



Meeting of the Board of Directors
Western Gateway Elementary School

Thursday, November 20, 2025
4:00 pm

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

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

November 20, 2025, 4:00 PM
1300 SW 15th Street, Oklahoma City, OK 73108

Board members:

Blair Humphreys, Ashley Terry, Edgar Medina, Jamely Soledad Mejila, Joseph Fairbanks

School Representatives:

Tom Deighan, Interim Superintendent; Lindsay Floyd, Principal; 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 2025 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. Interim Superintendent Update | Tom Deighan |
| a. John Rex Information | |
| b. Staff and Parent Meetings | |
| 4. Principal Update | Lindsay Floyd |
| 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 23, 2025, Regular Board Meeting | |
| b. Approval of 2026-11-118 through 2026-11-119 any changes to any prior existing purchase orders | |
| c. Approval of October 2025 financial reports | |
| d. Approval of Cub Scouts MOU | |
| e. Approval of Delta Dental MOU | |
| a. Approval of WGES employment contract for Teaching Assistant, Odalis Ortiz. | |
| 6. Comments by board members and/or public comments. | |
| 7. New business | |
| 8. Adjourn | |

The Oklahoma County Clerk received notice of this meeting on Friday, November 14, 2025, at 11:48 am. This agenda was legally posted on Friday, November 14, 2025, by Diana Bedwell

WESTERN GATEWAY ELEMENTARY SCHOOL, INC.

Minutes

Board of Directors Regular Meeting
Thursday, October 23, 2025, at 4:00 pm

This meeting of the Board of Directors of Western Gateway Elementary School, Inc. was held on Thursday, October 23, 2025, 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 20, 2025, and was posted 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 October 23, 2025.

2. Roll Call

Mr. Humphreys called the roll. Board members present were Mr. Blair Humphreys, Mr. Edgar Medina, Ms. Ashley Terry, and Jamely Mejia. Board members absent were: Mr. Joe Fairbanks. Others present were Dr. Tom Deighan, Interim Superintendent, Lindsay Floyd, Principal, and Diana Bedwell.

3. Superintendent Report

Dr. Deighan reported that the Board has established a transparent and inclusive process to gather input from WGES staff, parents, and community members regarding the school's future. All meetings will be documented in a standard format and open for observation, with participation limited to the designated group to ensure authentic feedback.

He emphasized that professional conduct is expected from all participants and that final decisions regarding policy and governance rest solely with the Board, based on data, community input, and the superintendent's recommendation.

Upcoming meetings will include a review of academic and financial data, discussions of priorities and concerns, and feedback on two potential pathways for WGES:

1. Remaining an independent elementary school without guaranteed middle or high school pathways outside of OKCPS options.

2. Partnering or consolidating with another OKC-area charter school to provide guaranteed middle and high school pathways for WGES students.

Stakeholders are encouraged to share additional ideas and feedback throughout the process.

4. Principal Report:

Ms. Floyd provided an update that included a review of current academic data and the school's instructional focus on developing effective lesson plans. She recognized the recent stakeholder, employee, and student of the month honorees for their contributions to the school community.

She announced that the Fun Run fundraiser is scheduled for October 31, and Familia Oso will take place on December 3. Additionally, Ms. Floyd shared NWEA MAP assessment data along with an overview of MAP 101 to help stakeholders better understand the testing process and data interpretation.

5. 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, Mejia
Nays: None

6. Discussion, consideration, and possible action to approve update to Policy S-017 Military-Dependent Student Transfers, pursuant to 70 O.S. § 8-103.1v2 B

Ms. Terry made a motion to approve the update to Policy S-017 Military-Dependent Student Transfers. The motion was seconded by Mr. Medina and approved on the following vote:

Ayes: Humphreys, Terry, Medina, Mejia
Nays: None

7. Discussion, consideration, and possible action to update Policy E-002, *Employment Duties, Responsibilities, and Monitoring*, to incorporate the addition of an Attestation Form, pursuant to 70 O.S. § 1210.163 and 10A O.S. § 1-2-101.

Mr. Medina made a motion to approve the updated Policy E-002, *Employment Duties, Responsibilities, and Monitoring*. The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Humphreys, Terry, Medina, Mejia
Nays: None

8. Discussion, consideration, and possible action to approve Policy A-016 School Spirit & Logo Use Policy

Ms. Terry made a motion to approve Policy A-016 School Spirit & Logo Use Policy. The motion was seconded by Ms. Mejia and approved on the following vote:

Ayes: Humphreys, Terry, Medina, Mejia

Nays: None

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

None

10. New Business-

None

12. Adjournment

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

Ayes: Humphreys, Terry, Medina, Mejia

Nays: None

The meeting was adjourned at 5:04 pm.

Jamely Mejia, Board Secretary

Treasurer's Statement

I hereby certify under penalty of perjury under the laws of the State of Oklahoma and the United States of America that the foregoing is true and correct to the best of my knowledge as of this 3rd day of November, 2025.

A handwritten signature in cursive script, appearing to read "Jack H. Jenkins".

Treasurer, Western Gateway Elementary School

WESTERN GATEWAY ELEMENTARY
MONTHLY FINANCIAL REPORT

October 31, 2025 and Year to Date

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JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

November 3, 2025

Honorable Board of Trustees
Western Gateway Elementary
Oklahoma City, Oklahoma

I have compiled the accompanying statement of assets, liabilities, and net assets – modified cash basis for the Western Gateway Elementary as of October 31, 2025 and the related statements of revenues and expenses – cash basis for the four (4) months then ended for the General, Building, and Gifts Funds. Prior year's comparative revenue and expense information and current year budgetary information are included in the related statements of revenue and expenses, as well as items listed in the table of contents under the heading supplemental information, which are presented only for analysis purposes. My 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. I 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, I 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 Elementary.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jack H. Jenkins
Certified Public Accountant

WESTERN GATEWAY ELEMENTARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS
OCTOBER 31, 2025

	<u>General</u>	<u>Building</u>	<u>Gifts</u>	<u>Activity</u>	<u>Totals</u>
Assets					
Cash	<u>\$ 407,737.42</u>	<u>340,422.98</u>	<u>324,487.25</u>	<u>43,620.93</u>	<u>1,116,268.58</u>
Liabilities					
O/S Payments	60,281.82		55,532.70	2,659.00	118,473.52
Reserves	8,831.76				8,831.76
Funds Held for Student Organizations				40,961.93	40,961.93
Total Liabilities	<u>69,113.58</u>		<u>55,532.70</u>	<u>43,620.93</u>	<u>168,267.21</u>
Net Assets	<u>\$ 338,623.84</u>	<u>340,422.98</u>	<u>268,954.55</u>		<u>948,001.37</u>
<hr/>					
Prior Year					
Net Assets 06/30/2025	<u>\$ 438,921.59</u>	<u>340,422.98</u>	<u>337,260.57</u>		<u>1,116,605.14</u>

WESTERN GATEWAY ELEMENTARY
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS-CASH BASIS

General Fund	Source	2024-25	2024-25	% of YTD	2025-26	2025-26	% of YTD
<u>Revenue</u>	<u>Code</u>	<u>Actual</u>	<u>As of 10/31/24</u>	<u>to Actual</u>	<u>Budgeted</u>	<u>As of 10/31/25</u>	<u>to Budg.</u>
LOCAL SOURCES							
Other Local Sources of Revenue	1600	9,840.95	7,602.00	77.2%		7,010.28	N/A
Child Nutrition - Local (or 5150)	1700	46,397.58	12,692.56	27.4%	46,000.00	6,612.74	14.4%
STATE SOURCES							
Foundation & Salary Incentive Aid	3210	2,376,762.01	584,492.86	24.6%	2,391,582.85	645,778.35	27.0%
Flexible Benefits Reimb.	3250	247,930.93	59,025.64	23.8%	251,442.96	67,889.60	27.0%
Reading Sufficiency	3415	27,286.25		0.0%			N/A
Purchase of Textbooks	3420	19,345.16	17,840.46	92.2%	19,572.68	5,284.62	27.0%
School Resource Officer Grant	3436	163,955.67	163,955.67	100.0%	93,041.47	93,041.47	100.0%
Maternity Leave	3437	30,505.42	8,033.22	26.3%			N/A
Child Nutrition - State	3700	1,612.54		0.0%	1,600.00		0.0%
FEDERAL SOURCES							
Title I (Proj. 511&515)	4210	83,815.93		0.0%	73,223.59		0.0%
Title II, Part A (541)	4271	12,355.95		0.0%	32,114.88		0.0%
Title III, Part A (571)	4281			N/A	10,166.88		0.0%
Special Education Programs	4300	53,573.45		0.0%	55,915.40		0.0%
Title IV, Part A	4442	10,000.00		0.0%	10,000.00		0.0%
Stronger Connections Grant	4445	127,366.36	18,160.44	14.3%	96,485.52		0.0%
LETRS	4689	646.00		0.0%			N/A
Child Nutrition - Federal	4700	140,009.63	10,676.19	7.6%	139,000.00	12,141.55	8.7%
Total Revenue		3,351,403.83	882,479.04	26.3%	3,220,146.23	837,758.61	26.0%
Lapsed Appr/Estopped Warr.	6130/40	3,662.59					
Net Assets - Beginning		397,459.44	397,459.44		438,921.59	438,921.59	
Balance Available		<u>\$ 3,752,525.86</u>	<u>1,279,938.48</u>		<u>3,659,067.82</u>	<u>1,276,680.20</u>	

WESTERN GATEWAY ELEMENTARY
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS-CASH BASIS

<u>Expenditures</u>	<u>Object Code</u>	<u>2024-25 Actual</u>	<u>2024-25 As of 10/31/24</u>	<u>% of YTD to Actual</u>	<u>2025-26 Budgeted</u>	<u>2025-26 As of 10/31/25</u>	<u>% of YTD to Budg.</u>
Salaries	100	\$ 1,730,375.75	455,283.88	26.3%	1,625,000.00	431,587.53	26.6%
Employee Benefits	200	614,929.24	159,198.22	25.9%	600,000.00	155,941.34	26.0%
Worker's Comp./State Unempl.	270-280	2,518.00	2,518.00	100.0%	12,600.00	2,293.00	18.2%
Professional Services	300	178,794.86	27,837.00	15.6%	183,000.00	87,591.47	47.9%
Utility Services	410	12,401.59	5,862.72	47.3%	12,000.00	5,227.53	43.6%
Cleaning Services	420	108,000.85	35,798.03	33.1%	25,000.00	32,007.53	128.0%
Repairs and Maintenance Services	430	153,570.03	17,897.35	11.7%	66,000.00	30,141.19	45.7%
Student Transportation	510	340.00		0.0%	1,000.00		0.0%
Insurance Services	520	90,626.00	88,558.00	97.7%	86,000.00	84,477.00	98.2%
Communications Services	530	19,520.23	11,445.49	58.6%	21,000.00	10,077.00	48.0%
Advertising	540	619.50	349.50	56.4%	1,700.00	277.25	16.3%
Printing	550	1,473.03	1,041.67	70.7%	2,100.00	100.00	4.8%
Food Service Management	570	194,701.50	38,764.11	19.9%	230,000.00	41,284.98	17.9%
Out-of-District Travel	580	4,387.10		0.0%	500.00		0.0%
Commodity Distribution	599			N/A			N/A
General Supplies	610	27,858.96	12,408.32	44.5%	135,000.00	18,602.10	13.8%
Energy (Elect., Natural Gas, & Fuel)	620	34,024.54	17,308.85	50.9%	13,000.00	3,544.66	27.3%
Food and Milk	630			N/A	5,000.00	1,203.90	24.1%
Books	640	32,649.40	78.80	0.2%	29,000.00	1,385.50	4.8%
Furniture, Fixtures, Tech, etc.	650	43,173.36	34,442.07	79.8%	30,500.00	20,803.49	68.2%
Student and Staff	680	89.94		0.0%			N/A
Property	700	27,607.58	6,469.96	23.4%	26,000.00	5,776.50	22.2%
Sponsor Fees	805	24,277.63	5,844.93	24.1%			N/A
Dues and Fees	810	5,307.68	1,320.40	24.9%	8,800.00	939.39	10.7%
Staff Registration & Tuition	860	6,357.50	1,500.00	23.6%	8,800.00	4,795.00	54.5%
Reimbursement	930			N/A			N/A
Total Expenditures		3,313,604.27	923,927.30	27.9%	3,122,000.00	938,056.36	30.0%
Net Assets - Ending		\$ 438,921.59	356,011.18		537,067.82	338,623.84	

WESTERN GATEWAY ELEMENTARY - 2025-26 FISCAL YEAR
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS - CASH BASIS

	Source	2024-25	2024-25	% of YTD		2025-26	2025-26	% of YTD
	<u>Codes</u>	<u>Actual</u>	<u>As of 10/31/24</u>	<u>to Actual</u>		<u>Budgeted</u>	<u>As of 10/31/25</u>	<u>to Budgeted</u>
Building Fund								
<u>Revenue</u>								
Redbud School Funding	3435	155,688.08	-	0.0%		140,000.00		0.0%
Total Revenue		155,688.08	-	0.0%		140,000.00	-	0.0%
Lapsed Appr/Estopped Warr.	6130/40			N/A				N/A
Interfund Transfers	6200			N/A				N/A
Net Assets - Beginning	6110	184,734.90	184,734.90			340,422.98	340,422.98	
Total Revenue Available		340,422.98	184,734.90			480,422.98	340,422.98	
<u>Expenditures</u>								
Repairs & Maint. Services	430			N/A				N/A
Capital Improvements	700			N/A				N/A
Total expenditures		-	-	N/A		-	-	N/A
Ending Net Assets		\$ 340,422.98	184,734.90			480,422.98	340,422.98	

WESTERN GATEWAY ELEMENTARY - 2025-26 FISCAL YEAR
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS - CASH BASIS

	Source	2024-25	2024-25	% of YTD		2025-26	2025-26	% of YTD
	<u>Codes</u>	<u>Actual</u>	<u>As of 10/31/24</u>	<u>to Actual</u>		<u>Budgeted</u>	<u>As of 10/31/25</u>	<u>to Budgeted</u>
Gifts Fund								
<u>Revenue</u>								
Donations	1610	\$ 655,850.00	227,350.00	34.7%		650,000.00	216,000.00	33.2%
Correcting Entries	5000			N/A				N/A
Total Revenue		655,850.00	227,350.00	34.7%		650,000.00	216,000.00	33.2%
Net Assets - Beginning	6110	423,455.06	423,455.06			337,260.57	337,260.57	
Total Revenue Available		1,079,305.06	650,805.06			987,260.57	553,260.57	
<u>Expenditures</u>								
Professional Services	300	18,514.76	3,000.00	16.2%				N/A
Rent	440	632,400.00	210,800.00	33.3%		646,000.00	268,770.00	41.6%
Advertising	540	18,520.00		0.0%		5,000.00	4,572.50	91.5%
Travel	580	3,120.05		0.0%				N/A
Supplies & Materials	600	21,615.34	10,540.12	48.8%		10,200.00	7,921.52	77.7%
Capital Improvements	700	47,874.34	23,591.98	49.3%		3,042.00	3,042.00	100.0%
Total expenditures		742,044.49	247,932.10	33.4%		664,242.00	284,306.02	42.8%
Ending Net Assets		\$ 337,260.57	402,872.96			323,018.57	268,954.55	

SUPPLEMENTAL INFORMATION

**WESTERN GATEWAY ELEMENTARY - 2025-26 FISCAL YEAR
THREE (3) YEAR COMPARISON - GENERAL FUND - CASH BASIS
OCTOBER 31, 2025**

	2023-24 Expenditures		2024-25 Expenditures		2025-26 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 21,295.35	53,130.38	21,974.76	120,634.33	23,591.29	43,369.27
August	176,214.68	75,007.36	192,326.70	37,931.59	185,186.00	106,709.76
September	178,719.41	86,812.63	199,343.01	87,610.66	189,648.42	81,951.26
October	179,819.33	72,993.78	200,837.63	63,268.62	189,103.16	118,497.20
November	175,524.59	49,333.21	200,121.29	51,074.67		
December	170,837.07	54,939.40	197,661.80	78,967.17		
January	172,503.15	57,098.67	202,105.74	60,468.76		
February	179,440.97	67,303.60	196,617.87	62,337.37		
March	176,715.02	57,392.39	196,623.28	62,694.72		
April	177,556.28	61,428.87	187,255.27	51,907.29		
May	507,072.43	79,351.66	543,937.66	216,925.82		
June	645.90	138,185.91	6,499.98	74,478.28		
	<u>\$ 2,116,344.18</u>	<u>852,977.86</u>	<u>2,345,304.99</u>	<u>968,299.28</u>	<u>587,528.87</u>	<u>350,527.49</u>
		<u>2,969,322.04</u>		<u>3,313,604.27</u>		<u>938,056.36</u>

	2023-24 Expenditures		2024-25 Expenditures		2025-26 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 21,295.35	53,130.38	21,974.76	120,634.33	23,591.29	43,369.27
August	176,214.68	75,007.36	192,326.70	37,931.59	185,186.00	106,709.76
September	178,719.41	86,812.63	199,343.01	87,610.66	189,648.42	81,951.26
October	179,819.33	72,993.78	200,837.63	63,268.62	189,103.16	118,497.20
November						
December						
January						
February						
March						
April						
May						
June						
	<u>\$ 556,048.77</u>	<u>287,944.15</u>	<u>614,482.10</u>	<u>309,445.20</u>	<u>587,528.87</u>	<u>350,527.49</u>
		<u>843,992.92</u>		<u>923,927.30</u>		<u>938,056.36</u>

Encumbrance Register

Options: Year: 2025-2026, Date Range: 10/1/2025 - 6/30/2026, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	17	07/01/2025	145	DEIGHAN EDUCATIONAL LLC	ADMIN MGMT SERVICES	19,500.00
11	63	07/01/2025	214	FUEL OKC, INC.	SCHOOLMINT STUDENT ENROLLMENT SERVICE	200.00
11	72	07/01/2025	106	SAM'S CLUB MASTERCARD	SEPTEMBER CARD PAYMENT	-329.98
11	73	07/01/2025	106	SAM'S CLUB MASTERCARD	OCTOBER CARD PAYMENT	-122.74
11	82	07/01/2025	25	SAM'S CLUB/SYNCHRONY BANK	CLASSROOM SUPPLIES/ PAPER GOODS	0.00
11	117	10/09/2025	145	DEIGHAN EDUCATIONAL LLC	INTERIM SUPT SERVICES	100,000.00
11	118	10/21/2025	215	DAVA ANNE FRATELLO	INSTRUCTIONAL REPORTING AND COMPLIANCE SUPPORT	10,000.00
11	119	11/04/2025	216	DUAL LANGUAGE CONNECTIONS	INSTRUCTIONAL SOFTWARE	693.00
Non-Payroll Total:						<u>\$129,940.28</u>
Payroll Total:						<u>\$7,310.40</u>
Balance Forward:						<u>\$3,111,012.58</u>
Report Total:						<u><u>\$3,248,263.26</u></u>

Payment Register

Options: Year: 2025-2026, Fund Account: GENERAL FUND, Date Range: 10/1/2025 - 6/30/2026, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
193	10/03/2025	27	AMAZON CAPITAL SERVICES				\$72.77
194	10/03/2025	53	ARTS COUNCIL				\$1,731.23
195	10/03/2025	37	BRIDGE TOWER OpCo, LLC				\$197.40
196	10/03/2025	70	CITY OF OKC				\$1,448.36
197	10/03/2025	110	COOPER PROJECT ADVISORS, LLC				\$1,837.50
198	10/03/2025	145	DEIGHAN EDUCATIONAL LLC				\$20,000.00
199	10/03/2025	20	ELITE TECHNOLOGY SOLUTIONS,				\$1,275.00
200	10/03/2025	20	ELITE TECHNOLOGY SOLUTIONS,				\$870.00
201	10/03/2025	55	EVALUATION WORKS, LLC				\$6,000.00
202	10/03/2025	181	FOCAL POINTE OF OKLAHOMA, L				\$760.83
203	10/03/2025	73	KEYSTONE FOODSERVICE				\$26,708.29
204	10/03/2025	58	MEDINA HANDYMAN SERVICES				\$7,466.90
205	10/03/2025	157	PHILLIPS MURRAH P.C.				\$750.00
206	10/03/2025	63	R.K. BLACK, INC.				\$108.51
207	10/03/2025	25	SAM'S CLUB/SYNCHRONY BANK		10/03/2025	\$170.02	\$0.00
208	10/03/2025	80	TODAY'S THERAPY SOLUTIONS				\$8,047.50
209	10/03/2025	71	WM CORPORATE SERVICES, INC.				\$479.92
210	10/03/2025	193	THE CONSCIOUS SCHOOLS PROJE				\$1,022.22
211	10/06/2025	106	SAM'S CLUB MASTERCARD				\$170.02
212	10/09/2025	50	CLASSIC PAPER SUPPLY INC.				\$819.18
213	10/09/2025	178	MIDCON DATA SERVICES, LLC				\$77.25
214	10/09/2025	67	OKC PERMITS AND ID UNIT				\$17.00
215	10/09/2025	145	DEIGHAN EDUCATIONAL LLC				\$10,000.00
216	10/09/2025	214	FUEL OKC, INC.				\$2,000.00
217	10/10/2025	12	MIDFIRST BANK				\$59.40
218	10/24/2025	86	FILTER TEC				\$454.68
219	10/24/2025	120	GOFORTH PLUMBING AND MEC				\$770.00
220	10/24/2025	69	OG&E				\$1,126.02
221	10/24/2025	15	OKLAHOMA CONSULTING AND A				\$2,100.00
222	10/24/2025	79	ONG				\$291.85
223	10/24/2025	157	PHILLIPS MURRAH P.C.				\$800.00
224	10/24/2025	63	R.K. BLACK, INC.				\$108.51
275	10/31/2025	27	AMAZON CAPITAL SERVICES				\$180.18
276	10/31/2025	50	CLASSIC PAPER SUPPLY INC.				\$1,274.52
277	10/31/2025	181	FOCAL POINTE OF OKLAHOMA, L				\$760.83
278	10/31/2025	106	SAM'S CLUB MASTERCARD				\$377.26
279	10/31/2025	26	STAPLES BUSINESS CREDIT				\$332.33
280	10/31/2025	80	TODAY'S THERAPY SOLUTIONS				\$6,742.50
281	10/31/2025	174	TWIG EDUCATION				\$781.00
282	10/31/2025	71	WM CORPORATE SERVICES, INC.				\$478.24
283	10/31/2025	145	DEIGHAN EDUCATIONAL LLC				\$10,000.00
284	11/06/2025	53	ARTS COUNCIL				\$1,422.00
285	11/06/2025	110	COOPER PROJECT ADVISORS, LLC				\$1,837.50
286	11/06/2025	20	ELITE TECHNOLOGY SOLUTIONS,				\$1,275.00
287	11/06/2025	20	ELITE TECHNOLOGY SOLUTIONS,				\$870.00
288	11/06/2025	55	EVALUATION WORKS, LLC				\$3,140.00
289	11/06/2025	73	KEYSTONE FOODSERVICE				\$21,821.35
290	11/06/2025	193	THE CONSCIOUS SCHOOLS PROJE				\$1,022.22
291	11/07/2025	58	MEDINA HANDYMAN SERVICES				\$7,466.90

Western Gateway Elementary School Inc.
Payment Register

Options: Year: 2025-2026, Fund Account: GENERAL FUND, Date Range: 10/1/2025 - 6/30/2026, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
				Non-Payroll Total:			\$157,352.17
				Payroll Total:			\$189,103.16
				Balance Forward:			\$630,456.00
				Total:			\$976,911.33



THE ANNUAL UNIT CHARTER AGREEMENT AMONG:

____ (the "Organization"),
Boy Scouts of America ("BSA"), the _____ Council (the "Local Council"),
BSA Pack No. ____ Troop No. ____ Crew No. ____ Ship No. ____ (the "Scouting Unit")
(Please identify those units chartered by the Charter Organization.)

The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law.

The Charter Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Charter Organization succeed in its use of Scouting. This Annual Unit Charter Agreement is entered into as of _____ (date) by and among the Charter Organization, BSA, Local Council and the Scouting Unit for a term of one year, beginning _____, 202__, and ending _____, 202__.

I. The Local Council agrees to:

A. Scouting Resources

1. Provide commercial general liability insurance, described on page 3, to cover the Charter Organization, its board, officers, Charter Organization Representative (COR), employees, and adult volunteers for authorized Scouting activities.
2. Provide program training, program resources, recruitment strategies, resources, and materials to help the Unit grow its membership and provide Scouting to the Unit's local community.
3. Provide camping opportunities, administrative support, and professional staff to assist the Unit in developing a successful Scouting program.
4. Provide and facilitate unit-level money-earning (i.e., fundraising) opportunities to support the Unit's activities.

B. Adult Leadership

1. Submit criminal background checks in accordance with BSA policies and procedures, on all adult leaders and volunteers prior to approving any application to serve. The background check shall comply with all applicable federal and state laws and further comply with any standards that may be developed in accordance with any applicable court order. The Local Council's final Registration of the adult leader or volunteer (a) cannot be accomplished until the requisite background check is completed, and (b) will constitute the Local Council's confirmation that the requisite background check has been completed, by indication of the council designees' signature.
2. Require and track all unit leaders to complete BSA Youth Protection Training.

II. The Charter Organization agrees to:

A. Generally

1. Conduct the Scouting program consistent with BSA rules, regulations, and policies located on the My.Scouting website and online at: www.scouting.org/about/membership-standards/.
2. Coordinate with the Local Council to provide annual recruitment opportunities to grow the BSA movement as well as publicize BSA through in-house publications.
3. Refrain from using the Scouting brand as a means to imply BSA's endorsement of the objectives of the Charter Organization, except with respect to youth development, consistent with the goals and objectives of the Scouting program. Refrain from soliciting financial support except as authorized for the benefit of the Unit or the Local Council.
4. Select a Charter Organization Representative (COR) to serve as a voting member of the council.

B. Management and Leadership

1. Reasonably support the Scouting Unit Committee, comprised of at least three members for each Unit.
2. Review and select all adult leaders, subject to the approval of the Local Council, and ensure they are willing to accept Scouting's values and meet all other requirements of membership.
3. Administer the assets of the Unit, including all funds, real property, and personal property (e.g., trailers) that are acquired by the Unit either for the benefit of Scouting or in the name of Scouting and administer the assets for the benefit of the Unit.
4. Authorize the unit to open a separate bank account for the Unit using the Charter Organization EIN and provide the Unit with policies and procedures for financial reporting and asset management.
5. Follow all Guide to Safe Scouting requirements to ensure the adequate review and inspection of trailers, and other assets.

C. Use of Facilities

1. Work with the Unit to secure safe facilities for regular meetings.

III. The Scouting Unit agrees to:

A. Registration and Administration

1. Organize and maintain an active Unit Committee comprised of at least three members for each Unit. Ensure that the Unit has two deep leadership at all times.
2. Ensure all adult leaders have an approved criminal background check and have completed BSA Youth Protection Training prior to participation in any Scouting activity.
3. Encourage adult leaders to receive position-specific or other appropriate training made available by the local council or BSA.
4. Ensure timely registration of all youth and adult members. Use BSA's online registration tools, such as membership leads, online applications, and online re-charter.
5. Coordinate with the Local Council to provide annual joining opportunities to grow the BSA Movement.

B. Program

1. Conduct the Scouting program consistent with BSA Bylaws, Rules & Regulations, handbooks, policies, brand guidelines, etc. See www.scouting.org/about/membership-standards/.
2. Abstain from using the Scouting program to pursue any objectives related to political or social advocacy, including partisan politics, support or opposition to government action, or controversial legal, political, or social issues or causes.

C. Use of Facilities

1. Return facilities to their original condition, subject to reasonable wear and tear, at the end of all Scouting Activities, which includes placing any garbage/waste in appropriate receptacles, returning any items stored on premises to the designated storage area, and removing all other personal belongings.

D. Assets and Equipment

1. Be a good steward of the Unit's resources and comply with the BSA's Fiscal Policies and Procedures.
2. Apply for and undertake Unit Money Earning Projects in accordance with BSA's and the Local Council's guidelines.
3. Actively participate in the Local Council's annual giving campaign and product sales fundraisers (e.g., Friends of Scouting campaign, popcorn, and Camp Card sales).
4. Follow all Charter Organization policies and procedures regarding the management of funds. For Unit specific bank accounts, Units will submit reporting as prescribed by the Charter Organization.

IV. The BSA agrees to:

A. Insurance:

The Boy Scouts of America agrees to provide Commercial General Liability (GL) and Excess Commercial Automobile Liability (AL) to cover losses or claims asserted or sustained by any Scout, Scouting Unit, member, visitor, volunteer, or any other person, arising out of or in any way connected, directly or indirectly, with Scouting. This insurance covers the Charter Organization, along with its Officers, Directors, Trustees, Employees, or Charter Organization Representatives (collectively, "Protected Parties"). At a minimum, such insurance:

1. GL coverage shall be written on an occurrence basis, with limits of \$7,500,000 each occurrence and \$20,000,000 annual aggregate for the policy year ending March 1, 2025. BSA provides additional excess GL coverage above the primary and first excess policies. GL coverage limits are subject to change upon renewal.
2. AL shall be written on a per occurrence basis, with a \$5,000,000 limit per occurrence as excess of the Charter Organization's primary AL insurance and any other excess insurance available from other sources; provided however, that the underlying primary AL insurance, and other excess (if any), shall be no less than \$1,000,000.
3. As set forth in the GL policy, shall provide coverage for:
 - a. Bodily injury, sickness or disease including illness or death of any person.
 - b. Bodily injury, with no exclusion for physical or sexual abuse, misconduct, or molestation.
 - c. Personal or advertising injury.
 - d. Damages caused by physical damage or destruction of tangible property.
 - e. Contractual liability covering the BSA's obligation to defend, indemnify, and hold harmless the Protected Parties.
 - f. Punitive or Exemplary Damages coverage equal to that which is provided to BSA entities.
4. Shall name the Protected Parties as Additional Insureds on all primary and excess policies.
5. Shall include a Waiver of Subrogation in favor of the Protected Parties.

B. Trademark License:

BSA grants together to the Organization and the Scouting Unit a non-exclusive, royalty-free license to use the trademarks, logos, seals, insignia, words, phrases, and other designations, descriptive marks, and pictorial representations relating to BSA’s Scouting programs (collectively the “BSA Marks”) solely in connection with (i) marketing and operation of the Scouting Unit, (ii) promotion of BSA’s Scouting programs in the geographic market that the Organization serves, and (iii) other purposes consistent with this Agreement. Each the Organization and the Scouting Unit agree to (a) refrain from using the BSA Marks for any commercial purpose without the express written authorization from BSA and (b) comply with such guidelines and specifications that BSA may promulgate from time to time, including, but not limited to, those set forth in the BSA Brand Guidelines and Guide to Awards and Insignia documents regarding the style, appearance, and usage of any BSA Marks.

_____	_____	_____
Charter Organization	Title	Date
_____	_____	_____
Charter Organization Representative	Title	Date
_____	_____	_____
Unit Committee Chair	Title	Date
_____	_____	_____
Local BSA Council	Title	Date

*Roger Krone***
President & Chief Executive Officer
Boy Scouts of America

Resources

Charter organizations must use the Scouting program to accomplish their objectives in a manner consistent with the Bylaws, Rules and Regulations, guidelines, policies, and other publications available on the BSA national website located at www.scouting.org/about/membership-standards/

- The Charter and Bylaws of the Boy Scouts of America
- The Mission of the Boy Scouts of America
- The Rules and Regulations of the Boy Scouts of America
- The Scout Oath and the Scout Law, including Duty to God
- BSA youth protection policies and guidelines, including mandatory reporting
- The Guide to Safe Scouting
- The SAFE Checklist
- Scouter Code of Conduct
- Incident Reporting <https://www.scouting.org/health-and-safety/incident-report/>

*** BSA’s endorsement of this Agreement relates solely to the Insurance and Trademark License provisions set forth in §IV of this Agreement.*

**** This is a BSA-approved form as of the month and year reflected in the bottom margin of this Agreement. Once signed by all other parties to this Agreement, and provided no more recent form agreement has been approved by BSA as of the date those signatures are applied, Mr. Krone’s pre-printed electronic signature on this Agreement will be recognized as valid and binding on BSA as of the same date with respect to the Indemnification and Insurance provisions and to the Trademark License provisions.*

Scout Mission:

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Scout Oath:

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law:

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.



MEMORANDUM OF UNDERSTANDING

Between

Delta Dental of Oklahoma Foundation

and

Western Gateway School District

for

Cavity Prevention Clinics (School-Based Dental Sealant Program)

Captain Supertooth Program

MouthScience Kit Program

This MEMORANDUM OF UNDERSTANDING (MOU) is created and entered into by and between Delta Dental of Oklahoma Foundation, hereinafter referred to as "The Foundation," and Western Gateway School District, referred to as "The District," on behalf of schools within the District, referred to as "The Schools."

1. PROGRAM AVAILABILITY

- a. This MOU does not guarantee availability of every program to every school, but instead offers the framework to offer these programs to The District's Schools.
- b. Selection of schools and available dates are limited and at the discretion of the Foundation.

2. PURPOSE

The purpose of this MOU is two-fold:

- a. To define and outline the responsibilities of the Foundation, the District, and the Schools in order to provide preventive dental health services onsite at schools to students through **the Delta Dental of Oklahoma Cavity Prevention Clinic (CPC) and its Educational Presentation.**
- b. To define and outline the responsibilities of the Foundation, the District, and the Schools in order to provide oral health education at schools to students through Delta Dental of Oklahoma Foundation **Captain Supertooth Program** and **MouthScience Kit Program.**

3. MUTUAL BENEFITS AND INTERESTS

- a. The program and services the Foundation offers will help to support the District's and School's commitment to attain and maintain optimum health status of all students so that they may receive maximum benefit from their educational experience (Oklahoma State Department of Health, Oklahoma Standards for School Health).
- b. The benefits to the Foundation include fulfillment of its nonprofit mission to improve the oral health of all Oklahomans, with an emphasis on underserved and at-risk populations.

4. WORKING AGREEMENT

a. Cavity Prevention Clinics (CPC)

- i. The Foundation agrees to furnish all labor, equipment, materials, supplies, printed forms, and insurance necessary to provide the CPC Program Services described below.
- ii. The CPC Educational Presentation is *provided to all students* in second and sixth grades at participating schools.

- iii. The Clinic Program Services *are available* to all students in second and sixth grades at participating schools, regardless of their dental insurance status, but *require a Consent/Health History Form* signed by parent/guardian.
- iv. The Program is fully funded by Delta Dental of Oklahoma and its Foundation. All Program services are provided at no cost to schools or students.
- v. The Foundation does not bill Medicaid (Soonercare) or private insurance for any Clinic Services provided by Foundation staff.
- vi. In order to optimize the reach and sustainability of the Program and serve as many children as possible, the Foundation may collaborate with a local Community Health Center (CHC), which has its own MOU with the District. In such cases, the arrangement will be clearly indicated in the School Agreement. This MOU does not cover Clinic Services provided by the CHC, as those Services are covered by the CHC's MOU. CHC may bill Soonercare or insurance, if allowed by its MOU and approved by parent.

b. Captain Supertooth Program

- i. Captain Supertooth Program Services are provided to all students in pre-kindergarten through third grades at participating schools.
- ii. The Program is fully funded by Delta Dental of Oklahoma and its Foundation. All Program services are provided at no cost to participating schools or students.

c. MouthScience Kit Program

- i. MouthScience Kits are available to all teachers of fourth through sixth grades at participating schools.
- ii. The Program is fully funded by Delta Dental of Oklahoma and its Foundation. All Program services are provided at no cost to participating schools or students.

5. OBLIGATIONS OF FOUNDATION

a. Cavity Prevention Clinics (CPC)

- i. **EDUCATIONAL SERVICES:** The Foundation will provide the following **CPC Educational Presentation** to all second and sixth grade students at participating schools:
- ii. Education: At least three (3) weeks in advance of the clinic, our Foundation Educator will conduct a pre-clinic oral health educational presentation to each individual 2nd and 6th grade class. The Educator will: explain the importance of brushing and flossing; explain what sealants are; encourage students to give the Parent Flyer and Consent Form to parent/guardian and bring back the signed form.
- iii. Brush Kits: Every second and sixth grade student at participating schools will receive a brush kit (toothbrush, paste, floss in vinyl zipper bag).
- iv. **CLINIC SERVICES:** Clinic Services will be provided by Registered Dental Hygienists authorized by the Program's Authorizing Dentist. The Hygienists have such licensure and certifications as are required under the Oklahoma State Dental Act, and all applicable rules adopted by the Oklahoma Board of Dentistry. Hygienists will provide professional dental services under this MOU only to the extent permitted by their approved scope of practice.
- v. The following **Clinic Services** are available to all second and sixth grade students at participating schools with signed Consent Form:

- vi. Oral Health Assessment
- vii. Oral Health Instruction
- viii. Fluoride Varnish
- ix. Dental Sealants on permanent molars
- x. Assessment Report ("Student Record") provided to parent/guardian regarding child's oral health status
- xi. Referral options for ongoing or follow-up care
- xii. Random retention checks for quality assurance
- xiii. The Foundation will provide color copies of a Parent Flyer and a Consent/Health History Form for all students in second and sixth grades at participating schools. Flyer and form are two-sided with English and Spanish versions.
- xiv. Services are provided to students in a nondiscriminatory manner, regardless of race, ethnicity, national origin, religion, citizenship, sex, sexual orientation, disability, or economic status.

b. Captain Supertooth Program

- i. Captain Supertooth, a live costumed Actor/Educator, will provide a 20-30 minute oral health presentation to participating students in pre-kindergarten through third grades.
- ii. Toothbrushes: Every participating pre-kindergarten through third grade student will receive a toothbrush.

c. MouthScience Kit Program

- i. The MouthScience Kit contains all supplies needed to conduct an oral health lesson to students in third through sixth grades at participating schools.
- ii. The Kit includes a \$10.00 Wal-Mart gift card for participating teachers to use toward the purchase of beverages required for the lesson.
- iii. Toothbrushes: Every participating third through sixth grade student will receive a toothbrush.

6. OBLIGATIONS OF DISTRICT

a. Cavity Prevention Clinics

- i. The District will authorize Schools to complete the necessary School Application and Agreement to request and schedule a Cavity Prevention Clinic, including permission to share necessary student information and completed Consent Forms.

b. Captain Supertooth Program

- i. The District will authorize Schools to complete the necessary online booking form to request and schedule a Captain Supertooth visit.

c. MouthScience Kit Program

- i. The District will authorize Schools to complete the necessary request form to obtain a MouthScience kit.

7. OBLIGATIONS OF SCHOOL

a. Cavity Prevention Clinics

- i. The School agrees to allow the Foundation's Educator to conduct the Educational Presentation to 2nd and 6th grade classes at least three (3) weeks in advance of Clinic.
- ii. The School agrees to distribute the Parent Flyer, Consent/Health History Form, and brush kits provided by the Foundation to 2nd and 6th graders.

- iii. The School agrees to furnish the following to the Program:
 - 1. A room not smaller than 10 ft. by 12 ft. that is well-ventilated, well lit, and appropriate to the provision of the Clinic Services, that can be locked overnight.
 - 2. The room must have electrical outlets on two separate walls.
 - 3. For patient privacy, the room must have no traffic from students or teachers.
 - 4. Three (3) 4-ft or 6-ft tables.
 - 5. A sink and running water within or easily accessible from the room.
- iv. The School will cooperate with the Program in the process of advising students and their parents about the Services and in obtaining parents' informed consent for students to receive Services from Program.
- v. The School will provide Program with the signed Consent/Health History forms returned by students.

b. Captain Supertooth Program

- i. The School agrees to furnish the following to the Program:
 - 1. A private, adult only space designated for the Actor/Educator to change into costume.
 - 2. A presentation venue such as a cafeteria, gym, or classroom
 - 3. A table to set up in performance space for use during the presentation.
 - 4. Supervision of students by teachers during the presentation.

c. MouthScience Kit Program

- i. The participating school will provide a teacher, school nurse, or volunteer dental professional to conduct the MouthScience lesson.
- ii. The Foundation is available to assist participating schools in securing a volunteer dental professional to conduct the MouthScience lesson.
- iii. In the case of an outside presenter, the School agrees that teachers will supervise students during the presentation.

8. PRIVACY, SECURITY AND SAFETY

a. Cavity Prevention Clinics

- i. All personnel provided by Foundation (staff and contract labor) have completed criminal background checks. Foundation will cooperate with School in the completion of any additional backgrounds that may be required.
- ii. A **Student Record** is created for each student receiving Clinic Services, which includes the dental assessment and a record of dental treatment. One copy of the triplicate form is sent home to parents, one copy is maintained by Foundation, and one copy is provided to school. In accordance with the requirements of the section of the Oklahoma State Dental Act that allows for this Program, the school must keep a copy of the Student Record in the student's school file.
- iii. Foundation agrees to protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- iv. Foundation agrees to require all personnel under its authority to register through the School's visitor tracking system and to clearly display the printed visitor badge while performing activities on school premises.

b. Captain Supertooth Program

- i. All personnel provided by Foundation (staff and contract labor) have completed criminal background checks. Foundation will cooperate with School in the completion of any additional backgrounds that may be required.
- ii. Foundation agrees to require all personnel under its authority to register through the School's visitor tracking system and to clearly display the printed visitor badge while performing activities on school premises.

9. INSURANCE

- a. **The following applies to all Foundation programs.**
- b. Foundation agrees to furnish and maintain for the duration of this agreement the following insurance:
 - i. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 general aggregate.
 - ii. Automobile Liability: \$1,000,000 combined single limit per accident.
 - iii. Workers Compensation Insurance in accordance with the Oklahoma Statutory requirements.
 - iv. Umbrella Liability: \$3,000,000 per occurrence and \$3,000,000 aggregate.
- c. Foundation agrees to furnish District with a certificate of liability insurance verifying said coverage.
- d. When Foundation utilizes contractors for professional dental services, proof of insurance and licensure is available onsite at the Clinic.

10. LIABILITY AND INDEMNIFICATION

- a. **The following applies to all Foundation programs.**
- b. Foundation agrees to indemnify and hold the District harmless from any alleged third-party claims, demands, causes of action, liability, loss, damages, and/or injury arising out of or incident to any acts, omissions, negligence, or willful misconduct of Foundation's personnel, employees, contractors, independent contractors, or volunteers in connection with the performance of the activities described in this MOU.

11. GENERAL

- a. **The following applies to all Foundation programs.**
- b. Foundation declares that the Program Services it agrees to provide are for educational and enrichment benefits to the participating students and not directly for the benefit of the District or the School.
- c. This MOU in no way restricts either party from participating in any activity with other public or private agencies, organizations, or individuals.
- d. Nothing in this MOU shall create an employment, joint venture, or partnership relationship between Foundation and District.
- e. This MOU shall be made and construed in accordance with the laws and regulations of the State of Oklahoma and Oklahoma County.
- f. This MOU takes effect on October 23, 2025, or upon mutual execution by Foundation and District, whichever is later, and shall terminate on May 31, 2026.

12. POINTS OF CONTACT

- a. **Foundation Primary Contact:**
Terrisa Singleton
Foundation Director
Delta Dental of Oklahoma Foundation

16 NW 63rd Street, Oklahoma City, OK 73116

Email: tsingleton@deltadentalok.org

Office: 405-607-4772

Cell: 405-568-5186

b. **Western Gateway School District Primary Contact:**

Name: Tom Deighan

Title: Superintendent

Address: 1300 SW 15 St Oklahoma City, OK
73108

Email: tdeighan@westerngateway.school

Office: 405-276-9170

The Parties do hereby acknowledge and agree to the terms of this MOU.

Witnessed:

Western Gateway School District

Name: Tom Deighan

Interim Superintendent

Title:

Signature: Thomas Deighan

Date: 10/23/25

Delta Dental of Oklahoma Foundation

Name: Terrisa Singleton

Title: Foundation Director

Signature: Terrisa Singleton

Date: 10/23/25

Western Gateway Elementary School

2025-26 SUPPORT STAFF EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into effective as of November 10, 2025, by and between Western Gateway Elementary School, Inc. an Oklahoma public charter school, (hereinafter referred to as "Employer" or "School") and Odalis Ortiz (hereinafter referred to as "Employee"). In consideration of the mutual covenants set forth below, Employer agrees to hire Employee and Employee agrees to be employed by Employer on the following terms and conditions:

I. DESCRIPTION OF DUTIES

A. Name of Position:

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

B. Employee Duties:

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

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

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

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

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

II. COMPENSATION TERMS

A. Compensation:

The employee shall receive an annual base salary of \$____(step 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 (if eligible) and B.) Upon termination, transitioning to a new employer willing to accept any unused and/or accrued leave.

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

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

C. Bonus:

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

III. BENEFITS

A. Insurance & Retirement:

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

B. Professional Licenses and Certifications:

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

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

IV. TERMINATION:

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

V. NON-RECRUIT COVENANT

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

VI. MISCELLANEOUS PROVISIONS

A. Entire Agreement:

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

B. The Effect of Prior Agreements or Understandings:

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

C. Severability of Agreement:

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

D. Waiver of Breach:

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

E. Assignment:

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

F. Governing Law:

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

G. Severability:

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

Employee's Signature

Date

Head of School

Date