

Vision

Achieving Excellence

Mission

The School District of Okeechobee County will prepare all students to be college and career ready and to possess the attitudes and values necessary to function as productive members of our society.

Core Values

- Excellence
- Educational Quality
- Equity
- Environment that is Safe and Secure
- Empowerment of all Shareholders and Partners

2013-14 Strategic Plan Goals

- 1. To Prepare Students to be College and Career Ready
- 2. To Maximize Efficient and Effective Use of Available Resources
- 3. To Empower
 Stakeholders through
 Opportunities for
 Meaningful
 Participation
- 4. To Provide a Safe and Secure Education for ALL

SCHOOL BOARD OF OKEECHOBEE COUNTY

AGENDA FOR REGULAR MEETING DECEMBER 10, 2013 6:00 p.m.

Chairperson
Joe Arnold
Vice Chairperson
Gay Carlton
Members
Malissa Morgan
India Riedel
David Williams

Call to Order

- A. Prayer
- B. Pledge of Allegiance

II. Opening Items

- A. Student Recognition
 - ★ OHS Volleyball Team District Runners-Up
 - ★ OHS Swim Team Regional Qualifier
 - ★ OHS Girls Golf Team Regional Qualifiers
 - ★ OHS Boys Golf Team Regional Qualifier
 - ★ OHS Cross Country District Champion
- B. Staff Recognition
 - ★ Patricia Grant, Florida Migrant Advocate of the Year
 - ★ Retirements
 - Jimmie McNeil, Custodian I, Okeechobee High School
 - Olive Williams, ESE Paraprofessional, Okeechobee High School

III. Presentation of School Improvement Plans

- Randy Paulson, Principal, Central Elementary School
- Matt Koff, Principal, Seminole Elementary School
- Sean Downing, Principal, Osceola Middle School

IV. Approval of Minutes

Meeting of November 12, 2013

Recommendation for Expulsion

V. <u>Items for Action</u>

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	1. #14-01, 9th Grade Student at Okeechobee Achievement Academy	1
В.	Ratification of Contract with Classified Unit for 2013-14	2
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SCHOOL BOARD OF OKEECHOBEE COUNTY

AGENDA FOR REGULAR MEETING DECEMBER 10, 2013

VI. Consent Agenda

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VII. Information Items:

- A. Superintendent
- **B.** School Board Members
- C. School Board Attorney
- D. Public

The next regular School Board meeting is Tuesday, January 21, 2014

Persons are advised that if they decide to appeal any decisions made at this meeting, they will need a record of the proceedings, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be made.

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: EXPULSION OF #14-01, 9[™] GRADE STUDENT

Date: December 10, 2013

RECOMMENDATION:

That #14-01, a 9th grade student at Okeechobee Achievement Academy, be expelled for the remainder of the 2013-14 school year and that a final order for expulsion of this student be issued based upon the following act of misconduct and violation of the Code of Student Conduct:

B. Alcohol and Drugs

- 1. Possessing (including possession after use when the substance is still in the body), using and/or procuring, selling or dispensing on school premises, school buses, or at any school activity or school-related function of:
 - b. Any substance controlled by F.S. 893 or 877.111 (available upon request).

RECOMMENDED BY:

Ken Kenworthy

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

RATIFICATION OF CONTRACT WITH CLASSIFIED UNIT FOR 2013-14

DATE:

December 10, 2013

RECOMMENDATION:

That the Board ratify the contract agreement between the School Board and the Okeechobee County Education Association #1604 Classified Unit, effective July 1, 2013, through June 30, 2014, including the following Salary Schedules:

Classified Salary Schedule

Classified Pay Grade Summary Sheet Classified Supplemental Salary Information

#1B

Differentiated Pay

#30

After School and Summer Programs - Classified Personnel

Inservice Participation – Classified Personnel

#34

Part-Time Pay for Athletic Events

BACKGROUND INFORMATION:

The Classified Bargaining Unit ratified the contract on November 22, 2013, by a vote of 188 in favor and 2 opposed.

The contract is included in Board member agendas and is available upon request in the Superintendent's office.

RECOMMENDED BY:

Ken Kenworthy

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent

SUBJECT: AMENDMENT OF BOARD POLICY 5.27 HOMELESS STUDENTS

DATE: December 10, 2013

RECOMMENDATION:

That the Board approve amendment of School Board Policy 5.27 Homeless Students.

BACKGROUND INFORMATION:

The proposed revision of Policy 5.27 updates the policy to include a definition of *Certified Homeless Youth*. Advertisement of intent to amend Policy 5.27 was approved by the School Board on November 12, 2013, and legally advertised to the public on November 13, 2013, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The policy is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:

Ken Kenworthy



The School Board of Okeechobee County

Chapter 5.00: Students

5.27*

HOMELESS STUDENTS

POLICY

I. Homeless children who live within the county shall be admitted to school in the District, and shall have access to free public education including preschool, shall be given the opportunity to meet local and state academic achievement standards, and shall be included in state and district assessments and accountability systems.

II. Definitions

- A. Homeless Child One who lacks a fixed, regular, and adequate nighttime residence and includes children and youth who:
 - 1. Are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason.
 - 2. Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
 - 3. Are living in emergency or transitional shelters, abandoned in hospitals, or awaiting foster care placement.
 - 4. Have a primary nighttime residence that is:
 - A supervised shelter designed to provide temporary living accommodations;
 - b. An institution providing temporary residence for persons who are to be institutionalized; or
 - c. A public or private place not designed or normally used as a regular sleeping accommodation for human beings.
 - 5. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
 - 6. Are migratory children who qualify as homeless because the children are living in circumstances described in II.A.1. through II.A.5.
- B. Unaccompanied Youth A student who is not in the physical custody of a parent or guardian.
- C. Certified Homeless Youth a minor, homeless child or youth, including an unaccompanied youth, who has been certified as homeless or unaccompanied by a school district homeless liaison, the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development or designee, or the director of a runaway or homeless youth basic center or transitional living program funded by the U.S. Department of Health and Human Services or designee.
- School of Origin The school that the student attended when permanently housed or the school where the child or youth was last enrolled.

- DE. Enroll and Enrollment – Attending school and participating fully in school activities.
- EF. Immediate – Without delay.
- Parent Parent or guardian of a student. FG.
- GH. Liaison - The staff person designated by the District as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Homeless Assistance Act.
- III. The District shall identify homeless students as defined by federal and state law.
- IV. The District shall seek to remove barriers to the enrollment and retention of homeless children and youth.
- V. The District shall ensure the immediate enrollment of homeless students.
 - The District shall assist homeless children to provide documentation to meet state and local requirements for entry into school.
 - B. A homeless child shall be given a thirty (30) day school day exemption to provide proof of age, certification of a school-entry health examination, proof of immunization, and other documentation required for enrollment.
- VI. Each homeless student shall be provided the services that are available for all other students including transportation, school nutrition programs, before and after school programs, and education services for which the child meets the eligibility criteria such as exceptional education, gifted education, career and technical programs, preschool programs, Title I, and limited English proficiency programs.
- VII. Homeless students shall be given meaningful opportunities to succeed in school
- VIII. Homeless students shall be allowed to remain in the school of origin to the extent feasible unless this is contrary to the wishes of the parents.
- IX. Homeless students and/or parents shall have the right to dispute school assignment if placement is other than the school of origin. The District shall ensure that unaccompanied youth and the parents of homeless students are notified of the right to remain in the school of origin and of the dispute process.
- Χ. If requested by the parent of a homeless child or by the liaison on behalf of an unaccompanied youth, the District shall be responsible for providing transportation to and from the school of origin throughout the duration of homelessness. The District shall share the responsibility for transportation if a homeless student begins living in another district in a homeless status and continues to attend the school of origin.
- XI. Homeless students shall not be stigmatized, segregated, or separated in any educational program on the basis of their homeless status.
- XII. The District shall follow the requirements of the McKinney-Vento Homeless Assistance Act.

STATUTORY AUTHORITY:

1001.41, 1001.42, 1003.21 F.S.

LAWS IMPLEMENTED:

382.002, 1000.21, 1001.43, 1003.01, 1003.21, 1003.22, F.S. McKinney-Vento Homeless Assistance Act, P.L. 100-77

No Child Left Behind Act of 2001, P.L. 107-110

01/20/2009

STATE BOARD OF EDUCATION RULES: HISTORY:

Revision Date(s):

Adopted:

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Formerly: New

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent

SUBJECT:

AMENDMENT OF BOARD POLICY 6.70 PERSONNEL FILES

DATE:

December 10, 2013

RECOMMENDATION:

That the Board approve amendment of School Board Policy 6.70 Personnel Files.

BACKGROUND INFORMATION:

The proposed revision of Policy 6.70 brings the policy into agreement with current statutes governing instructional personnel files. Advertisement of intent to amend Policy 6.70 was approved by the School Board on November 12, 2013, and legally advertised to the public on November 13, 2013, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The policy is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:

Ken Kenworthy



The School Board of Okeechobee County

Chapter 6.00: Personnel

6.70

PERSONNEL FILES

POLICY

The term "personnel file" as used in this rule shall mean all records, information, data, or materials maintained by the District in any form or retrieval system whatsoever, with respect to any employee, which is uniquely applicable to that employee.

- I. A personnel record shall be maintained by the Superintendent on each employee. The record shall include.
 - A. Application for employment
 - B. References
 - C. Annual evaluations
 - D. Letters of commendation, reprimand, etc.
 - E. Data substantiating placement on the salary schedule (education, official transcripts, experience, etc.)
 - F. Teaching certificate, if applicable
 - G. Any other pertinent data
- II. Except for materials pertaining to work performance or other matters that may be cause for discipline, suspension, or dismissal under laws of this state, no derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file. No anonymous letter or anonymous materials shall be placed in the personnel file.
- III. Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment.
 - A. No such materials may be placed in a personnel file unless they have been reduced to writing within forty-five (45) days, exclusive of the summer vacation period, of the administration becoming aware of the fact reflected in the materials
 - B. Additional information related to such written materials to be placed in the file may be appended to such materials to clarify or amplify as needed. A copy of such materials to be added to an employee's personnel file shall be provided to the employee either by certified mail or by personal delivery.
 - C. The employee's signature on a copy of materials to be filed in the employee's personnel file signifies receipt and does not necessarily indicate agreement with its content. The employee will be afforded every right as outlined in Section 231.291, Florida Statutes.
- IV. Personnel files, regardless of their location in the School System, are open to inspection pursuant to Florida Statutes, except as follows:
 - A. Any complaint and any material relating to the investigation of a complaint against an employee shall be confidential until the conclusion of the preliminary investigation, or until such time as the preliminary investigation ceases to be active as defined in Florida Statutes.

- B. Employee evaluations prepared pursuant to Florida Statutes, rules adopted by the State Board of Education, or local School Board under the authority of said sections, shall be confidential until the end of the school year immediately following the school year during which each evaluation is made. No evaluations prepared prior to July 1, 1983, shall be made public.
- C. No material derogatory to the employee shall be open to inspection until ten (10) days after the employee has been notified pursuant to III.B. of this rule.
- D. The payroll deduction records of the employee shall be confidential.
- E. Employee medical records, including medical claims, psychiatric and psychological records, shall be confidential; provided however, at any hearing relative to an employee's competency or performance, the hearing officer or panel shall have access to such records.
- F. Any information in a report of injury or illness filed pursuant to Florida Statute that would identify an ill or injured employee.
- G. Agency personnel information that is excluded under the provisions of 119.071, F.S.
- V. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be open to inspection at all times by School Board members, the Superintendent, and the principal or their respective designees, in the exercise of their respective duties.
- VI. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be made available to law enforcement personnel in the conduct of a lawful criminal investigation.

<u>STATUTORY AUTHORITY</u>: 1001.41, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 112.08(7), 119.07, 119.071, 441.85(10), 1001.43, 1012.31, F.S

34 CFR 99 (FERPA), 45 CFR 164 (HIPAA)

STATE BOARD OF EDUCATION RULES:

<u>HISTORY</u>: Adopted: 07/14/1998

Revision Date(s):

Formerly: C-41, E-31

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To: The

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent

SUBJECT:

AMENDMENT OF BOARD POLICY 6.90 SCHOOL BOARD EMPLOYEES WITH HIV, AIDS,

OR OTHER COMMUNICABLE DISEASES

DATE:

December 10, 2013

RECOMMENDATION:

That the Board approve amendment of School Board Policy 6.90 <u>School Board Employees</u> with HIV, AIDS, or Other Communicable Diseases.

BACKGROUND INFORMATION:

The proposed revision of Policy 6.90 brings the policy into agreement with current statutes regarding protection of employees from exposure to infection diseases and accommodations for infected employees. Advertisement of intent to amend Policy 6.90 was approved by the School Board on November 12, 2013, and legally advertised to the public on November 13, 2013, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The policy is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:

Ken Kenworthy



The School Board of Okeechobee County

Chapter 6.00: Personnel

6.90 +

SCHOOL BOARD EMPLOYEES WITH HIV, AIDS, OR OTHER COMMUNICABLE DISEASES

POLICY

- It is the School Board's intent to protect employees from exposure to infectious diseases and from risk occasioned by infectious diseases <u>and environmental hazards</u>, and to provide reasonable accommodations to infected School Board employees.
- II. It is recognized that employees with any illness, including HIV infected persons, may wish to continue to work. As long as employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to themselves nor to others, they shall be assured to continued employment as would any other employees. If it becomes necessary, reasonable accommodations shall be made to enable the qualified individual to continue to work. HIV positive employees who are not debilitated or exhibiting symptoms that would facilitate transmission of the virus will remain in their current jobs if conditions permit.
- III. The Superintendent shall maintain appropriate procedures to govern employees with communicable diseases. Reasonable accommodations are available to HIV positive employees
- IV. All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need to know.
- V. School Board employees shall receive and review procedures governing immunization against Hepatitis B infection, HIV, AIDS, bloodborne pathogens, other communicable disease, and environmental hazards.
- VI. Staff members shall cooperate with public health authorities by practicing and promoting standard precautions as deemed by the Centers for Disease Control and Prevention (CDC). Procedures for dealing with employees who pose a threat of transmitting a bloodborne health condition shall be developed.

STATUTORY AUTHORITY:

1001.41, 1001.42, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED:

381.0098, 1001.43, 1012.27, 1013.12, 1013.42, F.S.

STATE BOARD OF EDUCATION DEPARTMENT OF HEALTH RULES:

64E-16

HISTORY:

Adopted: 07/14/1998

Revision Date(s): 06/11/2013 Formerly: C-45, D-29, E-31

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The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

SEPARATION AGREEMENT AND GENERAL RELEASE

DATE:

December 10, 2013

RECOMMENDATION:

That the Board approve a Separation Agreement and General Release with Stephanie Rowley.

BACKGROUND INFORMATION:

The agreement is included in Board member agendas and is available upon request from the Superintendent.

RECOMMENDED BY:

Ken Kenworthy

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

EMPLOYMENT OF PERSONNEL

DATE:

December 10, 2013

RECOMMENDATION:

That the following personnel be employed:

<u>Name</u>	Position	School or Center	Effective Date
Giles, Karen	Teacher, Business	Okeechobee High School	10-23-2013

RECOMMENDED BY:

Ken Kenworthy

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

EMPLOYMENT OF TEMPORARY PERSONNEL

DATE:

December 10, 2013

RECOMMENDATION:

That the following temporary personnel be employed as needed:

<u>Name</u>	Position	Effective Date
Goolsby, Sheila	Sub – Bus Driver	11-18-2013
Sanchez, Kathleen	Sub – Bus Driver	11-18-2013

RECOMMENDED BY:

Ken Kenworthy

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

RESIGNATION, TERMINATION, AND SUSPENSION OF EMPLOYMENT

DATE:

December 10, 2013

RECOMMENDATION:

That resignations for the following personnel be accepted:

<u>Name</u>	Position	School or Center	Effective Date	
James, Barbara	Coordinator, Staff Development	District Office	02-03-2014	
Robertson, Alvina (Retirement)	Secretary, Staff Development	District Office	02-03-2014	
SanMartin, Gwendolyn (on Leave of Absence)	Teacher	Central Elementary School	11-06-2013	
Williams, Enid Olive (Retirement)	Paraprofessional, ESE	Okeechobee High School	12-02-2013	

RECOMMENDED BY:

Ken Kenworthy

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

LEAVE REQUESTS

DATE:

December 10, 2013

RECOMMENDATION:

That the following leaves of absence be approved:

Name	School	Leave Type	<u>From</u>	<u>Through</u>
Farless, Catherine	South Elementary School	Short Term	11-20-2013	01-01-2014

RECOMMENDED BY:

Ken Kenworthy

To: The

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

ADDITIONS TO SUBSTITUTE TEACHERS FOR 2013-14

DATE:

December 10, 2013

RECOMMENDATION:

That the following personnel be added to the Substitute Teacher List for the 2013-14 school year:

<u>Name</u>	<u>Rank</u>
Burnham, Jamie	II
Butler, Jamie	11
Catron, Nate	1
McKinley, Laura	Ш
Porter, Rachel	Ш
Santamarina, Kimberly	II
Thornton, Amber	- 11

Rank I – Less than 60 college credit hours

Rank II – 60 or more college credit hours

Rank III - Bachelor's degree or higher

RECOMMENDED BY:

Ken Kenworthy

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

PAYMENTS TO PERSONNEL

DATE:

December 10, 2013

RECOMMENDATION:

That the Board approve the following payments to personnel:

Name/Group	Purpose	Rate of Pay	Time Period (Maximum)	Funding Source
Lorraine Watson	Additional Bonus for Bus Driver Recruitment	\$350.00	NA	Transportation Budget
33 NES K-5 Teachers	To Create Instructional Focus Calendar, Assessment Calendar, and Revise Curriculum Maps	\$13.00 Per Hour	10 Hours Each	#4431 – Title I, Part A

Note: All professional development shall comply with provisions in the negotiated personnel contracts.

RECOMMENDED BY:

Ken Kenworthy

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

CONTRACT WITH BIOWASTE, LLC FOR HAZARDOUS WASTE DISPOSAL

DATE:

December 10, 2013

RECOMMENDATION:

That the Board approve a contract with Biowaste, LLC to provide infectious and hazardous waste pick-up and disposal for District schools and the Employee Wellness Center, effective January 1, 2014, through December 31, 2014, for a total yearly cost of \$2,550.00.

BACKGROUND INFORMATION:

This is a renewal agreement. The Biowaste cost is a flat fee with no additional charges. The contract is included in Board member agendas and is available upon request from the Assistant Superintendent for Administrative Services.

RECOMMENDED BY:

Ken Kenworthy

To: The

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

GRANT APPLICATION – POSTSECONDARY EDUCATION READINESS ASSESSMENT

DATE:

December 10, 2013

RECOMMENDATION:

That the Board approve a Postsecondary Education Readiness Assessment grant application in the amount of \$1,835.78 for 2013-14.

BACKGROUND INFORMATION:

This is an entitlement grant program. Funds will be used to purchase testing materials to assess the college readiness of high school 11th and 12th graders. The application certification and budget pages are included in Board member agendas, and the complete application is available from the Director of K-12 Accountability and Assessment.

RECOMMENDED BY:

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

GRANT APPLICATION - DISTRICT BANDWIDTH SUPPORT

DATE:

December 10, 2013

RECOMMENDATION:

That the Board approve a District Bandwidth Support Grant Application in the amount of \$17,410.00.

BACKGROUND INFORMATION:

This is an entitlement grant which is being awarded to 33 rural districts for the purpose of increasing district bandwidth. The application certification and budget pages are included in Board member agendas. The complete application is available upon request from the Director of Information Technology.

RECOMMENDED BY:

Ken Kenworthy

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

MONTHLY FINANCIAL STATEMENT FOR OCTOBER, 2013

DATE:

December 10, 2013

RECOMMENDATION:

That the Monthly Financial Statement for October, 2013, be accepted and filed as part of public record.

BACKGROUND INFORMATION:

The Financial Statement is included in Board member agendas and is available upon request in the office of the Director of Finance.

RECOMMENDED BY:

Ken Kenworthy

The Okeechobee County School Board

FROM:

Ken Kenworthy, Superintendent of Schools

SUBJECT:

BUDGET AMENDMENT #4 FOR OCTOBER, 2013

DATE:

December 10, 2013

RECOMMENDATION:

That Budget Amendment #4 for October, 2013, be approved.

BACKGROUND INFORMATION:

The Budget Amendment is included in Board member agendas and is available upon request in the office of the Director of Finance.

RECOMMENDED BY:

Ken Kenworthy

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: WARRANT REGISTER FOR NOVEMBER, 2013

Date: December 10, 2013

RECOMMENDATION:

That the Warrant Register for November, 2013, be approved as follows:

General Disbursement Account – Warrants #149293 thru #149579

 Operating General Fund
 \$ 1,393,883.48

 Federal Programs Fund
 74,601.89

 Food Service Fund
 135,246.69

 Capital Improvement Fund
 82,855.87

 Total
 \$ 1,686,587.93

RECOMMENDED BY:

Ken Kenworthy