%
Other Financing Sources (Uses):							
Transfer to Insurance Recovery		-	-		(4,667.70)	(4,667.70)	
Lapsed/Estopped		724.52	-		-	-	
<b>Ending Net Assets</b>		<b>\$ 343,153.39</b>	<b>158,743.73</b>		<b>\$ 257,398.20</b>	<b>164,625.97</b>	

## **SUPPLEMENTAL INFORMATION**

WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 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	\$ 11,830.00	-	5,880.00	-	-	-	-	5,950.00	-	-	-	-
Refunds and Other Local	3,033.50	2,732.32	-	-	-	-	-	-	-	-	10.00	291.18
Local Child Nutrition Program	38,489.92	-	3,142.96	3,481.37	3,788.56	850.00	5,149.89	3,394.18	5,568.85	3,860.22	4,494.79	4,759.10
State Aid	1,973,134.58	-	158,717.74	158,717.74	158,717.73	158,717.74	158,717.74	377,246.15	195,064.36	195,173.06	195,121.49	216,940.83
Flexible Benefits Allowance	199,390.99	-	14,798.46	15,733.18	15,265.83	15,265.82	15,265.82	48,665.23	13,643.11	19,122.47	19,719.97	21,911.10
Reading Sufficiency	23,372.80	-	-	-	-	-	23,372.80	-	-	-	-	-
State Textbooks (prj 333)	16,935.38	-	14,838.52	-	-	-	-	2,096.86	-	-	-	-
School Resource Officer (prj 376)	12,353.95	-	-	-	3,027.95	-	-	-	7,287.00	-	-	2,039.00
State CNP Matching	1,311.20	-	-	-	-	-	-	-	655.60	-	-	655.60
Title I, pt. A (prj 511)	36,581.45	-	-	-	-	-	16,275.55	-	-	-	20,305.90	-
Title II, pt. A (prj 541)	16,831.53	-	-	-	-	-	-	16,831.53	-	-	-	-
Title IV, Student Support (prj 552)	10,000.00	-	-	-	-	-	-	6,357.66	-	-	3,642.34	-
Special Education Prof Dev (prj 615)	400.00	-	-	-	-	-	-	-	-	-	-	400.00
Special Education (prj 621)	36,234.64	-	-	-	6,933.98	-	-	20,040.38	-	-	-	9,260.28
Special Education - Preschool (prj 641)	378.62	-	-	-	378.62	-	-	-	-	-	-	-
Stronger Connections Grant (prj 715)	87,549.90	2,116.36	-	-	-	-	19,467.31	-	37,107.51	-	-	28,858.72
COVID Prevention (prj 723)	189.79	189.79	-	-	-	-	-	-	-	-	-	-
ESSER III (prj 795)	76,610.08	-	-	-	-	-	18,737.57	29,427.15	-	-	28,445.36	-
Federal Child Nutrition Program	111,063.74	-	-	10,435.38	27,448.11	-	23,988.57	-	23,405.77	-	25,785.91	-
Non-revenue sources	938.44	-	-	82.65	-	43.70	178.90	21.65	-	-	611.54	-
	<b>\$ 2,656,630.51</b>	<b>5,038.47</b>	<b>197,377.68</b>	<b>188,450.32</b>	<b>215,560.78</b>	<b>174,877.26</b>	<b>281,154.15</b>	<b>510,030.79</b>	<b>282,732.20</b>	<b>218,155.75</b>	<b>298,137.30</b>	<b>285,115.81</b>

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
STATEMENT OF EXPENSES BY PROJECT/OBJECT  
- GENERAL FUND - CASH BASIS**

<b>Classification (Project-Object)</b>	<b>Object</b>	<b>2022-23 Actuals</b>	<b>2023-24 Original Budget</b>	<b>2023-24 As of 5/31/24</b>	<b>% of YTD to Budg.</b>
<b>General Fund &amp; Local Codes (Proj. 000)</b>					
Salaries	100	\$ 1,013,955.47	1,310,000.00	1,268,408.57	96.83%
Employee Benefits	200	224,277.02	308,000.00	296,812.71	96.37%
Worker's Comp./State Unempl.	270-280	1,489.00	12,000.00	1,836.00	15.30%
Administrative Services	310	27,020.00	18,106.80	16,106.80	88.95%
Educational Services	320	8,032.00	30,500.00	20,115.50	65.95%
Accounting and Other Professional Services	330	23,750.00	24,350.00	22,300.00	91.58%
Medical Services	336	25,235.00	51,564.16	49,884.16	96.74%
Security Services	344	2,271.00	790.00	190.00	24.05%
Technology Related Services	346	-	298.05	298.05	100.00%
Legal Services	350	3,475.00	12,000.00	6,134.98	51.12%
Professional Development	359	578.76	800.00	540.00	67.50%
Water Service	411	7,072.30	9,226.02	8,776.02	95.12%
Cleaning Services	421	34,588.40	68,468.90	68,468.90	100.00%
Disposal Services	423	2,914.17	4,500.00	3,511.35	78.03%
Pest Control	424	350.00	1,400.00	700.00	50.00%
Lawn Care Services	426	7,853.15	12,890.00	11,427.97	88.66%
Repairs and Maintenance Services	430	65,053.09	64,900.00	50,388.16	77.64%
Insurance Services	520	62,009.00	82,430.00	81,178.00	98.48%
Communications Services	530	10,593.69	11,895.00	11,243.91	94.53%
Advertising	540	199.50	1,200.00	697.02	58.09%
Printing Services	550	674.25	1,254.00	844.25	67.32%
Out-of-District Travel	580	1,098.98	2,090.00	317.55	15.19%
General Supplies	600	11,737.42	66,500.00	19,558.40	29.41%
Building/Janitorial Supplies	618	12,351.02	19,010.00	14,580.27	76.70%
Electricity	624	26,604.32	25,000.00	21,933.06	87.73%
Natural Gas	627	9,417.84	10,000.00	6,282.12	62.82%
Books	640	28,641.86	61,486.05	3,026.63	4.92%
Furniture and Fixtures	651	1,349.05	8,000.00	2,417.29	30.22%
Technology Supply/Software	653	12,685.33	31,950.00	19,840.01	62.10%
Machines	656	-	500.00	-	0.00%
Awards, Gifts, Decorations	680	54.98	1,920.00	1,918.65	99.93%
Landscaping	714	-	2,099.25	2,099.25	100.00%
Equipment	730	8,762.73	9,515.00	4,230.24	44.46%
Sponsor Fees	805	16,966.85	21,682.79	19,731.35	91.00%
Dues and Fees	810	7,655.95	8,200.00	7,919.09	96.57%
Registrations	860	1,475.00	5,872.00	772.00	13.15%
Reimbursement/Correcting Entries	900	-	803.24	803.24	100.00%
Subtotal		<u>1,660,192.13</u>	<u>2,301,201.26</u>	<u>2,045,291.50</u>	88.88%
<b>TFCU (Proj. 007)</b>					
Printing	550	979.95	-	-	N/A
Technology/Furniture and Fixtures	730	440.05	-	-	N/A
Subtotal		<u>1,420.00</u>	<u>-</u>	<u>-</u>	N/A
<b>Rotary (Proj. 011)</b>					
General Supplies	600	5,014.79	-	-	N/A
Subtotal		<u>5,014.79</u>	<u>-</u>	<u>-</u>	N/A
<b>Child Nutrition Program (Proj. various CNP)</b>					
Cleaning/Disposal Services	420	1,450.00	2,000.00	1,225.00	61.25%
Food Service Management	570	138,959.96	180,600.00	180,595.19	100.00%
Kitchen Products and Supplies	600	1,003.08	1,130.00	630.00	55.75%
Subtotal		<u>141,413.04</u>	<u>183,730.00</u>	<u>182,450.19</u>	99.30%



**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
STATEMENT OF EXPENSES BY PROJECT/OBJECT  
- GENERAL FUND - CASH BASIS**

<b>Classification (Project-Object)</b>	<b>Object</b>	<b>2022-23 Actuals</b>	<b>2023-24 Original Budget</b>	<b>2023-24 As of 5/31/24</b>	<b>% of YTD to Budg.</b>
<b>Flexible Benefit Allowance (Proj. 331-335)</b>					
Salaries/Employee Benefits	100-299	164,442.28	218,808.87	212,255.99	97.01%
<b>State Textbooks (Proj. 333)</b>					
Books	640	17,145.49	16,935.38	-	0.00%
Subtotal		17,145.49	16,935.38	-	0.00%
<b>Reading Sufficiency (Proj. 367)</b>					
Professional Development	359	-	3,000.00	2,400.00	80.00%
General Supplies	600	3,805.22	19,052.80	2,106.03	11.05%
Registrations	860	-	1,320.00	1,320.00	100.00%
Subtotal		3,805.22	23,372.80	5,826.03	24.93%
<b>School Resource Officer (Proj. 376)</b>					
Security Services	344	-	74,000.00	7,646.00	10.33%
Bldg Repair/Maint	430	-	2,500.00	2,310.00	92.40%
Technology/Furniture and Fixtures	650	-	500.00	-	0.00%
Equipment	700	-	15,000.00	9,917.95	66.12%
Subtotal		-	92,000.00	19,873.95	21.60%
<b>Title I, Part A (Proj. 511)</b>					
Salaries/Employee Benefits	100-299	55,615.83	86,150.00	86,347.36	100.23%
General Supplies	600	-	900.00	-	0.00%
Subtotal		55,615.83	87,050.00	86,347.36	99.19%
<b>Special Education Prof Dev (Proj. 615)</b>					
Professional Development	359	750.00	-	-	N/A
Dues, Fees and Registrations	800	40.00	1,231.19	400.00	32.49%
Subtotal		790.00	1,231.19	400.00	32.49%
<b>Special Education (Proj. 621)</b>					
Salaries/Employee Benefits	100-299	29,437.77	29,000.00	29,000.00	100.00%
Medical Services	336	11,104.22	15,749.72	15,749.72	100.00%
Subtotal		40,541.99	44,749.72	44,749.72	100.00%
<b>Preschool (Proj. 641)</b>					
Medical Services	336	235.78	378.62	378.62	100.00%
Subtotal		235.78	378.62	378.62	100.00%
<b>Stronger Connections Grant (Proj. 715)</b>					
Salaries/Employee Benefits	100-299	-	113,988.54	113,988.54	100.00%
Professional Services	300	-	540.00	405.00	75.00%
Out-of-District Travel	580	1,257.36	457.17	457.17	100.00%
General Supplies	600	-	7,940.25	7,940.25	100.00%
Dues, Fees and Registrations	800	8,590.00	15,440.00	1,240.80	8.04%
Subtotal		9,847.36	138,365.96	124,031.76	89.64%
<b>OSDH Reopening Schools (Proj. 723)</b>					
Salaries/Employee Benefits	100-299	43,278.34	-	-	N/A
Building Services	400	38,690.06	-	-	N/A
Subtotal		81,968.40	-	-	N/A

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
STATEMENT OF EXPENSES BY PROJECT/OBJECT  
- GENERAL FUND - CASH BASIS**

<b>Classification (Project-Object)</b>	<b>Object</b>	<b>2022-23 Actuals</b>	<b>2023-24 Original Budget</b>	<b>2023-24 As of 5/31/24</b>	<b>% of YTD to Budg.</b>
<b>CSP Grant - OPSRC (Proj. 771)</b>					
Educational Services	320	2,045.00	-	-	N/A
Legal Services	354	4,645.00	-	-	N/A
Travel	580	512.07	-	-	N/A
Office/Instructional Supplies	619	6,812.58	-	-	N/A
Books/Periodicals	640	18,682.60	-	-	N/A
Durable Goods (machines, appliances, tech)	650	287.97	-	-	N/A
Awards, Gifts, Decorations	682	1,501.08	-	-	N/A
Technology Related Hardware/Software	730	19,032.21	-	-	N/A
Fees/Registrations	800	4,060.00	-	-	N/A
Subtotal		<u>57,578.51</u>	<u>-</u>	<u>-</u>	N/A
<b>ESSER III (Proj. 795)</b>					
Salaries/Employee Benefits	100-299	133,293.94	108,885.11	108,885.11	100.00%
Subtotal		<u>133,293.94</u>	<u>108,885.11</u>	<u>108,885.11</u>	100.00%
<b>Grand Total</b>					
		<u>2,373,304.76</u>	<u>3,216,708.91</u>	<u>2,830,490.23</u>	87.99%
Payroll Expenses	100-200	1,664,300.65	2,174,832.52	2,115,698.28	97.28%
Non-Payroll Expenses	300-900	709,004.11	1,041,876.39	714,791.95	68.61%
Totals		<u>\$ 2,373,304.76</u>	<u>3,216,708.91</u>	<u>2,830,490.23</u>	87.99%

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2023-24 FISCAL YEAR  
SUPPLEMENTAL THREE YEAR COMPARISON OF EXPENSES - CASH BASIS**

	2021-22 Expenditures		2022-23 Expenditures		2023-24 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 20,804.88	16,830.75	17,635.85	29,344.27	21,295.35	53,130.38
August	97,575.92	29,918.58	130,819.56	89,090.65	176,214.68	75,007.36
September	97,176.77	137,002.14	139,499.79	56,087.07	178,719.41	86,812.63
October	97,149.76	115,862.40	139,858.71	74,400.95	179,819.33	72,993.78
November	95,509.25	46,685.02	136,577.50	40,878.23	175,524.59	49,333.21
December	94,081.25	34,289.35	136,016.04	56,607.85	170,837.07	54,939.40
January	96,890.38	96,799.71	138,582.93	37,752.63	172,503.15	57,098.67
February	92,688.72	38,622.04	139,548.25	64,042.45	179,440.97	67,303.60
March	93,798.64	82,574.40	139,327.39	51,073.65	176,715.02	57,392.39
April	102,060.23	101,466.22	138,323.06	41,622.21	177,556.28	61,428.87
May	108,193.39	36,242.30	390,539.07	51,632.02	507,072.43	79,351.66
June	169,487.35	143,287.20	17,572.50	116,472.13	-	-
	<u>\$ 1,165,416.54</u>	<u>879,580.11</u>	<u>1,664,300.65</u>	<u>709,004.11</u>	<u>2,115,698.28</u>	<u>714,791.95</u>
		<u>2,044,996.65</u>		<u>2,373,304.76</u>		<u>2,830,490.23</u>

	2021-22 Expenditures		2022-23 Expenditures		2023-24 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 20,804.88	16,830.75	17,635.85	29,344.27	21,295.35	53,130.38
August	97,575.92	29,918.58	130,819.56	89,090.65	176,214.68	75,007.36
September	97,176.77	137,002.14	139,499.79	56,087.07	178,719.41	86,812.63
October	97,149.76	115,862.40	139,858.71	74,400.95	179,819.33	72,993.78
November	95,509.25	46,685.02	136,577.50	40,878.23	175,524.59	49,333.21
December	94,081.25	34,289.35	136,016.04	56,607.85	170,837.07	54,939.40
January	96,890.38	96,799.71	138,582.93	37,752.63	172,503.15	57,098.67
February	92,688.72	38,622.04	139,548.25	64,042.45	179,440.97	67,303.60
March	93,798.64	82,574.40	139,327.39	51,073.65	176,715.02	57,392.39
April	102,060.23	101,466.22	138,323.06	41,622.21	177,556.28	61,428.87
May	108,193.39	36,242.30	390,539.07	51,632.02	507,072.43	79,351.66
June	-	-	-	-	-	-
	<u>\$ 995,929.19</u>	<u>736,292.91</u>	<u>1,646,728.15</u>	<u>592,531.98</u>	<u>2,115,698.28</u>	<u>714,791.95</u>
		<u>1,732,222.10</u>		<u>2,239,260.13</u>		<u>2,830,490.23</u>

**Western Gateway Elementary School Inc.****Revenue/Expenditure Summary****Options:** Fund: 21, Date Range: 7/2/2023 - 5/31/2024

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
318 REDBUD SCHOOL FUNDING ACT	\$58,913.90	\$63,162.21	\$0.00	\$0.00	\$122,076.11	\$0.00	\$122,076.11
<b>Total</b>	<b>\$58,913.90</b>	<b>\$63,162.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$122,076.11</b>	<b>\$0.00</b>	<b>\$122,076.11</b>

# Western Gateway Elementary School Inc.

## Revenue/Expenditure Summary

**Options:** Fund: 81, Date Range: 7/2/2023 - 5/31/2024

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
000 NONCATEGORICAL FUNDS	\$0.00	\$900.00	\$0.00	\$4,887.50	(\$3,987.50)	\$9,112.50	(\$13,100.00)
001 INASMUCH FOUNDATION	\$288,376.62	\$60,000.00	\$0.00	\$16,849.78	\$331,526.84	\$9,279.18	\$322,247.66
002 WCF DONATION	\$128,229.62	\$520,000.00	\$0.00	\$568,333.37	\$79,896.25	\$51,666.67	\$28,229.58
005 CROSSFIRST BANK (PLAYGROUND)	\$2,756.01	\$0.00	\$0.00	\$89.96	\$2,666.05	\$2,610.04	\$56.01
007 TFCU	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00
008 NEW HORIZONS FNDTN - AMZN	\$1,769.19	\$12,000.00	\$0.00	\$11,095.93	\$2,673.26	\$904.07	\$1,769.19
009 KIRKPATRICK GRANT	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
013 PIÑON FOUNDATION GRANT	\$0.00	\$5,000.00	\$0.00	\$134.90	\$4,865.10	\$4,865.10	\$0.00
015 OERB - STEM	\$0.00	\$2,000.00	\$0.00	\$102.57	\$1,897.43	\$1,897.43	\$0.00
285 CNP LOCAL	\$13.25	\$800.00	\$0.00	\$768.95	\$44.30	\$0.00	\$44.30
<b>Total</b>	<b>\$422,444.69</b>	<b>\$605,700.00</b>	<b>\$0.00</b>	<b>\$607,262.96</b>	<b>\$420,881.73</b>	<b>\$80,334.99</b>	<b>\$340,546.74</b>

**Western Gateway Elementary School Inc.****Revenue/Expenditure Summary****Options:** Fund: 86, Date Range: 7/2/2023 - 5/31/2024

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
000 NONCATEGORICAL FUNDS	\$191,901.88	\$141,886.19	\$0.00	\$333,788.07	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$191,901.88</b>	<b>\$141,886.19</b>	<b>\$0.00</b>	<b>\$333,788.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Western Gateway Elementary School Inc.****Revenue/Expenditure Summary****Options:** Fund: 60, Date Range: 7/2/2023 - 5/31/2024

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
800 SCHOOL ACTIVITY SUBACCOUNTS	\$0.00	\$67.00	\$0.00	\$0.00	\$67.00	\$0.00	\$67.00
815 WGES GENERAL ACTIVITY	\$30,294.34	\$30,849.50	\$0.00	\$31,495.08	\$29,648.76	\$1,000.00	\$28,648.76
816 OSO FAMILY FUND	\$1,655.63	\$1,445.05	\$0.00	\$1,880.69	\$1,219.99	\$54.10	\$1,165.89
<b>Total</b>	<b>\$31,949.97</b>	<b>\$32,361.55</b>	<b>\$0.00</b>	<b>\$33,375.77</b>	<b>\$30,935.75</b>	<b>\$1,054.10</b>	<b>\$29,881.65</b>

**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 4/18/2024 - 6/30/2024, Fund Codes: 11

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	4	07/01/2023	27	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES AND MATERIALS	500.00
11	17	07/01/2023	172	OKLAHOMA SCHOOLS ADVISORY COUNCIL	PROFESSIONAL DEVELOPMENT REGISTRATION	0.00
11	19	07/01/2023	98	CENTER FOR RESPONSIVE SCHOOLS, INC.	SUMMER PROFESSIONAL DEVELOPMENT WORKSHOP	10,440.00
11	21	07/01/2023	70	CITY OF OKC	WATER/SEWER SERVICE/ FIRE INSPECTION	726.02
11	24	07/01/2023	110	COOPER PROJECT ADVISORS, LLC	BLDG REPAIR/MAINT	20.00
11	31	07/01/2023	20	ELITE TECHNOLOGY SOLUTIONS, LLC	PHONES/LAPTOPS/TECH	35.00
11	32	07/01/2023	55	EVALUATION WORKS, LLC	PSYCH EVAL SERVICES/THERAPY	5,630.00
11	38	07/01/2023	80000	HEATHER ZACARIAS	REIMB SUPPLIES/TRAVEL	0.00
11	44	07/01/2023	73	KEYSTONE FOODSERVICE	CNP MEALS	5,595.19
11	46	07/01/2023	94	LETTERING EXPRESS OK, INC.	PROMOTIONAL ITEMS/MARKETING	-0.38
11	48	07/01/2023	58	MEDINA HANDYMAN SERVICES	CUSTODIAL SERVICES	7,616.10
11	49	07/01/2023	12	MIDFIRST BANK	MONTHLY BANK FEES	66.20
11	50	07/01/2023	72	MODERN ENVIRONMENT	GROUNDS MAINTENANCE	1,984.63
11	60	07/01/2023	78	OKCPS FINANCIAL SERVICES - TREASURY	SPONSOR FEES/TRANSPORTATION	0.00
11	62	07/01/2023	15	OKLAHOMA CONSULTING AND ACCOUNTING	ACCOUNTING SERVICES	100.00
11	87	07/01/2023	25	SAM'S CLUB/SYNCHRONY BANK	CLASSROOM SUPPLIES/ PAPER GOODS	0.00
11	97	07/01/2023	45	THOMPSON SCHOOL BOOK	CURRICULUM DEVELOPMENT AND INSTR TECH SUPPLIES	-10,000.00
11	98	07/01/2023	80	TODAY'S THERAPY SOLUTIONS	SPECIAL ED SERVICES	4,062.50
11	124	01/26/2024	162	PAYNE EDUCATION CENTER	SPECIAL EDUCATION TRAINING	0.00
11	128	03/08/2024	167	SUPERIOR FENCE	FENCING	395.00
11	131	05/09/2024	171	PACIFIC LEARNING INC.	RSA CURRICULUM	5,894.70
11	132	05/09/2024	75	THE UNIVERSITY OF OKLAHOMA-ELQA	CENTER FOR EARLY CHILDHOOD PD	150.00
11	133	05/20/2024	173	CENGAGE LEARNING	CURRICULUM BOOKS AND WORKBOOKS	43,084.80
11	134	05/31/2024	174	TWIG EDUCATION	CURRICULUM	8,791.74

<b>Non-Payroll Total:</b>	<b>\$85,091.50</b>
<b>Payroll Total:</b>	<b>\$22,523.10</b>
<b>Balance Forward:</b>	<b>\$3,056,786.00</b>
<b>Report Total:</b>	<b>\$3,164,400.60</b>



## Payment Register

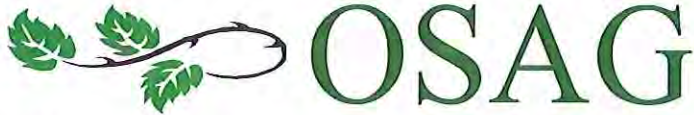
Options: Year: 2023-2024, Fund: GENERAL FUND, Date Range: 4/18/2024 - 6/30/2024, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
661	04/18/2024	15	OKLAHOMA CONSULTING AND A				\$2,050.00
662	04/18/2024	78	OKCPS FINANCIAL SERVICES - TR				\$1,951.21
663	04/18/2024	79	ONG				\$668.23
664	04/18/2024	63	R.K. BLACK, INC.				\$108.51
665	04/18/2024	97	TWO KINGS CONSULTING				\$675.00
666	04/26/2024	27	AMAZON CAPITAL SERVICES				\$226.90
667	04/26/2024	70	CITY OF OKC				\$463.43
668	04/26/2024	50	CLASSIC PAPER SUPPLY INC.				\$303.56
669	04/26/2024	157	PHILLIPS MURRAH P.C.				\$300.00
670	04/26/2024	167	SUPERIOR FENCE				\$7,520.00
671	04/26/2024	80	TODAY'S THERAPY SOLUTIONS				\$7,597.50
717	05/01/2024	110	COOPER PROJECT ADVISORS, LLC				\$1,835.00
718	05/01/2024	145	DEIGHAN EDUCATION LLC				\$3,750.00
719	05/01/2024	20	ELITE TECHNOLOGY SOLUTIONS,				\$2,010.00
720	05/01/2024	55	EVALUATION WORKS, LLC				\$3,660.00
721	05/01/2024	117	HARRISON ENERGY PARTNERS				\$2,500.00
722	05/01/2024	58	MEDINA HANDYMAN SERVICES				\$6,716.10
723	05/01/2024	72	MODERN ENVIRONMENT				\$728.33
724	05/01/2024	25	SAM'S CLUB/SYNCHRONY BANK				\$110.00
725	05/01/2024	71	WM CORPORATE SERVICES, INC.				\$317.90
726	05/01/2024	80000	HEATHER ZACARIAS				\$96.51
727	05/09/2024	53	ARTS COUNCIL				\$532.00
728	05/09/2024	98	CENTER FOR RESPONSIVE SCHOO				\$100.80
729	05/09/2024	86	FILTER TEC				\$413.88
730	05/09/2024	73	KEYSTONE FOODSERVICE				\$23,676.39
731	05/09/2024	94	LETTERING EXPRESS OK, INC.				\$499.62
732	05/09/2024	172	OKLAHOMA SCHOOLS ADVISORY				\$450.00
733	05/17/2024	27	AMAZON CAPITAL SERVICES				\$258.55
734	05/17/2024	86	FILTER TEC				\$40.80
735	05/17/2024	15	OKLAHOMA CONSULTING AND A				\$2,150.00
736	05/17/2024	69	OG&E				\$1,297.57
737	05/17/2024	78	OKCPS FINANCIAL SERVICES - TR				\$2,169.41
738	05/17/2024	79	ONG				\$289.76
739	05/17/2024	63	R.K. BLACK, INC.				\$108.51
740	05/10/2024	12	MIDFIRST BANK				\$51.90
741	05/23/2024	50	CLASSIC PAPER SUPPLY INC.				\$592.50
742	05/23/2024	55	EVALUATION WORKS, LLC				\$1,320.00
743	05/23/2024	73	KEYSTONE FOODSERVICE				\$15,829.04
744	05/23/2024	157	PHILLIPS MURRAH P.C.				\$775.00
875	05/31/2024	70	CITY OF OKC				\$453.28
876	05/31/2024	22	OPSRC				\$75.00
877	05/31/2024	25	SAM'S CLUB/SYNCHRONY BANK				\$89.80
878	05/31/2024	26	STAPLES BUSINESS CREDIT				\$201.25
879	05/31/2024	80	TODAY'S THERAPY SOLUTIONS				\$5,937.50
880	05/31/2024	71	WM CORPORATE SERVICES, INC.				\$315.26
881	06/06/2024	27	AMAZON CAPITAL SERVICES				\$95.90
882	06/06/2024	53	ARTS COUNCIL				\$644.00
883	06/06/2024	101	CITY GREASE TRAP SERVICE LLC				\$225.00
884	06/06/2024	110	COOPER PROJECT ADVISORS, LLC				\$1,835.00

**Payment Register**

**Options:** Year: 2023-2024, Fund: GENERAL FUND, Date Range: 4/18/2024 - 6/30/2024, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
885	06/06/2024	20	ELITE TECHNOLOGY SOLUTIONS,				\$2,010.00
886	06/06/2024	28	LAKESHORE LEARNING				\$9,382.85
887	06/06/2024	58	MEDINA HANDYMAN SERVICES				\$7,616.10
888	06/06/2024	72	MODERN ENVIRONMENT				\$728.33
889	06/06/2024	15	OKLAHOMA CONSULTING AND A				\$2,050.00
890	06/06/2024	78	OKCPS FINANCIAL SERVICES - TR				\$510.00
891	06/06/2024	171	PACIFIC LEARNING INC.				\$5,894.70
892	06/06/2024	63	R.K. BLACK, INC.				\$356.23
<b>Non-Payroll Total:</b>							<b>\$132,564.11</b>
<b>Payroll Total:</b>							<b>\$684,628.71</b>
<b>Balance Foward:</b>							<b>\$2,044,645.52</b>
<b>Total:</b>							<b>\$2,861,838.34</b>



## Oklahoma School Assurance Group

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

May 24, 2024

**Re: 2024-2025 OSAG Workers' Compensation Insurance Quote**  
*The policy will automatically renew on 7/1/24 – 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 2024-2025 OSAG renewal quote is as follows:

**Total 2024-2025 OSAG Workers' Compensation  
Renewal Premium including Dividend/Credits:**

**\$2,518.00**  
*Non-Auditable*

*\*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.

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### **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 2024-2025 policy year.***

***\*A shared \$250,000 Premium Credit was awarded to all active renewing members for the 2024-2025 policy period.***

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



6/11/2024

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

RE: 2024-2025 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 or Stated 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: \$25,000. Property Deductible per occurrence, \$25,000. Property Deductible per occurrence Windstorm/Hail, \$1,000 Boiler & Machinery Deductible per occurrence, \$10,000

118 N.16<sup>th</sup> 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 \$13,258,500 to \$13,876,425 in order to keep in line with replacement cost valuations. Increase of \$617,925. 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. (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.
  
- Cyber Liability – No Coverage
  
- Deadly Weapon Protection is included in the program as well. Please see attached proposal for the limits and applicable deductible.
  
- Sexual Abuse Deductible:
  1. Year 1 (7/1/24 - 6/30/25):
    - Objective: All schools must be implemented onto the Vector Solutions platform.
    - Sign up: Schools can sign up via our website at [osig.org/what-we-do/](https://osig.org/what-we-do/). Click the sign up under the Vector Box.
  2. Year 2 (7/1/25 - 6/30/26):
    - Objective: At least 25% of school faculty must complete the micro-learning modules on Vector by March 1, 2026.
  3. Year 3 (7/1/26 - 6/30/27):
    - Objective: A minimum of 75% of school faculty must complete the micro-learning modules on Vector by March 1, 2027.

Schools failing to meet these requirements will be subject to a \$100,000 deductible for Sexual Abuse and Molestation (SAM) claims. If they meet the training requirements, they will not have a deductible.

Annual Sexual Abuse Deductible Determination:

The deductible for the upcoming fiscal year (starting 7/1) is determined by the training completion status as of 3/1. This policy is in place to prevent confusion regarding deductible status in case a sexual abuse and molestation (SAM) claim is filed mid-term, before the 3/1 deadline.

- 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 2024-2025 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 07/01/2024.
- Limited Flood coverage is provided, Flood Zones A and V are excluded. If you have property (buildings, contents, outdoor structures, equipment, vehicles, etc.) located in Flood Zones and would like a quote, please let me know.

**Premium Summary:**

Coverage	2022-2023 OSIG Annual Premium	2023-2024 OSIG Annual Premium	2024-2025 OSIG Annual Premium
Total Values	\$12,450,000	\$13,258,500	\$13,876,425
Property	\$53,664.00	\$73,195	\$80,078
General Liability	\$1,770.00	\$1,613	\$1,815
Crime	Included in Property	Included in Property	Included in Property
Auto	\$2,361.00	\$2,153	\$2,421
Boiler	\$282.00	\$272	\$319
Inland Marine	Included in Property	Included in Property	Included in Property
Educators Legal	\$1,772.00	\$1,615	\$1,815
Totals:	<b>\$59,849.00</b>	<b>\$78,848</b>	<b>\$86,448</b>

**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 \$3,230. 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 07/01/2024. 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](http://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

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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

June 10, 2024

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

RE: Membership Proposal Effective 07/01/2024

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 07/01/2024 to 7/1/2025 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 28, 2024 in order to bind coverage effective July 1, 2024.

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](http://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:	\$80,078
Boiler & Machinery:	\$319
Auto Physical Dmg:	\$0
General Liability:	\$1,815
Auto Liability:	\$2,421
Educators Legal:	\$1,815
Excess Liability:	\$0
<b>Total Annual:</b>	<b>\$86,448</b>

A 25% minimum earned premium applies.

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

Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Total Values	\$0	\$0	\$0	\$11,900,000	\$12,450,000	\$13,258,500
Premium				\$49,672	\$59,849	\$78,848
Distribution					\$0	\$0

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
3	\$188,369	\$490,859	260.58%

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 7/1/24
- Installment #2    1/3 of total    due 8/1/24
- Installment #3    1/3 of total    due 9/1/24

## 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.

- \$25,000 Property Deductible Per Occurrence
- \$25,000 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: 06/10/2024 09:53 pm

Western Gateway Elementary School, Inc.

Location	Occupied As	Bldg Value	Contents Val
1300 SW 15th Street	Elementary School (Wheeler District)	\$11,796,750	\$1,179,675
		<u>\$11,796,750</u>	<u>\$1,179,675</u>

Floater Limi	<u>\$150,000</u>	Auto Values:	<u>\$0</u>
EDP Limit:	<u>\$250,000</u>	Total Values:	<u>\$13,876,425</u>
Extra Expense Limit	<u>\$500,000</u>		

### Auto Schedule

Report Printed: 06/10/2024 09:53 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 22 years, OSIG's membership has grown to 538 and the program insures more than \$28.5 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 Risk Management Services, Inc 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 6/30/23 was more than \$6.4 million and our assets were more than \$46.7 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.

<b>Statement of Net Assets</b>	
<b>As of 6/30/23</b>	
<b>Cash</b>	<b>\$ 37,364,915</b>
<b>Other Assets</b>	<b>\$ 9,417,966</b>
<b>Total Assets</b>	<b>\$ 46,782,881</b>
<hr/>	
<b>Total Liabilities</b>	<b>\$ 40,333,906</b>
<b>Total Net Assets/Surplus</b>	<b>\$ 6,448,975</b>

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](http://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 07/01/2024.

## 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 7/1/24
Installment #2	1/3 of total	due 8/1/24
Installment #3	1/3 of total	due 9/1/24

A 25% minimum earned premium applies.

## Risk Management And Loss Control Tools

Onsite Safety Inspections

Onsite Appraisals

StopIt Anonymous Incident Reporting Mobile App & Web App

Risk Management focused website [www.osig.org](http://www.osig.org)

Vector Solutions - Professional Development Training Platform:

Free of charge to all members of OSIG

Online 24/7 access to training

Training modules include:

- Child Sexual Abuse Prevention Training
- School Bus Driver Training
- Safety & Compliance Training

Beazley & Lodestone Cyber Portal

Helix Intel

HSB Water & Temperature Monitoring Devices - Pilot Program

## 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 2024-2025 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:**

\_\_\_\_\_  
President, Board of Education

**Attest:**

\_\_\_\_\_  
Clerk, Board of Education



6/11/2024

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

RE: 2024-2025 Cyber Insurance Proposal

Dear Heather,

Your Cyber Liability is due to renew on 7-1-24 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 \$2,110.00.

To bind coverage, please sign the enclosed Acord application and return to our office. 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

118 N.16<sup>th</sup> 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



## INDICATION OF TERMS

REFERENCE NUMBER:	4244054
COMPANY NAME:	Western Gateway Elementary School
TOTAL PAYABLE:	USD2,110.00
Broken down as follows:	
Premium:	USD2,110.00
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 Consequential Reputational Harm Extension Endorsement Customer Payment Fraud Extension Endorsement Incident Response Outside Of The Policy Limit Endorsement System Damage And Rectification Costs Amendatory Endorsement System Failure Extension Endorsement Media Liability Amendatory Endorsement Policyholder Disclosure Notice Of Terrorism Insurance Coverage Schedule Of Information Oklahoma Amendatory Endorsement War and Cyber War Exclusion Endorsement
SUBJECTIVITIES:	This quote is subject to the following being provided by the stated deadline: <ol style="list-style-type: none"><li>1. Satisfactory confirmation that you have downloaded &amp; registered our incident response mobile app, details of which can be found with your policy documents. (30 days post binding)</li><li>2. Please provide name, position, email and telephone number for the designated contact to receive security related alerts and targeted threat intelligence. (14 days post binding)</li></ol>
POLICY PERIOD:	12 months
DATE OF ISSUE:	09 May 2024
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.
QUOTE TYPE:	Admitted



THIS INDICATION OF TERMS 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 <b>costs and expenses</b>
Deductible:	USD5,000	each and every claim, including <b>costs and expenses</b>

### SECTION B: INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT

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

## 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.



## CONSEQUENTIAL REPUTATIONAL HARM EXTENSION ENDORSEMENT

ATTACHING TO POLICY N/A  
NUMBER:

THE INSURED: Western Gateway Elementary School  
WITH EFFECT FROM: -

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

1. The following **SECTION** is added to **INSURING CLAUSE 3** in the Declarations page:

**SECTION: CONSEQUENTIAL REPUTATIONAL HARM**

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

Deductible: USD5,000 each and every claim

2. The following **SECTION** is added to **INSURING CLAUSE 3**:

**SECTION: CONSEQUENTIAL REPUTATIONAL HARM**

We agree to reimburse you for your reputational harm income loss sustained during the reputational harm period as a direct result of:

- a. the loss of current or future customers; or
- b. your client suspending or terminating their contract with you;

caused solely as a result of a cyber event first discovered by you during the period of the policy.

3. The following **DEFINITIONS** are added:

**"Reputational harm income loss"** means

your income (less sales tax) that would have been earned during the reputational harm period that is permanently lost as a direct result of:

- a. the loss of current or future customers; or
- b. your client suspending or terminating their contract with you;

less any cost savings achieved as a direct result of the reduction in income.

**"Reputational harm period"** means

the period starting from when the cyber event is first discovered and lasting for 12 months.

**SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY**



## CUSTOMER PAYMENT FRAUD EXTENSION ENDORSEMENT

ATTACHING TO POLICY N/A  
NUMBER:

THE INSURED: Western Gateway Elementary School

WITH EFFECT FROM: -

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

1. The following **SECTION** is added to **INSURING CLAUSE 2** in the Declarations page:

**SECTION: CUSTOMER PAYMENT FRAUD**

Aggregate limit of liability:	USD50,000	in the aggregate
Deductible:	USD5,000	each and every claim

2. The following **SECTION** is added to **INSURING CLAUSE 2**:

**SECTION: CUSTOMER PAYMENT FRAUD**

We agree to reimburse **you** for **loss**, including outstanding debts and the cost of reimbursing **your** existing customers for their financial loss, as a direct result of any phishing, vishing or other social engineering attack against any existing customer of **yours** arising as a direct result of any **cyber event** first discovered by **you** during the **period of the policy**.

**SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY**



## INCIDENT RESPONSE OUTSIDE OF THE POLICY LIMIT ENDORSEMENT

ATTACHING TO POLICY N/A  
NUMBER:

THE INSURED: Western Gateway Elementary School

WITH EFFECT FROM: -

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

1. The words "ALL INSURING CLAUSES COMBINED" stated in the Declarations page are deleted and replaced with "INSURING CLAUSES 2-6 COMBINED".

2. The following is added to **INSURING CLAUSE 1** in the Declarations page:

ALL SECTIONS COMBINED

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

3. "**HOW MUCH WE WILL PAY**" is deleted in its entirety and replaced with the following:

### **HOW MUCH WE WILL PAY**

The maximum amount payable by **us** under this Policy in total across all Insuring Clauses will not exceed the **policy limit** plus the **incident response limit**.

The maximum amount payable by **us** in respect of each Section and each Insuring Clause will not exceed the **insured limit** for that Section or Insuring Clause.

Where cover is provided under multiple Sections of one or more Insuring Clauses, the maximum amount **we** will pay in total for that claim is the amount of the highest **insured limit** of the Sections under which cover is provided plus the **incident response limit**.

Where more than one claim under this Policy arises from the same original cause or single source or event, all of those claims will be deemed to be one claim and only one **insured limit** and **incident response limit** will be applicable.

4. The "**Policy limit**" **DEFINITION** is deleted in its entirety and replaced with the following:

"**Policy limit**" means

the aggregate limit of liability for **INSURING CLAUSES 2 - 6** combined as stated in the Declarations page.

5. The following **DEFINITION** is added:

"**Incident response limit**" means

the aggregate limit of liability for all Sections combined of **INSURING CLAUSE 1** as stated in the Declarations page.

**SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY**



## SYSTEM DAMAGE AND RECTIFICATION COSTS AMENDATORY ENDORSEMENT

ATTACHING TO POLICY N/A  
NUMBER:

THE INSURED: Western Gateway Elementary School

WITH EFFECT FROM: -

It is understood and agreed that **INSURING CLAUSE 3 (SECTION A only)** is deleted in its entirety and replaced with the following:

### **SECTION A: SYSTEM DAMAGE AND RECTIFICATION COSTS**

**We** agree to reimburse **you** for the additional cost of employing:

- a. contract staff or overtime costs for **employees** to rebuild **your** data, including the cost of data re-entry or data re-creation;
- b. specialist data recovery consultants, including IT forensic consultants, to recover **your** data or applications; and
- c. specialist consultants or overtime costs for **employees** working within **your** IT department to reconstitute **your computer systems** to the position they were in immediately prior to the **cyber event**;

reasonably and necessarily incurred as a direct result of a **cyber event** first discovered by **you** during the **period of the policy**.

**SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY**





## SYSTEM FAILURE EXTENSION ENDORSEMENT

ATTACHING TO POLICY N/A  
NUMBER:

THE INSURED: Western Gateway Elementary School

WITH EFFECT FROM: -

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

1. **INSURING CLAUSE 3 (SECTION B)** is deleted in its entirety and replaced with the following:

### **SECTION B: INCOME LOSS AND EXTRA EXPENSE**

We agree to reimburse **you** for **your income loss** and **extra expense** sustained during the **indemnity period** as a direct result of an interruption to **your** business activities arising directly out of any sudden, unexpected and continuous outage of **your computer systems** which is first discovered by **you** during the **period of the policy**, provided that the **computer systems** outage lasts longer than the **waiting period** and arises directly out of any **cyber event** or **system failure**.

2. **INSURING CLAUSE 3 (SECTION C)** is deleted in its entirety and replaced with the following:

### **SECTION C: DEPENDENT BUSINESS INTERRUPTION**

We agree to reimburse **you** for **your income loss** and **extra expense** sustained during the **indemnity period** as a direct result of an interruption to **your** business activities arising directly out of any sudden, unexpected and continuous outage of computer systems used directly by a **supply chain partner** which is first discovered by **you** during the **period of the policy**, provided that the computer systems outage lasts longer than the **waiting period** and arises directly out of any **cyber event** or **system failure**.

3. The "**Cyber event**" **DEFINITION** does not mean any system failure.
4. The "**Income loss**" **DEFINITION** is deleted in its entirety and replaced with the following:

"**Income loss**" means

**your** income that, had the **cyber event** or **system failure** which gave rise to the claim not occurred, would have been generated directly from **your** business activities (less sales tax) during the **indemnity period**, less:

- a. actual income (less sales tax) generated directly from **your** business activities during the **indemnity period**; and
- b. any cost savings achieved as a direct result of the reduction in income.

5. The following **DEFINITION** is added to this Policy:

"**System failure**" means

any sudden, unexpected and continuous outage of **your computer**



**systems** which renders them incapable of supporting their normal business function and is caused by an application bug, an internal network failure or hardware failure.

However, in respect of **INSURING CLAUSE 3 (SECTION C only)**, **system failure** also means any sudden, unexpected and continuous outage of computer systems used directly by a **supply chain partner** which renders them incapable of supporting their normal business function and is caused by an application bug, an internal network failure or hardware failure.

**"System failure"** does not mean a **cyber event**.

**SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE  
POLICY**

## MEDIA LIABILITY AMENDATORY ENDORSEMENT

ATTACHING TO POLICY N/A  
NUMBER:

THE INSURED: Western Gateway Elementary School

WITH EFFECT FROM: -

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

1. The "**Media content**" **DEFINITION** is deleted in its entirety and replaced with the following:

**"Media content"** means

any content created or disseminated by **you** or on **your** behalf, including but not limited to content disseminated through books, magazines, brochures, social media, billboards, websites, mobile applications, television and radio.

**"Media content"** does not include any:

- a. tangible product design;
- b. industrial design;
- c. architectural or building services;
- d. advertisement created by **you** for a **third party**;
- e. business, company, product or trading name;
- f. product packaging or labelling; or
- g. software products.

2. The "Product IP infringement" **EXCLUSION** will apply to **INSURING CLAUSE 5**.

**SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY**



## POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

ATTACHING TO POLICY N/A  
NUMBER:

THE INSURED: Western Gateway Elementary School

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

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: 40
3. Annual revenue: USD2,800,000
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

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**



## WAR AND CYBER WAR EXCLUSION ENDORSEMENT

ATTACHING TO POLICY N/A  
NUMBER:

THE INSURED: Western Gateway Elementary School  
WITH EFFECT FROM: -

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

1. The "War" **EXCLUSION** is deleted in its entirety and replaced with the following:

**War and cyber war**

arising directly or indirectly out of:

- a. **war**; or
- b. **cyber war**.

However, part b. above will not apply to:

- a. **INSURING CLAUSE 1 (SECTION A only)**; and
- b. that part of any claim relating to any computer systems which are physically located outside of an **impacted state**.

2. The following **DEFINITIONS** are added:

**"Cyber war"** means

any unauthorized access to or electronic attack on computer systems, carried out by or on behalf of a **state**, that directly results in another **state** becoming an **impacted state**.

**"Impacted state"** means

any **state** that suffers a major detrimental impact on its:

- a. ability to function; or
- b. defense and security capabilities;

as a direct result of any unauthorized access to or electronic attack on computer systems, carried out by or on behalf of another **state**.

**"State"** means

sovereign state.

**"War"** means

any physical:

- a. war, including undeclared or civil war;
- b. warlike action by a military force, including action in hindering or defending against an actual or expected attack by any government, sovereign or other authority using military personnel or other agents; or
- c. insurrection, rebellion, usurped power, or action taken by governmental authority in hindering or defending against



any of these.

**SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE  
POLICY**





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

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

April 23, 2024

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

Dear Ms. Zacarias:

Thank you for choosing Jenkins & Kemper, CPAs, P.C. to assist with the 2023-24 tax filing for the 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 2023-24 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 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 2023-24 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  
Certified Public Accountants, P.C.

RESPONSE:

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

<h1>Estimate</h1>
-------------------

**From:**

Medina Handyman Services
9531 Regina Ave OKC, OK 73169 (405)669-1696

Date:	6/7/2024
-------	----------

**Bill to:**

Western Gateway Elementary School, Inc, 1300 SW 15 <sup>th</sup> St OKC, OK 73108
---

<b>Janitorial Services Estimate</b>
-------------------------------------

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: \$185.00

Total Daily Rate: \$377.00

Estimated annual billing based on 183 school days: \$68,991.00

Annual rate will be divided into 10 months (August 2024-May 2025) @ \$6,899.10 monthly.

If you have any questions concerning this estimate, please feel free to call at 405-669-1696.

*THANK YOU!*



# Elite Technology Solutions, LLC sent you an estimate

We look forward to working with you.

Show full details ▼

## 2024-2025 General It Support

<b>Monthly Bank of Hours</b>	\$475.00
------------------------------	----------

*Monthly Retainer - Bank of 5 hours covers both onsite and remote visits.*

*Starting July 2024 for the 2024-2025 School Year.*

*Each invoice will be billed as following:*

*"Sent out July 1st to cover the month of July"*

<b>Subtotal</b>	\$475.00
-----------------	----------

<b>Total</b>	<b>\$475.00</b>
--------------	-----------------

**Elite Technology Solutions, LLC**

408 SW 97th Street  
Oklahoma City, OK 73139  
ets@elitetechnok.com  
+1 (405) 544-2823

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**Square Privacy Policy** | **Security**





# Elite Technology Solutions, LLC sent you an estimate

We look forward to working with you.

### Customer

Western Gateway Elementary School  
diana@westerngateway.es  
+1 (405) 503-4397  
1300 SW 15th Street  
Oklahoma City, Oklahoma 73108

### Estimate #12182023538

March 25, 2024

Hide full details ^

## 2024-2025 - Monthly Network Management

**Network Management** \$800.00

*2024-2025 School Year.*

*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.*

*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."*

**Subtotal** \$800.00

**Total**

**\$800.00**

---

**Elite Technology Solutions, LLC**

408 SW 97th Street  
Oklahoma City, OK 73139  
ets@elitetechnok.com  
+1 (405) 544-2823

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May 8, 2024

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

Keystone Food Service would respectfully like to request that we extend our Food Service Management agreement for the 2024-2025 school year.

Per the OKSDE contract renewal pricing must reflect the increase or decrease in the Consumer Price Index from the food away from home rate determined by the Bureau of Labor Statistics. This is the same number that the USDA uses to determine new reimbursement rates each year and this year the rate is 4.2%. Thus, our pricing should align with your reimbursement rates.

We look forward to serving and providing your district with the highest quality food service for the 2024-2025 school year.

Please don't hesitate to reach out to me with any questions or concerns at [brettf@keystonefoodservice.com](mailto:brettf@keystonefoodservice.com) or (405) 550-2006.

Sincerely,

A handwritten signature in black ink that reads 'Brett Feedback'.

Brett Feedback  
Keystone Foodservice

502 S Main Street, Stillwater, Oklahoma 74074 • (405) 564-0311 • Fax (405) 533-2939  
[www.keystonefoodservice.com](http://www.keystonefoodservice.com)



**Food Service Management Company (FSMC)  
Request for Proposal (RFP)  
Verbiage/Clarification/Updates for all RFP's**

The 2024-25 FSMC RFP has been updated to reflect the following verbiage. The page numbers referenced and the information below were added to the 2024-25 RFP. The verbiage below will also apply to all FSMC RFP's currently being used. All annual FSMC renewals must include this three-page document, signed by both the SFA and FSMC, as well as the Annual Renewal.

- Page 8, E-1: Added: The district has the option to either submit a copy of their 2022-2023 Detailed Expenditure, Detailed Revenue report, **AND** a copy of their October 2023 claim **OR** complete pages 32-40 in the RFP.
- Page 10, H-2: Added: The FSMC cannot attach or add anything to the RFP once State Agency approval has been granted.
- Page 10, J: Added: Bid Protest verbiage in the case that a protest is requested by a FSMC. In the event of a protest, the SFA shall follow their Bid Protest Procedures in their current Child Nutrition Procurement Plan.
- Page 11, D: Added: This contract constitutes the entire agreement between the SFA and the FSMC and may not be changed, extended orally, or altered by cause of conduct.
- Page 11, E: Added: No provision of this contract shall be assigned or subcontracted without prior written consent of the SFA.
- Page 11, F: Added: Any agreement between the SFA and the FSMC shall be subject to State agency approval.
- Page 12, O: Added: Information regarding the FSMC must annually provide information on food costs and revenues. This includes nonprogram food information per 7 CFR 210.14(f) and the USDA Guidance Contracting with FSMC, Guidance for School Food Authorities. This will be captured on the Attachment M each month and is required. The Attachment M has been updated to reflect this addition.
- Page 13, Q: Added: Information regarding the SFA will determine collection procedures for delinquent student accounts. The FSMC employees may not refuse a child a meal regardless of their ability to pay.
- Page 13, R: Added: The Meal Equivalency Rate includes the Free Rate, Performance Incentive Rate, and the USDA Value of Commodities. This rate will change every year to match the rate in Schedule B Adult/Contract price in CARS. (The meal

equivalency rate will change every year based on the increase to any of the three items mentioned above).

Page 17, VII B: Added: That daily records must be available to support the invoice charges. Breakfast, lunch, and snacks will be listed separately on the invoice. If an itemized invoice is requested by the SFA, but not provided within forty-five (45) days, the SFA has the right to delay payment for non-compliance until received. The Attachment M is required to be submitted with the SFA monthly invoice. The FSMC must use the OSDE approved Attachment M each month.

Page 18, VIII A 1-3: **This is the only part that will not change for any current RFPs, only the 2024-25 RFP.** The employee selection changed to three items instead of four. They are retained only by the SFA, retained only by the FSMC, and once they leave the SFA, the FSMC will rehire the employee. *Now you can select all the box(es) that apply.* If the district has both SFA and FSMC employees, you will select box 1 and 2.

**Note: Transition plan for employees leaving the district and being paid for by the FSMC has been removed from the 2024-25 RFP. A FSMC can no longer charge an extra price per meal fee for those employees. The FSMC can never directly bill an SFA.**

Page 19, B: Added: Clarification regarding background checks to meet State statute for employees paid for by the FSMC.

Page 19, C: Added: Clarification regarding employees working for the FSMC and/or the SFA and after-hours for outside entities.

Page 20, Q: Added: The SFA Child Nutrition Director, State Agency and USDA Representatives must have access to any kitchen facility, cafeteria, warehouse, or office used for the purposes of the Child Nutrition Programs.

Page 20, R: Added: The district must check both boxes indicating they understand both the FSMC and the SFA Child Nutrition Director must meet the USDA Professional Standards and Hiring Standards.

Page 20, R: Added: Information regarding Professional Development to align with 7 CFR 210.30 and USDA Memo SP 05-2020.

Page 23, XIII D: Added: The SFA reserves the right to receive additional grant money and purchase additional items for the Child Nutrition programs with the grant money, with appropriate crediting procedures applied.

Page 23, XIII E: Added: Information regarding Geographical Preference.

Page 29, G-2: Added: Information added regarding material changes.

Pages 32-40: Added The district has the option to either submit a copy of their 2022-2023 Expenditure Analysis, Revenue Analysis report, Expenditure/Revenue Summary report **AND** a copy of their October 2023 claim **OR** complete pages 32-40 in the RFP.

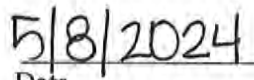
Page 72: Attachment M updated to reflect the new meal equivalency rate under the nonprogram revenue section. It is the free rate + meal incentive rate + value of commodity rate or the amount listed on Schedule B as well as the program/nonprogram food revenue requirement per 7 CFR 210.14(f).

The signatures below certify that both parties agree with the required changes to the RFP regardless of RFP year currently operating under and renewing.

\_\_\_\_\_  
School Food Authority Representative

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Food Service Management Company Representative

  
\_\_\_\_\_  
Date



AMENDMENT TO RENEW THE FOOD SERVICE MANAGEMENT COMPANY CONTRACT RENEWAL FOR SCHOOL YEAR 2024-2025

District Name: Western Gateway County/District Code: 55E020
Fixed-Price Per Meal/Lunch Equivalency (LE) rate charged for SY2024: \$ 4.85

This amendment is to renew the 2021 (original year) food service management company (FSMC) contract between Western Gateway (district) and Keystone Food Service (FSMC) for renewal year 2024-2025.

The parties desire to amend the on 6/1/24 (date). The term of this contract shall be for one (1) year beginning on July 1, 2024, and continuing until June 30th, 2025, unless terminated by either party.

The Fixed-Priced per Lunch Equivalency rate for the 2024-2025 school year is \$ 5.05.

The SFA and the FSMC Agreed [ ] Did Not Agree [X] on a labor transaction fee in the original RFP. If it was agreed by both parties, the amount the FSMC will charge the district if an employee leaves is \$ \_\_\_\_\_ per employee with a maximum charge of \$ \_\_\_\_\_ (if applicable, if no max type N/A) if all or most employees leave the district.

The lunch equivalency rate listed above shall not go over the March CPI of 4.2% and will remain unchanged for the 2025 school year. The FSMC will not and cannot change the rate before June 30, 2025, or directly bill the district at any time.

The price of the meal equivalency rate will change for nonprogram revenue annually. This will always be the current school year free reimbursement rate + meal performance incentive rate + value of USDA Foods.

District Name:
Print Name:
Signature:
Title:
Date:

FSMC Name: Keystone Food Service
Print Name: Brett Feedback
Signature: [Signature]
Title: Co-Owner
Date: 5/8/24

Fax or email this form to Karen by June 25, 2024. Fax: 405-521-2239; Karen.Davis@sde.ok.gov

(State Use Only)

Approved by:
Date Approved:
Approved by Signature:

Table with 2 rows: Fixed-Priced Per Meal Rate: FY2024 Lunch Equiv. Rate: \$ (CPI rate) = X 4.2% FY2025 Lunch Equiv. Rate: \$

## 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



## HOST SITE AGREEMENT

This Agreement, dated 7.1.2024 (the “Effective Date”), and terminating on 5.30.2025 (the Termination Date) is made by and between Arts Council Oklahoma City (ACOKC) and Western Gateway Elementary School (HOST SITE). HOST SITE and ACOKC enter into this Agreement to provide Arts Education, according to the attached Scope of Services.

HOST SITE agrees to pay ACOKC in accordance with the following provisions: ACOKC shall provide a teaching artist to serve as artist-in-residence at HOST SITE. HOST SITE and ACOKC shall each contribute 50% of the cost of direct teaching time and planning time, except time that is solely related to ACOKC. ACOKC shall provide and pay for all art supplies. Total amount of HOST SITE payments shall not exceed \$8,425.00. ACOKC shall invoice HOST SITE monthly for HOST SITE share of funding, and shall manage ARTIST payment.

HOST SITE shall defend, indemnify, and hold ACOKC, its officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorney’s fees, or claims for injury or damages arising out of the performance of this Agreement and caused by or resulting from the negligent or intentional acts or omissions of the HOST SITE, its officers, employees or agents.

This Agreement is for a fixed period of time commencing the Effective Date and ending on the last day of the scheduled session as provided in the attached Scope of Services (the “Termination Date”). Either party may terminate this Agreement at any time without penalty by giving the other party at least two weeks advance written notice prior to the beginning of the Termination Date.

The parties hereto agree and stipulate that this Agreement shall be construed under and in accordance with the laws of the State of Oklahoma. Any dispute arising out of this Agreement will be subject to the exclusive jurisdiction and venue of the state and federal courts located in Oklahoma County.

Each of the clauses and provisions contained herein shall be deemed separate, severable and independent. If any clause or provision of this Agreement is declared by a court of competent jurisdiction to be illegal, invalid or unenforceable, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby.

This Agreement is intended by the parties as a final expression of their agreement and is a complete and exclusive statement and understanding of the parties. This Agreement supersedes and replaces all prior documents, correspondence, conversations and other written or oral understandings related to this Agreement which are not consistent with or are not contained herein. I hereby acknowledge and agree to the terms of this agreement and warrant and represent that I am authorized to execute this Agreement on behalf of the party listed below.



<b>Western Gateway Elementary School</b>	<b>Arts Council Oklahoma City</b>
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____



ATTACHMENT A. SCOPE OF SERVICES

1. ACOKC shall provide a Teaching Artist (ARTIST), who is an Independent Contractor. ACOKC shall ensure that ARTIST is approved by HOST SITE prior to contracting with ARTIST.
2. ARTIST shall teach performing arts approximately 12 classes each week at HOST SITE in the following grades: Pre-Kindergarten, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>.
3. ARTIST shall be paid at the rate of \$35 per hour for direct teaching time, and at the rate of \$15 per hour for planning and meeting time.
4. ACOKC agrees to submit ARTIST time sheets to HOST SITE on a monthly basis.
5. ARTIST shall create course content in accordance with HOST SITE requirements, and submit written curriculum to HOST SITE personnel as required.
6. ARTIST to be subject to all HOST SITE rules, policies, and procedures; HOST SITE to manage instructional supervision and provide classroom management support. ARTIST to participate in HOST SITE activities as required, including (but not limited to) required trainings, professional development and staff meetings.
7. All ARTISTS placed at HOST SITE shall have passed background check/s per HOST SITE requirements.
8. HOST SITE agrees to accurately track student attendance throughout the residency and ensure that ARTISTS and ACOKC have accurate attendance records.
9. HOST SITE agrees to communicate with ACOKC within 24 hours about any issue or concerns related to the residency.
10. HOST SITE shall be responsible for all emergency procedures, policies, and site safety and ensure that ARTIST is informed of such.
11. HOST SITE agrees to provide physical space (a dedicated room or area) and any other required items for the needs of the residency program, except that ACOKC will provide all required art supplies.
12. HOST SITE agrees to collaborate with ACOKC to effectively market the program. ACOKC logo shall be present on HOST SITE website per established brand standards. HOST SITE consents to placement of informational signage by ACOKC at the HOST SITE facility.
13. When posting on social media regarding the program, ACOKC shall be tagged:  
Twitter: @artscouncilokc  
Instagram: @artscouncilokc  
Facebook: ArtsCouncilOKC
14. Both parties shall submit paperwork and documentation as deemed necessary by the other for program quality.
15. Both parties shall cooperate and collaborate as necessary to ensure the success of the partnership.



## HOST SITE AGREEMENT

This Agreement, dated 7.1.2024 (the “Effective Date”), and terminating on 5.30.2025 (the Termination Date) is made by and between Arts Council Oklahoma City (ACOKC) and Western Gateway Elementary School (HOST SITE). HOST SITE and ACOKC enter into this Agreement to provide Arts Education, according to the attached Scope of Services.

HOST SITE agrees to pay ACOKC in accordance with the following provisions: ACOKC shall provide a teaching artist to serve as artist-in-residence at HOST SITE. HOST SITE and ACOKC shall each contribute 50% of the cost of direct teaching time and planning time, except time that is solely related to ACOKC. ACOKC shall provide and pay for all art supplies. Total amount of HOST SITE payments shall not exceed \$8,650.00. ACOKC shall invoice HOST SITE monthly for HOST SITE share of funding, and shall manage ARTIST payment.

HOST SITE shall defend, indemnify, and hold ACOKC, its officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorney’s fees, or claims for injury or damages arising out of the performance of this Agreement and caused by or resulting from the negligent or intentional acts or omissions of the HOST SITE, its officers, employees or agents.

This Agreement is for a fixed period of time commencing the Effective Date and ending on the last day of the scheduled session as provided in the attached Scope of Services (the “Termination Date”). Either party may terminate this Agreement at any time without penalty by giving the other party at least two weeks advance written notice prior to the beginning of the Termination Date.

The parties hereto agree and stipulate that this Agreement shall be construed under and in accordance with the laws of the State of Oklahoma. Any dispute arising out of this Agreement will be subject to the exclusive jurisdiction and venue of the state and federal courts located in Oklahoma County.

Each of the clauses and provisions contained herein shall be deemed separate, severable and independent. If any clause or provision of this Agreement is declared by a court of competent jurisdiction to be illegal, invalid or unenforceable, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby.

This Agreement is intended by the parties as a final expression of their agreement and is a complete and exclusive statement and understanding of the parties. This Agreement supersedes and replaces all prior documents, correspondence, conversations and other written or oral understandings related to this Agreement which are not consistent with or are not contained herein. I hereby acknowledge and agree to the terms of this agreement and warrant and represent that I am authorized to execute this Agreement on behalf of the party listed below.



<b>Western Gateway Elementary School</b>	<b>Arts Council Oklahoma City</b>
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____



ATTACHMENT A. SCOPE OF SERVICES

1. ACOKC shall provide a Teaching Artist (ARTIST), who is an Independent Contractor. ACOKC shall ensure that ARTIST is approved by HOST SITE prior to contracting with ARTIST.
2. ARTIST shall teach visual arts approximately 12 classes each week at HOST SITE in the following grades: Pre-Kindergarten, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>.
3. ARTIST shall be paid at the rate of \$37 per hour for direct teaching time, and at the rate of \$15 per hour for planning and meeting time.
4. ACOKC agrees to submit ARTIST time sheets to HOST SITE on a monthly basis.
5. ARTIST shall create course content in accordance with HOST SITE requirements, and submit written curriculum to HOST SITE personnel as required.
6. ARTIST to be subject to all HOST SITE rules, policies, and procedures; HOST SITE to manage instructional supervision and provide classroom management support. ARTIST to participate in HOST SITE activities as required, including (but not limited to) required trainings, professional development and staff meetings.
7. All ARTISTS placed at HOST SITE shall have passed background check/s per HOST SITE requirements.
8. HOST SITE agrees to accurately track student attendance throughout the residency and ensure that ARTISTS and ACOKC have accurate attendance records.
9. HOST SITE agrees to communicate with ACOKC within 24 hours about any issue or concerns related to the residency.
10. HOST SITE shall be responsible for all emergency procedures, policies, and site safety and ensure that ARTIST is informed of such.
11. HOST SITE agrees to provide physical space (a dedicated room or area) and any other required items for the needs of the residency program, except that ACOKC will provide all required art supplies.
12. HOST SITE agrees to collaborate with ACOKC to effectively market the program. ACOKC logo shall be present on HOST SITE website per established brand standards. HOST SITE consents to placement of informational signage by ACOKC at the HOST SITE facility.
13. When posting on social media regarding the program, ACOKC shall be tagged:  
Twitter: @artscouncilokc  
Instagram: @artscouncilokc  
Facebook: ArtsCouncilOKC
14. Both parties shall submit paperwork and documentation as deemed necessary by the other for program quality.
15. Both parties shall cooperate and collaborate as necessary to ensure the success of the partnership.





## WESTERN GATEWAY ELEMENTARY

2024-2025 SCHOOL YEAR

CERTIFIED STAFF						
Head of School/Superintendent: Heather Zacarias						
Director Of Educational Services: Brittney Santos						
Program	Pre-K	Kinder	1st Grade	2nd Grade	3rd Grade	4th Grade
DL- Self-Contained	Laura Adame			Alejandra Rivas	Claudia Reyes	
DL- Spanish	Yolanda Castellanos	Dalia Mavarez	Liseth Corbin	Milagro Espinal	Ceila Vasquez	Magdalena Martinez
DL- English	Alondra Gonzales	Elena Howell	Liz Tate	Amarilis Molina	Alicia Chavez	Caleb Kirby
SPECIALS TEACHERS	ART Margret Salazar	PE Bruce Doane	MUSIC Devyn McCrea	STEM Evelyn Raygoza		
Special Education Catalina Zacarias		Counselor Carrie Nordmark		Nurse Gretel Viezcas		
School Social Worker Yessica Garcia		Behavior Interventionist Crystal Hill		Reading Interventionist Juliana Gile		

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

SUPPORT STAFF
Mariana Zapata Kinder Assistant w/Mavarez
Julaissa Rojo Pre-K Assistant w/Adame
Valeria Rodriguez Prek Assistant w/Gonzales
Silvia Fierro Prek Assistant w/Castellanos
Sandra Jaime Kindergarten Assistant w/Howell
Jasmin Arroyo 1st grade Assistant
Maria Luna 1st grade Assistant
Yaruma Zamora 2nd Grade Assistant
Reading Intervention Assistant- Veronica Deloera
Margret Salazar Reading Intervention Assistant

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

KITCHEN STAFF	CUSTODIAL STAFF
Nataly Caldera	Nancy
Erika Nieto	Orelia
Bianey	

## 2024-25 CERTIFIED STAFF EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is made and entered into effective as of August 6, 2024, by and between Western Gateway Elementary School, Inc. an Oklahoma public charter school, (hereinafter referred to as “Employer” or “School”) and \_\_\_\_\_(hereinafter referred to as “Employee”). In consideration of the mutual covenants set forth below, Employer agrees to hire Employee and Employee agrees to be employed by Employer on the following terms and conditions:

### I. DESCRIPTION OF DUTIES

#### A. Name of Position:

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

#### B. Employee Duties:

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

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

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

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

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

### II. COMPENSATION TERMS

#### A. Compensation:

The employee shall receive an annual base salary of **\$ 48,000** (step 0) and be paid [monthly in 12 equal payments].

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

**B. Sick Leave and Personal Leave Days:**

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

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

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

**C. Bonus:**

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

**III. BENEFITS**

**A. Insurance & Retirement:**

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

**B. Professional Licenses and Certifications:**

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

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

**IV. TERMINATION:**

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

**V. NON-RECRUIT COVENANT**

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

**VI. MISCELLANEOUS PROVISIONS**

**A. Entire Agreement:**

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

**B. The Effect of Prior Agreements or Understandings:**

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

**C. Severability of Agreement:**

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

**D. Waiver of Breach:**

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

**E. Assignment:**

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

**F. Governing Law:**

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

**G. Severability:**

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

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Head of School**

\_\_\_\_\_  
**Date**



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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 13th day of June 2024 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, 2024, and terminating July 31, 2025.

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