



Meeting of the Board of Directors  
Western Gateway Elementary School

Tuesday, November 12, 2024  
9:00 am

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

Western Gateway Elementary School, Inc.  
Board of Directors Special Meeting  
**A G E N D A**

November 12, 2024, 9:00 AM  
1300 SW 15th Street, Oklahoma City, OK 73108

Board members:

Blair Humphreys, Pete White, Ashley Terry, Edgar Medina

School Representatives:

Heather Zacarias, Head of School; Diana Bedwell; Minutes Clerk; Lauren Hanna, Legal Counsel

Access to the board agenda will be posted on the Western Gateway Website, <https://www.westerngateway.school> \*Click on About Us, then click on Board of Directors, and scroll down to the 2024 WGES Board Calendar of scheduled meetings for the agenda. The board agenda is also posted on the front entry of the Western Gateway School site.

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

1. Call to Order & Welcome Blair Humphreys
2. Roll Call Blair Humphreys
3. Historic Testing Data Review Presentation Alix Gessouroun
4. Head of School Update Heather Zacarias
  - a. Student Recruitment Information
  - b. Dual-Language Immersion Summit Highlights Tulsa, OK
  - c. Dual-Language, La Cosecha Conference Santa Fe, NM

5. 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 October 24, 2024
  - b. Approval of 2025-11-121 through 2025-11-122 any changes to any prior existing purchase orders
  - c. Approval of October 2024 financial reports
  - d. Approval of 2025 WGES Board Meeting Calendar
  - e. Approval of The Conscious Schools Project Agreement
6. Discussion, consideration, and possible action to approve Candor PR proposal and fee schedule.
  7. Comments by board members and/or public comments.
  8. New business
  9. Adjourn

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# Western Gateway Elementary

— November 12, 2024 —  
Head of School Update

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# Student Recruitment Campaign

- Candor Proposal
  - ◆ OSO EXPO post-press release & media monitoring
  - ◆ Google My Business Workshop
  - ◆ Website Maintenance & Update “Apply Now” button
  - ◆ Google Paid Search campaign to help WGES appear at the top of search results
- Spanish Flyer for distribution
  - ◆ QR code with link to our website
  - ◆ Advertises PK-5th grade
  - ◆ Distribute to local businesses, churches and community centers
- Mailers to 73108 zip code
  - ◆ Target PK-5th grade families
- 4th grade Parent Meeting
  - ◆ Survey sent to 4th grade families seeking commitment to 5th grade
  - ◆ Parent meeting and dinner will be scheduled.

# Dual-Language Immersion Summit Highlights

Juliana Gile and Brittney Santos share highlights from the first Dual-Language Summit hosted by the World Languages Department of the OK State Department of Education.

Districts represented are: Jenks, LaMonde, Tulsa, Epic, Western Gateway, Western Heights, Crooked Oak, and Cherokee Nation Immersion School

# La Cosecha Dual Language Conference

- Registration funded by University of Central Oklahoma
- Travel expenses funded by WGES
- 6 teachers from PK, Kindergarten, 1st, 2nd and 3rd will be attending.

Teachers will engage in dual language courses and debriefing sessions, followed by the preparation of presentations and collaborative workshops for the WGES staff.

# WESTERN GATEWAY ELEMENTARY SCHOOL, INC.

## Minutes

Board of Directors Regular Meeting  
Thursday, October 24, 2024, 4:00 pm

This meeting of the Board of Directors of Western Gateway Elementary School, Inc. was held on Thursday, October 24, 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 Monday, October 21, 2024, and was posted on October 21, 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 4:01 p.m. on October 24, 2024.

#### 2. Roll Call

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

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

Ms. Zacarias shared the Head of School update. Ms. Zacarias gave the Board an update on parent and family engagement opportunities. WGES hosted a workshop with a local, bilingual author. Western Gateway held parent-teacher conferences this month. PTA has implemented virtual meetings to help with the attendance of parents and teachers at PTA meetings. In November the PTA will be hosting an OSO Expo. The free expo will allow community small businesses to display their goods and services. More community events for the upcoming month include a Veteran's Day assembly, the implementation of a flag program, and Mayor Holt reading *Goodnight OKC* to our kindergarten classes.

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

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

Ayes: Humphreys, Terry, Medina

Nays: None

4. Discussion, consideration, and possible approval of Core Value Statements for the WGES Faculty

Mr. Medina made a motion to receive the Core Value Statements for the WGES Faculty. The motion was seconded by Ms. Ashley and approved on the following vote:

Ayes: Humphreys, Terry, Medina  
Nays: None

5. Discussion, consideration, and possible action to approve a Participation Agreement between the Oklahoma State Department of Education (OSDE), Public Consulting Group LLC (PCG), and the Western Gateway School District, under the authority of the Oklahoma Health Care Authority (OHCA) School-Based Health Services Program. The agreement allows for Medicaid billing for services provided as part of a student's Individualized Education Plan (IEP), such as, but not limited to, Occupational Therapy, Speech and Language Services, and Physical Therapy.

Ms. Terry made a motion to defer discussion, consideration, and possible action to approve the Participation Agreement until the next Board meeting. 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 with Harrison Energy for quarterly maintenance of HVAC units.

Ms. Terry made a motion to approve the contract with Harrison Energy for quarterly maintenance of HVAC units. The motion was seconded by Mr. Medina and approved on the following vote:

Ayes: Humphreys, Terry, Medina  
Nays: None

7. Consideration and possible approval to participate in EnrollOKC.org, an online enrollment hub for Oklahoma Charter Schools created by FuelOKC, a local non-profit organization that supports and invests in expanding quality schools in Oklahoma.

Mr. Humphreys made a motion to approve the participation in EnrollOKC.org. 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 Staff-Student Digital Communication Policy

Ms. Terry made a motion to approve the Staff-Student Digital Communication Policy. The motion was seconded by Mr. Medina and approved on the following vote:

Ayes: Humphreys, Terry, Medina



Nays: None

8. Comments

9. New Business

Ms. Terry proposed scheduling a special board meeting to conduct a workshop with Conscience Schools focused on reviewing historical data. This special meeting is tentatively set for Tuesday, November 12, 2024, at 9:00 AM.

10. Adjournment

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

Ayes: Humphreys, Terry, Medina

Nays: None

The meeting was adjourned at 5:14 pm.

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Edgar Medina, Board Secretary

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 10/1/2024 - 6/30/2025, 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	2	07/01/2024	27	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES AND MATERIALS	0.00
11	28	07/01/2024	20	ELITE TECHNOLOGY SOLUTIONS, LLC	PHONES	0.00
11	30	07/01/2024	55	EVALUATION WORKS, LLC	PSYCH EVAL SERVICES/THERAPY	0.00
11	41	07/01/2024	73	KEYSTONE FOODSERVICE	CNP MEALS	0.00
11	76	07/01/2024	106	SAM'S CLUB MASTERCARD	AUGUST CREDIT CARD PAYMENT	-478.40
11	78	07/01/2024	106	SAM'S CLUB MASTERCARD	OCTOBER CREDIT CARD PAYMENT	-478.40
11	79	07/01/2024	106	SAM'S CLUB MASTERCARD	NOVEMBER CREDIT CARD PAYMENT	-500.00
11	80	07/01/2024	106	SAM'S CLUB MASTERCARD	DECEMBER CREDIT CARD PAYMENT	-500.00
11	81	07/01/2024	106	SAM'S CLUB MASTERCARD	JANUARY CREDIT CARD PAYMENT	-500.00
11	82	07/01/2024	106	SAM'S CLUB MASTERCARD	FEBRUARY CREDIT CARD PAYMENT	-500.00
11	83	07/01/2024	106	SAM'S CLUB MASTERCARD	MARCH CREDIT CARD PAYMENT	-500.00
11	84	07/01/2024	106	SAM'S CLUB MASTERCARD	APRIL CREDIT CARD PAYMENT	-500.00
11	85	07/01/2024	106	SAM'S CLUB MASTERCARD	MAY CREDIT CARD PAYMENT	-500.00
11	86	07/01/2024	106	SAM'S CLUB MASTERCARD	JUNE CREDIT CARD PAYMENT	-500.00
11	102	07/01/2024	80	TODAY'S THERAPY SOLUTIONS	SPECIAL ED SERVICES	0.00
11	121	10/02/2024	188	TALKPATH LIVE	MENTAL HEALTH/ COUNSELING SERVICES	3,215.55
11	122	10/02/2024	189	PUBLIC CONSULTING GROUP LLC	MEDICAID CONSULTING	4,000.00

<b>Non-Payroll Total:</b>	<b>\$2,258.75</b>
<b>Payroll Total:</b>	<b>\$8,081.20</b>
<b>Balance Forward:</b>	<b>\$3,371,398.87</b>
<b>Report Total:</b>	<b>\$3,381,738.82</b>

**Western Gateway Elementary School Inc.**

**Payment Register**

**Options:** Year: 2024-2025, Fund: GENERAL FUND, Date Range: 10/1/2024 - 6/30/2025, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
191	10/02/2024	27	AMAZON CAPITAL SERVICES				\$21.97
192	10/02/2024	110	COOPER PROJECT ADVISORS, LLC				\$1,835.00
193	10/02/2024	20	ELITE TECHNOLOGY SOLUTIONS,		10/02/2024	\$2,145.00	\$0.00
194	10/02/2024	55	EVALUATION WORKS, LLC				\$2,120.00
195	10/02/2024	181	FOCAL POINTE OF OKLAHOMA, L				\$2,186.70
196	10/02/2024	42	LITERACY RESOURCES, LLC				\$356.00
197	10/02/2024	73	KEYSTONE FOODSERVICE				\$24,159.20
198	10/02/2024	157	PHILLIPS MURRAH P.C.				\$2,025.00
199	10/02/2024	80	TODAY'S THERAPY SOLUTIONS				\$6,737.50
200	10/02/2024	185	VENTRIS LEARNING				\$301.00
201	10/02/2024	71	WM CORPORATE SERVICES, INC.				\$380.34
202	10/04/2024	20	ELITE TECHNOLOGY SOLUTIONS,				\$2,145.00
203	10/09/2024	27	AMAZON CAPITAL SERVICES				\$74.32
204	10/09/2024	51	AMUNDSEN COMMERCIAL KITCH				\$935.00
205	10/09/2024	37	BRIDGE TOWER OpCo, LLC				\$199.50
206	10/09/2024	58	MEDINA HANDYMAN SERVICES				\$7,199.10
207	10/09/2024	15	OKLAHOMA CONSULTING AND A				\$2,050.00
208	10/16/2024	50	CLASSIC PAPER SUPPLY INC.				\$1,267.60
209	10/16/2024	178	MIDCON DATA SERVICES, LLC				\$75.00
210	10/16/2024	179	NABHOLZ				\$948.00
211	10/16/2024	69	OG&E				\$3,890.55
212	10/16/2024	63	R.K. BLACK, INC.				\$157.39
213	10/10/2024	12	MIDFIRST BANK				\$52.50
214	10/23/2024	27	AMAZON CAPITAL SERVICES				\$417.29
215	10/23/2024	78	OKCPS FINANCIAL SERVICES - TR				\$1,948.31
216	10/23/2024	79	ONG				\$261.35
217	10/23/2024	157	PHILLIPS MURRAH P.C.				\$1,525.00
269	11/01/2024	53	ARTS COUNCIL				\$1,346.00
270	11/01/2024	98	CENTER FOR RESPONSIVE SCHOO				\$299.00
271	11/01/2024	70	CITY OF OKC				\$1,412.43
272	11/01/2024	181	FOCAL POINTE OF OKLAHOMA, L				\$759.92
273	11/01/2024	77	PROFESSIONAL OKLAHOMA EDU				\$100.00
274	11/01/2024	106	SAM'S CLUB MASTERCARD				\$21.60
275	11/01/2024	71	WM CORPORATE SERVICES, INC.				\$380.79
<b>Non-Payroll Total:</b>							<b>\$67,588.36</b>
<b>Payroll Total:</b>							<b>\$200,837.63</b>
<b>Balance Foward:</b>							<b>\$659,821.05</b>
<b>Total:</b>							<b>\$928,247.04</b>

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

**MONTHLY FINANCIAL REPORT**

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

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

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

November 4, 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 October 31, 2024, and the related statements of revenues and expenses – cash basis for the four (4) 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, CPAs P.C.*

Jenkins & Kemper  
Certified Public Accountants, P.C.

WESTERN GATEWAY ELEMENTARY SCHOOL - 2024-25 FISCAL YEAR  
 STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS  
 AT OCTOBER 31, 2024

	General Fund	Building Fund	Gifts Fund	Activity Fund	Totals
<b>Assets</b>					
Cash	\$ 387,024.00	184,734.90	406,524.90	52,297.15	1,030,580.95
<b>Liabilities</b>					
Outstanding Payments	27,350.23		3,651.94	870.91	31,873.08
Reserves	3,662.59				3,662.59
Funds Held for Student Organizations				51,426.24	51,426.24
<b>Total Liabilities</b>	<u>31,012.82</u>		<u>3,651.94</u>	<u>52,297.15</u>	<u>86,961.91</u>
<b>Net Assets</b>	<u>\$ 356,011.18</u>	<u>184,734.90</u>	<u>402,872.96</u>		<u>943,619.04</u>

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

	GOVERNMENTAL FUND TYPES		FIDUCIARY FUND TYPES	TOTALS (MEMO. ONLY)
	GENERAL	SPECIAL REVENUE	EXPENDABLE TRUST FUND	
Revenues				
Local sources	\$ 20,294.56		227,350.00	247,644.56
State sources	833,347.85			833,347.85
Federal sources	28,836.63			28,836.63
Total revenues	<u>882,479.04</u>	<u>-</u>	<u>227,350.00</u>	<u>1,109,829.04</u>
Expenditures				
Instruction	457,497.13		33,300.97	490,798.10
Support services	422,549.76		214,631.13	637,180.89
Operation of non-instructional services	41,362.41			41,362.41
Other uses	2,518.00			2,518.00
Total expenditures	<u>923,927.30</u>	<u>-</u>	<u>247,932.10</u>	<u>1,171,859.40</u>
Revenues over (under) expenditures	(41,448.26)	-	(20,582.10)	(62,030.36)
Cash fund balance, beginning of year	<u>397,459.44</u>	<u>184,734.90</u>	<u>423,455.06</u>	<u>1,005,649.40</u>
Cash fund balance, end of period	<u>\$ 356,011.18</u>	<u>184,734.90</u>	<u>402,872.96</u>	<u>943,619.04</u>



**WESTERN GATEWAY ELEMENTARY SCHOOL - 2024-25 FISCAL YEAR  
STATEMENT OF REVENUE AND EXPENSES- GENERAL FUND - CASH BASIS**

	Source Codes	2023-24 Actual	2023-24 As of 10/31/23	% of YTD to Actual	2024-25 Budgeted	2024-25 As of 10/31/24	% of YTD to Budgeted
<u>Revenue</u>							
Reimbursements	1500	\$ 3,033.50	2,732.32	90.1%	-	-	N/A
Donations	1610	11,830.01	5,880.00	49.7%	5,202.00	5,202.00	100.0%
Local District Contracts	1650	-	-	N/A	2,400.00	2,400.00	100.0%
Local CNP	1700	38,530.87	10,412.89	27.0%	36,900.00	12,692.56	34.4%
Foundation and Salary Incentive Aid	3210	2,175,098.25	476,153.21	21.9%	2,164,788.38	584,492.86	27.0%
Flexible Benefit Allowance	3250	219,110.99	45,797.47	20.9%	214,896.04	59,025.64	27.5%
Reading Sufficiency (prj 367)	3415	23,372.80	-	0.0%	-	-	N/A
State Textbooks (prj 333)	3420	16,935.38	14,838.52	87.6%	17,840.46	17,840.46	100.0%
School Resource Officer (prj 376)	3436	19,873.95	3,027.95	15.2%	163,955.67	163,955.67	100.0%
Maternity Leave (prj 377)	3437	-	-	N/A	8,033.22	8,033.22	100.0%
State CNP	3700	1,311.20	-	0.0%	1,300.00	-	0.0%
Title I pt. A (prj 511)	4210	62,350.10	-	0.0%	84,373.02	-	0.0%
Title II pt. A (prj 541)	4271	16,903.56	-	0.0%	12,355.95	-	0.0%
Special Education - Prof Dev (prj 615)	4310	400.00	-	0.0%	500.00	-	0.0%
Special Education - Flow Through (prj 621)	4310	45,280.16	6,933.98	15.3%	51,664.39	-	0.0%
Preschool (prj 641)	4340	378.62	378.62	100.0%	523.57	-	0.0%
Title IV, pt. A (prj 552)	4442	10,129.52	-	0.0%	10,000.00	-	0.0%
Stronger Connections Grant (prj 715)	4445	124,031.76	-	0.0%	205,691.44	-	0.0%
ARP ESSER III LETRS (prj 726)	4689	646.00	-	0.0%	-	-	N/A
ESSER III (prj 795)	4689	109,649.41	-	0.0%	-	-	N/A
Federal Meal Reimbursement	4700	139,186.45	37,883.49	27.2%	122,400.00	10,676.19	8.7%
Prior Year Federal Revenue	4000	2,306.15	2,306.15	100.0%	18,160.44	18,160.44	100.0%
Correcting Entries	5600	938.44	82.65	8.8%	-	-	N/A
<b>Total revenue</b>		<b>3,021,297.12</b>	<b>606,427.25</b>	<b>20.1%</b>	<b>3,120,984.58</b>	<b>882,479.04</b>	<b>28.3%</b>
<u>Expenditures</u>							
Payroll		2,116,344.18	556,048.77	26.3%	2,452,001.31	614,482.10	25.1%
Accounts Payable		852,977.86	287,944.15	33.8%	1,029,907.66	309,445.20	30.0%
<b>Total expenditures</b>		<b>2,969,322.04</b>	<b>843,992.92</b>	<b>28.4%</b>	<b>3,481,908.97</b>	<b>923,927.30</b>	<b>26.5%</b>
Revenue over (under) expenses		51,975.08	(237,565.67)		(360,924.39)	(41,448.26)	
Net Assets (beginning)	6110	343,153.39	343,153.39	100.0%	397,459.44	397,459.44	100.0%
Other Financing Sources (Uses):							
Transfer to Insurance Recovery		(4,667.70)	-		-	-	
Lapsed/Estopped		6,998.67	-		-	-	
<b>Ending Net Assets</b>		<b>\$ 397,459.44</b>	<b>105,587.72</b>		<b>36,535.05</b>	<b>356,011.18</b>	

## **SUPPLEMENTAL INFORMATION**

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2024-25 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>
Donations - Inasmuch (prj 001)	\$ 5,202.00	-	-	5,202.00	-
Local Child Nutrition Program	12,692.56	-	376.00	9,119.06	3,197.50
State Aid	584,492.86	-	194,830.95	194,830.96	194,830.95
Flexible Benefits Allowance	59,025.64	-	19,340.64	20,009.78	19,675.22
State Textbooks (prj 333)	17,840.46	-	17,840.46	-	-
School Resource Officer (prj 376)	163,955.67	-	163,955.67	-	-
Maternity Leave (prj 377)	8,033.22	-	-	-	8,033.22
Stronger Connections Grant (prj 715)	18,160.44	-	18,160.44	-	-
Erate	2,400.00	2,400.00	-	-	-
Federal Child Nutrition Program	10,676.19	-	-	-	10,676.19
	<u>\$ 882,479.04</u>	<u>2,400.00</u>	<u>414,504.16</u>	<u>229,161.80</u>	<u>236,413.08</u>

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2024-25 FISCAL YEAR  
STATEMENT OF EXPENSES BY PROJECT/OBJECT  
- GENERAL FUND - CASH BASIS**

<b>Classification (Project-Object)</b>	<b>Object</b>	<b>2023-24 Actuals</b>	<b>2024-25 Original Budget</b>	<b>2024-25 As of 10/31/24</b>	<b>% of YTD to Budg.</b>
<b>General Fund &amp; Local Codes (Proj. 000)</b>					
Salaries	100	\$ 1,268,408.57	1,581,528.12	397,000.64	25.10%
Employee Benefits	200	296,812.71	362,589.72	90,175.58	24.87%
Worker's Comp./State Unempl.	270-280	1,836.00	12,518.00	2,518.00	20.12%
Administrative Services	310	16,606.80	18,200.00	2,000.00	10.99%
Educational Services	320	20,759.50	20,500.00	3,233.00	15.77%
Accounting and Other Professional Services	330	25,350.00	25,750.00	6,200.00	24.08%
Medical Services	336	49,884.16	77,000.00	7,836.43	10.18%
Security Services	344	450.00	8,370.00	-	0.00%
Technology Related Services	346	298.05	300.00	-	0.00%
Legal Services	350	11,000.00	12,000.00	5,175.00	43.13%
Professional Development	359	540.00	3,369.00	119.00	3.53%
Water Service	411	9,095.12	10,000.00	5,862.72	58.63%
Cleaning Services	421	76,085.00	75,000.00	26,398.20	35.20%
Disposal Services	423	3,511.35	4,800.00	1,537.60	32.03%
Pest Control	424	700.00	1,200.00	350.00	29.17%
Lawn Care Services	426	12,156.30	27,000.00	6,687.23	24.77%
Repairs and Maintenance Services	430	57,095.40	66,543.71	17,567.35	26.40%
Student Transportation	511	510.00	-	-	N/A
Insurance Services	520	81,928.00	88,558.00	88,558.00	100.00%
Communications Services	530	12,053.91	13,469.99	6,142.24	45.60%
Advertising	540	697.02	1,700.00	349.50	20.56%
Printing Services	550	844.25	3,887.00	1,041.67	26.80%
Out-of-District Travel	580	317.55	825.14	-	0.00%
General Supplies	600	8,560.12	62,582.05	5,062.18	8.09%
Building/Janitorial Supplies	618	14,676.17	28,534.74	6,411.14	22.47%
Electricity	624	24,640.80	25,000.00	16,395.67	65.58%
Natural Gas	627	6,508.41	7,000.00	913.18	13.05%
Books	640	29,176.05	6,078.80	78.80	1.30%
Furniture and Fixtures	651	999.76	3,636.55	3,636.55	100.00%
Technology Supply/Software	653	22,703.35	47,392.75	27,774.75	58.61%
Awards, Gifts, Decorations	680	1,918.65	2,500.00	-	0.00%
Landscaping	714	2,099.25	5,000.00	2,899.01	57.98%
Equipment	730	30,248.80	5,303.25	5,303.25	100.00%
Sponsor Fees	805	21,750.99	25,000.00	5,844.93	23.38%
Dues and Fees	810	8,081.28	7,649.00	1,320.40	17.26%
Registrations	860	762.00	11,800.00	-	0.00%
Reimbursement/Correcting Entries	900	803.24	-	-	N/A
Subtotal		<u>2,119,868.56</u>	<u>2,652,585.82</u>	<u>744,392.02</u>	28.06%
<b>Child Nutrition Program (Proj. various CNP)</b>					
Cleaning/Disposal Services	420	1,450.00	1,600.00	825.00	51.56%
Repairs	430	-	330.00	330.00	100.00%
Food Service Management	570	170,159.81	200,000.00	38,764.11	19.38%
Kitchen Products and Supplies	600	11,065.38	1,593.30	1,443.30	90.59%
Subtotal		<u>182,675.19</u>	<u>203,523.30</u>	<u>41,362.41</u>	20.32%
<b>Flexible Benefit Allowance (Proj. 331-335)</b>					
Salaries/Employee Benefits	100-299	212,255.99	240,000.00	57,981.76	24.16%
<b>State Textbooks (Proj. 333)</b>					
Books	640	16,935.38	-	-	N/A
Subtotal		<u>16,935.38</u>	<u>-</u>	<u>-</u>	N/A

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2024-25 FISCAL YEAR  
STATEMENT OF EXPENSES BY PROJECT/OBJECT  
- GENERAL FUND - CASH BASIS**

<b>Classification (Project-Object)</b>	<b>Object</b>	<b>2023-24 Actuals</b>	<b>2024-25 Original Budget</b>	<b>2024-25 As of 10/31/24</b>	<b>% of YTD to Budg.</b>
<b>Reading Sufficiency (Proj. 367)</b>					
Professional Development	359	2,400.00	-	-	N/A
General Supplies	600	30,144.06	1,301.00	301.00	23.14%
Registrations	860	1,570.00	1,500.00	1,500.00	100.00%
Subtotal		<u>34,114.06</u>	<u>2,801.00</u>	<u>1,801.00</u>	64.30%
<b>School Resource Officer (Proj. 376)</b>					
Security Services	344	7,646.00	630.00	630.00	100.00%
Bldg Repair/Maint	430	2,310.00	100,000.00	-	0.00%
Technology/Furniture and Fixtures	650	-	5,392.42	5,392.42	100.00%
Equipment	700	9,917.95	-	-	N/A
Subtotal		<u>19,873.95</u>	<u>106,022.42</u>	<u>6,022.42</u>	5.68%
<b>Title I, Part A (Proj. 511)</b>					
Salaries/Employee Benefits	100-299	86,347.36	105,528.97	29,165.97	27.64%
General Supplies	600	-	1,200.00	-	0.00%
Subtotal		<u>86,347.36</u>	<u>106,728.97</u>	<u>29,165.97</u>	27.33%
<b>Special Education Prof Dev (Proj. 615)</b>					
Registrations	860	400.00	500.00	-	0.00%
Subtotal		<u>400.00</u>	<u>500.00</u>	<u>-</u>	0.00%
<b>Special Education (Proj. 621)</b>					
Salaries/Employee Benefits	100-299	29,000.00	45,295.00	10,893.30	24.05%
Medical Services	336	15,749.72	6,369.39	2,120.00	33.28%
Subtotal		<u>44,749.72</u>	<u>51,664.39</u>	<u>13,013.30</u>	25.19%
<b>Preschool (Proj. 641)</b>					
Medical Services	336	378.62	523.57	523.57	100.00%
Subtotal		<u>378.62</u>	<u>523.57</u>	<u>523.57</u>	100.00%
<b>Stronger Connections Grant (Proj. 715)</b>					
Salaries/Employee Benefits	100-299	113,988.54	117,059.50	29,264.85	25.00%
Professional Services	300	405.00	-	-	N/A
Out-of-District Travel	580	6,437.61	-	-	N/A
General Supplies	600	7,940.25	500.00	400.00	80.00%
Dues, Fees and Registrations	800	13,420.80	-	-	N/A
Subtotal		<u>142,192.20</u>	<u>117,559.50</u>	<u>29,664.85</u>	25.23%
<b>ARP ESSER III LETRS (Proj. 726)</b>					
Salaries/Employee Benefits	100-299	645.90	-	-	N/A
Subtotal		<u>645.90</u>	<u>-</u>	<u>-</u>	N/A
<b>ESSER III (Proj. 795)</b>					
Salaries/Employee Benefits	100-299	108,885.11	-	-	N/A
Subtotal		<u>108,885.11</u>	<u>-</u>	<u>-</u>	N/A
<b>Grand Total</b>					
		<u>2,969,322.04</u>	<u>3,481,908.97</u>	<u>923,927.30</u>	26.54%
Payroll Expenses	100-200	2,116,344.18	2,452,001.31	614,482.10	25.06%
Non-Payroll Expenses	300-900	852,977.86	1,029,907.66	309,445.20	30.05%
Totals		<u>\$ 2,969,322.04</u>	<u>3,481,908.97</u>	<u>923,927.30</u>	26.54%

**WESTERN GATEWAY ELEMENTARY SCHOOL - 2024-25 FISCAL YEAR  
SUPPLEMENTAL THREE YEAR COMPARISON OF EXPENSES - CASH BASIS**

	2022-23 Expenditures		2023-24 Expenditures		2024-25 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 17,635.85	29,344.27	21,295.35	53,130.38	21,974.76	120,634.33
August	130,819.56	89,090.65	176,214.68	75,007.36	192,326.70	37,931.59
September	139,499.79	56,087.07	178,719.41	86,812.63	199,343.01	87,610.66
October	139,858.71	74,400.95	179,819.33	72,993.78	200,837.63	63,268.62
November	136,577.50	40,878.23	175,524.59	49,333.21	-	-
December	136,016.04	56,607.85	170,837.07	54,939.40	-	-
January	138,582.93	37,752.63	172,503.15	57,098.67	-	-
February	139,548.25	64,042.45	179,440.97	67,303.60	-	-
March	139,327.39	51,073.65	176,715.02	57,392.39	-	-
April	138,323.06	41,622.21	177,556.28	61,428.87	-	-
May	390,539.07	51,632.02	507,072.43	79,351.66	-	-
June	17,572.50	116,472.13	645.90	138,185.91	-	-
	<u>\$ 1,664,300.65</u>	<u>709,004.11</u>	<u>2,116,344.18</u>	<u>852,977.86</u>	<u>614,482.10</u>	<u>309,445.20</u>
		<u>2,373,304.76</u>		<u>2,969,322.04</u>		<u>923,927.30</u>

	2022-23 Expenditures		2023-24 Expenditures		2024-25 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 17,635.85	29,344.27	21,295.35	53,130.38	21,974.76	120,634.33
August	130,819.56	89,090.65	176,214.68	75,007.36	192,326.70	37,931.59
September	139,499.79	56,087.07	178,719.41	86,812.63	199,343.01	87,610.66
October	139,858.71	74,400.95	179,819.33	72,993.78	200,837.63	63,268.62
November	-	-	-	-	-	-
December	-	-	-	-	-	-
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<u>\$ 427,813.91</u>	<u>248,922.94</u>	<u>556,048.77</u>	<u>287,944.15</u>	<u>614,482.10</u>	<u>309,445.20</u>
		<u>676,736.85</u>		<u>843,992.92</u>		<u>923,927.30</u>

# Western Gateway Elementary School Inc.

## Revenue/Expenditure Summary

**Options:** Fund: 21, Date Range: 7/2/2024 - 10/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
318 REDBUD SCHOOL FUNDING ACT	\$184,734.90	\$0.00	\$0.00	\$0.00	\$184,734.90	\$0.00	\$184,734.90
<b>Total</b>	<b>\$184,734.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$184,734.90</b>	<b>\$0.00</b>	<b>\$184,734.90</b>

# Western Gateway Elementary School Inc.

## Revenue/Expenditure Summary

**Options:** Fund: 81, Date Range: 7/2/2024 - 10/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
001 INASMUCH FOUNDATION	\$326,639.34	\$0.00	\$0.00	\$30,759.01	\$295,880.33	\$20,740.99	\$275,139.34
002 WCF DONATION	\$80,229.58	\$211,000.00	\$0.00	\$210,800.00	\$80,429.58	\$413,200.00	(\$332,770.42)
005 CROSSFIRST BANK (PLAYGROUND)	\$2,666.05	\$0.00	\$0.00	\$449.68	\$2,216.37	\$2,276.02	(\$59.65)
007 TFCU	\$3,540.00	\$0.00	\$0.00	\$338.95	\$3,201.05	\$0.00	\$3,201.05
008 NEW HORIZONS FNDTN - AMZN	\$2,673.26	\$12,000.00	\$0.00	\$5,139.48	\$9,533.78	\$9,533.52	\$0.26
013 PIÑON FOUNDATION GRANT	\$4,865.10	\$0.00	\$0.00	\$0.00	\$4,865.10	\$0.00	\$4,865.10
015 OERB - STEM	\$1,897.43	\$0.00	\$0.00	\$402.48	\$1,494.95	\$1,897.00	(\$402.05)
016 MUSIC PROGRAM	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00
017 ROTARY STEM	\$0.00	\$4,200.00	\$0.00	\$0.00	\$4,200.00	\$1,437.07	\$2,762.93
285 CNP LOCAL	\$44.30	\$150.00	\$0.00	\$42.50	\$151.80	\$151.80	\$0.00
<b>Total</b>	<b>\$423,455.06</b>	<b>\$227,350.00</b>	<b>\$0.00</b>	<b>\$247,932.10</b>	<b>\$402,872.96</b>	<b>\$449,236.40</b>	<b>(\$46,363.44)</b>



# Western Gateway Elementary School Inc.

## Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/2/2024 - 10/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
815 WGES GENERAL ACTIVITY	\$29,602.76	\$26,279.04	\$0.00	\$6,120.11	\$49,761.69	\$4,079.27	\$45,682.42
816 OSO FAMILY FUND	\$1,234.99	\$554.00	\$0.00	\$124.44	\$1,664.55	\$75.56	\$1,588.99
<b>Total</b>	<b>\$30,837.75</b>	<b>\$26,833.04</b>	<b>\$0.00</b>	<b>\$6,244.55</b>	<b>\$51,426.24</b>	<b>\$4,154.83</b>	<b>\$47,271.41</b>



Western Gateway Elementary School, Inc.  
Board of Directors Meeting

**2025 Calendar of Scheduled Meetings**

The Western Gateway Board of Directors will meet on the following dates as proposed scheduled meetings for 2024. Meetings will be held at 4:00 pm and will be located at 1300 SW 15th, Oklahoma City, OK 73108.

January 16, 2025  
February 20, 2025  
March 27, 2025  
April 17, 2025  
May 15, 2025  
June 26, 2025  
July 17, 2025  
August 21, 2025  
September 18, 2025  
October 23, 2025  
November 20, 2025  
December 18, 2025



Wednesday, October 23, 2024

Dear Blair,

Conscious Schools is excited about the opportunity to support Western Gateway Elementary through a school review process this fall. Based on our conversations, and my previous conversations with Chris and Marianne, I've put together a proposal for a one-day, on-site School Review. The review will include:

- **Remote Evidence Review:** Conscious Schools will design and implement a thorough evidence review process to assess the academic health of the school. As part of this process, we will review student assessment data, conduct teacher and leader interviews, and collect a range of both quantitative and qualitative data to inform our assessment.
- **On-Site Review:** Conscious Schools will lead a full-day review with two Conscious Schools team members and five Santa Fe South leaders for a total of seven reviewers. The on-site work will include teacher and leader interviews, classroom observations, and artifact collection. We've identified November 20<sup>th</sup> as the tentative date for the review.
- **Report:** Following the review, Conscious Schools will prepare a report with recommended actions and facilitate a Q&A session to debrief the findings with the Western Gateway leadership team and Board. The report will be completed within 30 days of the on-site review, though it will likely be available sooner.

If these options don't quite meet your needs, let's discuss potential alternatives. I'm happy to address any questions you may have.

Best,

A handwritten signature in purple ink, appearing to read "Nathan Smalley", with a horizontal line extending to the right.

Nathan Smalley  
CEO  
The Conscious Schools Project  
512.595.9160

## Project Pricing: Western Gateway Elementary Review (Fall 2024)

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### Fees for Professional Services:

Services	Fee
<b>School Review</b> (October 28 <sup>th</sup> - December 20 <sup>th</sup> , 2024)	<b>School Review Design, Implementation, &amp; Reporting.....</b> <b>\$9000.00</b>
	<b>School Reviewer Fees.....</b> <b>\$6000.00</b>
	<b>Travel (Estimate).....</b> <b>\$900.00</b>
	<b>Total Professional Fees.....</b> <b>\$15,900.00</b>

### TERMS:

- **Deposit.** A deposit for 20% of professional fees excluding travel (see below) is due upon contract signing.
- **Travel.** Expenses for travel will be invoiced as expenses are incurred. Numbers provided are an estimate of cost based on planned travel at current rates.
- **Invoices.** The remaining balance will be invoiced after completion of the report. All invoices are due within 30 days of receipt. A late fee of 3% of the monthly charge will be assessed for any late payments.

<b>Deposit invoiced upon signing of contract.....</b>	<b>\$3,000.00</b>
<b>Balance (invoiced upon completion).....</b>	<b>\$12000.00</b>

- **Termination of agreement.** Western Gateway Public Schools (the client) has a right to terminate this agreement at any time with a 30-day written notice to Conscious Schools, LLC. (the provider) and vice versa. Only amounts due for completed work up through the date of termination are owed.

Thank you for the opportunity to serve your schools. Please sign in the space indicated and return it to us at the address below or electronically within five (5) business days.



## Western Gateway Elementary School Proposal

November 2024

### **OVERVIEW**

Western Gateway Elementary School (WGES) seeks support to grow student enrollment and increase community awareness of the school. Candor recommends a multi-pronged approach, including one-time and recurring services, to generate the best results.

### **ONE-TIME SERVICES - \$3,500**

Candor has implemented a 20-hour project minimum, which amounts to \$3,500 with the discounted nonprofit rate. We recommend bundling the one-time services listed below to meet this threshold. All projects must be completed by December 31, 2024.

#### **Earned Media (8-10 hours)**

The OSO Expo has potential to capture media interest!

Services will include the following:

- Media advisory & post-press release development
- Media outreach
- Interview coordination (*if applicable*)
- Media monitoring and clipping

#### **Google My Business (2 hours)**

Candor can provide an hour-long walkthrough via Zoom for Google My Business, highlighting key functions and settings most relevant to WGES. We will discuss potential optimizations, how to respond to reviews, etc.

Although the meeting will only last an hour, additional time has been added to account for the team's meeting preparation.

### **Website Maintenance (1-3 hours)**

Candor will update WGES' website to include a new Google form for prospective families to complete. This includes ensuring the website is optimized for mobile devices.

### **RECURRING SERVICES (requires 3-month minimum)**

#### **Google Paid Search - \$2,000 + \$1,000 ad spend/month**

A Google Paid Search campaign will help WGES appear at the top of search results when prospective students and their families are seeking enrollment options.

Candor's Google Paid Search service includes:

- Researching key words relevant to WGES
- Creating and implementing ads
- Tracking and optimizing paid search campaigns
- Monthly reporting

We recommend a minimum ad spend of \$1,000/month to generate the best results.