



Western School of Science and Technology: CFA

Meeting of the Board of Directors of Western

Date and Time

Thursday November 13, 2025 at 8:30 AM MST

Location

Notice of Public Meeting of the Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc.

Pursuant to Arizona Revised Statutes ("A.R.S.") § 38-431.02, notice is hereby given to the members of the Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc., and to the general public that the board will hold a meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time.

Pursuant to A.R.S. § 38-431.03.A.3, the Board of Directors may go into Executive Session, which will not be open to the public, concerning any item on the agenda, for discussion, consideration, or consultations for legal advice.

ALL ITEMS ON THE AGENDA ARE OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS AGENDA

Disabled persons in need of special accommodations should contact Ms. Nancy Carbajal at 623.249.3900 at least 24 hours prior to the scheduled meeting time.

Members of the Governing Board may join in person, by telephone, or by Internet Conference.

Where: Western School of Science and Technology:
A Challenge Foundation Academy
6515 W. Indian School Rd.
Phoenix, AZ 85033

Conference Line: +12532158782,,81644944289# US (Tacoma) +13462487799,,81644944289# US (Houston)
Meeting ID: 816 4494 4289

When: **Thursday, November 13, 2025, 8:30am**

The public space will open 10 minutes before the meeting begins. The virtual space will open 5 minutes before the meeting begins.

Agenda

	Purpose	Presenter	Time
I. Opening Items			8:30 AM
A. Call the Meeting to Order		Jay Kaprosy	1 m
B. Roll Call & Pledge of Allegiance		Nancy Carbajal	2 m
		I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.	
C. Public Comments	Discuss	Jay Kaprosy	3 m
		Public comments received in accordance with the instructions in the meeting notice will be read by staff during this agenda item up to a limit of three (3) minutes each in the order in which they were received, subject to time available at the discretion of the Board President or his/her designee. Under Arizona open meeting law, members of the Board may not discuss, respond to, or take action in this meeting on a matter raised under this public comment item that is not on the agenda.	
D. Read Mission Statement		Jay Kaprosy	2 m
		<i>Western School of Science and Technology exists to be an integral part of the Maryvale community, empowering students with access to a high-quality and inclusive education that will prepare every student with the skills to excel in a post-secondary institution and career.</i>	
II. WSST Update			8:38 AM

	Purpose	Presenter	Time
A. Board Update	Discuss	Adrian Espana	5 m
B. Academic Update	Discuss	Valeria Escobedo	5 m
C. Enrollment Update	Discuss	Adrian Espana	5 m
D. Staffing Update	Discuss	Adrian Espana	5 m
E. Financial Update	Discuss	Diamond Financial	10 m
III. Approval of the Consent Agenda			9:08 AM
A. Approval of October 2, 2025 Board Meeting Minutes	Approve Minutes	Jay Kaprosy	
B. Approval of the July 2025 Financials			
C. Approval of the August 2025 Financials			
D. Approval of September 2025 Financials			
IV. Action Items #1			9:08 AM
Board Members to take action on the items listed.			
A. Discussion and Consideration of the Executive Director Evaluation Tool	Vote	Jay Kaprosy	5 m
B. Discussion and Consideration of the Exceptional Student Service (ESS) Department Standard Operating Procedure	Discuss	Jay Kaprosy	5 m
V. Executive Session: Western Update			9:18 AM
A. Executive Session: A.R.S. § 38-431.03	Discuss	Jay Kaprosy	15 m
Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or			

Purpose

Presenter

Time

employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

VI. Closing Items

9:33 AM

A. Adjourn Meeting

Vote

Coversheet

Approval of October 2, 2025 Board Meeting Minutes

Section: III. Approval of the Consent Agenda
Item: A. Approval of October 2, 2025 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Meeting of the Board of Directors of Western on October 2, 2025

APPROVED



Western School of Science and Technology: CFA

Minutes

Meeting of the Board of Directors of Western

Date and Time

Thursday October 2, 2025 at 8:30 AM

Location

Notice of Public Meeting of the Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc.

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Disabled persons in need of special accommodations should contact Ms. Nancy Carbajal at 623.249.3900 at least 24 hours prior to the scheduled meeting time.

Members of the Governing Board may join in person, by telephone, or by Internet Conference.

**Where: Western School of Science and Technology:
A Challenge Foundation Academy**

6515 W. Indian School Rd.
Phoenix, AZ 85033

Conference: +12532158782,,84562312067# US (Tacoma) +13462487799,,84562312067#
US (Houston) Meeting ID: 845 6231 2067

When: Thursday, October 2 , 2025 8:30am

The public space will open 10 minutes before the meeting begins. The virtual space will open 5 minutes before the meeting begins.

Directors Present

A. Ballesteros (remote), B. Stratford (remote), E. Yndigoyen (remote), J. Kaprosy (remote), M. Sandoval (remote)

Directors Absent

None

Guests Present

A. Espana, N. Carbajal, Valeria Escobedo

I. Opening Items

A. Call the Meeting to Order

J. Kaprosy called a meeting of the board of directors of Western School of Science and Technology: CFA to order on Thursday Oct 2, 2025 at 8:32 AM.

B. Roll Call & Pledge of Allegiance

C. Public Comments

No Public Comment

D. Read Mission Statement

Principal Valeria Escobedo read the Mission Statement

II. WSST Update

A. Board Update

Mr. Espana shared updates with the Board

B.

Enrollment Update

Mr. Espana shared the Enrollment Update

C. Staffing Update

Ms. Escobedo shared staffing update

III. Approval of the Consent Agenda

A. Approval of September 11, 2025 Board Meeting Minutes

J. Kaprosy made a motion to approve the minutes from Meeting of the Board of Directors of Western on 09-11-25.

The board **VOTED** to approve the motion.

IV. Action Items #1

A. Discussion and Consideration of the Annual Financial Report (AFR)

B. Stratford made a motion to approve the FY25 Annual Financial Report (AFR).

M. Sandoval seconded the motion.

The board **VOTED** to approve the motion.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:04 AM.

Respectfully Submitted,
J. Kaprosy

Coversheet

Approval of the July 2025 Financials

Section:	III. Approval of the Consent Agenda
Item:	B. Approval of the July 2025 Financials
Purpose:	
Submitted by:	
Related Material:	WSST July 2025 Financials.pdf

WESTERN SCHOOL OF SCIENCE AND TECHNOLOGY**DASHBOARD REPORT****July 31, 2025****TOTAL VOUCHERS - JULY , 2025****802,082.29****Cash Activity**

	<u>Beginning</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending</u>
Jul-25	1,953,456	2,571,845	2,594,551	1,930,750
Aug-25				
Sep-25				
Oct-25				
Nov-25				
Dec-25				
Jan-26				
Feb-26				
Mar-26				
Apr-26				
May-26				
Jun-26				
TOTAL - 2026	1,953,456	2,571,845	2,594,551	1,930,750
YTD Total - 2025	2,153,438	7,306,219	7,506,201	1,953,456
YTD Total - 2026	1,953,456	2,571,845	2,594,551	1,930,750
Increase (Decrease)	(199,982)	(4,734,374)	(4,911,650)	(22,706)

Budget

	<u>YTD ACTUALS 2026</u>	<u>YTD BUDGET 2026</u>	<u>Over (Under)</u>
ADM	494	520	26
Revenue	487,930	593,704	(105,774)
Expenses	466,207	554,821	(88,614)
Surplus (Deficit)	21,723	38,883	(17,160)

Debt Service Coverage Ratio**1.27** *Meets or Exceeds Covenant requirement of 1.2***Overage (Shortfall)****14,851****NOTES:**

Cash Disbursements

Western School of Science and Technology

July 1- 31, 2025

Num	Date	Vendor	Amount
Bill.com	7/1/2025	Arizona Charter Schools Association	\$ (3,090.00)
Bill.com	7/1/2025	B and M Communications, LLC	\$ (39.95)
Bill.com	7/1/2025	THE HOLMAN GROUP OF ARIZONA	\$ (450.00)
Bill.com	7/1/2025	AVID CENTER	\$ (4,599.00)
Bill.com	7/1/2025	Instructure Inc	\$ (11,393.28)
Bill.com	7/1/2025	Canyon Athletic Association.	\$ (2,075.00)
Bill.com	7/3/2025	Amazon Capital Services	\$ (1,187.34)
Bill.com	7/3/2025	AFLAC	\$ (1,372.46)
Bill.com	7/3/2025	Agile Mind Educational Holdings, LLC	\$ (39,087.00)
Bill.com	7/3/2025	Chelsea Hernandez Martinez	\$ (1,500.00)
Bill.com	7/3/2025	Lerma Torres, Abril	\$ (53.18)
Bill.com	7/3/2025	Mayra B Hernandez Ramirez	\$ (1,500.00)
Bill.com	7/3/2025	N'Kyenge Ayanna Brown	\$ (1,500.00)
Bill.com	7/3/2025	Nayla Alexandra Acosta	\$ (1,400.00)
Bill.com	7/3/2025	Rachel Yanof	\$ (1,000.00)
Bill.com	7/3/2025	Tech to School	\$ (22,994.30)
Bill.com	7/3/2025	Vincent Rhae C Gomez	\$ (1,400.00)
Bill.com	7/3/2025	Challenge Foundation Group	\$ (17,595.60)
Bill.com	7/3/2025	HD Supply	\$ (27.11)
Bill.com	7/3/2025	Bull Gear Services LLC	\$ (500.00)
Bill.com	7/3/2025	Liminex, Inc.dba GoGuardian	\$ (11,801.58)
Bill.com	7/3/2025	McGraw-Hill School Ed. Holdings, LLC	\$ (55,336.48)
Bill.com	7/11/2025	Amazon Capital Services	\$ (474.71)
Bill.com	7/11/2025	HMH Education Company	\$ (90,491.39)
Bill.com	7/11/2025	Diamond Financial	\$ (7,400.00)
Bill.com	7/11/2025	Draper, Brian	\$ (450.00)
Bill.com	7/11/2025	Leyvas, Ammie	\$ (225.00)
Bill.com	7/11/2025	Republic Services	\$ (3,115.97)
Bill.com	7/11/2025	Sambel Services	\$ (600.00)
Bill.com	7/11/2025	Sign in App	\$ (495.00)
Bill.com	7/11/2025	Staples Advantage	\$ (214.83)
Bill.com	7/11/2025	Truly Nolen Branch 045	\$ (80.00)
Bill.com	7/11/2025	Valleywide Transportation	\$ (500.00)
Bill.com	7/11/2025	Zoom Video Communications, Inc.	\$ (639.60)
Bill.com	7/18/2025	Amazon Capital Services	\$ (3,532.04)
Bill.com	7/18/2025	4imprint, Inc.	\$ (2,234.70)
Bill.com	7/18/2025	All Copy Products, Inc	\$ (275.13)
Bill.com	7/18/2025	Arizona School Boards Association	\$ (1,631.00)
Bill.com	7/18/2025	Arizona State University - LE	\$ (250.00)

Cash Disbursements

Western School of Science and Technology

July 1- 31, 2025

Num	Date	Vendor	Amount
Bill.com	7/18/2025	Canon Financial Services, Inc. - 879422-2	\$ (4,616.85)
Bill.com	7/18/2025	Canon Financial Services, Inc. - 879422-3	\$ (142.00)
Bill.com	7/18/2025	Canyon Athletic Association.	\$ (4,295.00)
Bill.com	7/18/2025	Cox Communications 3101	\$ (569.57)
Bill.com	7/18/2025	HD Supply	\$ (236.05)
Bill.com	7/18/2025	ParentSquare, Inc.	\$ (3,638.25)
Bill.com	7/18/2025	PLATFORM ATHLETICS, LLC	\$ (2,880.00)
Bill.com	7/18/2025	RENAISSANCE LEARNING, INC	\$ (32,075.36)
Bill.com	7/18/2025	School Operations Solutions	\$ (2,000.00)
Bill.com	7/18/2025	Tech to School	\$ (9,072.25)
Bill.com	7/18/2025	TK Elevator Corporation	\$ (789.57)
Bill.com	7/18/2025	Truly Nolen Branch 045	\$ (175.00)
Bill.com	7/25/2025	Amazon Capital Services	\$ (1,699.10)
Bill.com	7/25/2025	Brady Industries	\$ (5,802.65)
Bill.com	7/25/2025	Cintas Fire Protection	\$ (2,317.15)
Bill.com	7/25/2025	CNS 360, LLC (Prev Compass Network Solu)	\$ (825.00)
Bill.com	7/25/2025	HD Supply	\$ (1,528.93)
Bill.com	7/25/2025	AFLAC	\$ (1,372.46)
Bill.com	7/25/2025	Aqua Chill, Inc. #13	\$ (237.82)
Bill.com	7/25/2025	Arizona Grants Management, LLC	\$ (871.77)
Bill.com	7/25/2025	Canyon Athletic Association.	\$ (182.00)
Bill.com	7/25/2025	Central Mechanical Services LLC	\$ (360.00)
Bill.com	7/25/2025	City of Phoenix 0858	\$ (6,419.65)
Bill.com	7/25/2025	HMH Education Company	\$ (20,209.86)
Bill.com	7/25/2025	Jose Gerardo Meraz	\$ (3,065.90)
Bill.com	7/25/2025	L&M Food Management Services	\$ (4,305.00)
Bill.com	7/25/2025	OnScene Technologies, Inc.	\$ (2,560.00)
Bill.com	7/25/2025	Peer Teach Inc.	\$ (1,440.00)
Bill.com	7/25/2025	Professional Turf Services LLC	\$ (2,300.00)
Bill.com	7/25/2025	SRP	\$ (7,071.19)
Bill.com	7/25/2025	Strong and Courageous Apparel LLC	\$ (1,369.65)
Bill.com	7/25/2025	Tara Moore	\$ (400.00)
Bill.com	7/25/2025	Technical Service Center	\$ (1,343.70)
Bill.com	7/25/2025	Udall/Shumway	\$ (1,139.50)
Bill.com	7/25/2025	Verizon Wireless	\$ (206.96)
Bill.com	7/25/2025	MidFirst Bank - Credit Card	\$ (8,676.29)
Bill.com	7/25/2025	Professional Turf Services LLC	\$ (2,300.00)
Bill.com	7/25/2025	Staples Advantage	\$ (214.83)
Bill.com	7/2/2025	United Healthcare	\$ (28,653.67)

Cash Disbursements

Western School of Science and Technology

July 1- 31, 2025

Num	Date	Vendor	Amount
Bill.com	7/2/2025	Selective Insurance Company of America	\$ (3,551.00)
PR Debit	7/3/2025	Western Employees	\$ (129,327.39)
Bill.com	7/3/2025	Support Payment Clearinghouse	\$ (320.81)
PR Taxes	7/3/2025	Inova Payroll (Prev PR Experts)	\$ (143.33)
PR Taxes	7/3/2025	Inova Payroll (Prev PR Experts)	\$ (308.14)
PR Taxes	7/3/2025	Inova Payroll (Prev PR Experts)	\$ (46,893.35)
Bill.com	7/11/2025	MidFirst Bank - New Credit Card - 9095	\$ (3,449.44)
Bill.com	7/15/2025	MidFirst Bank - Mortgage	\$ (36,688.71)
Bill.com	7/17/2025	CopperPoint Insurance Company	\$ (1,280.30)
Bill.com	7/17/2025	American Express	\$ (108.21)
Bill.com	7/24/2025	CopperPoint Insurance Company	\$ (1,299.50)
Bill.com	7/31/2025	MidFirst Bank - New Credit Card - 9095	\$ (3,999.12)
Bill.com	7/10/2025	American Express	\$ (5,028.43)
PR Debit	7/18/2025	Western Employees	\$ (82,224.88)
PR Taxes	7/18/2025	Inova Payroll (Prev PR Experts)	\$ (207.63)
PR Taxes	7/18/2025	Inova Payroll (Prev PR Experts)	\$ (143.33)
PR Taxes	7/18/2025	Inova Payroll (Prev PR Experts)	\$ (27,234.09)
TOTAL			\$ (802,082.29)

WESTERN SCHOOL OF SCIENCE AND TECHNOLOGY
STATEMENT OF FINANCIAL POSITION
For the Period Ending July 31, 2025

	July 31, 2025	
ASSETS		
Cash	1,930,750	20.98%
Accounts Receivable & Prepaid Expense	315,903	3.43%
Current Assets	2,246,653	24.42%
Deposits	27,702	0.30%
Fixed Assets net of Accumulated Depreciation	6,927,437	75.28%
TOTAL ASSETS	9,201,792	100.00%
LIABILITIES AND NET ASSETS		
Accounts Payable and Accrued Expense	715,875	7.78%
Current Liabilities	715,875	7.78%
Mortgage Payable	4,920,271	
Capital Lease Payables	29,472	
Total Liabilities	5,665,618	61.57%
Beginning Net Assets	3,514,451	38.19%
Net Income (Loss)	21,724	0.24%
Total Net Assets	3,536,175	38.43%
TOTAL LIABILITIES AND NET ASSETS	9,201,792	100.00%

Western School of Science and Technology
Budget vs. Actuals: 2025-2026 Adopted Budget - FY26 P&L Classes
July 2025 - July 2025

	Year to Date	2026 Budget	
	Actual	Budget	% Remaining
Income			
1700 School Activities	-	-	-
1920 Private Donations and Grants	365	7,804	7,438 95.32%
1950 Other Income	-	34,576	34,576 100.00%
1975 Fundraising	-	21,570	21,570 100.00%
3000 State	483,136	6,361,241	5,878,105 92.41%
4000 Federal	-	637,343	637,343 100.00%
Total Income	483,501	7,062,534	6,579,032 93.15%
Gross Profit	483,501	7,062,534	6,579,032 93.15%
Expenses			
6100 Salaries and Wages	210,146	4,048,520	3,838,374 94.81%
6200 Employee Benefits	77,211	931,159	853,948 91.71%
6310 Professional Services	19,505	221,436	201,932 91.19%
6320 Outside Services	9,883	120,835	110,952 91.82%
6400 Facilities	31,668	190,053	158,385 83.34%
6500 Other Purchased Services	19,835	270,796	250,962 92.68%
6580 Travel	228	6,862	6,635 96.68%
6610 Supplies	29,589	146,580	116,991 79.81%
6635 Food Service	-	275,062	275,062
6640 Books and Instructional Aids	8,565	54,455	45,890 84.27%
6650 Supplies - Technology Related	1,784	12,319	10,535 85.52%
6740 Depreciation	30,812	(30,812)	
6810 Dues and Fees	9,799	80,880	71,080 87.88%
6850 Interest and Finance Charges	16,600	284,723	268,124 94.17%
6890 Miscellaneous	584	14,170	13,586
Total Expenses	466,207	6,657,851	6,191,644 93.00%
Net Operating Income	17,294	404,682	387,388 95.73%
Other Income			
1990 Interest Income	4,429	61,914	57,485 92.85%
Total Other Income	4,429	61,914	57,485 92.85%
Net Other Income	4,429	61,914	57,485 92.85%
Net Income	21,723.65	466,596.64	444,872.99 95.34%
<i>Debt Service-Principal</i>	31,305	378,400	347,095 91.73%

Western School of Science and Technology

Profit and Loss by Month

July 2025

	Jul 2024	Total	Analytics Notes
Income			
1700 School Activities	-	-	
1920 Private Donations and Grants	365	365	
1950 Other Income		-	
1975 Fundraising		-	
3000 State	483,136	483,136	
4000 Federal	-	-	
Total Income	483,501	483,501	
Gross Profit	483,501	483,501	
Expenses			
6100 Salaries and Wages	210,146	210,146	
6200 Employee Benefits	77,211	77,211	
6310 Professional Services	19,505	19,505	
6320 Outside Services	9,883	9,883	
6400 Facilities	31,668	31,668	Full Dump Load, IT Services, Annual inspections
6500 Other Purchased Services	19,835	19,835	Uniforms/Polos, Office supplies, Meals and ent
6580 Travel	228	228	
6610 Supplies	29,589	29,589	Janitorial supplies, graduation supplies
6635 Food Service	-	-	
6640 Books and Instructional Aids	8,565	8,565	
6650 Supplies - Technology Related	1,784	1,784	
6740 Depreciation	30,812	30,812	
6810 Dues and Fees	9,799	9,799	Athletics leagues fees, Volleyball participation fee
6850 Interest and Finance Charges	16,600	16,600	Year end true up of loans per amort
6890 Miscellaneous	584	584	
Total Expenses	466,207	466,207	
Net Operating Income	17,294	17,294	
Other Income			
1990 Interest Income	4,429	4,429	
Total Other Income	4,429	4,429	
Net Other Income	4,429	4,429	
Net Income	21,724	21,724	

Coversheet

Approval of the August 2025 Financials

Section:	III. Approval of the Consent Agenda
Item:	C. Approval of the August 2025 Financials
Purpose:	
Submitted by:	
Related Material:	WSST Aug 2025 Financials.pdf

WESTERN SCHOOL OF SCIENCE AND TECHNOLOGY**DASHBOARD REPORT****August 31, 2025****TOTAL VOUCHERS - AUGUST , 2025****582,733.82****Cash Activity**

	<u>Beginning</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending</u>
Jul-25	1,953,456	2,571,845	2,594,551	1,930,750
Aug-25	1,930,750	1,603,943	1,704,255	1,830,438
Sep-25				0
Oct-25				0
Nov-25				0
Dec-25				0
Jan-26				0
Feb-26				0
Mar-26				0
Apr-26				0
May-26				0
Jun-26				0
TOTAL - 2026	1,953,456	4,175,789	4,298,807	1,830,438
YTD Total - 2025	2,153,438	7,306,219	7,506,201	1,953,456
YTD Total - 2026	1,953,456	4,175,789	4,298,807	1,830,438
Increase (Decrease)	(199,982)	(3,130,430)	(3,207,395)	(123,018)

Budget

	<u>YTD ACTUALS 2026</u>	<u>YTD BUDGET 2026</u>	<u>Over (Under)</u>
ADM	494	520	26
Revenue	1,043,679	1,187,408	(143,729)
Expenses	1,054,954	1,109,642	(54,688)
Surplus (Deficit)	(11,274)	77,766	(89,040)

Debt Service Coverage Ratio**0.83** *Does Not Meet Debt Covenant***Overage (Shortfall)****(18,776)****NOTES:**

Cash Disbursements

Western School of Science and Technology

August 1- 31, 2025

Num	Date	Vendor	Amount
PR Debit	8/20/2025	Western Employees	\$ (128,950.47)
PR Debit	8/5/2025	WSST Employees	\$ (153,783.23)
	8/1/2025	THE HOLMAN GROUP OF ARIZONA	\$ (450.00)
	8/1/2025	Amazon Capital Services	\$ (6,224.86)
	8/1/2025	Bull Gear Services LLC	\$ (2,580.00)
	8/1/2025	EI Caldero de Dona Cecy, LLC	\$ (700.00)
	8/1/2025	Leo's Cuisine LLC	\$ (816.94)
	8/1/2025	Sambel Services	\$ (1,434.73)
	8/1/2025	Strong and Courageous Apparel LLC	\$ (2,166.33)
	8/1/2025	Teacher's Discovery	\$ (5,400.00)
	8/1/2025	The Art of Education University, LLC	\$ (4,014.73)
	8/1/2025	West-Mec	\$ (250.00)
	8/1/2025	B and M Communications, LLC	\$ (39.95)
	8/1/2025	MidFirst Bank - Credit Card	\$ -
	8/1/2025	Quinones, Ariel	\$ (750.00)
	8/5/2025	Inova Payroll (Prev PR Experts)	\$ (395.05)
	8/5/2025	Inova Payroll (Prev PR Experts)	\$ (143.33)
	8/5/2025	Inova Payroll (Prev PR Experts)	\$ (52,995.13)
	8/5/2025	Inova Payroll (Prev PR Experts)	\$ (262.84)
	8/5/2025	Inova Payroll (Prev PR Experts)	\$ (2.98)
	8/6/2025	United Healthcare	\$ (12,257.63)
	8/6/2025	Inova Payroll (Prev PR Experts)	\$ (594.94)
	8/6/2025	Inova Payroll (Prev PR Experts)	\$ (2.98)
	8/6/2025	Inova Payroll (Prev PR Experts)	\$ (338.15)
	8/6/2025	Inova Payroll (Prev PR Experts)	\$ (52.85)
	8/8/2025	Amazon Capital Services	\$ -
	8/8/2025	Amazon Capital Services	\$ -
	8/8/2025	Amazon Capital Services	\$ -
	8/8/2025	Amazon Capital Services	\$ -
	8/8/2025	Amazon Capital Services	\$ -
	8/11/2025	Amazon Capital Services	\$ (321.64)
	8/11/2025	All Copy Products, Inc	\$ (275.13)
	8/11/2025	AZCEC	\$ (98.00)
	8/11/2025	B and M Communications, LLC	\$ (438.22)
	8/11/2025	Challenge Foundation Group	\$ (17,595.61)
	8/11/2025	City of Phoenix - Alarm	\$ (192.00)
	8/11/2025	Staples Advantage	\$ (214.83)
	8/11/2025	Strong and Courageous Apparel LLC	\$ (6,743.82)
	8/11/2025	Tara Moore	\$ (412.50)
	8/15/2025	MidFirst Bank - Mortgage	\$ (36,688.71)
	8/15/2025	Amazon Capital Services	\$ (633.65)
	8/15/2025	Canon Financial Services, Inc. - 879422-2	\$ (4,616.85)
	8/15/2025	Canon Financial Services, Inc. - 879422-3	\$ (142.00)

Cash Disbursements

Western School of Science and Technology

August 1- 31, 2025

Num	Date	Vendor	Amount
	8/15/2025	Central Mechanical Services LLC	\$ (240.00)
	8/15/2025	Diamond Financial	\$ (7,400.00)
	8/15/2025	Diversified Landscape Management LLC	\$ (2,200.00)
	8/15/2025	HD Supply	\$ (110.29)
	8/15/2025	Republic Services	\$ (3,418.76)
	8/15/2025	School Operations Solutions	\$ (2,000.00)
	8/15/2025	Senya	\$ (227.81)
	8/15/2025	Truly Nolen Branch 045	\$ (80.00)
	8/20/2025	Inova Payroll (Prev PR Experts)	\$ (277.01)
	8/20/2025	Inova Payroll (Prev PR Experts)	\$ (41,669.40)
	8/21/2025	CopperPoint Insurance Company	\$ (1,280.30)
	8/21/2025	Selective Insurance Company of America	\$ (3,550.00)
	8/22/2025	Amazon Capital Services	\$ (865.26)
	8/22/2025	Aqua Chill, Inc. #13	\$ (237.82)
	8/22/2025	Arizona Association of Student Councils	\$ (225.00)
	8/22/2025	Buddy's All Stars	\$ (1,244.34)
	8/22/2025	Central Mechanical Services LLC	\$ (840.00)
	8/22/2025	Cintas Fire Protection	\$ (1,744.00)
	8/22/2025	City of Phoenix - Alarm	\$ (96.00)
	8/22/2025	City of Phoenix 0858	\$ (5,631.87)
	8/22/2025	Cox Communications 3101	\$ (570.30)
	8/22/2025	EDSPACE, LLC	\$ (500.00)
	8/22/2025	Gale - Cengage Learning	\$ (36,830.09)
	8/22/2025	HD Supply	\$ (108.63)
	8/22/2025	Maricopa County Environmental	\$ (185.00)
	8/22/2025	Nexus Therapy	\$ (232.20)
	8/22/2025	Qwikcut, LLC	\$ (1,600.00)
	8/22/2025	Senya	\$ (1,139.05)
	8/22/2025	Staples Advantage	\$ (214.83)
	8/22/2025	Technical Service Center	\$ (1,921.50)
	8/22/2025	Uline	\$ (2,081.46)
	8/22/2025	Verizon Wireless	\$ (151.48)
	8/29/2025	Amazon Capital Services	\$ (1,746.79)
	8/29/2025	AFLAC	\$ (1,372.46)
	8/29/2025	Arizona Grants Management, LLC	\$ (880.49)
	8/29/2025	Central Mechanical Services LLC	\$ (5,650.00)
	8/29/2025	Diversified Landscape Management LLC	\$ (910.00)
	8/29/2025	Hermosillo Enterprises, LLC	\$ (150.00)
	8/29/2025	Nexus Therapy	\$ (172.80)
	8/29/2025	Senya	\$ (1,139.05)
	8/29/2025	SRP	\$ (8,634.75)
	8/29/2025	Tara Moore	\$ (225.00)
TOTAL			\$ (582,733.82)

WESTERN SCHOOL OF SCIENCE AND TECHNOLOGY
STATEMENT OF FINANCIAL POSITION
For the Period Ending August 31, 2025

	August 31, 2025	
ASSETS		
Cash	1,842,161	19.98%
Accounts Receivable & Prepaid Expense	366,282	3.97%
Current Assets	2,208,443	23.96%
Deposits	27,702	0.30%
Fixed Assets net of Accumulated Depreciation	6,982,475	75.74%
TOTAL ASSETS	9,218,621	100.00%
LIABILITIES AND NET ASSETS		
Accounts Payable and Accrued Expense	786,144	8.53%
Current Liabilities	786,144	8.53%
Mortgage Payable	4,888,830	
Capital Lease Payables	29,472	
Total Liabilities	5,704,446	61.88%
Beginning Net Assets	3,514,451	38.12%
Net Income (Loss)	(276)	0.00%
Total Net Assets	3,514,174	38.12%
TOTAL LIABILITIES AND NET ASSETS	9,218,621	100.00%

Western School of Science and Technology
Budget vs. Actuals: 2025-2026 Adopted Budget - FY26 P&L Classes
Jul 2025 - Aug 2025

	Year to Date	2026 Budget	
	Actual	Budget	% Remaining
Income			
1700 School Activities	-	-	-
1920 Private Donations and Grants	390	7,804	7,413 95.00%
1950 Other Income	-	34,576	34,576 100.00%
1975 Fundraising	-	21,570	21,570 100.00%
3000 State	966,272	6,361,241	5,394,969 84.81%
4000 Federal	68,264	637,343	569,079 89.29%
Total Income	1,034,926	7,062,534	6,027,607 85.35%
Gross Profit	1,034,926	7,062,534	6,027,607 85.35%
Expenses			
6100 Salaries and Wages	573,833	4,048,520	3,474,687 85.83%
6200 Employee Benefits	122,841	931,159	808,318 86.81%
6310 Professional Services	27,176	221,436	194,260 87.73%
6320 Outside Services	19,880	120,835	100,956 83.55%
6400 Facilities	61,484	190,053	128,569 67.65%
6500 Other Purchased Services	44,503	270,796	226,293 83.57%
6580 Travel	913	6,862	5,950 86.70%
6610 Supplies	38,206	146,580	108,374 73.94%
6635 Food Service	29,001	275,062	246,062 89.46%
6640 Books and Instructional Aids	16,683	54,455	37,772 69.36%
6650 Supplies - Technology Related	2,134	12,319	10,185 82.68%
6740 Depreciation	61,624		(61,624)
6810 Dues and Fees	16,136	80,880	64,744 80.05%
6850 Interest and Finance Charges	39,444	284,723	245,280 86.15%
6890 Miscellaneous	1,097	14,170	13,073 92.20%
Total Expenses	1,054,954	6,657,851	5,602,898 84.15%
Net Operating Income	(20,028)	404,682	424,710 104.95%
Other Income			
1990 Interest Income	8,753	61,914	53,161 85.86%
Total Other Income	8,753	61,914	53,161 85.86%
Net Other Income	8,753	61,914	53,161 85.86%
Net Income	(11,274)	466,596.64	477,870.84 102.42%
<i>Debt Service-Principal</i>	31,305	378,400	347,095 91.73%

Western School of Science and Technology

Profit and Loss by Month

July - August, 2025

	Jul 2025	Aug 2025	Total
Income			
1700 School Activities	-	-	-
1920 Private Donations and Grants	365.48	25.00	390.48
1950 Other Income	-	-	-
1975 Fundraising	-	-	-
3000 State	483,135.94	483,135.95	966,271.89
4000 Federal		68,263.75	68,263.75
Total Income	483,501.42	551,424.70	1,034,926.12
Gross Profit	483,501.42	551,424.70	1,034,926.12
Expenses			
6100 Salaries and Wages	210,145.53	363,687.96	573,833.49
6200 Employee Benefits	77,211.15	45,629.67	122,840.82
6310 Professional Services	19,504.58	7,671.29	27,175.87
6320 Outside Services	9,882.85	9,996.75	19,879.60
6400 Facilities	29,108.27	29,816.08	58,924.35
6500 Other Purchased Services	22,394.55	24,668.71	47,063.26
6580 Travel	227.58	685.13	912.71
6610 Supplies	29,588.84	8,616.93	38,205.77
6635 Food Service	-	29,000.80	29,000.80
6640 Books and Instructional Aids	8,564.98	8,117.98	16,682.96
6650 Supplies - Technology Related	1,784.20	350.04	2,134.24
6740 Depreciation	30,811.82	30,811.82	61,623.64
6810 Dues and Fees	9,799.15	6,336.55	16,135.70
6850 Interest and Finance Charges	16,599.78	22,843.81	39,443.59
6890 Miscellaneous	583.94	512.95	1,096.89
Total Expenses	466,207.22	588,746.47	1,054,953.69
Net Operating Income	17,294.20	(37,321.77)	(20,027.57)
Other Income			
1990 Interest Income	4,429.45	4,323.92	8,753.37
Total Other Income	4,429.45	4,323.92	8,753.37
Net Other Income	4,429.45	4,323.92	8,753.37
Net Income	21,723.65	(32,997.85)	(11,274.20)

Coversheet

Approval of September 2025 Financials

Section:	III. Approval of the Consent Agenda
Item:	D. Approval of September 2025 Financials
Purpose:	
Submitted by:	
Related Material:	WSST Sep 2025 Financials.pdf

WESTERN SCHOOL OF SCIENCE AND TECHNOLOGY**DASHBOARD REPORT****September 30, 2025**

TOTAL VOUCHERS - SEPTEMBER ,2025	701,376.34
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Cash Activity

	Beginning	Receipts	Disbursements	Ending
Jul-25	1,953,456	2,571,845	2,594,551	1,930,750
Aug-25	1,930,750	1,603,943	1,704,255	1,830,438
Sep-25	1,830,438	1,789,294	1,979,732	1,640,000
Oct-25				0
Nov-25				0
Dec-25				0
Jan-26				0
Feb-26				0
Mar-26				0
Apr-26				0
May-26				0
Jun-26				0
TOTAL - 2026	1,953,456	5,965,082	6,278,539	1,640,000
YTD Total - 2025	2,153,438	7,306,219	7,506,201	1,953,456
YTD Total - 2026	1,953,456	5,965,082	6,278,539	1,640,000
Increase (Decrease)	(199,982)	(1,341,137)	(1,227,663)	(313,456)

Budget

	YTD ACTUALS 2026	YTD BUDGET 2026	Over (Under)
ADM	482	520	38
Revenue	1,577,856	1,781,112	(203,256)
Expenses	1,697,244	1,664,463	32,781
Surplus (Deficit)	(119,388)	116,649	(236,037)

Debt Service Coverage Ratio**0.22** *Does Not Meet Debt Covenant***Overage (Shortfall)****(127,567)****NOTES:**

Cash Disbursements

Western School of Science and Technology

Sept 1-30, 2025

Num	Date	Vendor	Amount
Bill.com	09/02/2025	United Healthcare	\$ (52,208.89)
Bill.com	09/02/2025	THE HOLMAN GROUP OF ARIZONA	\$ (450.00)
Bill.com	09/02/2025	B and M Communications, LLC	\$ (39.95)
Bill.com	09/02/2025	Southwest Gas Corporation	\$ (93.33)
Bill.com	09/05/2025	MidFirst Bank - New Credit Card - 9095	\$ (12,095.99)
Bill.com	09/08/2025	Amazon Capital Services	\$ (1,421.48)
Bill.com	09/08/2025	All Copy Products, Inc	\$ (275.13)
Bill.com	09/08/2025	Challenge Foundation Group	\$ (17,595.61)
Bill.com	09/08/2025	Verified First, LLC	\$ (3,096.00)
Bill.com	09/08/2025	Senya	\$ (2,619.82)
Bill.com	09/08/2025	NASSP	\$ (770.00)
Bill.com	09/08/2025	Invader Pest Management	\$ (451.80)
Bill.com	09/08/2025	Esquivel, Claudia	\$ (360.00)
Bill.com	09/08/2025	Espana, Adrian	\$ (35.55)
Bill.com	09/08/2025	Diversified Landscape Management LLC	\$ (2,200.00)
Bill.com	09/08/2025	DeThomasis, Joseph	\$ (360.00)
Bill.com	09/08/2025	Southwest Gas Corporation	\$ (32.05)
Bill.com	09/08/2025	Staples Advantage	\$ (214.83)
Bill.com	09/08/2025	Rachel Yanof	\$ (787.50)
Bill.com	09/08/2025	Nexus Therapy	\$ (263.88)
Bill.com	09/08/2025	Cintas Fire Protection	\$ (685.31)
Bill.com	09/08/2025	4imprint, Inc.	\$ (201.87)
Bill.com	09/12/2025	Explore Learning	\$ (3,030.25)
Bill.com	09/12/2025	Amazon Capital Services	\$ (276.23)
Bill.com	09/12/2025	Education Support Services	\$ (3,961.25)
Bill.com	09/12/2025	Esquivel, Claudia	\$ (720.00)
Bill.com	09/12/2025	Diamond Financial	\$ (6,822.50)
Bill.com	09/12/2025	Assurity Life Insurance Company	\$ (5,998.44)
Bill.com	09/12/2025	Cintas Fire Protection	\$ (1,911.23)
Bill.com	09/12/2025	CNS 360, LLC (Prev Compass Network Solu)	\$ (90.75)
Bill.com	09/12/2025	Edmentum, Inc.	\$ (4,999.18)
Bill.com	09/12/2025	L&M Food Management Services	\$ (29,000.80)
Bill.com	09/12/2025	Republic Services	\$ (2,916.78)
Bill.com	09/12/2025	School Operations Solutions	\$ (2,000.00)
Bill.com	09/12/2025	Truly Nolen Branch 045	\$ (80.00)
Bill.com	09/12/2025	Truly Nolen Branch 045	\$ (163.00)
Bill.com	09/12/2025	HD Supply	\$ (142.27)
Bill.com	09/12/2025	All Copy Products - Verticomm	\$ (450.20)
Bill.com	09/12/2025	Glendale Civic Center	\$ (1,885.48)
Bill.com	09/12/2025	MediaNet Solutions Inc.	\$ (1,958.35)
Bill.com	09/12/2025	Senya	\$ (2,847.63)
Bill.com	09/12/2025	Youth Alive Ministries	\$ (1,000.00)

Cash Disbursements

Western School of Science and Technology

Sept 1-30, 2025

Num	Date	Vendor	Amount
Bill.com	09/12/2025	AASPA	\$ (275.00)
Bill.com	09/12/2025	Teach For America	\$ (20,000.00)
Bill.com	09/15/2025	MidFirst Bank - Mortgage	\$ (36,688.71)
Bill.com	09/19/2025	CopperPoint Insurance Company	\$ (3,393.30)
Bill.com	09/22/2025	Western Fence Co Inc	\$ (40,742.50)
Bill.com	09/22/2025	Canon Financial Services, Inc. - 879422-3	\$ (142.00)
Bill.com	09/22/2025	Miranda, Berenice	\$ (681.00)
Bill.com	09/22/2025	CNS 360, LLC (Prev Compass Network Solu)	\$ (770.00)
Bill.com	09/22/2025	Destinations Transportation	\$ (1,300.00)
Bill.com	09/22/2025	Senya	\$ (911.24)
Bill.com	09/22/2025	HD Supply	\$ (129.79)
Bill.com	09/22/2025	Tara Moore	\$ (225.00)
Bill.com	09/22/2025	Esquivel, Claudia	\$ (360.00)
Bill.com	09/22/2025	DeThomasis, Joseph	\$ (360.00)
Bill.com	09/22/2025	City of Phoenix 0858	\$ (4,181.50)
Bill.com	09/22/2025	Staples Advantage	\$ (214.83)
Bill.com	09/22/2025	Canon Financial Services, Inc. - 879422-2	\$ (4,616.85)
Bill.com	09/22/2025	Swing Education	\$ (3,037.50)
Bill.com	09/22/2025	Valleywide Transportation	\$ (3,600.00)
Bill.com	09/22/2025	Verizon Wireless	\$ (151.56)
Bill.com	09/22/2025	Brady Industries	\$ (2,094.64)
Bill.com	09/22/2025	Amazon Capital Services	\$ (677.21)
Bill.com	09/22/2025	Youth Alive Ministries	\$ (500.00)
Bill.com	09/22/2025	B and M Communications, LLC	\$ (736.43)
Bill.com	09/22/2025	Huff, Stephanie	\$ (33.18)
Bill.com	09/26/2025	MidFirst Bank - New Credit Card - 9095	\$ (4,804.09)
Bill.com	09/29/2025	DeThomasis, Joseph	\$ (460.00)
Bill.com	09/29/2025	Central Mechanical Services LLC	\$ (1,314.56)
Bill.com	09/29/2025	All Copy Products - Verticomm	\$ (428.05)
Bill.com	09/29/2025	Nexus Therapy	\$ (160.20)
Bill.com	09/29/2025	Aqua Chill, Inc. #13	\$ (237.82)
Bill.com	09/29/2025	Udall/Shumway	\$ (590.00)
Bill.com	09/29/2025	HD Supply	\$ (80.70)
Bill.com	09/29/2025	AT Direct Sports Medicine, LLC	\$ (255.45)
Bill.com	09/29/2025	Arizona Grants Management, LLC	\$ (880.49)
Bill.com	09/29/2025	Valley Metro RPTA	\$ (320.00)
Bill.com	09/29/2025	Salas, David	\$ (460.00)
Bill.com	09/29/2025	Darryn Clanton.	\$ (432.00)
Bill.com	09/29/2025	Tara Moore	\$ (225.00)
Bill.com	09/29/2025	Arizona Charter Schools Association	\$ (825.00)
Bill.com	09/29/2025	Senya	\$ (911.24)
Bill.com	09/29/2025	Swing Education	\$ (1,265.63)

Cash Disbursements

Western School of Science and Technology

Sept 1-30, 2025

Num	Date	Vendor	Amount
Bill.com	09/29/2025	SRP	\$ (7,483.34)
Bill.com	09/29/2025	Amazon Capital Services	\$ (572.78)
Bill.com	09/29/2025	Technical Service Center	\$ (1,043.10)
Bill.com	09/29/2025	Summit West Signs	\$ (45,107.61)
Bill.com	09/29/2025	Cox Communications 3101	\$ (570.70)
Bill.com	09/29/2025	Hermosillo Enterprises, LLC	\$ (150.00)
Bill.com	09/29/2025	Canyon Athletic Association.	\$ (6,445.00)
Bill.com	09/29/2025	Selective Insurance Company of America	\$ (3,550.00)
PR Debit	9/5/2025	Western Employees	\$ (120,117.88)
PR Debit	9/20/2025	Western Employees	\$ (125,071.03)
PR Debit	9/10/2025	Western Employees	\$ (118.76)
PR Debit	9/20/2025	Western Employees	\$ (1,073.80)
PR Taxes	9/5/2025	Inova Payroll (Prev PR Experts)	\$ (39,162.31)
PR Taxes	9/5/2025	Inova Payroll (Prev PR Experts)	\$ (1,314.72)
PR Debit	9/8/2025	Western Employees	\$ (3,014.19)
PR Debit	9/5/2025	Support Payment Clearinghouse	\$ (379.98)
PR Debit	9/10/2025	Support Payment Clearinghouse	\$ (37.98)
PR Debit	9/19/2025	Support Payment Clearinghouse	\$ (275.94)
PR Debit	8/6/2025	Support Payment Clearinghouse	\$ (2.98)
PR Taxes	9/19/2025	Inova Payroll (Prev PR Experts)	\$ (39,682.22)
PR Debit	9/8/2025	Support Payment Clearinghouse	\$ (5.96)
PR Taxes	9/24/2025	Inova Payroll (Prev PR Experts)	\$ (210.26)
TOTAL			\$ (701,376.34)

WESTERN SCHOOL OF SCIENCE AND TECHNOLOGY
STATEMENT OF FINANCIAL POSITION
For the Period Ending September 30, 2025

	September 30, 2025	
ASSETS		
Cash	1,640,000	18.24%
Accounts Receivable & Prepaid Expense	372,054	4.14%
Current Assets	2,012,054	22.38%
Deposits	27,702	0.31%
Fixed Assets net of Accumulated Depreciation	6,951,663	77.31%
TOTAL ASSETS	8,991,419	100.00%
LIABILITIES AND NET ASSETS		
Accounts Payable and Accrued Expense	709,543	7.89%
Current Liabilities	709,543	7.89%
Mortgage Payable	4,857,341	
Capital Lease Payables	29,472	
Total Liabilities	5,596,356	62.24%
Beginning Net Assets	3,514,451	39.09%
Net Income (Loss)	(119,388)	-1.33%
Total Net Assets	3,395,063	37.76%
TOTAL LIABILITIES AND NET ASSETS	8,991,419	100.00%

Western School of Science and Technology**Budget vs. Actuals: 2025-2026 Adopted Budget - FY26 P&L Classes****Jul 2025 - Sept 2025**

	Year to Date	2026 Budget		
	Actual	Budget	Remaining	% Remaining
Income				
1700 School Activities	4,375	-	(4,375)	
1920 Private Donations and Grants	874	7,804	6,930	88.80%
1950 Other Income	5,522	34,576	29,053	84.03%
1975 Fundraising	331	21,570	21,239	98.47%
3000 State	1,431,622	6,361,241	4,929,619	77.49%
4000 Federal	122,693	637,343	514,650	80.75%
Total Income	1,565,417	7,062,534	5,497,116	77.83%
Gross Profit	1,565,417	7,062,534	5,497,116	77.83%
Within expected 75% remaining for 1st Quarter				
Expenses				
6100 Salaries and Wages	901,512	4,048,520	3,147,008	77.73%
6200 Employee Benefits	211,297	931,159	719,862	77.31%
6310 Professional Services	77,307	221,436	144,129	65.09%
6320 Outside Services	41,017	120,835	79,818	66.06%
6400 Facilities	84,384	190,053	105,669	55.60%
6500 Other Purchased Services	68,499	270,796	202,297	74.70%
6580 Travel	4,996	6,862	1,866	27.20%
6610 Supplies	50,082	146,580	96,498	65.83%
6635 Food Service	56,127	275,062	218,935	
6640 Books and Instructional Aids	24,801	54,455	29,654	54.46%
6650 Supplies - Technology Related	2,229	12,319	10,089	81.90%
6740 Depreciation	92,435		(92,435)	
6810 Dues and Fees	18,633	80,880	62,246	76.96%
6850 Interest and Finance Charges	62,239	284,723	222,484	78.14%
6890 Miscellaneous	1,683	14,170	12,487	
Total Expenses	1,697,242	6,657,851	4,960,609	74.51%
Within expected 75% remaining for 1st Quarter				
Net Operating Income	(131,825)	404,682	536,507	132.57%
Other Income				
1990 Interest Income	12,438	61,914	49,476	79.91%
Total Other Income	12,438	61,914	49,476	79.91%
Net Other Income	12,438	61,914	49,476	79.91%
Net Income	(119,387)	466,596.64	585,983.50	125.59%
<i>Debt Service-Principal</i>	31,305	378,400	347,095	91.73%

Western School of Science and Technology

Profit and Loss by Month

July - September, 2025

	Jul 2025	Aug 2025	Sep 2025
Income			
1700 School Activities	-	-	4,375.00
1920 Private Donations and Grants	365.48	25.00	483.55
1950 Other Income	-	-	5,596.99
1975 Fundraising	-	-	256.00
3000 State	483,135.94	483,135.95	465,350.56
4000 Federal		68,263.75	54,429.14
Total Income	483,501.42	551,424.70	530,491.24
Gross Profit	483,501.42	551,424.70	530,491.24
Expenses			
6100 Salaries and Wages	210,145.53	363,687.96	327,678.85
6200 Employee Benefits	77,211.15	45,629.67	88,456.35
6310 Professional Services	19,504.58	7,671.29	50,130.96
6320 Outside Services	9,882.85	9,996.75	21,137.36
6400 Facilities	29,108.27	29,816.08	25,460.07
6500 Other Purchased Services	22,394.55	24,668.71	21,435.68
6580 Travel	227.58	685.13	4,083.18
6610 Supplies	29,588.84	8,616.93	11,875.95
6635 Food Service	-	29,000.80	27,126.60
6640 Books and Instructional Aids	8,564.98	8,117.98	8,117.98
6650 Supplies - Technology Related	1,784.20	350.04	95.25
6740 Depreciation	30,811.82	30,811.82	30,811.82
6810 Dues and Fees	9,799.15	6,336.55	2,498.51
6850 Interest and Finance Charges	16,599.78	22,843.81	22,795.34
6890 Miscellaneous	583.94	512.95	585.95
Total Expenses	466,207.22	588,746.47	642,289.85
Net Operating Income	17,294.20	(37,321.77)	(111,798.61)
Other Income			
1990 Interest Income	4,429.45	4,323.92	3,684.88
Total Other Income	4,429.45	4,323.92	3,684.88
Net Other Income	4,429.45	4,323.92	3,684.88
Net Income	21,723.65	(32,997.85)	(108,113.73)

Coversheet

Discussion and Consideration of the Executive Director Evaluation Tool

Section:	IV. Action Items #1
Item:	A. Discussion and Consideration of the Executive Director Evaluation Tool
Purpose:	Vote
Submitted by:	
Related Material:	Superintendent Evaluation Tool 032025.pdf



SUPERINTENDENT EVALUATION TOOL



School district governing boards have a legal obligation to evaluate the superintendent. By regularly evaluating on the commonly recognized responsibilities and characteristics of the job, governing boards can identify areas of both strength and opportunity, lead district continual improvement and promote success for all students. An effective performance evaluation builds a strong governing board and superintendent team and should be an ongoing, dynamic process.



EDUCATE. ADVOCATE. ELEVATE.



Indicator Rating Scale

Highly Effective	Effective	Developing	Ineffective
Continually exceeds the criteria	Consistently meets the criteria	Inconsistently/partially meets the criteria	Does not meet the criteria
Evidence and data demonstrate the superintendent consistently performing above expectations in ways that have had a significant positive impact on the district. This type of performance means the superintendent meets and exceeds the effective scale ranking. Performance in this area is routinely outstanding and is a model for others.	Evidence and data demonstrate the superintendent meets the expectations of the position and is positively impacting the district.	Evidence and data demonstrate the superintendent inconsistently/partially meets the expectations of the position. The superintendent is making strides towards meeting the criteria of the position but needs improvement to impact the success of the district.	Evidence and data demonstrate the superintendent does not meet the criteria of performance. The superintendent does not demonstrate the behaviors, actions and characteristics of an effective superintendent.

Superintendent Evaluation

Like the responsibilities, competencies and characteristics of an effective superintendent, the evaluation tool should be standard across districts. Weighting of domains may vary based on local needs.

Domain 1. Leadership and Culture

 %
Domain Weight

Domain statement: The superintendent acts ethically and according to professional norms and develops, advocates and enacts a shared mission, vision and core values that result in a district culture of highly quality education that promotes each student's academic success and well-being.

Standard: Ethics and Professional Norms

Standard statement: The effective superintendent acts ethically and according to professional norms.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Acts ethically and professionally in personal conduct, relationships with others, decision-making, oversight of the district's resources, and all aspects of district leadership.						Y / N	Y / N
Indicator 2: Acts according to and promotes the professional norms of integrity, fairness, transparency, trust, collaboration, perseverance, learning and continuous improvement.						Y / N	Y / N

Standard: Mission, Vision, Values

Standard statement: The superintendent develops, advocates and enacts a shared mission, vision and core values.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Articulates, advocates and cultivates a shared understanding of and commitment to mission, vision and core values within the district and the community.						Y / N	Y / N
Indicator 2: Models and promotes the district's mission, vision and core values.						Y / N	Y / N

Standard: District Culture

Standard statement: The superintendent cultivates and maintains a district culture that promotes each student's academic success and well-being.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Ensures that representative voices of students, staff and community are included and valued in decision-making.						Y / N	Y / N
Indicator 2: Is visible and accessible in the school district and community.						Y / N	Y / N
Indicator 3: Creates a spirit of growth and opportunity among staff.						Y / N	Y / N

Standard: Innovation

Standard statement: The superintendent builds a culture of innovation that supports continuous improvement.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Integrates current educational research and trends into operations of the district.						Y / N	Y / N
Indicator 2: Develops and promotes leadership among staff for inquiry and innovation as well as initiating and implementing improvement.						Y / N	Y / N
Indicator 3: Provides learning opportunities that build instructional leadership capacity across all staff levels.						Y / N	Y / N

Comments: Domain 1: Leadership and Culture

Board

Superintendent

Domain 2. Instructional Leadership

_____ %
Domain Weight

Domain statement: The superintendent develops and supports academically rigorous and clear and consistent systems of curriculum, instruction and assessment, develops the professional capacity and practice of school personnel, and fosters a professional community of teachers and staff to promote each student's academic success and well-being.

Standard: Curriculum Planning and Development

Standard statement: The superintendent develops and supports a clear and consistent system of curriculum planning and implementation.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Aligns and focuses systems of curriculum across grade levels and in accordance with state standards.						Y / N	Y / N
Indicator 2: Ensures all students have access to rigorous, personalized instructional opportunities.						Y / N	Y / N
Indicator 3: Ensures curriculum reflects the identities and backgrounds and develops the successful learning habits of all students.						Y / N	Y / N
Indicator 4: Promotes the preparation of students to live productively in and contribute to the diverse cultural contexts within our society.						Y / N	Y / N

Standard: Instruction and Assessment

Standard statement: The superintendent develops and supports clear and consistent systems of instruction and assessment.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Develops, utilizes and monitors systems to disaggregate data to guide and foster instructional strategies to meet the needs of all students.						Y / N	Y / N
Indicator 2: Promotes the effective use of technology for teaching and learning.						Y / N	Y / N

Standard: Staff Professional Development

Standard statement: The superintendent advances the skills, knowledge and capacity of staff through targeted and strategic professional development that contributes to each student's academic success and well-being.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Promotes professional development as an investment in students, staff and the future of the district.						Y / N	Y / N
Indicator 2: Provides learning opportunities that build leadership capacity across all staff.						Y / N	Y / N
Indicator 3: Uses numerous data sources to determine, differentiate and support the unique professional development needs of individuals and groups of staff.						Y / N	Y / N

Comments: Domain 2: Instructional Leadership

Board

Superintendent

Domain 3. Organizational Management

%
Domain Weight

Domain statement: The superintendent manages district operations and resources to promote each student's overall success.

Standard: Budget and Finance

Standard statement: The superintendent skillfully manages the budget and finances resulting in a productive and equitable learning and work environment.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Plans a budget collaboratively with the board, taking into account stakeholder input.						Y / N	Y / N
Indicator 2: Ensures the budget aligns with the strategic priorities of the district based on its vision, mission and core beliefs to promote equitable student outcomes.						Y / N	Y / N
Indicator 3: Engages in financial planning, maximizes revenue and fosters fiscal efficiency throughout the district to ensure long-term financial health and stability.						Y / N	Y / N
Indicator 4: Ensures the use of efficient procedures and effective controls in accordance with state and federal law and regulations.						Y / N	Y / N
Indicator 5: Interprets and articulates budgets and finances to the board, staff and community.						Y / N	Y / N

Standard: Operations

Standard statement: The superintendent establishes systems, structures and processes to ensure efficiency of operations.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Creates a culture that values the effective and efficient use of employees' work time.						Y / N	Y / N
Indicator 2: Institutes, manages and monitors operations and administrative systems utilizing a continuous improvement process.						Y / N	Y / N

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 3: Ensures the day-to-day safety and security of students and staff across all district sites through the creation, implementation and monitoring of a district-wide emergency management plan that includes training.						Y / N	Y / N
Indicator 4: Ensures facilities meet the needs of and are conducive to teaching and learning through the development of a facilities management plan.						Y / N	Y / N

Standard: Human Resources

Standard statement: The superintendent maximizes human resources to ensure the success of the district.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Manages human resources to strategically support student success.						Y / N	Y / N
Indicator 2: Ensures all employees are evaluated in accordance with the schedule established by the board and state laws and regulations.						Y / N	Y / N
Indicator 3: Ensures safe, equitable employment practices and workplace environments that are free from discrimination and retaliation relative to federal and state laws.						Y / N	Y / N
Indicator 4: Implements equitable personnel procedures, recruitment and employee performance programs to hire and retain the best qualified teachers, administrators and personnel.						Y / N	Y / N

Comments: Domain 3: Organizational Management

Board

Superintendent

Domain 4. Educational Access and Engagement

_____%
Domain Weight

Domain statement: The superintendent cultivates a caring and supportive school community and strives to promote each student's academic success and well-being.

Standard: Community of Care and Support of Students

Standard statement: The superintendent cultivates a caring and supportive school community.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Builds and maintains a safe, caring, and healthy school environment that meets the unique needs of all students.						Y / N	Y / N
Indicator 2: Interacts respectfully and effectively with all people in a manner that recognizes, values and sustains the worth and dignity of students, families, staff and community.						Y / N	Y / N
Indicator 3: Models and sets the expectations for all staff that each student and family is treated fairly and respectfully with an understanding of each individual's unique experience.						Y / N	Y / N

Standard: Essential Leadership Practices

Standard statement: The superintendent addresses the unique and individual needs of students in all aspects of leadership, policy and practice in ways that promote each student's academic success and well-being.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Implements data-informed, system-wide strategies to address gaps in educational access, opportunity and achievement.						Y / N	Y / N

Indicator 2: Ensures all students have access to effective teachers, learning opportunities, academic support, and other resources necessary for success.						Y / N	Y / N
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Standard: Essential Leadership Practices ...continued

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 3: Works to confront and eliminate practices that exclude students from rigorous academic expectations and successful outcomes.						Y / N	Y / N
Indicator 4: Addresses matters of access and engagement in all aspects of leadership, policy and practice						Y / N	Y / N

Comments: Domain 4: Educational Access and Engagement

Board	Superintendent
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Domain 5. Communications and Community

_____%
Domain Weight

Domain statement: The superintendent engages families, the community and staff in meaningful, reciprocal and mutually beneficial ways to promote each student's academic success and well-being.

Standard: Internal and External Communication

Standard statement: The superintendent maintains meaningful two-way communication with staff, families and the community and publicly advocates for their needs and priorities.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Develops and sustains plans, processes and systems that facilitate meaningful two-way communication with staff, families and the community.						Y / N	Y / N
Indicator 2: Engages in regular and open two-way communication with staff, families and the community about schools, students, needs, challenges and accomplishments.						Y / N	Y / N
Indicator 3: Advocates publicly at local, state and federal levels for the needs and priorities of students, families, staff, the district and its school(s), and the community.						Y / N	Y / N

Standard: Family Engagement and Support

Standard statement: The superintendent knows, understands and values families in the district and is responsive to their needs.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Acknowledges, understands and utilizes the community's cultural, social, intellectual and political assets to positively impact student learning and school improvement.						Y / N	Y / N
Indicator 2: Develops and implements processes for students, parents, staff and community members to gain or enhance understanding of the various communities within the district and their needs.						Y / N	Y / N

Standard: Family Engagement and Support ...continued

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 3: Develops and provides the school as a resource for families and the community.						Y / N	Y / N
Indicator 4: Creates pathways for the district and its school(s) to partner with families to support student learning in and out of school.						Y / N	Y / N

Standard: Community Engagement

Standard statement: The superintendent builds and leverages relationships with individuals and organizations in the community to support the needs and priorities of the district and its school(s).

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Builds and sustains productive partnerships with individuals and organizations in the public and private sectors to promote school improvement and student learning.						Y / N	Y / N
Indicator 2: Actively engages in the community to understand the school(s) and community strengths and needs, as well as, develop productive relationships to ensure available resources are utilized to achieve student success.						Y / N	Y / N

Comments: Domain 5: Communications and Community Relations

Board	Superintendent
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Domain 6. Board and Governance Policy

_____%
Domain Weight

Domain statement: The superintendent works collaboratively with the governing board of the school district to create an educational system that meets community needs and promotes each student's success and well-being.

Standard: Board Relations

Standard statement: The superintendent works collaboratively with the governing board and fosters a shared understanding of the roles and responsibilities of both the board and superintendent.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Builds strong, productive relationships with each board member, and facilitates resolution of any conflicts with and among board members if they arise.						Y / N	Y / N
Indicator 2: Respects and advocates for the mutual understanding of the board and superintendent roles and responsibilities.						Y / N	Y / N
Indicator 3: Communicates district-related matters directly, transparently and consistently with individual board members and the board as a whole.						Y / N	Y / N
Indicator 4: Participates with the board in professional development activities on governance and superintendent/board relations topics including the onboarding of new governing board members.						Y / N	Y / N
Indicator 5: Equips the board to make effective, timely decisions by providing data, ongoing communication and relevant information.						Y / N	Y / N
Indicator 6: Collaboratively prepares a board agenda reflective of the board priorities that ensures efficient, legally compliant and effective meetings.						Y / N	Y / N

Standard: Policy Development and Implementation

Standard statement: The superintendent leads and manages the district consistent with board policies.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Offers professional advice and analysis to the board on items requiring board action.						Y / N	Y / N
Indicator 2: Ensures board policies are implemented in a fair, positive, unbiased and comprehensive manner.						Y / N	Y / N
Indicator 3: Recommends revisions and additions to policy based on statutory compliance, legal analysis and school district culture.						Y / N	Y / N

Standard: Strategic Goals

Standard statement: The superintendent facilitates the development, articulation and implementation of a strategic plan/goals to ensure student success and well-being.

	Highly Effective	Effective	Developing	Ineffective	Supporting Data & Documents	Goal Related?	Performance Pay?
Indicator 1: Leads the development and implementation of the vision, mission, and strategic plan/goals for the district in collaboration with stakeholders, including measurable objectives and high expectations for student success and well-being.						Y / N	Y / N
Indicator 2: Reviews the district's strategic plan/goals and pertinent data with the board on a regular basis.						Y / N	Y / N

Comments: Domain 6: Board Governance and Policy

Board

Superintendent



Superintendent Evaluation: Rating by Domain

Domain 1: Leadership and District Culture

Rating for Domain 1	D Highly Effective	D Effective	D Developing	D Ineffective
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Domain Weight _____%

Domain 2: Instructional Leadership

Rating for Domain 2	D Highly Effective	D Effective	D Developing	D Ineffective
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Domain Weight _____%

Domain 3: Organizational Management

Rating for Domain 3	D Highly Effective	D Effective	D Developing	D Ineffective
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Domain Weight _____%

Domain 4: Educational Access and Engagement

Rating for Domain 4	D Highly Effective	D Effective	D Developing	D Ineffective
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Domain Weight _____%

Domain 5: Communications and Community Relations

Rating for Domain 5	D Highly Effective	D Effective	D Developing	D Ineffective
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Domain Weight _____%

Domain 6: Board Governance and Policy

Rating for Domain 6	D Highly Effective	D Effective	D Developing	D Ineffective
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Domain Weight _____%

Date _____ Superintendent Signature _____ Board President Signature _____



Superintendent Goals

A superintendent's goals should focus on bringing the commonly recognized responsibilities and characteristics of an effective superintendent to bear on the unique needs of the district. The superintendent's goals should 1) relate to one or more domain and standard within the superintendent evaluation tool, 2) reflect the specific needs of the district, and 3) be measurable by one or more indicator.

Goal 1	Domain	Standard	Indicator
Goal 2	Domain	Standard	Indicator
Goal 3	Domain	Standard	Indicator

Comments:

Board

Superintendent

Coversheet

Discussion and Consideration of the Exceptional Student Service (ESS) Department Standard Operating Procedure

Section: IV. Action Items #1
Item: B. Discussion and Consideration of the Exceptional Student Service
(ESS) Department Standard Operating Procedure
Purpose: Discuss
Submitted by:
Related Material: Exceptional Student Services SOP (Pending Board Approval) .pdf



Exceptional Student Services (ESS) Department

Standard Operating Procedures (SOP)

Western School of Science and Technology – Grades 7–12

Rigorous Learning • Equitable Practices • Thriving Students

PENDING BOARD APPROVAL

1. Purpose and Philosophy

The Exceptional Student Services (ESS) Department ensures that all students with disabilities receive a free and appropriate public education (FAPE) that meets their individual needs in the least restrictive environment (LRE).

We believe every student can learn and thrive when instruction, interventions, and supports are designed for access, rigor, and inclusion. The ESS Department partners with general education teachers to remove barriers and ensure that every student receives equitable learning opportunities.

2. Team Roles and Responsibilities

Role	Primary Duties
ESS Program Manager	Oversees IEP compliance, manages caseloads, communicates with ADE, supervises ESS staff, ensures timelines and data integrity, and coordinates related services. and serves as the testing coordinator ensuring that testing accommodations are in place and accurately implemented during state and district assessments.
ESS Teacher (Resource Teacher)	Provides direct instruction, small-group and co-teaching support, writes and implements IEPs, documents progress, and collaborates with general education teachers to deliver accommodations.



Role	Primary Duties
Paraprofessional	Delivers instructional and behavioral support under teacher supervision, documents daily service minutes, and assists with testing accommodations.
General Education Teacher	Implements accommodations and modifications from student IEPs, collaborates with ESS staff, provides progress data, and participates in IEP and eligibility meetings.
School Counselor	Monitors graduation credits, coordinates transition planning, and assists with social-emotional supports.

3. Identification, Evaluation, and Eligibility Procedures

3.1 Referral Process

- The 45-day screener identifies support needs for new students and/or initiates review upon written consent from a staff member or parent for a current student.
- The principal reviews the 45-day screener and forwards cases to the Child Study Team (CST) if required. All written requests go to the ESS Program Manager, who will forward them to CST if needed for further review.
- Data from interventions (grades, attendance, teacher observations, assessments) are collected for review.

3.2 Evaluation Process

- After two rounds of 6–8 weeks of interventions from the CST team, data is reviewed to determine whether a special education evaluation is warranted.
- Parental consent must be obtained before any evaluation.
- The evaluation must be completed within 60 calendar days of receiving parental consent.

3.3 Eligibility and Placement



- The eligibility team meets to determine if the student qualifies under one or more of the 13 IDEA disability categories.
- If the student qualifies, an IEP is developed within 30 days of the eligibility determination.
- Services are initiated according to the IEP implementation date.

4. Dyslexia Screening and Support

While dyslexia screening is required for K–3 students, the ESS Department ensures ongoing monitoring and support for middle and high school students previously identified or showing continued reading challenges.

At Western School of Science and Technology (grades 7–12), this could be handled by:

1. The ESS Program Manager maintains documentation that K–3 screening and interventions followed the student.
2. Ensuring the IEP/504 plan reflects ongoing supports (if applicable).

5. IEP Development and Compliance

1. **Annual Reviews:**
Every IEP must be reviewed and updated at least once every 12 months.
2. **Triennial Reevaluations:**
Reevaluations occur every three years, or earlier if requested.
3. **Parent Participation:**
Parents/guardians are notified at least 10 days prior to meetings and are encouraged to attend in person or virtually.
4. **Progress Monitoring:**
Goal progress is measured and reported quarterly along with report cards.
5. **Documentation:**
Service logs are maintained daily by ESS staff and submitted weekly to the Program Manager for audit compliance.



6. Accommodations and Modifications:

ESS and general education staff must ensure that all accommodations listed in the IEP are consistently implemented and documented.

6. Postsecondary Transition Planning (ADE 2024–2025 Update)

1. Timeline:

Transition planning must begin no later than the IEP in effect when the student completes 9th grade or reaches age 16, whichever comes first—or earlier if the IEP team determines it is needed.

2. IEP Requirements:

- Include measurable postsecondary goals in education/training, employment, and, if appropriate, independent living.
- Develop a coordinated set of transition activities and services to help the student reach those goals.
- Include a course of study aligned to postsecondary outcomes.
- Document the estimated graduation date within the IEP.

3. Graduation Notification:

Parents must be notified in writing at least one year prior to the student’s anticipated graduation date.

4. Transition Assessments:

Conduct age-appropriate assessments (e.g., student interviews, interest inventories, career readiness tools) and use the results to update goals annually.

5. Collaboration:

- Involve the student in all transition meetings.
- Collaborate with vocational programs, community agencies, and counselors for postsecondary connections.
- For students turning 18, review transfer of rights procedures with the student and family.



7. Graduation Requirements (ADE 2024–2025 Update)

1. Diploma Standards:

Students with disabilities must meet the same state-required credit minimums to earn a regular high school diploma:

- 4 English credits
- 4 Math credits
- 3 Science credits
- 3 Social Studies credits (including U.S. History, Government, and Economics)
- 1 Fine Arts or CTE credit
- 7 Electives or locally prescribed credits
(*Minimum total = 22 credits*)

2. Modifications:

The IEP team cannot waive or lower state graduation requirements for the purpose of awarding a diploma.

3. Extended Eligibility:

Students remain eligible for FAPE until they graduate with a regular diploma or until the end of the school year in which they turn 22.

4. Summary of Performance (SOP):

Upon graduation or aging out, students receive a Summary of Performance outlining academic achievements, functional performance, and recommendations for post-school success.

5. Credit Tracking:

The ESS Program Manager and counselor monitor credits, accommodations in general education courses, and testing accommodations to ensure alignment with graduation goals.

8. Instructional and Service Delivery Models



- **Resource Pull-Out:** Small group or individual instruction aligned to IEP goals.
- **Push-In/Co-Teaching:** Collaborative support within general education classrooms.
- **Study Skills / Academic Success Block:** Targeted reteaching, progress monitoring, and executive functioning support.
- **Related Services:** Speech, OT, PT, and counseling provided per IEP schedule.

9. Collaboration and Communication Protocols

- **ESS Weekly Team Meeting:** Review caseload updates, progress data, and compliance.
- **ESS–Gen Ed Collaboration:** Monthly check-ins to discuss shared students, accommodations, and instructional strategies.
- **Family Communication:** Minimum of one proactive contact per quarter in addition to IEP meetings.
- **Documentation:** All communication logged in student records using the designated ESS Communication Log.

10. Data Collection and Monitoring

- **Goal Progress:** Collected every two weeks; documented in progress reports each quarter.
- **Transition Data:** Includes assessments, goal updates, agency contacts, and student involvement evidence.
- **Graduation Data:** Credit audits each semester to ensure compliance with state and local graduation requirements.

11. Confidentiality and Recordkeeping

- All ESS files are kept in a locked cabinet or secured digital folder accessible only to authorized personnel.



- No personally identifiable information is emailed without encryption.
- Records are maintained for five years after student exit, in compliance with ADE retention policy.

12. Discipline and Behavioral Procedures

- Students with disabilities follow the same behavioral expectations as peers.
- For suspensions exceeding 10 days, the ESS Program Manager convenes a Manifestation Determination Review (MDR) to ensure procedural safeguards are met.
- Functional Behavioral Assessments (FBAs) and Behavior Intervention Plans (BIPs) are updated annually or as needed.

13. Professional Development and Compliance

- All ESS staff complete annual training on:
 - IDEA compliance and IEP timelines
 - Transition and graduation requirements
 - Collaboration and inclusion strategies
- An annual compliance audit reviews IEP timeliness, service documentation, and ADE indicator data.

14. Staff Acknowledgment

All ESS staff members are required to review, understand, and follow this SOP.

Name Role Signature Date