



SCHOOL BOARD OF OKEECHOBEE COUNTY

**AGENDA FOR REGULAR MEETING
FEBRUARY 11, 2014
6:00 P.M.**

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

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*

I. Call to Order

- A. Prayer – Dr. Father Edward Weiss, Church of Our Savior
- B. Pledge of Allegiance

II. Opening Items

- A. Student Recognition
 - ★ All-State Elementary Chorus Participants – Central Elementary School
 - ★ All-State Middle School Honors Band Participant – Osceola Middle School
- B. Staff Recognition
 - ★ Model School Award – Everglades Elementary School
 - ★ Retirements
 - Instructional
 - Linda McGlamory, Guidance Counselor, Osceola Middle School
 - Non-Instructional
 - Berris Barclay, Custodian, Okeechobee High School
 - Tony Carter, Electrician, Maintenance Department
 - Rell Clark, School Secretary, Okeechobee Freshman Campus

III. Request to Address the School Board

- Brenda Scott, Opportunities Available in Honor of Black History Month

IV. Approval of Minutes

- Meeting of January 21, 2014

V. Items for Action

- A. Proclamation – *Black History Month*..... 1
- B. Proclamation – *Career and Technical Education Month* 2
- C. Advertisement to Amend Board Policy 5.321 Bullying and Harassment 3
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- G. Pearson VUE Authorized Center Agreement 7
- H. Amendment to DJJ Cooperative Agreement 8
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SCHOOL BOARD OF
OKEECHOBEE COUNTY

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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, March 11, 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: PROCLAMATION – *BLACK HISTORY MONTH*
DATE: February 11, 2014


RECOMMENDATION:

That the Board adopt a proclamation designating February, 2014, as *Black History Month* for the School District of Okeechobee County.

BACKGROUND INFORMATION:

The proclamation is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

PROCLAMATION

BLACK HISTORY MONTH

WHEREAS, the Okeechobee County School Board recognizes that important African-Americans and events have shaped American culture; and

WHEREAS, the Florida theme for the 2014 Black History Month is "*Dr. Martin Luther King's Dream: 50 Years in Action*;" and

WHEREAS, Black History Month recognizes the many ways African-Americans have enriched our communities, culture and history; and

WHEREAS, Black History Month celebrates the achievements of African-Americans such as Dr. Martin Luther King; and

WHEREAS, we can teach our children that America's story has been written by men and women of every race, creed, and ethnic background; and we can ensure that our laws, our actions, and our words honor the rights and dignity of every human being.

NOW THEREFORE, the School Board of Okeechobee County, Florida, does hereby proclaim the month of February, 2014, as

BLACK HISTORY MONTH

Passed and adopted this 11th day of February, 2014.

ATTEST:

Joe Arnold
Chairman

Ken Kenworthy
Superintendent of Schools



TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **PROCLAMATION – CAREER AND TECHNICAL EDUCATION MONTH**
DATE: February 11, 2014


RECOMMENDATION:

That the Board adopt a proclamation designating February 1-28, 2014, as *Career and Technical Education Month* for the Okeechobee County School District.

BACKGROUND INFORMATION:

The proclamation is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



PROCLAMATION

WHEREAS, February 1-28, 2014, has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

WHEREAS, profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

WHEREAS, career and technical education provides Americans with a school-to-careers connection and is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America's leadership in the international marketplace; and

WHEREAS, career and technical education gives high school students experience in practical, meaningful applications of basic skills such as reading, writing and mathematics, thus improving the quality of their education, motivating potential dropouts and giving all students leadership opportunities in their fields and in their communities; and

WHEREAS, career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and potential satisfaction; and

WHEREAS, the ever-increasing cooperative efforts of career and technical educators, business and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade;

NOW THEREFORE, the School Board of Okeechobee County, Florida, does hereby proclaim February 1-28, 2014, as

CAREER AND TECHNICAL EDUCATION MONTH

in Okeechobee and urges all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual work skills and productivity.

PASSED AND ADOPTED this 11th day of February, 2014.

Joe Arnold
Chairman

ATTEST:

Ken Kenworthy
Superintendent of Schools



To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: ADVERTISEMENT TO AMEND BOARD POLICY 5.321 BULLYING AND HARASSMENT
DATE: February 11, 2014

RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 5.321 Bullying and Harassment to bring the policy into agreement with current statute.

BACKGROUND INFORMATION:

The proposed amendment is in accordance with changes made to Florida Statute 1006.147. The revisions are recommended by the District's consultant for School Board Policies. Policy 5.321, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



Chapter 5.00: Students

5.321*

BULLYING AND HARASSMENT

POLICY

I. Statement Prohibiting Bullying and Harassment

- A. It is the policy of the Okeechobee County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
- B. The District upholds that bullying or harassment of any student or school employee is prohibited:
1. During any education program or activity conducted by a public K-12 educational institution;
 2. During any school-related or school-sponsored program or activity.
 3. On a school bus of a public K-12 educational institution; ~~or~~
 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution; within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
 5. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program, or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. School staff is not required to monitor any non-school-related activity, function, or program.

II. Definitions

- A. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, graphic, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or

offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing;
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Physical violence;
7. Theft;
8. Sexual, religious, disability, or racial/ethnic harassment;
9. Public or private humiliation; or
10. Destruction of property.

The term *bullying* shall include cyberbullying whether or not specifically stated.

B. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

BC. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

GD. Bullying and harassment also encompass:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying (including cyberbullying) or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion;

- b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;
- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

DE. Cyberstalking, as defined in Florida Statute, means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

III. Behavior Standards

- A. The Okeechobee County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.
- C. Students have the responsibility to conform to reasonable standards or socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority as stated in the *Code of Student Conduct*.

IV. Consequences for Committing, or Wrongful and Intentional Accusation of an Act of Bullying or Harassment

- A. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
- B. Consequences and appropriate remedial action for students who commit acts of bullying or harassment or for students found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
- C. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, or found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate as stipulated in the *Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida*.

- D. Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment, or found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including possible exclusion from school grounds, and, if appropriate, reported to appropriate laws enforcement officials.

V. Reporting an Act of Bullying or Harassment

- A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
- C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
- D. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
- E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
- F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
- G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
- H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
- I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

VI. Investigation of a Report of Bullying or Harassment

- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act. [Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at a school bus stop.](#)

- B. The principal or designee shall select an individual(s) trained in investigative procedures to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
 - C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
 - D. The investigator shall collect and evaluate the facts including but not limited to:
 - 1. Description of incident(s) occurred;
 - 2. Context in which the alleged incident(s) occurred;
 - 3. How often the conduct occurred;
 - 4. Whether there were past incidents or past continuing patterns of behavior;
 - 5. The relationship between the parties involved;
 - 6. The characteristics of parties involved, *i.e.*, grade, age;
 - 7. The identity and number of individuals who participated in bullying or harassing behavior.
 - 8. Where the alleged incident(s) occurred;
 - 9. Whether the conduct adversely affected the student's education or educational environment;
 - 10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - 11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
 - E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include:
 - 1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 - 2. A written final report to the principal.
 - F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
 - G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.
- VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District
- A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.

- B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
1. If it is within the scope of the District, a thorough investigation shall be conducted.
 2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
 3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.

VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

- A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
 2. If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parent/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart w, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”
- B. Immediate notification to the parents/legal guardians of the perpetrator of an act of bullying or harassment.
- The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- C. Notification to local agencies where criminal charges may be pursued.
- Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

- A. The teacher or parent/legal guardian may request informal consultation with school staff, e.g., school counselor, school psychologist, and/or crisis counselor to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardians are included.
 - B. School personnel or the parent/legal guardian may refer a student to the school-based intervention team for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the school-based intervention team.
 - C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school-based intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
 - D. The school-based intervention team may recommend:
 - 1. Counseling and support to address the needs of the victims of bullying or harassment;
 - 2. Research-based counseling or interventions to address the behavior of the students who bully and harass others, e.g., empathy training, anger management, small group counseling, and/or classroom training; and/or
 - 3. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.
- X. Reporting Incidents of Bullying and Harassment
- A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under Florida Statute. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included within the bullying incidents category. The report shall also include each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
 - B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying ~~and~~ harassment as ~~an~~-incident codes~~s~~ as well as bullying-related as a related element code.
 - 1. Bullying and/or harassment incidents shall be reported in SESIR with the bullying ~~or~~ harassment code.
 - 2. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are:
 - a. Alcohol
 - ab. Arson
 - bc. Battery
 - ed. Breaking and Entering
 - de. Disruption on Campus
 - f. Drug Sale/Distribution Excluding Alcohol
 - g. Drug Use/Possession Excluding Alcohol

- eh. Major Fighting
- fi. Homicide
- gj. Kidnapping
- hk. Larceny/Theft
- il. Robbery
- jm. Sexual Battery
- kn. Sexual Harassment
- lo. Sexual Offenses
- m-p Threat/Intimidation
- q. Trespassing
- r. Tobacco
- as. Vandalism
- et. Weapons Possession
- pu. Other Major (Other major incidents that do not fit within the other definitions)

- C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
- D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys [2](#), [3](#), and [5](#) from Education Information and Accountability Services, and at designated dates provided by the Department.
- E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability shall include the incident basis. Victims of these offenses shall also have the incident basis (sex, race, or disability) noted in their student records.

XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment

- A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other non-instructional staff such as bus driver, custodians, food service personnel, media specialists; parents/legal guardians; and students.
- B. Students, parents/legal guardians, teachers, all non-instructional staff members, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying in schools.

XI. Reporting to a Victim's Parents/Legal Guardians the Actions Taken to Protect the Victim

The principal or designee shall by telephone, personal conference, and/or in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone, personal conference, and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

XIII. Publicizing the Policy

- A. At the beginning of each school year, the Superintendent or designee shall in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.
- B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.
- C. The Superintendent shall also make all contractors contracting with the District aware of this policy.
- D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students.
- E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

[784.048](#), [815.03](#), 1001.43, 1003.04, 1003.31, 1003.32, 1006.67, 1006.08, 1006.09, 1006.10, 1006.147, F.S.; 20 USC 1232g

STATE BOARD OF EDUCATION RULES:

HISTORY:

Adopted: 06/12/2007

Revision Date(s): 11/18/2008

Formerly: New

©EMCS

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: LICENSE AND USE AGREEMENT FOR PARKING OF BUS ON PRIVATE PROPERTY
DATE: February 11, 2014

RECOMMENDATION:

That the Board approve a License and Use Agreement with Jerry L. and Linda L. Dubberly for use of private property located at 14420 NW 292nd Street to park a school bus.

BACKGROUND INFORMATION:

This is a new agreement. The owners of the subject property are agreeable to grant permission for a District school bus to be parked on their property. Doing so will save 35 miles per day in travel to and from the Bus Garage and to and from the first and last stop. This will result in an annual savings of approximately \$5,000.00.

The License and Use Agreement is included in Board member agendas and is available upon request from the Director of Operations.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: MEMORANDUM OF UNDERSTANDING WITH CLEVER, INC.
DATE: February 11, 2014

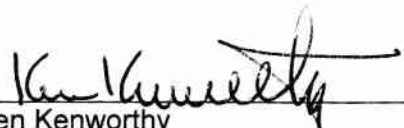
RECOMMENDATION:

That the Board approve a Memorandum of Understanding with Clever, Inc. to facilitate student participation in a free online end-of-course preparation resource for algebra.

BACKGROUND INFORMATION:

This is a new agreement. Algebra Nation, which is a cooperative venture between the University of Florida and the Florida Department of Education, provides access to an online algebra end-of-course curriculum. Because the curriculum is computer based, Clever will allow the integration of the District data base with the University of Florida.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **MEMORANDUM OF UNDERSTANDING WITH THE EDUCATION DEPARTMENT OF THE SEMINOLE TRIBE**

DATE: February 11, 2014

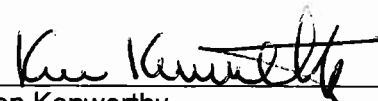
RECOMMENDATION:

That the Board approve a Memorandum of Understanding with the Education Department of the Seminole Tribe of Florida allowing the exchange of Seminole student records between parties.

BACKGROUND INFORMATION:

This is a new agreement to facilitate the exchange of student records with parent/legal guardian permission. The Memorandum of Understanding is included in Board member agendas and is available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: PEARSON VUE AUTHORIZED CENTER AGREEMENT
DATE: February 11, 2014

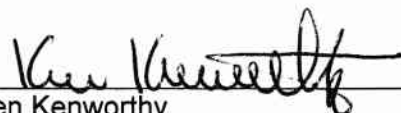
RECOMMENDATION:

That the Board approve a Pearson VUE Authorized Center Agreement allowing the District to be designated as an authorized GED Testing Center.

BACKGROUND INFORMATION:

This is a new agreement. The GED is no longer available in paper format and will be available online only. This agreement outlines the terms and conditions for being a GED Testing Center.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: AMENDMENT TO DJJ COOPERATIVE AGREEMENT
DATE: February 11, 2014

RECOMMENDATION:

That the Board approve an amendment to the Department of Juvenile Justice (DJJ) and School Board Cooperative Agreement to meet statutory training requirements of the Prison Rape Elimination Act.

BACKGROUND INFORMATION:

All teachers and educational personnel at DJJ correctional facilities are required to complete and document training for the Prison Rape Elimination Act. The District contracts with G4S to provide educational services at DJJ facilities in Okeechobee County, and the training required by this legislation has been completed.

The proposed amendment and original DJJ Cooperative Agreement are included in Board member agendas and are available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: RATIFICATION OF CONTRACT WITH INSTRUCTIONAL UNIT FOR 2013-14
DATE: February 11, 2014

RECOMMENDATION:

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

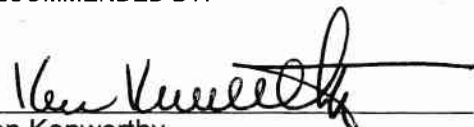
- #1 Instructional Personnel / Certified Permanent Substitute Teacher
- #1B Differentiated Pay
- #1D Instructional Personnel – Less Than 4 Hours
- #33 Payment Rates for Time Other Than Normal Work Hours
- #34 Part-Time Pay for Athletic Events

BACKGROUND INFORMATION:

The Instructional Bargaining Unit is scheduled to vote on ratification of the contract on Monday, February 3, 2014. The results of the vote, for or against ratification, will be available at that time.

The proposed contract and items that have tentative agreement are included in Board member agendas and are available upon request in the Superintendent's office.

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: SALARY SCHEDULES NOT INCLUDED IN BARGAINING UNITS FOR 2013-14
DATE: February 11, 2014

RECOMMENDATION:

That the Board approve the salary schedules listed below which are not included in bargaining units, effective July 1, 2013, for the 2013-14 fiscal year:

- #1A Substitute Teacher and Authorized Substitute Paraprofessionals
- #2 School Principal – 12 Months
- #3 Assistant Principal – 12 Months
- #4 Assistant Principal – 11 Months
- #6 Assistant Superintendent – 12 Months
- #7 Building Code Administrator / Energy Manager – 12 Months
- #8 Director – 12 Months
- #9 Supervisor I – 12 Months
- #11 Coordinator / School Psychologist – 11 Months and 12 Months
- #12 Administrative Asst. / Superintendent's Secretary / Executive Sec. – 12 Months
- #15 Maintenance Foreman / Assistant Director of Finance – 12 Months
- #23 Lunchroom Manager – 10 Months and 11 Months

BACKGROUND INFORMATION:

The proposed salary schedules are attached and are available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

**2013-2014
OKEECHOBEE COUNTY SCHOOL BOARD
SALARY SCHEDULE NO. IA
SUBSTITUTES**

**SUBSTITUTE TEACHERS
AND
AUTHORIZED SUBSTITUTE PARAPROFESSIONALS**

| | |
|--|------------------|
| Rank I (less than 60 college credit hours) | \$11.00 per hour |
| Rank II (60 or more college credit hours) | \$12.00 per hour |
| Rank III (Bachelor's degree or higher) | \$13.00 per hour |

SUBSTITUTES FOR NON-INSTRUCTIONAL ALLOCATED POSITIONS

\$11.00 per hour

SUPPLEMENTARY TEMPORARY PERSONNEL

\$8.00 per hour

| |
|--|
| 2013-2014 Okeechobee County School Board Salary Schedule No. 2 School Principal 12 Months |
|--|

| Step | Elementary | Middle School/ Freshman Campus | High School |
|-------------|-------------------|---|--------------------|
| 1 | 70800 | 75800 | 81100 |
| 2 | 73300 | 78300 | 83600 |
| 3 | 75800 | 80800 | 86100 |
| 4 | 78300 | 83300 | 88600 |
| 5 | 80800 | 85800 | 91100 |
| 6 | 83300 | 88300 | 93600 |
| 7 | 85800 | 90800 | 96100 |
| 8 | 88300 | 93300 | 98600 |

Specialist Degree-Add \$3,400.00
Doctorate Degree-Add \$4,400.00

For the 2013-2014 fiscal year:

- Eligible employees will move one step on the salary schedule.
- Employees who are on the top step will receive a \$1,000.00 longevity stipend.
- Employees moving to the top step of the salary schedule in 2013-2014 are entitled to step movement only and are not eligible to receive a longevity stipend.

| |
|--|
| <p>2013-2014 Okeechobee County School Board Salary Schedule No. 3 Assistant Principal 12 Months</p> |
|--|

| Step | High School |
|------|-------------|
| 1 | 66600 |
| 2 | 68200 |
| 3 | 69800 |
| 4 | 71400 |
| 5 | 73000 |
| 6 | 74600 |
| 7 | 76200 |
| 8 | 77800 |

Specialist Degree - Add \$3,400.00

Doctorate Degree - Add \$4,400.00

For the 2013-2014 fiscal year:

- Eligible employees will move one step on the salary schedule.
- Employees who are on the top step will receive a \$1,000.00 longevity stipend.
- Employees moving to the top step of the salary schedule in 2013-2014 are entitled to step movement only and are not eligible to receive a longevity stipend.

| |
|---|
| 2013-2014 Okeechobee County School Board Salary Schedule No. 4 Assistant Principal 11 Months |
|---|

| Step | Elementary | Middle School/ Freshman Campus |
|------|------------|--------------------------------------|
| 1 | 60200 | 61700 |
| 2 | 61800 | 63300 |
| 3 | 63400 | 64900 |
| 4 | 65000 | 66500 |
| 5 | 66600 | 68100 |
| 6 | 68200 | 69700 |
| 7 | 69800 | 71300 |
| 8 | 71400 | 72900 |

Specialist Degree - Add \$3,400.00
Doctorate Degree - Add \$4,400.00

For the 2013-2014 fiscal year:

- Eligible employees will move one step on the salary schedule.
- Employees who are on the top step will receive a \$1,000.00 longevity stipend.
- Employees moving to the top step of the salary schedule in 2013-2014 are entitled to step movement only and are not eligible to receive a longevity stipend.

**2013-2014
Okeechobee County School Board
Salary Schedule No. 6
Assistant Superintendent
12 Months**

| Step | Annual Salary |
|-------------|----------------------|
| 1 | 82900 |
| 2 | 85650 |
| 3 | 88400 |
| 4 | 91150 |
| 5 | 93900 |
| 6 | 96650 |
| 7 | 99400 |
| 8 | 102150 |

Specialist Degree - Add \$3,400.00
Doctorate Degree - Add \$4,400.00

For the 2013-2014 fiscal year:

- Eligible employees will move one step on the salary schedule.
- Employees who are on the top step will receive a \$600.00 longevity stipend.
- Employees moving to the top step of the salary schedule in 2013-2014 are entitled to step movement only and are not eligible to receive a longevity stipend.

**2013-2014
Okeechobee County School Board
Salary Schedule No. 7
Building Code Administrator
12 Months**

| Step | Hourly Rate |
|-------------|------------------------|
| 0 | 30.00 |

**Energy Manager
12 Months**

| Step | Hourly Rate |
|-------------|------------------------|
| 0 | 20.00 |

| |
|--|
| 2013-2014 Okeechobee County School Board Salary Schedule No. 8 Director 12 Months |
|--|

| Step | Annual Salary |
|------|---------------|
| 1 | 75300 |
| 2 | 77500 |
| 3 | 79700 |
| 4 | 81900 |
| 5 | 84100 |
| 6 | 86300 |
| 7 | 88500 |
| 8 | 90700 |

Specialist Degree - Add \$3,400.00
Doctorate Degree - Add \$4,400.00

For the 2013-2014 fiscal year:

- Eligible employees will move one step on the salary schedule.
- Employees who are on the top step will receive a \$600.00 longevity stipend.
- Employees moving to the top step of the salary schedule in 2013-2014 are entitled to step movement only and are not eligible to receive a longevity stipend.

**2013-2014
Okeechobee County School Board
Salary Schedule No. 9
Supervisor I
12 Months**

| Step | Annual Salary |
|-------------|----------------------|
| 1 | 71100 |
| 2 | 73300 |
| 3 | 75500 |
| 4 | 77700 |
| 5 | 79900 |
| 6 | 82100 |
| 7 | 84300 |
| 8 | 86500 |

Specialist Degree - Add \$3,400.00
Doctorate Degree - Add \$4,400.00

For the 2013-2014 fiscal year:

- Eligible employees will move one step on the salary schedule.
- Employees who are on the top step will receive a \$600.00 longevity stipend.
- Employees moving to the top step of the salary schedule in 2013-2014 are entitled to step movement only and are not eligible to receive a longevity stipend.

2013-2014
Okeechobee County School Board
Salary Schedule No. 11
Coordinator
School Psychologist

| Step | 11 Months | 12 Months |
|------|-----------|-----------|
| 1 | 56300 | 65300 |
| 2 | 58300 | 67300 |
| 3 | 60300 | 69300 |
| 4 | 62300 | 71300 |
| 5 | 64300 | 73300 |
| 6 | 66300 | 75300 |
| 7 | 68300 | 77300 |
| 8 | 70300 | 79300 |

Specialist Degree - Add \$3,400.00

Doctorate Degree - Add \$4,400.00

For the 2013-2014 fiscal year:

- Eligible employees will move one step on the salary schedule.
- Employees who are on the top step will receive a \$600.00 longevity stipend.
- Employees moving to the top step of the salary schedule in 2013-2014 are entitled to step movement only and are not eligible to receive a longevity stipend.

| |
|---|
| <p>2013-2014 Okeechobee County School Board Salary Schedule No. 12 Administrative Assistant Superintendent's Secretary Executive Secretary 12 Months</p> |
|---|

| Step | Annual Salary |
|------|---------------|
| 1 | 40600 |
| 2 | 42200 |
| 3 | 43800 |
| 4 | 45400 |
| 5 | 47000 |
| 6 | 48600 |
| 7 | 50200 |
| 8 | 51800 |

One (1) step on the schedule will be granted for each year of related experience up to a maximum of five (5) years.

Two years of college credit (60 semester hours) may count as one (1) step on the schedule. However, combined college credit and related experience may not exceed a total of five (5) steps on the schedule.

For the 2013-2014 fiscal year:

- Eligible employees will move one step on the salary schedule.
- Employees who are on the top step will receive a \$600.00 longevity stipend.
- Employees moving to the top step of the salary schedule in 2013-2014 are entitled to step movement only and are not eligible to receive a longevity stipend.

| |
|---|
| <p>2013-2014 Okeechobee County School Board Salary Schedule No. 15 Maintenance Foreman Assistant Director of Finance 12 Months</p> |
|---|

| Step | Annual Salary |
|-------------|----------------------|
| 1 | 46900 |
| 2 | 48500 |
| 3 | 50100 |
| 4 | 51700 |
| 5 | 53300 |
| 6 | 54900 |
| 7 | 56500 |
| 8 | 58100 |

One (1) step may be granted for each year of related experience up to a maximum of five (5) years.

Two years of college credit (60 semester hours) may count as one (1) step on the schedule. However, combined college credit and related experience may not exceed a total of five (5) steps on the schedule.

For the 2013-2014 fiscal year:

- Eligible employees will move one step on the salary schedule.
- Employees who are on the top step will receive a \$600.00 longevity stipend.
- Employees moving to the top step of the salary schedule in 2013-2014 are entitled to step movement only and are not eligible to receive a longevity stipend.

| |
|--|
| 2013-2014 Okeechobee County School Board Salary Schedule No. 23 Lunchroom Manager |
|--|

| Step | Without Completed Courses 10 Months 195 Days | 7 Completed Courses 10 Months 195 Days | Without Completed Courses 11 Months 229 Days | 7 Completed Courses 11 Months 229 Days |
|------|--|---|--|---|
| 1 | 22500 | 24200 | 26885 | 28916 |
| 2 | 23500 | 25200 | 28080 | 30111 |
| 3 | 24500 | 26200 | 29275 | 31306 |
| 4 | 25500 | 27200 | 30470 | 32501 |
| 5 | 26500 | 28200 | 31665 | 33696 |
| 6 | 27500 | 29200 | 32860 | 34891 |
| 7 | 28500 | 30200 | 34055 | 36086 |
| 8 | 29500 | 31200 | 35250 | 37281 |
| 9 | 30500 | 32200 | 36445 | 38476 |

One (1) step may be granted for each year of related experience up to a maximum of five (5) years.

The High School and Base Kitchen Lunchroom Managers may receive, at the discretion of the Superintendent, a supplement of \$150.00 per month.

For the 2013-2014 fiscal year:

- Eligible employees will move one step on the salary schedule.
- Employees who are on the top step will receive a \$600.00 longevity stipend.
- Employees moving to the top step of the salary schedule in 2013-2014 are entitled to step movement only and are not eligible to receive a longevity stipend.

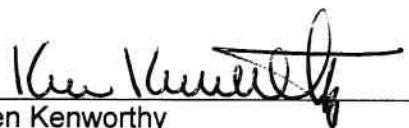
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: EMPLOYMENT OF PERSONNEL
DATE: February 11, 2014

RECOMMENDATION:

That the following personnel be employed:

| <u>Name</u> | <u>Position</u> | <u>School or Center</u> | <u>Effective Date</u> |
|-------------------------------------|-------------------------|----------------------------|-----------------------|
| Pritchard, Taylor (Out of Field) | Teacher, Social Science | Okeechobee High School | 01-14-2014 |
| Thornton, Amber (Out of Field) | Teacher, Elementary | Seminole Elementary School | 12-19-2013 |

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: RESIGNATION, TERMINATION, AND SUSPENSION OF EMPLOYMENT
DATE: February 11, 2014

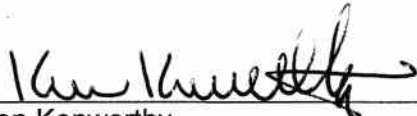
RECOMMENDATION:

That resignations for the following personnel be accepted:

| <u>Name</u> | <u>Position</u> | <u>School or Center</u> | <u>Effective Date</u> |
|-----------------------------------|--------------------------------------|--|-----------------------|
| Baul, Calberth (Retirement) | Custodian | Okeechobee High School | 04-01-2014 |
| Carter, Earlene (Retirement) | Food Service Assistant Bus Driver | Okeechobee High School Transportation | 05-01-2014 |
| Carter, Tony (Retirement) | Electrician | Maintenance | 02-03-2014 |
| Lehman, Catherine (Retirement) | Teacher, Elementary | North Elementary School | 06-11-2014 |

- That Demario Coleman, PE Teacher at Osceola Middle School, be terminated as a probationary employee effective January 21, 2014, in accordance with Florida State Statute 1012.33 (1)b.
- That a suspension of employment without pay for Catherine Jones, 7th Grade Language Arts Teacher at Yearling Middle School, effective February 3, 2014, be extended through March 11, 2014.

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: TRANSFER OF PERSONNEL
DATE: February 11, 2014

RECOMMENDATION:

That the following personnel transfer be approved:

| <u>Name</u> | <u>Transfer From</u> | <u>Transfer To</u> | <u>Effective Date</u> |
|-----------------------------------|---|----------------------------|-----------------------|
| Botello, Brandi (Out of Field) | Teacher, Foreign Language Okeechobee High School | Teacher, Gifted YMS/OMS | 01-06-2014 |

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: ADDITIONS TO SUBSTITUTE TEACHERS FOR 2013-14
DATE: February 11, 2014

RECOMMENDATION:

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

| <u>Name</u> | <u>Rank</u> |
|-------------------|-------------|
| Dulanski, Kathryn | III |
| Lefevre, Heidi | II |
| Machado, Thomas | II |
| Sanders, Michelle | III |
| Sprague, Eric | III |

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
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: PAYMENTS TO PERSONNEL
DATE: February 11, 2014

RECOMMENDATION:

That the Board approve the following payments to personnel:

| <u>Name/Group</u> | <u>Purpose</u> | <u>Rate of Pay</u> | <u>Time Period (Maximum)</u> | <u>Funding Source</u> |
|---|---|--------------------|------------------------------|-----------------------|
| Mary Ruth Stephens | Initial Bonus for Bus Driver Recruitment (JC) | \$350.00 | NA | Transportation Budget |
| Cynthia Kubit | Team Planning/Data Review – Dropout Rate for Students with Disabilities | \$13.00 Per Hour | As Needed in 2013-14 | #1384 – Project 10 |
| Cynthia Kubit | Tutoring for Students with Disabilities – Potential Dropouts | \$20.00 Per Hour | As Needed in 2013-14 | #1384 – Project 10 |
| Guidance Counselors | Development of District Brochure for Graduation Options for Students with Disabilities | \$13.00 Per Hour | As Needed in 2013-14 | #1484 – Project 10 |
| Staffing Specialists | Review Current and End-of-Year Data for Parent Participation in School Based Meetings for Students with Disabilities | \$13.00 Per Hour | As Needed in 2013-14 | #1484 – Project 10 |
| Patricia Mullins (Teacher on Special Assignment) | Provide Training for School Counselors to Develop District Brochure for Graduation Options for Students with Disabilities | \$24.00 Per Hour | As Needed in 2013-14 | #1484 – Project 10 |

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

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) CERTIFICATION
DATE: February 11, 2014

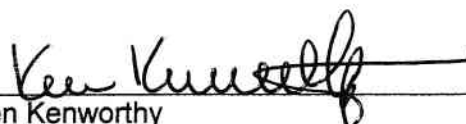
RECOMMENDATION:

That the Board approve the Florida Inventory of School Houses (FISH) Certification of Facilities Data.

BACKGROUND INFORMATION:

State Requirements for Educational Facilities (SREF), Section 6.1(5)(c), requires that "prior to April 1 of each year, each school district shall review the Florida Inventory of School Houses (FISH) and shall certify to the Office of Educational Facilities that the inventory is current and accurate." The review has been completed by Dale Barrett, Director of Operations, and a copy of the certification is included in Board Member agendas. The certification and the FISH Inventory are available upon request from the Director of Operations.

RECOMMENDED BY:




Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: PROPERTY DISPOSAL LIST #6 FOR THE 2013-14 FISCAL YEAR
DATE: February 11, 2014

RECOMMENDATION:

That the items listed on the attached Property Disposal List #6 for the 2013-14 fiscal year be declared as surplus, no longer usable for educational purposes, and to be removed from property records; and that the Superintendent be authorized to donate or sell such items in accordance with state statute.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **MONTHLY FINANCIAL STATEMENT FOR DECEMBER, 2013**
DATE: February 11, 2014


RECOMMENDATION:

That the Monthly Financial Statement for December, 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 from the Director of Finance.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **BUDGET AMENDMENT #6 FOR DECEMBER, 2013**
DATE: February 11, 2014

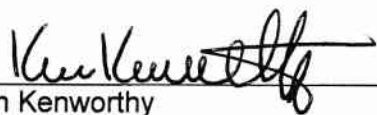
RECOMMENDATION:

That Budget Amendment #6 for December, 2013, be approved.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **WARRANT REGISTER FOR JANUARY, 2014**
DATE: February 11, 2014

RECOMMENDATION:

That the Warrant Register for January, 2014, be approved as follows:

General Disbursement Account – Warrants #149877 thru #150195

| | |
|--------------------------|-------------------|
| Operating General Fund | \$ 1,261,074.90 |
| Federal Programs Fund | 99,293.42 |
| Food Service Fund | 125,885.75 |
| Capital Improvement Fund | <u>690,518.78</u> |
| Total | \$ 2,176,772.85 |

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools