



Latta Public Schools
Regular Meeting
Superintendent's Office , 13925 County Road 1560, Ada, Oklahoma
74820
Monday, January 12, 2026 at 6:30 PM

AGENDA

{{Name: Agenda Item Name}}

1. Call meeting to order.
2. Roll call.
3. Vote to approve or not approve the minutes of the regular meeting December 1, 2025.
4. Consent Agenda
All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items.
 - 4.A. General Fund Purchase Order No. 354 through 382, totaling \$21,608.69
Changes to previous purchase order no. 36, 107, 149, 286, 312, 337 and 338, totaling \$5,523.79

Payroll Purchase Order No. 70429 through 70446, totaling \$7,494.45
Changes to previous purchase order no. 70001, 70011, 70073, 70210, 70218 and 70379, totaling \$32,212.62

Building Fund Purchase Order No. 71 through 72, totaling \$38,737.00
Changes to previous purchase order no. 37, 51 and 63, totaling \$1,197.55

Transportation Bond 39 Purchase Order No. 2, totaling \$475.00
 - 4.B. Activity Fund Report.
 - 4.C. Transfers from PTO activity fund account to the following activity accounts:
Elementary - \$6,920.48
5th Grade - \$833.00
6th Grade - \$738.16
7th Grade - \$1,401.28
8th Grade - \$273.00
Freshman Class - \$249.92
Sophomore Class - \$255.36
Junior Class - \$281.60
Senior Class - \$1,457.20
5. Principal's Report
 - 5.A. Elementary Principal
 - 5.B. Middle School Principal
 - 5.C. High School Principal
6. Superintendent's Report
 - 6.A. Financial Report
 - 6.B. District News
 - 6.C. Ad Valorem Proposals
 - 6.D. Election Precinct Location

6.E. Latta School Safe Return & Continuity of Services Plan

7. Proposed executive session to discuss the resignations received to date, the possible employment of Preshaya Oliphant and Jakeen Pippenger as student workers and the evaluation of the Superintendent and the possible revisions to the Superintendent's contract.
25 O.S. Section 307(B)(1)
8. Vote to return to open session
9. Executive session compliance statement
10. Vote to accept or not to accept the resignations received to date.
11. Vote to employ or not to employ Preshaya Oliphant and Jakeen Pippenger as student workers for the remainder of FY 26.
12. Vote to revise or not to revise the contract of the Superintendent to include a one-time stipend.
13. Consideration and possible action on revisions of Latta Board Policy DHAC (Staff Members and Electronic or Digital Communications), Latta Board Policy FE (Student Transfers) and transfer capacities for FY 26 third quarter, Latta Board Policy FFACA (Medication: Administering to Students), Latta Board Policy GBA (Open Records Requests) and Latta Board Policy GBA-E (Public Record Access Request Oklahoma Open Records Act).
14. New Business: This item is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of the posting this Agenda [Okla. Stat.tit. 25, Section 311 (A) (9)].
15. Announcements:
January 19 - No School

16. Adjournment

Posted by: _____

Andrea Nickell
Superintendent's Secretary

Date: 01/09/2026

Time: 3:40pm

Location: Entrance to Superintendent's Office
13925 County Road 1560, Ada, OK



Latta Public Schools
Regular Meeting
Monday, December 1, 2025
6:30 PM

Superintendent's Office
13925 County Road 1560
Ada, Oklahoma 74820

Attendance Taken at 6:30 PM.

Justin Berst: Present
Royce Chandler: Present
Zayne James: Absent
Quinton Scott: Absent
Connie Smith: Present

Also present, Stan Cochran, Andrea Nickell, Chase Todd, Rio Aquilar and Terry Painter.

1. Call meeting to order.

2. Roll call.

3. Vote to approve or not approve the minutes of the regular meeting of November 3, 2025, and of the special meeting on November 13, 2025.

Motion to approve the minutes of the 11.03.2025 and 11.13.2025. This motion, made by Royce Chandler and seconded by Connie Smith, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Connie Smith: Yea

4. Consent Agenda

All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items.

Motion to approve Consent Agenda items 4A through 4H. This motion, made by Royce Chandler and seconded by Connie Smith, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Connie Smith: Yea

A. Finance FY 26

B. Purchase order numbers 323 through 353, purchase order numbers 70369 through 70428 and changes to previous purchase order numbers, 24, 107, 125, 217, 256, 264, 274, 277, 285, 286, 287, 301, 303, 307, 311, 70014, 70022, 70156, 70163, 70196, 70202, 70204, 70210,

70218, 70219, 70237, 70317, 70325, 70343, 70344 and 70367, in the General Fund, totaling \$137,456.12.

C. Purchase order numbers 65 through 70, and changes to previous purchase order number 2, in the Building Fund, totaling \$4,781.95.

D. Purchase order number 2, in the Bond 39 Fund (Transportation), totaling \$35,000.00.

E. Activity Fund Report.

F. Approval of Stan Cochran as authorized signatory for Latta Schools Impact-Aid program.

G. Latta Public Schools Indian Policies and Procedures (IPP) for FY 26.

H. Revised substitute teacher list for FY 26.

5. Principal's Report

A. Elementary Principal

Mr. Painter reported for Ms. Collins. He reported on the following items: Lindsay received the Dude Be Nice award, the Veterans program, Elks hoop shoot, Thanksgiving community feast, Kindness Week and upcoming field trips.

B. Middle School Principal

Mr. Painter reported on the following items: 6th grade helped serve the Thanksgiving community meal, basketball games, pep assembly, Veterans program, homecoming parade, and student of the month.

C. High School Principal

Mr. Todd reported on the following items: the Veterans program, FFA Dude Be Nice, the food drive was successful, JOM cultural evening, nhs volley ball tourn, speech and drama, drumline at game, harvest carnival, homecoming parade, student of the month, Made in Oklahoma and ECU pitching contest.

6. Superintendent's Report

A. Financial Report

Mr. Cochran presented the finance report to the Board.

B. District News

Mr. Cochran discussed possible future projects for the district and the steps to take towards that. He also presented some improvements that have been accomplished in the last few years. He discussed the sidewalk that will soon be poured from the elementary to the gymnasium.

C. Superintendent's Evaluation

The evaluation will be done during executive session at the January board meeting.

D. Board Election Filing Period - December 1-3

Reminded the Board of the filing dates.

E. Latta School Safe Return & Continuity of Services Plan

No change.

7. Proposed executive session to discuss the resignations received to date, the possible employment of Takota Walton, Landen Norton and Nevon Bump as temporary maintenance workers, the possible employment of Carol Blalock as a cafeteria worker and the possible employment of Marlee Sexton as a student worker. 25 O.S. Section 307(B)(1)
No action taken.

8. Vote to return to open session
No action taken.

9. Executive session compliance statement
No action taken.

10. Vote to accept or not to accept the resignations received to date.
Motion to accept. This motion, made by Connie Smith and seconded by Royce Chandler,
Carried.

Justin Berst: Yea
Royce Chandler: Yea
Connie Smith: Yea

11. Vote to employ or not to employ Takota Walton, Landen Norton and Nevon Bump as temporary maintenance workers for the remainder of FY 26.
Motion to employ. This motion, made by Royce Chandler and seconded by Connie Smith,
Carried.

Justin Berst: Yea
Royce Chandler: Yea
Connie Smith: Yea

12. Vote to employ or not to employ Carol Blalock as a cafeteria worker of the remainder of FY 26.
Motion to employ. This motion, made by Connie Smith and seconded by Royce Chandler,
Carried.

Justin Berst: Yea
Royce Chandler: Yea
Connie Smith: Yea

13. Vote to employ or not to employ Marlee Sexton as a student worker of FY 26.
Motion to employ. This motion, made by Royce Chandler and seconded by Connie Smith,
Carried.

Justin Berst: Yea
Royce Chandler: Yea
Connie Smith: Yea

14. Vote to approve or not approve Tyler Hill as a lay coach for Hot Rodders of Tomorrow.

Motion to approve. This motion, made by Royce Chandler and seconded by Connie Smith, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Connie Smith: Yea

15. Vote to approve or not approve a one-time stipend for additional professional development on December 4, 2025, for full-time teacher assistants, paraprofessionals, library assistants, secretaries, business manager, activity fund custodian, cafeteria, mechanic, custodial and maintenance support employees.

Motion to approve stipend in the amount of \$1,200 for the employees listed. This motion, made by Royce Chandler and seconded by Connie Smith, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Connie Smith: Yea

16. Vote to approve or not approve a one-time stipend for additional professional development on December 5, 2025, for the following part-time employees: mechanic, paraprofessionals, treasurer, athletic assistant, IT assistant and bus driver.

Motion to approve a stipend in the amount of \$600.0 for the employees listed. This motion, made by Connie Smith and seconded by Royce Chandler, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Connie Smith: Yea

17. Vote to approve or not approve the Latta Public Schools Crisis Plan for FY 26.

Motion to approve. This motion, made by Royce Chandler and seconded by Connie Smith, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Connie Smith: Yea

18. Consideration and possible action concerning surplus and taking of bids on the following items:

Reel mower, 2000 Blue Bird 65-passenger bus, 2002 Blue Bird 65-passenger bus and a 2002 Chevy Suburban.

Motion to award bid of reel mower to Jackie Collins in the amount of \$250.00 and bids to Robbie Smith for the buses in the amount of \$600, \$610 and suburban in the amount of \$460. This motion, made by Royce Chandler and seconded by Connie Smith, Carried.

Justin Berst: Yea
Royce Chandler: Yea

Connie Smith: Yea

19. New Business: This item is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of the posting this Agenda [Okla. Stat.tit. 25, Section 311 (A) (9)].

None.

20. Announcements: Dec. 2 - HS Basketball vs Dale
Dec. 5 - HS Basketball at Byng
Dec. 11-13 - Latta Invitational Tournament
Dec. 19 through Jan. 5 - Christmas Break
Dec. 29 -31 - Mid-America Classic

21. Adjournment

Motion to adjourn at 7:18pm. This motion, made by Connie Smith and seconded by Royce Chandler, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Connie Smith: Yea

LATTA PUBLIC SCHOOLS

From PO: 354 to PO: 382

**Encumbrance For Board Approval
GEN FUND-FOR OPERAT**

| PO | Vendor Name | General Description | Amount | Date |
|-----------|---|---|---------------|-------------|
| 354 | CISECURITY | ENDPOINT PROTECTION FOR SERVERS RENEWAL | 540.00 | 12/01/2025 |
| 355 | CDW-G | ANNUAL RENEWAL FOR LIGHTSPEED | 9,624.00 | 12/01/2025 |
| 356 | ***AMAZON | OFFICE SUPPLIES FOR HIGH SCHOOL | 43.42 | 12/01/2025 |
| 357 | ADA BATTERY CENTER | BATTERIES FOR AED'S | 240.00 | 12/01/2025 |
| 358 | OKLAHOMA EMPLOYMENT SECURITY COMMISSION | TAXES | 2,130.89 | 12/01/2025 |
| 359 | SUPERIOR SIGN SHOP | LETTERS FOR BUSES #2 AND #3 | 200.00 | 12/01/2025 |
| 360 | CDW-G | DELL MONITORS FOR CAMPUS SURVEILLANCE | 261.12 | 12/01/2025 |
| 361 | ADA AREA CHAMBER-COMMERCE | MEMBERSHIP FEES | 192.50 | 12/01/2025 |
| 362 | OKLAHOMA ATTORNEY GENERAL | REVIEW OF BOND TRANSCRIPTS | 354.00 | 12/01/2025 |
| 363 | MCGEHEE, GLORIA J | MILEAGE REIMBURSEMENT | 250.00 | 12/01/2025 |
| 364 | ***AMAZON | DRIVER'S ED VEHICLE BRAKE PEDAL | 51.00 | 12/01/2025 |
| 365 | TYLER HILL | FINGERPRINTS | 58.25 | 12/01/2025 |
| 366 | CCOSA | REGISTRATION FOR WINTER CONF. - TERRY PAINTER | 249.00 | 12/01/2025 |
| 367 | ***EXPRESS STOP | GAS FOR HOT RODDERS TRIP TO INDIANA | 56.39 | 12/01/2025 |
| 368 | ***QUICK TRIP | GAS FOR HOT RODDERS TRIP TO INDIANA | 55.97 | 12/01/2025 |
| 369 | ***LOVES | GAS FOR HOT RODDERS TRIP TO INDIANA | 59.12 | 12/01/2025 |
| 370 | ***MAIN GAS & GROCERY | GAS FOR HOT RODDERS TRIP TO INDIANA | 112.00 | 12/01/2025 |
| 371 | LIGON, JONI D | FINGERPRINTS | 58.25 | 12/01/2025 |
| 372 | ***SERVICE OKLAHOMA | NEW TAGS FOR VARIOUS VEHICLES | 180.47 | 12/01/2025 |
| 373 | STARFALL EDUCATION | MEMBERSHIP FOR ELEMENTARY | 355.00 | 12/01/2025 |
| 374 | CDW-G | 3 XEROX LASER PRINTERS | 997.47 | 12/01/2025 |
| 375 | ***AMAZON | SUPPLIES FOR IT | 47.94 | 12/01/2025 |
| 376 | ***NATA | NATA RENEWAL FOR JEFF WILLIAMS | 250.00 | 12/01/2025 |
| 377 | ***STAPLES | SUPPLIES FOR SPED | 770.11 | 12/01/2025 |
| 378 | SONOVA USA INC. | LANYARD SETS FOR ROGER TOUCH SCREEN MIC | 31.79 | 12/01/2025 |
| 379 | ***PEARSON | GFTA LICENSE FOR TESSA TODD | 565.00 | 12/01/2025 |
| 380 | SUPERIOR SIGN SHOP | SIGNAGE FOR DRIVER EDUCATION VEHICLE | 125.00 | 12/01/2025 |
| 381 | ADPC | FILING OF 2025 TAXES | 300.00 | 12/01/2025 |
| 382 | CDW-G | SOPHOS LICENSE RENEWAL | 3,450.00 | 12/01/2025 |

(11) GEN FUND-FOR OPERAT Current Encumbered:**21,608.69**

LATTA PUBLIC SCHOOLS

From 01 Dec 2025 to 12 Jan 2026

**CHANGE ORDER REPORT
GEN FUND-FOR OPERAT**

| PO | Vendor Name | General Description | Amount | Date |
|--|-------------------------------|---|-----------------|-------------|
| 36 | MORRIS PLUMBING | PLUMBING SERVICES | 5,000.00 | 7/1/2025 |
| 107 | QUICKCARE URGENT CARE | BUS DRIVER PHYSICALS | 15.00 | 7/1/2025 |
| 149 | OKLAHOMA STATE DEPT OF HEALTH | ELEM CAFETERIA FOOD SERVICE LICENSE | 125.00 | 7/1/2025 |
| 286 | WILLIAMS, SHELLY L | MILEAGE REIMBURSEMENT FOR OSHA CONFERENCE | 114.00 | 10/1/2025 |
| 312 | JOSTENS, INC. | DIPLOMA COVERS | 38.95 | 10/1/2025 |
| 337 | ***AMAZON | SUPPLIES FOR SPED | 147.56 | 11/1/2025 |
| 338 | ***AMAZON | SUPPLIES FOR SPED | 83.28 | 11/1/2025 |
| (11) GEN FUND-FOR OPERAT Total: | | | 5,523.79 | |

LATTA PUBLIC SCHOOLS

From PO: 71 to PO: 72

**Encumbrance For Board Approval
BUILDING FUND**

| PO | Vendor Name | General Description | Amount | Date |
|---|-------------------------------------|--|------------------|-------------|
| 71 | SCHOOL HEALTH | AED SUPPLIES | 1,987.00 | 12/01/2025 |
| 72 | HDEZ CONCRETE CONSTRUCTION, LLC. | SIDEWALK CONSTRUCTION ELEM TO FIELDHOUSE | 36,750.00 | 12/01/2025 |
| (21) BUILDING FUND Current Encumbered: | | | 38,737.00 | |

LATTA PUBLIC SCHOOLS

From 01 Dec 2025 to 12 Jan 2026

CHANGE ORDER REPORT
BUILDING FUND

| PO | Vendor Name | General Description | Amount | Date |
|----------------------------------|-----------------------------------|--|-----------------|-------------|
| 37 | FIRETROL PROTECTION SYSTEMS, INC. | FIRE SPRINKLER SYSTEM REPAIRS | 775.00 | 8/1/2025 |
| 51 | ENDEX OF OKLAHOMA | NEW BELLS AND INTERCOM SYSTEM | 420.65 | 9/1/2025 |
| 63 | ***AMAZON | RUBBERMAID TILT DUMP TRUCK FOR MS/HS CAFETERIA | 1.90 | 10/1/2025 |
| (21) BUILDING FUND Total: | | | 1,197.55 | |

LATTA PUBLIC SCHOOLS

From PO: 2 to PO: 2

**Encumbrance For Board Approval
TRANSPORTATION BOND**

| PO | Vendor Name | General Description | Amount | Date |
|---|--------------------|-----------------------------------|---------------|-------------|
| 2 | ADA NISSAN | KEY FOB FOR NEW NISSAN PATHFINDER | 475.00 | 12/01/2025 |
| (39) TRANSPORTATION BOND Current Encumbered: | | | 475.00 | |

LATTA PUBLIC SCHOOLS

13925 CR 1560
 ADA, OK 74820

December, FY2026
 MTD Summary

Summary Of Accounts

January 05, 2026

For Bank Account: **This Report Is True And Correct**
 ** 1511 **To The Best Of My Knowledge.**
 Date: ____/____/____

Beginning: **259,454.14**
Receipts: **69,147.17**
Checks: **(67,629.65)**
Adjustments: **5,209.52**
Ending: **\$266,181.18**

| Acct. Name | Beg.Month | Receipts | Checks | Adjust. | Ending |
|----------------------------|-----------|----------|----------|---------|----------|
| 0001 MISC ACTIVITY | 17704.06 | 41197.07 | 33513.15 | 3782.30 | 29170.28 |
| 001 SUB OF MISC ACTIVITY | 17704.06 | 41197.07 | 33513.15 | 3782.30 | 29170.28 |
| 0002 STUDENT COUNCIL | 2109.27 | 1904.00 | 880.06 | 0.00 | 3133.21 |
| 001 Sub of STUDENT COUNCIL | 2109.27 | 1904.00 | 880.06 | 0.00 | 3133.21 |
| 0003 ELEMENTARY | 28463.93 | 0.00 | 2960.51 | 0.00 | 25503.42 |
| 001 Sub of ELEMENTARY | 12034.74 | 0.00 | 1698.18 | 0.00 | 10336.56 |
| 002 KG JENNINGS | 778.76 | 0.00 | 0.00 | 0.00 | 778.76 |
| 004 PK REEVES | 925.40 | 0.00 | 96.76 | 0.00 | 828.64 |
| 005 TK WYCHE | 155.39 | 0.00 | 0.00 | 0.00 | 155.39 |
| 006 PK MCELHANNON | 1358.44 | 0.00 | 0.00 | 0.00 | 1358.44 |
| 007 KG MEARNNS | 203.09 | 0.00 | 0.00 | 0.00 | 203.09 |
| 008 KG MORROW | 510.88 | 0.00 | 105.74 | 0.00 | 405.14 |
| 009 2ND WARE | 698.99 | 0.00 | 232.33 | 0.00 | 466.66 |
| 010 PK FORTNER | 276.05 | 0.00 | 0.00 | 0.00 | 276.05 |
| 011 1ST GRIMM | 711.87 | 0.00 | 0.00 | 0.00 | 711.87 |
| 012 1ST AILEY | 483.82 | 0.00 | 0.00 | 0.00 | 483.82 |
| 013 4TH NORTON | 1226.29 | 0.00 | 35.92 | 0.00 | 1190.37 |
| 014 1ST HUFF | 651.25 | 0.00 | 0.00 | 0.00 | 651.25 |
| 015 RESOURCE BYERS | 447.10 | 0.00 | 0.00 | 0.00 | 447.10 |
| 016 2ND HARRIS | 1027.18 | 0.00 | 0.00 | 0.00 | 1027.18 |
| 017 KRISTI CLINTON | 318.28 | 0.00 | 0.00 | 0.00 | 318.28 |
| 018 INACTIVE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 019 3RD STORTS | 451.16 | 0.00 | 0.00 | 0.00 | 451.16 |
| 020 KFORTNER-KG | 462.01 | 0.00 | 0.00 | 0.00 | 462.01 |
| 021 4TH JOHNSTON | 613.62 | 0.00 | 35.84 | 0.00 | 577.78 |
| 022 2ND SAVAGE | 665.91 | 0.00 | 79.52 | 0.00 | 586.39 |
| 023 RESOURCE SHALE LONG | 155.27 | 0.00 | 0.00 | 0.00 | 155.27 |
| 024 RESOURCE MARTIN | 426.36 | 0.00 | 0.00 | 0.00 | 426.36 |
| 025 3RD BESS | 672.89 | 0.00 | 176.50 | 0.00 | 496.39 |
| 026 RESOURCE WILLIAMS | 606.30 | 0.00 | 364.97 | 0.00 | 241.33 |
| 027 PE ACCOUNT | 89.81 | 0.00 | 0.00 | 0.00 | 89.81 |
| 028 4TH ELLIOTT | 977.83 | 0.00 | 71.68 | 0.00 | 906.15 |
| 029 INACTIVE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 030 RESOURCE ADUCCI | 321.82 | 0.00 | 0.00 | 0.00 | 321.82 |
| 031 SUTTON 1ST GRADE | 690.98 | 0.00 | 0.00 | 0.00 | 690.98 |

LATTA PUBLIC SCHOOLS

13925 CR 1560
 ADA, OK 74820

December, FY2026
 MTD Summary

Summary Of Accounts

January 05, 2026

| Acct. Name | Beg.Month | Receipts | Checks | Adjust. | Ending |
|------------------------------------|-----------|----------|---------|---------|----------|
| 032 BABER 4TH | 253.69 | 0.00 | 0.00 | 0.00 | 253.69 |
| 033 3RD GREEN | 268.75 | 0.00 | 63.07 | 0.00 | 205.68 |
| 0004 NHS | 1880.34 | 1125.00 | 0.00 | 0.00 | 3005.34 |
| 001 Sub of NHS | 1880.34 | 1125.00 | 0.00 | 0.00 | 3005.34 |
| 0005 EMPLOYEES FOR EXCELLENCE | 1878.42 | 470.00 | 0.00 | 0.00 | 2348.42 |
| 001 Sub of EMPLOYEES FOR EXCELLENC | 1878.42 | 470.00 | 0.00 | 0.00 | 2348.42 |
| 0006 FFA | 27312.01 | 2715.00 | 5592.80 | 1427.22 | 25861.43 |
| 001 Sub of FFA | 27312.01 | 2715.00 | 5592.80 | 1427.22 | 25861.43 |
| 0008 SPECIAL OLYMPICS | 2662.78 | 6765.00 | 0.00 | 0.00 | 9427.78 |
| 001 SUB OF SPECIAL OLYMPICS | 2662.78 | 6765.00 | 0.00 | 0.00 | 9427.78 |
| 0009 4-H | 2412.94 | 0.00 | 0.00 | 0.00 | 2412.94 |
| 001 Sub of 4-H | 2412.94 | 0.00 | 0.00 | 0.00 | 2412.94 |
| 0010 FCCLA | 4650.50 | 598.25 | 0.00 | 0.00 | 5248.75 |
| 001 SUB OF FCCLA | 4650.50 | 598.25 | 0.00 | 0.00 | 5248.75 |
| 0011 BASEBALL | 6031.23 | 0.00 | 350.00 | 0.00 | 5681.23 |
| 001 Sub of BASEBALL | 6031.23 | 0.00 | 350.00 | 0.00 | 5681.23 |
| 0012 GIRL'S BASKETBALL | 4601.42 | 2350.00 | 0.00 | 0.00 | 6951.42 |
| 001 Sub of GIRL'S BASKETBALL | 4601.42 | 2350.00 | 0.00 | 0.00 | 6951.42 |
| 0013 LIBRARY | 10782.72 | 0.00 | 0.00 | 0.00 | 10782.72 |
| 001 Sub of LIBRARY | 10782.72 | 0.00 | 0.00 | 0.00 | 10782.72 |
| 0014 YEARBOOK | 16374.74 | 2020.00 | 0.00 | 0.00 | 18394.74 |
| 001 Sub of YEARBOOK | 16374.74 | 2020.00 | 0.00 | 0.00 | 18394.74 |
| 0015 CHEERLEADERS | 2934.39 | 0.00 | 387.02 | 0.00 | 2547.37 |
| 001 Sub of CHEERLEADERS | 2934.39 | 0.00 | 387.02 | 0.00 | 2547.37 |
| 0016 PETTY CASH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 Sub of PETTY CASH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0017 BOY'S BASKETBALL | 5988.28 | 2350.00 | 1648.66 | 0.00 | 6689.62 |
| 001 Sub of BOY'S BASKETBALL | 5988.28 | 2350.00 | 1648.66 | 0.00 | 6689.62 |
| 0018 VOCAL MUSIC | 6287.87 | 175.00 | 2038.71 | 0.00 | 4424.16 |
| 001 Sub of VOCAL MUSIC | 6287.87 | 175.00 | 2038.71 | 0.00 | 4424.16 |

LATTA PUBLIC SCHOOLS

13925 CR 1560
 ADA, OK 74820

December, FY2026
 MTD Summary

Summary Of Accounts

January 05, 2026

| Acct. Name | Beg.Month | Receipts | Checks | Adjust. | Ending |
|---------------------------------|-----------|----------|----------|---------|----------|
| 0020 PTO | 55801.06 | 784.50 | 19975.18 | 0.00 | 36610.38 |
| 001 Sub of PTO | 55801.06 | 784.50 | 19975.18 | 0.00 | 36610.38 |
| 0021 LEADS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 Sub of LEADS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0024 INACTIVE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 INACTIVE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0025 CLASS OF 2017 (GRADS) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 CLASS OF 2017 (GRADS) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0026 SCIENCE | 87.32 | 0.00 | 0.00 | 0.00 | 87.32 |
| 001 Sub Of SCIENCE | 87.32 | 0.00 | 0.00 | 0.00 | 87.32 |
| 0027 CLASS OF 2020 - GRADS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 CLASS OF 2020 - GRADS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0028 DECA | 1454.37 | 0.00 | 0.00 | 0.00 | 1454.37 |
| 001 Sub of DECA | 1454.37 | 0.00 | 0.00 | 0.00 | 1454.37 |
| 0029 SOFTBALL | 8029.29 | 0.00 | 0.00 | 0.00 | 8029.29 |
| 001 Sub of SOFTBALL | 8029.29 | 0.00 | 0.00 | 0.00 | 8029.29 |
| 0030 C N P | 1784.80 | 103.00 | 0.00 | 0.00 | 1887.80 |
| 001 Sub of C N P | 1784.80 | 103.00 | 0.00 | 0.00 | 1887.80 |
| 0031 CVET/ATAE | 103.53 | 78.10 | 0.00 | 0.00 | 181.63 |
| 001 Sub of ATAЕ | 103.53 | 78.10 | 0.00 | 0.00 | 181.63 |
| 0032 MS RESOURCE ROOM-STEVENSON | 1.36 | 0.00 | 0.00 | 0.00 | 1.36 |
| 001 MS RESOURCE ROOM-STEVENSON | 1.36 | 0.00 | 0.00 | 0.00 | 1.36 |
| 0033 JH SOFTBALL | 896.81 | 0.00 | 0.00 | 0.00 | 896.81 |
| 001 JH SOFTBALL | 896.81 | 0.00 | 0.00 | 0.00 | 896.81 |
| 0034 NEWSPAPER | 133.40 | 0.00 | 0.00 | 0.00 | 133.40 |
| 001 NEWSPAPER | 133.40 | 0.00 | 0.00 | 0.00 | 133.40 |
| 0035 FCA | 126.84 | 0.00 | 0.00 | 0.00 | 126.84 |
| 001 FCA | 126.84 | 0.00 | 0.00 | 0.00 | 126.84 |
| 0036 SPEECH/DRAMA | 1623.79 | 1496.00 | 0.00 | 0.00 | 3119.79 |
| 001 Sub of SPEECH/DRAMA | 1623.79 | 1496.00 | 0.00 | 0.00 | 3119.79 |

LATTA PUBLIC SCHOOLS

13925 CR 1560
 ADA, OK 74820

December, FY2026
 MTD Summary

Summary Of Accounts

January 05, 2026

| Acct. Name | Beg.Month | Receipts | Checks | Adjust. | Ending |
|----------------------------------|-----------|----------|--------|---------|---------|
| 0037 GOLF | 524.49 | 3146.00 | 0.00 | 0.00 | 3670.49 |
| 001 Sub of GOLF | 524.49 | 3146.00 | 0.00 | 0.00 | 3670.49 |
| 0038 ACADEMIC CONFERENCE (TETRA) | 3353.50 | 0.00 | 0.00 | 0.00 | 3353.50 |
| 001 ACADEMIC CONFERENCE (TETRA) | 3353.50 | 0.00 | 0.00 | 0.00 | 3353.50 |
| 0039 MS GIRLS BASKETBALL | 76.85 | 0.00 | 0.00 | 0.00 | 76.85 |
| 001 MS GIRLS BASKETBALL | 76.85 | 0.00 | 0.00 | 0.00 | 76.85 |
| 0040 CLASS OF 2022 - GRADUATES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 CLASS OF 2022 -GRADUATES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0041 CROSS COUNTRY | 1147.73 | 0.00 | 0.00 | 0.00 | 1147.73 |
| 001 CROSS COUNTRY | 1147.73 | 0.00 | 0.00 | 0.00 | 1147.73 |
| 0042 HS RESOURCE ROOM-NORTON | 85.00 | 0.00 | 0.00 | 0.00 | 85.00 |
| 001 HS RESOURCE ROOM-NORTON | 85.00 | 0.00 | 0.00 | 0.00 | 85.00 |
| 0043 CLASS OF 2023 - GRADUATED | 535.67 | 0.00 | 0.00 | 0.00 | 535.67 |
| 001 CLASS OF 2023 - GRADUATED | 535.67 | 0.00 | 0.00 | 0.00 | 535.67 |
| 0044 CLASS OF 2024 - GRADS | 489.03 | 0.00 | 0.00 | 0.00 | 489.03 |
| 001 CLASS OF 2024 - GRADS | 489.03 | 0.00 | 0.00 | 0.00 | 489.03 |
| 0045 ACADEMIC TEAM | 2773.20 | 0.00 | 0.00 | 0.00 | 2773.20 |
| 001 ACADEMIC TEAM | 2773.20 | 0.00 | 0.00 | 0.00 | 2773.20 |
| 0046 CLASS OF 2021 - SENIORS | 624.88 | 0.00 | 0.00 | 0.00 | 624.88 |
| 001 CLASS OF 2021 - SENIORS | 624.88 | 0.00 | 0.00 | 0.00 | 624.88 |
| 0047 TISHA TODD MINISTRIES | 6866.78 | 0.00 | 216.33 | 0.00 | 6650.45 |
| 001 TISHA TODD MINISTRIES | 6866.78 | 0.00 | 216.33 | 0.00 | 6650.45 |
| 0048 CLASS OF 2025 - 12th | 1988.71 | 0.00 | 0.00 | 0.00 | 1988.71 |
| 001 CLASS OF 2025 - 12th | 1988.71 | 0.00 | 0.00 | 0.00 | 1988.71 |
| 0049 ROTARY | 115.81 | 0.00 | 0.00 | 0.00 | 115.81 |
| 001 ROTARY | 115.81 | 0.00 | 0.00 | 0.00 | 115.81 |
| 0050 PEACEMAKERS | 130.00 | 0.00 | 0.00 | 0.00 | 130.00 |
| 001 PEACEMAKERS | 130.00 | 0.00 | 0.00 | 0.00 | 130.00 |
| 0051 LIFESKILLS | 431.13 | 651.00 | 67.23 | 0.00 | 1014.90 |
| 001 LIFESKILLS | 431.13 | 651.00 | 67.23 | 0.00 | 1014.90 |

LATTA PUBLIC SCHOOLS

13925 CR 1560
 ADA, OK 74820

December, FY2026
 MTD Summary

Summary Of Accounts

January 05, 2026

| Acct. Name | Beg.Month | Receipts | Checks | Adjust. | Ending |
|------------------------------|-----------|----------|--------|---------|---------|
| 0052 CLASS OF 2026-11th | 3382.97 | 0.00 | 0.00 | 0.00 | 3382.97 |
| 001 CLASS OF 2026-11th | 3382.97 | 0.00 | 0.00 | 0.00 | 3382.97 |
| 0053 CLASS OF 2027 - 10th | 1971.54 | 0.00 | 0.00 | 0.00 | 1971.54 |
| 001 CLASS OF 2027 - 10th | 1971.54 | 0.00 | 0.00 | 0.00 | 1971.54 |
| 0054 MS BOYS BB | 86.72 | 0.00 | 0.00 | 0.00 | 86.72 |
| 001 MS BOYS BB | 86.72 | 0.00 | 0.00 | 0.00 | 86.72 |
| 0055 CLASS OF 28 (9th) | 2686.48 | 0.00 | 0.00 | 0.00 | 2686.48 |
| 001 CLASS OF 28 (9th) | 2686.48 | 0.00 | 0.00 | 0.00 | 2686.48 |
| 0056 STUDENT TECHNOLOGY FUND | 9410.00 | 255.25 | 0.00 | 0.00 | 9665.25 |
| 001 STUDENT TECHNOLOGY FUND | 9410.00 | 255.25 | 0.00 | 0.00 | 9665.25 |
| 0057 MS BASEBALL | 389.69 | 0.00 | 0.00 | 0.00 | 389.69 |
| 001 MS BASEBALL | 389.69 | 0.00 | 0.00 | 0.00 | 389.69 |
| 0058 CLASS OF 29-8th | 1723.74 | 0.00 | 0.00 | 0.00 | 1723.74 |
| 001 CLASS OF 29-8th | 1723.74 | 0.00 | 0.00 | 0.00 | 1723.74 |
| 0059 CLASS OF 30 (7TH) | 3235.34 | 0.00 | 0.00 | 0.00 | 3235.34 |
| 001 CLASS OF 30 (7TH) | 3235.34 | 0.00 | 0.00 | 0.00 | 3235.34 |
| 0060 JOM | 1366.61 | 0.00 | 0.00 | 0.00 | 1366.61 |
| 001 JOM | 1366.61 | 0.00 | 0.00 | 0.00 | 1366.61 |
| 0061 5th & 6th Basketball | 201.30 | 0.00 | 0.00 | 0.00 | 201.30 |
| 001 5th & 6th Basketball | 201.30 | 0.00 | 0.00 | 0.00 | 201.30 |
| 0062 SHOOTING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 SHOOTING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0063 MS ACADEMIC BOWL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 MS ACADEMIC BOWL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0064 CLASS OF 31 (6TH) | 2004.46 | 0.00 | 0.00 | 0.00 | 2004.46 |
| 001 CLASS OF 31 (6TH) | 2004.46 | 0.00 | 0.00 | 0.00 | 2004.46 |
| 0065 ELEM. MUSIC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 ELEM. MUSIC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0066 POWERLIFTING | 853.63 | 0.00 | 0.00 | 0.00 | 853.63 |
| 001 POWERLIFTING | 853.63 | 0.00 | 0.00 | 0.00 | 853.63 |

LATTA PUBLIC SCHOOLS

13925 CR 1560

ADA, OK 74820

December, FY2026

MTD Summary

Summary Of Accounts

January 05, 2026

| Acct. Name | Beg.Month | Receipts | Checks | Adjust. | Ending |
|----------------------------------|-------------------|------------------|--------------------|-----------------|-------------------|
| 0067 MS STUCO | 440.41 | 964.00 | 0.00 | 0.00 | 1404.41 |
| 001 MS STUCO | 440.41 | 964.00 | 0.00 | 0.00 | 1404.41 |
| 0068 MS FCA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 MS FCA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0069 CLASS OF 32-5TH GRADE | 441.00 | 0.00 | 0.00 | 0.00 | 441.00 |
| 001 CLASS OF 32-5TH GRADE | 441.00 | 0.00 | 0.00 | 0.00 | 441.00 |
| 0070 NOT ACTIVE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 NOT ACTIVE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MTD TOTALS: (66 Accounts) | 259,454.14 | 69,147.17 | (67,629.65) | 5,209.52 | 266,181.18 |

2025 Harvest Carnival Payout

Elementary:

Fundraiser Total - $\$7663.20 \times .40 = \3065.28

Donations Total - $\$8651.00 \times .40 = \3460.40

PE Room Games Total - $\$987.40 \times .40 = \394.80

Grand Total - $\$6920.48 \div 24 \text{ Teachers} = \288.35

5th Grade:

Fundraiser Total = $\$622.00$

Donations Total = None

Nose Picking Game Total = $\$211.00$

Grand Total - $\$833.00 \times .40 = \333.20

6th Grade:

Fundraiser Total = $\$210.40$

Donations Total = $\$1450.00$

Hand Fishing Game Total = $\$185.00$

Grand Total - $\$1845.40 \times .40 = \738.16

7th Grade:

Fundraiser Total = $\$497.20$

Donations Total = $\$1362.00$

Popcorn Ball Throw Game = $\$113.00$

Pizza Challenge Total = $\$1531.00$

Grand Total - $\$3503.20 \times .40 = \1401.28

8th Grade:

Fundraiser Total = $\$475.60$

Donations Total = None

Hoop Shoot Game Total = $\$682.60$

Grand Total - $\$682.60 \times .40 = \273.00

Freshman Class:

Fundraiser Total = $\$314.80$

Donations Total = None

Wheel of Fortune Game = $\$310.00$

Grand Total - $\$624.80 \times .40 = \249.92

Sophomore Class:

Fundraiser Total = $\$120.40$

Donations = None

Bingo Game - $\$518.00$

Grand Total - $\$638.40 \times .40 = \255.36

Junior Class:

No Fundraiser or Donations

Cake Walk Game = $\$704.00$

Grand Total - $\$704.00 \times .40 = \281.60

Senior Class:

Silent Auction Game $\$3643.00$

Grand Total - $\$3643.00 \times .40 = \1457.20

**LATTA BOARD OF EDUCATION
TREASURER'S REPORT
FOR THE MONTH OF DECEMBER, 2025**

| | GENERAL | BUILDING | BOND 31 | BOND 39 | SINKING | TOTAL |
|------------------------------------|-----------------------|---------------------|---------------------|-------------------|---------------------|-----------------------|
| Balance on last report | \$4,197,475.54 | \$594,374.21 | \$113,276.07 | \$39,309.00 | \$1,183,732.43 | \$6,128,167.25 |
| Receipts this month | 814,477.51 | 31,806.89 | 0.00 | \$0.00 | 74,267.50 | 920,551.90 |
| Total | 5,011,953.05 | \$626,181.10 | 113,276.07 | \$39,309.00 | 1,257,999.93 | 7,048,719.15 |
| Warrants paid this month | 897,359.74 | 18,127.08 | 3,610.29 | 35,000.00 | 1,117,362.50 | 2,071,459.61 |
| ENDING FUND BALANCES | \$4,114,593.31 | \$608,054.02 | \$109,665.78 | \$4,309.00 | \$140,637.43 | \$4,977,259.54 |
| Checking acct. balance, 12/31/25 | \$2,849,768.70 | \$271,548.66 | \$101,665.78 | \$4,309.00 | \$40,637.43 | \$3,267,929.57 |
| Investment acct. balance, 12/31/25 | \$1,264,824.61 | \$336,505.36 | \$8,000.00 | \$0.00 | *-\$100,000.00 | \$1,709,329.97 |
| FY 2026 | | | | | | |
| Warrants issued on last report | \$3,535,972.29 | \$662,455.21 | \$1,295,311.97 | \$0.00 | \$0.00 | \$5,493,739.47 |
| Warrants issued this month | 943,758.32 | 64,942.45 | 9,326.61 | 35,000.00 | 1,117,362.50 | 2,170,389.88 |
| Total warrants issued to date .. | \$4,479,730.61 | \$727,397.66 | \$1,304,638.58 | \$35,000.00 | \$1,117,362.50 | \$7,664,129.35 |
| Warrants paid on last report | \$3,494,013.06 | \$655,760.11 | \$1,295,311.97 | \$0.00 | \$0.00 | \$5,445,085.14 |
| Warrants paid this month | 897,359.74 | 18,127.08 | 3,610.29 | 35,000.00 | 1,117,362.50 | 2,071,459.61 |
| Total warrants paid to date | \$4,391,372.80 | \$673,887.19 | \$1,298,922.26 | \$35,000.00 | \$1,117,362.50 | \$7,516,544.75 |
| Warrants outstanding | \$88,357.81 | \$53,510.47 | \$5,716.32 | \$0.00 | \$0.00 | \$147,584.60 |
| Carryover as of 12/31/25..... | \$4,026,235.50 | \$554,543.55 | \$103,949.46 | \$4,309.00 | \$140,637.43 | \$4,829,674.94 |

*\$300,000 Transferred From Investment Account To Checking Account To Cover Bond Payments From Sinking Fund

SUMMARY SUPERINTENDENT EVALUATION

DATE OF EVALUATION: _____

- RATING SCALE:
1. UNSUCCESSFUL
 2. MINIMALLY SUCCESSFUL
 3. SUCCESSFUL
 4. HIGHLY SUCCESSFUL

1. PROVIDES FOR THE GENERAL COORDINATION OF THE SCHOOL SYSTEM. _____
2. ESTABLISHES RAPPORT AND MAINTAINS A SATISFACTORY RELATIONSHIP WITH EMPLOYEES. _____
3. RECOMMENDS POLICY CHANGES TO THE BOARD OF EDUCATION. _____
4. INTERPRETS BOARD POLICY AS WRITTEN. _____
5. PROVIDES ACTION WHEN NO BOARD POLICY EXISTS. _____
6. PROVIDES LEGAL ADVICE TO THE BOARD OF EDUCATION. _____
7. PROVIDES FINANCIAL ADVICE TO THE BOARD OF EDUCATION. _____
8. PROVIDES EDUCATIONAL ADVICE TO THE BOARD OF EDUCATION. _____
9. REPRESENTS THE BOARD OF EDUCATION TO THE STAFF AND PATRONS OF THE DISTRICT. _____
10. ATTENDS PROFESSIONAL MEETINGS TO KEEP ABREAST OF STATE AND LOCAL EDUCATIONAL CONCERNS. _____
11. OTHER CONSIDERATIONS OF THE BOARD OF EDUCATION:
 - A) _____
 - B) _____
 - C) _____

SIGNED: _____ PRESIDENT OF THE BOARD

**MEDICATION:
ADMINISTERING TO STUDENTS**

It is the policy of the **Latta** Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. student's name,
 - B. name and strength of medication,
 - C. dosage and directions for administration,
 - D. name of physician or dentist,
 - E. date and name of pharmacy, and
 - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
 - B. time to be administered,
 - C. whether the medication must be retained by student for self-administration,
 - D. termination date for administering the medication, and
 - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
 - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
 - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:

1. **Medication** for purposes of self-administration, means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
2. **Self-administration** means a student’s use of medication pursuant to prescription or written direction from a physician.
3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

District personnel may assist a student in applying sunscreen provided by a parent, guardian, or person having legal custody.

5. School District Prescribed Inhalers. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained employee in good faith believes is having respiratory distress. A school employee designated by the superintendent will notify the parent or guardian of a student after the administration of an inhaler.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

The district will require annual training for teachers and school employees who are directly responsible for students on the topics of food allergies, recognizing anaphylaxis, and instruction on how to administer Epinephrine. The training school be completed before the school year begins or upon hiring the teacher or school employee. Documentation certifying completion of the required training shall be retained in the personnel file of the teacher or school employee. The training may be provided online or in person by the school nurse or a recognized food allergy and anaphylaxis training program.

A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction. If Epinephrine is administered to a student, a school employee shall contact 911 as soon as possible. The school district shall notify the parent or guardian of any student who experiences a possible allergic reaction as soon as possible.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

**REFERENCE: 10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.**

STUDENT TRANSFERS

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transferred in the previous school year may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

TRANSFER POLICY(Cont.)

The district has a capacity of 60 in Grade PK at Latta Elementary School.
The district has a capacity of 100 in Grade K (includes TK) at Latta Elementary School.
The district has a capacity of 80 in Grade 1 at Latta Elementary School.
The district has a capacity of 80 in Grade 2 at Latta Elementary School.
The district has a capacity of 80 in Grade 3 at Latta Elementary School.
The district has a capacity of 80 in Grade 4 at Latta Elementary School.
The district has a capacity of 65 in Grade 5 at Latta Middle School.
The district has a capacity of 65 in Grade 6 at Latta Middle School.
The district has a capacity of 65 in Grade 7 at Latta Middle School.
The district has a capacity of 65 in Grade 8 at Latta Middle School.
The district has a capacity of 65 in Grade 9 at Latta High School.
The district has a capacity of 65 in Grade 10 at Latta High School.
The district has a capacity of 65 in Grade 11 at Latta High School.
The district has a capacity of 65 in Grade 12 at Latta High School.

A student may be allowed to transfer to a district in which the parent or legal guardian of the student is employed 70 O.S. § 8-113.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

TRANSFER POLICY(Cont.)

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

TRANSFER POLICY(Cont.)

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.; §24-102
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988
State Accreditation Standards 210:10-1-18 and 210:10-1-18.1

A POLICY ON THIS TOPIC IS REQUIRED BY LAW

**PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT**

To: _____ Public School District
_____, Oklahoma

- 1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following school district records:

(Describe records as specifically as possible; attach additional sheets if necessary.)

- 2. If copies of the documents are requested, the undersigned agrees to pay as per Board Policy GBA. If a search is necessary to furnish the documents and if this request is solely for commercial purposes or causes excessive disruption of essential school functions, the undersigned agrees to pay a search fee as per Board Policy GBA.

(Name)

(Address)

(Telephone Number)

(Date)

Received by _____ School District
on _____, _____

Record Request No. _____.

The Oklahoma Open Records Act requires that public records be provided in a reasonable amount of time. The district's use of this form is to create a checklist for the material requested with notification of fee requirements. This form is not intended to deter requests for open records. A records request must identify the records that are being sought with reasonable specificity as defined in the Oklahoma Open Records Act. See policy GBA for the definition.

OPEN RECORDS REQUESTS

It is the policy of the Latta Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.I. and only to the extent that said act does not violate federal law.

The minutes clerk shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The school district may require advance payment of estimated fees when the estimated cost exceeds Seventy-five Dollars (\$75.00) or if the requestor has outstanding fees from previous requests

The fee schedule for searching for and copying of district records shall be as follows:

| | |
|--------------------------------------|------------------|
| Copies: | Research: |
| 8 1/2" X 11" or | \$50.00 per hour |
| 8 1/2" x 14" \$.25 per copy | |
| 11" x 17" ledger \$.50 per copy | |
| Certified copy \$1.00 per page | |

The written schedule of fees is posted at the central office and is on file with the county clerk. All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available online at the school district's website to comply with the obligation of providing prompt, reasonable access to records.

A requestor must complete a records request form which describes the records that are being requested with reasonable specificity. If the request is not specific, clarification must be provided. To have reasonable specificity, a request must:

- a. specify a general time frame within which the requested records would have been created or transmitted,
- b. seek identifiable records, rather than general information without any qualifiers or other specifications, and
- c. include search terms that are sufficiently specific to assist the public body in identifying the requested records.

School personnel may seek additional information from the requestor to fulfill the request and to identify the records sought by the requestor. The request may be denied if it is still not reasonably specific in accordance with state law or if the information that is requested is protected by state or federal law. Any request denied on the basis that a

record is not a public record shall include the statutory reference of the law which provides that the information is confidential.

REFERENCE: 51 O.S. §24 A.1, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS ~~SOCIAL NETWORKING SITES~~

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using ~~Facebook and similar internet sites or social networks, or via cell phone, texting or telephone~~ electronic or digital communication.
 - a. Teachers may not list current students as “friends” on networking sites.
 - b. All e-contacts with students should be through the district’s school-approved platform ~~computer and telephone system~~.
 - c. ~~All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.~~
 - d. ~~Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.~~
 - e. Improper private contact via electronic or digital communication e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
4. Monitoring and penalties for improper use of district computers and technology.

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- 1) Obscene sexual content or links to obscene sexual content;
- 2) Abusive behavior and bullying language or tone;
- 3) Conduct or encouragement of illegal activity; and
- 4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

~~“Electronic or digital communication” includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.~~

“Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

“Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials online. When inappropriate use of computers and websites is discovered, the School

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS SOCIAL NETWORKING SITES (Cont.)

Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

The board of education shall designate school-approved platforms.

School personnel engaging in electronic or digital communication with an individual student shall include the student’s parent or guardian in any electronic or digital communication, unless such communication is on a school approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of ~~dismissal from~~ employment, for failure to exercise good judgment in ~~online conduct~~. Incidents will be reported in compliance with district policy FFG and state law.

REFERENCE: 74 O.S. § 840-8.1
 70 O.S. § 6-401.

***A copy of this policy shall be distributed to each affected employee by email.**