



SCHOOL BOARD OF OKEECHOBEE COUNTY

**AGENDA FOR PUBLIC HEARING AND REGULAR MEETING
SEPTEMBER 10, 2015
6:00 P.M.**

Chairperson
Joe Arnold
Vice Chairperson
Malissa Morgan
Members
Dixie Ball
India Riedel
Jill Holcomb

Vision

*Achieving Excellence:
Putting Students First*

Mission

*To prepare all students
to be college or career
ready and to possess the
attitudes and values
necessary to function as
productive citizens.*

Core Values

Perseverance

Respect

Integrity

Dependability

Ethics

I. Call to Order

- A. Prayer
- B. Pledge of Allegiance

II. Recognition Items

- A. Community Recognition
 - ★ State Farm Insurance/OHS Backpack Project
 - Gretchen Robertson, State Farm Insurance
 - Maurissa Tremain, State Farm Insurance
 - Samantha Szentmartoni, OHS Teacher
- B. Staff Recognition
 - ★ Retirements
 - Sherion Jennings, Reading Coach, Central Elementary School
 - Zella Snow, Routing Coordinator, Transportation Department

III. Request to Address the Board Dr. Christopher Robshaw

IV. Public Hearing

- A. Millage
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 - 2. Resolution Determining Revenues and Millages Levied for 2015-16..... 2
- B. Budget
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- Public Hearing and Meeting of July 30, 2015
- Regular Meeting of August 11, 2015
- Workshop of August 19, 2015

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OKEECHOBEE COUNTY

AGENDA FOR
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SEPTEMBER 10, 2015

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VIII. Information Items:

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

The next regular meeting of the School Board is Tuesday, October 13, 2015, at 6:00 p.m.

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: **MILLAGE RATES TO BE ESTABLISHED FOR 2015-16**
DATE: September 10, 2015

RECOMMENDATION:

That the Required Local Effort millage rate of 4.954 for the 2015-16 operating budget be adopted.

RECOMMENDATION:

That the Discretionary Local Effort millage rate of 0.748 for the 2015-16 operating budget be adopted.

RECOMMENDATION:

That the tentative millage rate of 1.500 for the 2015-16 Capital Outlay budget be adopted.

BACKGROUND INFORMATION:

<u>Millage Type</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Required Local Effort	5.678	5.650	5.215	5.143	4.954
Discretionary	0.748	0.748	0.748	0.748	0.748
Capital Outlay	<u>1.500</u>	<u>1.500</u>	<u>1.500</u>	<u>1.500</u>	<u>1.500</u>
TOTAL MILLAGE	7.926	7.898	7.463	7.391	7.202
Millage Increase					
Millage Decrease	(0.1.95)	(0.028)	(0.435)	(0.072)	(0.189)

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **RESOLUTION DETERMINING REVENUES AND MILLAGES LEVIED FOR 2015-16**

DATE: September 10, 2015

RECOMMENDATION:

That the Board approve the attached Resolution Determining Revenues and Millages Levied for fiscal year July 1, 2015, to June 30, 2016.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

Please return completed form to:
 Florida Department of Education
 Office of Funding & Financial Reporting
 325 W. Gaines Street, Room 814
 Tallahassee, Florida 32399-0400

**FLORIDA DEPARTMENT OF EDUCATION
 RESOLUTION DETERMINING
 REVENUES AND MILLAGES LEVIED**

RESOLUTION OF THE DISTRICT SCHOOL BOARD OF OKEECHOBEE COUNTY, FLORIDA, DETERMINING THE AMOUNT OF REVENUES TO BE PRODUCED AND THE MILLAGE TO BE LEVIED FOR THE GENERAL FUND, FOR THE DISTRICT LOCAL CAPITAL IMPROVEMENT FUND AND FOR DISTRICT DEBT SERVICE FUNDS FOR THE FISCAL YEAR BEGINNING JULY 1, 2015, AND ENDING JUNE 30, 2016.

WHEREAS, section 1011.04, Florida Statutes, requires that, upon receipt of the certificate of the property appraiser giving the assessed valuation of the county and of each of the special tax school districts, the school board shall determine, by resolution, the amounts necessary to be raised for current operating purposes and for debt service funds and the millage to be levied for each such fund, including the voted millage; and

WHEREAS, section 1011.71, Florida Statutes, provides for the amounts necessary to be raised for local capital improvement outlay and the millage to be levied; and

WHEREAS, the certificate of the property appraiser has been received;

THEREFORE, BE IT RESOLVED by the district school board that the amounts necessary to be raised as shown by the officially adopted budget and the millages necessary to be levied for each school fund of the district for the fiscal year are as follows:

1. DISTRICT SCHOOL TAX (nonvoted levy)

a) Certified taxable value	b) Description of levy	c) Amount to be raised	d) Millage levy
\$ <u>1,685,662,603</u>	Required Local Effort	\$ <u>8,016,742</u>	<u>4.9540</u> mills <small>s. 1011.62(4), F.S.</small>
	Prior-Period Funding Adjustment Millage	\$ <u>0</u>	<u> </u> mills <small>s. 1011.62(4)(e), F.S.</small>
	Total Required Millage	\$ <u>8,016,742</u>	<u>4.9540</u> mills

2. DISTRICT SCHOOL TAX DISCRETIONARY MILLAGE (nonvoted levy)

a) Certified taxable value	b) Description of levy	c) Amount to be raised	d) Millage levy
\$ <u>1,685,662,603</u>	Discretionary Operating	\$ <u>1,210,441</u>	<u>0.7480</u> mills <small>s. 1011.71(1), F.S.</small>

3. DISTRICT SCHOOL TAX ADDITIONAL MILLAGE (voted levy)

a) Certified taxable value	b) Description of levy	c) Amount to be raised	d) Millage levy
\$ <u> </u>	Additional Operating	\$ <u> </u>	<u> </u> mills <small>ss. 1011.71(9) and 1011.73(2), F.S.</small>
	Additional Capital Improvement	\$ <u> </u>	<u> </u> mills <small>s. 1011.73(1), F.S.</small>

4. DISTRICT LOCAL CAPITAL IMPROVEMENT TAX (nonvoted levy)

a) Certified taxable value	b) Description of levy	c) Amount to be raised	d) Millage levy
\$ <u>1,685,662,603</u>	Local Capital Improvement	\$ <u>2,427,354</u>	<u>1.5000</u> mills <small>s. 1011.71(2), F.S.</small>
	Discretionary Capital Improvement	\$ <u>0</u>	<u> </u> mills <small>s. 1011.71(3), F.S.</small>

5. DISTRICT DEBT SERVICE TAX (voted levy)

a) Certified taxable value	b) Description of levy	c) Amount to be raised	d) Millage levy
\$ _____	_____	\$ _____	<u> </u> mills <small>s. 1010.40, F.S.</small>
	_____	\$ _____	<u> </u> mills <small>s. 1011.74, F.S.</small>
	_____	\$ _____	<u> </u> mills

6. THE TOTAL MILLAGE RATE TO BE LEVIED EXCEEDS IS LESS THAN THE ROLL-BACK RATE COMPUTED PURSUANT TO SECTION 200.065(1), F.S., BY .93 PERCENT.

STATE OF FLORIDA

COUNTY OF OKEECHOBEE

I, Ken Kenworthy, Superintendent of Schools and ex-officio Secretary of the District School Board of Okeechobee County, Florida, do hereby certify that the above is a true and complete copy of a resolution passed and adopted by the District School Board of Okeechobee County, Florida, Okeechobee, Florida.

9-10-2015

Signature of Superintendent of Schools

Date of Signature

Note: Copies of this resolution shall be sent to the Florida Department of Education, School Business Services, Office of Funding and Financial Reporting, 325 W. Gaines Street, Room 814, Tallahassee, Florida 32399-0400; county tax collector; and county property appraiser.

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **FINAL BUDGET FOR 2015-16**
DATE: September 10, 2015


RECOMMENDATION:

That the final budget of \$67,584,329.29 for the 2015-16 fiscal year be adopted as presented.

BACKGROUND INFORMATION:

The 2015-16 budget summary is attached. The complete final budget is available upon request in the office of the Director of Finance.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

**OKEECHOBEE COUNTY SCHOOL BOARD
INFORMATIONAL DATA FOR 2015-2016 BUDGET**

	Budget 2014-15	Budget 2015-16	Variance
Certified County Tax Roll	\$1,595,050,482.00	\$1,685,662,603.00	\$90,612,121.00
96%	1,531,248,463.00	1,618,236,099.00	86,987,636.00
Tax Millage:			
Required Local Effort	5.143	4.954	(0.189)
Discretionary Local Effort	0.748	0.748	0.000
Additional Discretionary Effort	0.000	0.000	0.000
Super-Majority Millage 0.250	0.000	0.000	0.000
SUB-TOTAL	5.891	5.702	(0.189)
Capital Improvement Effort	1.500	1.500	0.000
Total Millage:	7.391	7.202	(0.189)
Millage Increase/(Decrease)	(0.072)	(0.189)	(0.117)
Estimated Tax Receipts:			
Required Local Effort 4.954	7,875,211.00	8,016,742.00	141,531.00
Disc. Local Effort 0.748	1,145,374.00	1,210,441.00	65,067.00
Additional Discretionary Effort	0.00	0.00	0.00
Super-Majority Millage 0.250	0.00	0.00	0.00
Operating Fund Tax Receipts	9,020,585.00	9,227,183.00	206,598.00
Capital Improvement 1.500	2,296,873.00	2,427,354.00	130,481.00
Total Estimated Tax Receipts	11,317,458.00	11,654,537.00	337,079.00
Estimated FEFP Funds Expected	27,908,144.00	28,714,050.00	805,906.00
Full-Time Equivalent Students:			
Estimated Students	6,317.41	6,336.13	18.72
Estimated Weighted FTE	6,677.55	6,673.08	(4.47)
Base Student Allocation	4,031.77	4,154.45	122.68
District Cost Differential	0.9667	0.9702	0.0035
Final Budget Totals:			
Operating General Fund	52,495,896.49	53,494,160.96	998,264.47
Debt Service Funds	225,191.96	202,953.55	(22,238.41)
Capital Projects Funds	3,427,871.02	3,912,224.84	484,353.82
Food Service Funds	4,165,479.02	4,343,836.88	178,357.86
Federal Program Funds	5,531,747.04	5,631,153.06	99,406.02
TOTAL BUDGET	\$65,846,185.53	\$67,584,329.29	\$1,738,143.76
08/26/15			

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **RESOLUTION TO ADOPT THE FINAL BUDGET FOR 2015-16**
DATE: September 10, 2015

RECOMMENDATION:

That the Board approve the attached Resolution Adopting the Final Budget for the fiscal year July 1, 2015, to June 30, 2016.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

Resolution

#16-004

A RESOLUTION OF THE SCHOOL BOARD OF OKEECHOBEE COUNTY ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2015-16

WHEREAS, the School Board of Okeechobee County, Florida, did, pursuant to Chapters 200 and 1011, Florida Statutes, approve tentative millage rates and tentative budget for the fiscal year July 1, 2015, to June 30, 2016; and

WHEREAS, the Okeechobee County School Board set forth the appropriations and revenue estimate for the Budget for fiscal year 2015-16.

WHEREAS, at the public hearing and in full compliance with Chapter 200, Florida Statutes, the Okeechobee County School Board adopted the final millage rates and the budget in the amount of ~~\$67,594,239.94~~ for the fiscal year 2015-16.

67,584,329.29

NOW THEREFORE, BE IT RESOLVED:

That the budget of the School Board of Okeechobee County, including the millage rates as set forth therein, is hereby adopted by the School Board of Okeechobee County as a final budget for the categories indicated for the fiscal year July 1, 2015, to June 30, 2016. The Superintendent shall file the adopted final budget with the office of the Property Appraiser of Okeechobee County, and with the Department of Revenue, State of Florida.

Joe Arnold
Chairman
Okeechobee County School Board

September 10, 2015
Date

ATTEST: _____
Ken Kenworthy
Superintendent



To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **ANNUAL FINANCIAL REPORT FOR YEAR ENDING JUNE 30, 2015**
DATE: September 10, 2015

RECOMMENDATION:

That a modified Annual Financial Report for the period ending June 30, 2015, be adopted as presented and placed on file as part of public record.

BACKGROUND INFORMATION:

There are specific components of the Annual Financial Report that will not be available pending release of data from the Division of Retirement. The modified Annual Financial Report, which must be submitted September 11, 2015, is included in Board member agendas and is available upon request in the office of the Director of Finance.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **SPOT PLANT SURVEY FOR OKEECHOBEE HIGH SCHOOL AND FRESHMAN CAMPUS**
DATE: September 10, 2015

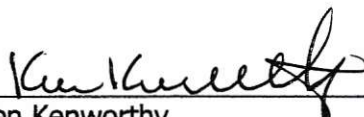
RECOMMENDATION:

That the Board approve a Spot Plant Survey for Okeechobee High School and the Freshman Campus.

BACKGROUND INFORMATION:

The completion of a Spot Plant Survey is a prerequisite for applying for Special Facilities funding to rebuild Okeechobee High School. Dr. John Watson completed the survey and will be present at the meeting to address questions. The Spot Plant Survey is included in Board member agendas and is available upon request in the office of the Director of Operations.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **BID FOR DIGITAL, TWO-WAY, PORTABLE RADIOS**
DATE: September 10, 2015

RECOMMENDATION:

That the Board approve the low bid in the amount of \$41,990.00 submitted by TBS Electronics, Inc. for 130 digital, two-way, portable radios.

BACKGROUND INFORMATION:

These are replacement radios for all school sites that will improve campus communication and safety. Payment will be from capital funds. The bids were opened August 21, 2015, at 2:00 p.m. in the Director of Operations office. The bid tabulation sheet is attached. All bid documentation is available upon request in the office of the Director of Operations.

RECOMMENDED BY:

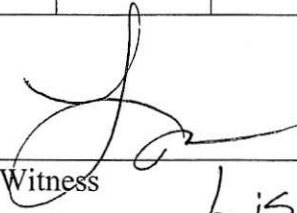


Ken Kenworthy
Superintendent of Schools

**Motorola Digital Radio
 BID TAB SHEET
 AUGUST 21, 2015 2:00PM**

COMPANY	Base / Total Monthly Price	Drug Free Policy	Cert of Insurance	REQUIRED FORMS			Statement of Public Entity Crimes
				Three References	Occupational License	Questionnaire	
8/17 12:20 TBS	323.00 / 41,990.00	N/A	N/A ✓	✓	✓	✓	N/A
8/20 Amerizon	335.35 / 43,595.50 43,635.50 (Shipping)	N/A	N/A ✓	✓	✓	✓	N/A
8/21 Bear Com	345.00 / 44,850.00	N/A	N/A ✓	✓	✓	✓	N/A
		N/A	N/A				N/A
		N/A	N/A				N/A
		N/A	N/A				N/A
		N/A	N/A				N/A


 Brian Barrett, Director of Operations


 Witness
 Lisa R. Bell

8/21/15
 2:00 PM

Bid Awarded to
 TBS for \$41,990.00

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **BID AND CONTRACT FOR CLEANING SERVICES AT THE MULTI-PURPOSE BUILDING**
DATE: September 10, 2015

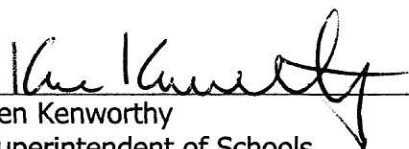
RECOMMENDATION:

That the Board approve a bid and a three-year contract submitted by The Perfectionist Cleaning, Inc. in the amount of \$643.00 per month to provide nightly cleaning services for the Multi-Purpose Building.

BACKGROUND INFORMATION:

After issuing an invitation to bid, one bid was received. The bid opening was on August 3, 2015, at 9:00 a.m. in the Director of Operations office. The contract is effective through September 9, 2018, with an option to renew for an additional three years upon agreement of the parties. The bid tabulation sheet is attached. All bid documentation is available upon request in the office of the Director of Operations. The contract is included in Board member agendas and is also available from the Director of Operations.


RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

**CUSTODIAL SERVICES
MULTI-PURPOSE BUILDING
BID TAB SHEET
AUGUST 3, 2015-9:00AM**

COMPANY	Monthly Price	REQUIRED FORMS					
		Drug Free Policy	Cert of Insurance	Three References	Occupational License	Questionnaire	Statement of Public Entity Crimes
The Perfectionist Cleaning Inc.	\$643.00	✓	✓	✓	✓	✓	✓


 Brian Barrett, Director of Operations


 Witness

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **RATIFICATION OF MEMORANDA OF AGREEMENT – HEALTH INSURANCE & WORK HOURS FOR SOUTH ELEMENTARY SCHOOL – INSTRUCTIONAL PERSONNEL**

DATE: September 10, 2015

RECOMMENDATION:

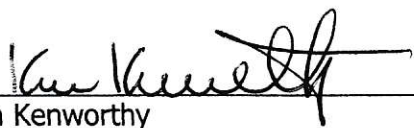
That the Board ratify Memoranda of Agreement with the Okeechobee County Education Association #1604 for the Instructional Bargaining Unit regarding employee health insurance for 2015-16 and work hours for South Elementary School personnel for 2015-16.

BACKGROUND INFORMATION:

The Okeechobee County Education Association #1604 will take the Memoranda of Agreement to the Instructional Personnel Unit for a vote on September 3, 2015. The outcome of the ratification vote will be reported at the School Board meeting.

The Memoranda of Agreement are attached and are available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

Memorandum of Agreement

between

The Okeechobee County Education Association #1604

Instructional Personnel Unit

and

The School District of Okeechobee County

Re: Article VI.-E.-1. Health Insurance

The Okeechobee County Education Association #1604 (OCEA), Classified Personnel Unit, and the School Board of Okeechobee County (Board) have agreed to amend the Article VI.-E.-1., Health Insurance, ~~for the 2015-16 school year only~~ as shown below.

ARTICLE VI Employee Benefits

E. Insurance

1. Health Insurance

The Board agrees to provide all regular, full time instructional personnel with a basic hospitalization and health insurance program. Any anticipated changes to the hospitalization and health insurance program(s) which would result in a program less than equivalent to the existing program shall be subject to negotiations. The Board contribution in premium toward the cost of health insurance is as follows: 100% of Plan 5302; ~~87.2%~~~~86.2%~~ of Plan 3769; and ~~65.0%~~~~69.5%~~ of Plan 3768. Employees working less than seven and one-half (7½) hours per day and who were employed after July 1, 1990, shall receive a pro-rated portion of this benefit according to the number of hours worked.

In addition to the premium contributions above, an Employee Wellness Center will be established for employees and their dependents who are currently enrolled in the Board's health insurance program. The Employee Wellness Center will include: free office visits, free health and wellness screenings and counseling, and a free stock medication program of commonly used prescriptions.

The above contribution rates include a \$75.00 per month premium discount for each employee who participates in a wellness initiative. To continue receiving the monthly premium discount, the following conditions must be met:

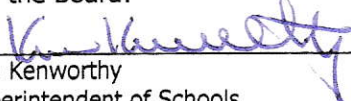
- Each newly hired employee must complete a full health risk assessment (inclusive of a biometric screening and blood draw) and at least one (1) follow-up visit to the Employee Wellness Center to discuss the results of the screening prior to December 1st of the current school year.
- Each new employee who is hired on or after November 1st through the end of the current school year shall be eligible for the premium discount but must complete the full health risk assessment and follow-up visit by December 1st of the following school year to remain eligible.
- Current employees who have never completed the full health risk assessment and follow-up appointment will remain ineligible until compliance within the next eligibility cycle during the following school year.
- Current employees who have completed the full health risk assessment and follow-up appointment will remain eligible for the premium discount through the 2018-19 school year.

Employees who fail to participate will not be eligible for the monthly premium discount.

~~Any monies collected as a result of increases in health insurance premiums through loss of health insurance premium discount will be set aside and used to offset the cost of the Employee Wellness Center.~~

~~The Board and the Association agree that the Health Insurance Committee shall investigate the feasibility of a January 1, 2016, renewal date. All recommendations made by the Committee concerning such feasibility shall be submitted to the parties' respective bargaining teams for consideration by April 1, 2015.~~

For the Board:




Ken Kenworthy
Superintendent of Schools
Okeechobee County School Board

8/7/15

Date

For the Association:



Lisa Harwas
President
Okeechobee County Education Association #1604

8/7/15

Date

**Memorandum of Agreement
between
The Okeechobee County Education Association #1604
and
The School District of Okeechobee County
Instructional Personnel Unit**

Re: Work Hours and Salary Amounts for Instructional Personnel at South Elementary School for 2015-16

An agreement has been reached between the Okeechobee County Education Association #1604 (OCEA) and the School Board of Okeechobee County (Board) regarding work hours and salary amounts paid to employees at South Elementary School for the 2015-16 school year. For the 2015-16 school year only, the specific provisions as outlined in this MOA will supersede any existing relevant provisions of the Instructional Contract for employees at South Elementary School that directly relate to employee hours worked per student day and salary amounts paid under respective employee salary schedules.

Instructional personnel at South Elementary School will work eight and one-half (8½) hours each student day to provide an additional hour of required reading instruction. The only exceptions will be instructional personnel who are not eligible to teach the additional hour of instruction according to F.S. 1011.62(1)(f)(2) and/or those affected by conflicts in the master schedule. Employees who are not eligible under statute to teach the additional hour of instruction shall have a seven and one-half (7.5) hour workday and be paid accordingly, unless specifically designated to work an extra hour to provide class coverage under the school's master schedule. The additional 60 minutes worked per day will be paid at the employee's hourly rate of pay. Days in which students are not in attendance, *i.e.* teacher pre-planning days, teacher workdays, and teacher post plan days, shall be seven and one-half (7.5) hour workdays and be paid accordingly.

Any additional changes regarding implementation of this Memorandum of Agreement affecting terms and conditions of employment shall be negotiated.


For the Board:



Ken Kenworthy
Superintendent of Schools
Okeechobee County School Board

5/7/15
Date

For the Association:



Lisa Harwas
President
Okeechobee County Education Association #1604

8/7/15
Date

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **RATIFICATION OF MEMORANDA OF AGREEMENT – HEALTH INSURANCE & WORK HOURS FOR SOUTH ELEMENTARY SCHOOL – CLASSIFIED PERSONNEL**
DATE: September 10, 2015

RECOMMENDATION:

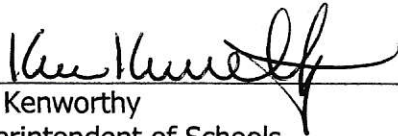
That the Board ratify Memoranda of Agreement with the Okeechobee County Education Association #1604 for the Classified Bargaining Unit regarding employee health insurance for 2015-16 and work hours for South Elementary School personnel for 2015-16.

BACKGROUND INFORMATION:

The Okeechobee County Education Association #1604 will take the Memoranda of Agreement to the Classified Personnel Unit for a vote on September 3, 2015. The outcome of the ratification vote will be reported at the School Board meeting.

The Memoranda of Agreement are attached and are available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

Memorandum of Agreement

between

The Okeechobee County Education Association #1604

Classified Personnel Unit

and

The School District of Okeechobee County

Re: Article VI.-E.-1. Health Insurance

The Okeechobee County Education Association #1604 (OCEA), Classified Personnel Unit, and the School Board of Okeechobee County (Board) have agreed to amend the Article VI.-E.-1., Health Insurance, ~~for the 2015-16 school year only~~ as shown below.

ARTICLE VI Employee Benefits

E. Insurance

1. Health Insurance

The Board agrees to provide all regular, full time instructional personnel with a basic hospitalization and health insurance program. Any anticipated changes to the hospitalization and health insurance program(s) which would result in a program less than equivalent to the existing program shall be subject to negotiations. The Board contribution in premium toward the cost of health insurance is as follows: 100% of Plan 5302; ~~87.2%~~~~86.2%~~ of Plan 3769; and ~~65.0%~~~~69.5%~~ of Plan 3768. Employees working less than seven (7) hours per day and who were employed after September 1, 1987, shall receive a pro-rated portion of this benefit according to the number of hours worked.

In addition to the premium contributions above, an Employee Wellness Center will be established for employees and their dependents who are currently enrolled in the Board's health insurance program. The Employee Wellness Center will include: free office visits, free health and wellness screenings and counseling, and a free stock medication program of commonly used prescriptions.

The above contribution rates include a \$75.00 per month premium discount for each employee who participates in a wellness initiative. To continue receiving the monthly premium discount, the following conditions must be met:


- Each newly hired employee must complete a full health risk assessment (inclusive of a biometric screening and blood draw) and at least one (1) follow-up visit to the Employee Wellness Center to discuss the results of the screening prior to December 1st of the current school year.
- Each new employee who is hired on or after November 1st through the end of the current school year shall be eligible for the premium discount but must complete the full health risk assessment and follow-up visit by December 1st of the following school year to remain eligible.
- Current employees who have never completed the full health risk assessment and follow-up appointment will remain ineligible until compliance within the next eligibility cycle during the following school year.
- Current employees who have completed the full health risk assessment and follow-up appointment will remain eligible for the premium discount through the 2018-19 school year.

Employees who fail to participate will not be eligible for the monthly premium discount.

~~Any monies collected as a result of increases in health insurance premiums through loss of health insurance premium discount will be set aside and used to offset the cost of the Employee Wellness Center.~~

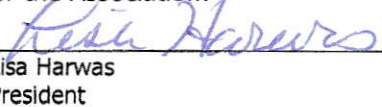
~~The Board and the Association agree that the Health Insurance Committee shall investigate the feasibility of a January 1, 2016, renewal date. All recommendations made by the Committee concerning such feasibility shall be submitted to the parties' respective bargaining teams for consideration by April 1, 2015.~~

For the Board:


Ken Kenworthy
Superintendent of Schools
Okeechobee County School Board

8/7/15
Date

For the Association:


Lisa Harwas
President
Okeechobee County Education Association #1604

8/7/15
Date

Memorandum of Agreement
between
The Okeechobee County Education Association #1604
and
The School District of Okeechobee County
Classified Personnel Unit

Re: Work Hours and Salary Amounts for Classified Personnel at South Elementary School for 2015-16

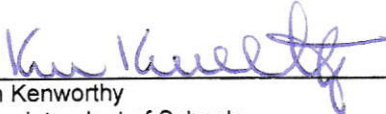
An agreement has been reached between the Okeechobee County Education Association #1604 (OCEA) and the School Board of Okeechobee County (Board) regarding work hours and salary amounts paid to employees at South Elementary School for the 2015-16 school year. For the 2015-16 school year only, the specific provisions as outlined in this MOA will supersede any existing relevant provisions of the Classified Contract for employees at South Elementary School that directly relate to employee hours worked per student day and salary amounts paid under respective employee salary schedules.

Classified personnel designated to work beyond their normal work hours on student days will be compensated at their hourly rate of pay. Classified employees who work more than 40 hours per week will be paid overtime in accordance with the Fair Labor Standards Act. Classified personnel who are not specifically designated to work the additional hour each day will work regular hours as found under the current Classified Contract and be paid accordingly. During days in which students are not in attendance at school, current Contract provisions shall apply, including regular hours of work and rates of pay.

Any additional changes regarding implementation of this Memorandum of Agreement affecting terms and conditions of employment shall be negotiated.


For the Board:

For the Association:



Ken Kenworthy
Superintendent of Schools
Okeechobee County School Board
8/7/15

Date



Lisa Harwas
President
Okeechobee County Education Association #1604
8/7/15

Date

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **MASTER INSERVICE PLAN FOR 2015-16**
DATE: September 10, 2015

RECOMMENDATION:

That the Board approve the Master Inservice Plan for 2015-16.

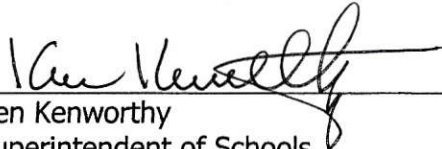
BACKGROUND INFORMATION:

The Master Inservice Plan includes all inservice educational components for all employees from all fund sources. The only revisions to the plan for 2015-16 are to add components for a new parental involvement initiative: Academic Parent-Teacher Team (APTT) training for teachers and leaders.

- 7413001- Teacher APTT
- 7413002- Leader APTT

The complete Master Inservice Plan is available upon request from the Coordinator of Professional Development.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **AMENDMENT OF THE *STUDENT PROGRESSION PLAN* – BOARD POLICY 4.20**
DATE: September 10, 2015

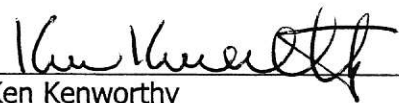
RECOMMENDATION:

That the Board approve amendment of the *Student Progression Plan* which is a part of School Board Policy 4.20.

BACKGROUND INFORMATION:

Revisions to the *Student Progression Plan* are required to comply with current legislation, State Board of Education rules, and updates from the Florida Department of Education. Revisions are outlined in the attached Executive Summary. Advertisement of intent to amend Policy 4.20 was approved by the School Board on July 30, 2015, and legally advertised to the public on August 2, 2015, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The complete *Student Progression Plan* with proposed revisions is available upon request in the office of the Assistant Superintendent for Instructional Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

Executive Summary

Changes to Student Progression Plan



- 1. General Information:** Deletes references to the development of FCAT and adds some information about standards and assessments.
- 2. Progress Monitoring:** References to FAIR and PMRN were removed. FAIR is no longer available for students in grades K-2 and i-Ready has replaced FAIR in all grades for monitoring of student progress for reading and math.
- 3. Grading Policy:** Weighting distribution for tests, quizzes, classwork, homework and/or practice work were determined. High School: Tests – 40%; Quizzes – 30%; Practice Work – 30%. Middle and Elementary Schools: Tests – 40%; Quizzes – 30%; Classwork – 20%; Homework 10%. Homework may not count for more than 10% of a grade at any level.
- 4. Writing Assessment Grading:** The writing assessment rubric was changed to reflect the 10 point scale not used on the FSA.
- 5. Late Work and Make-Up Work:** Late work was defined as work not turned in on time even though a student was present and the amount of credit to be awarded would be no less than 75%. All late work including homework and classwork will be accepted. Make-up work may be made up for full credit whether the absences were excused or unexcused. Students will be given one day for each day absent to make up quizzes and tests and up to one week to make up classwork or homework. The deadline for both late work and make up work may be extended with teacher or principal approval.
- 6. Transfers Within District:** Students who transfer schools within district will have their grades frozen retroactively to the last date of attendance at the sending school once a records request has been received from the receiving school with the exception of 9-week and semester exams that are scheduled during the suspension period. These exams will be made up prior to grades being finalized.
- 7. Student Not Meeting Satisfactory Progression:** This section was added pursuant to F.S. 1008.22 that requires students who are not meeting satisfactory progression to be covered by a plan. Three types of plans are listed for students who are identified with deficiencies in ELA, mathematics, science or social studies.
- 8. Intensive Instruction for 3rd Graders Retained a Second Time:** This section was deleted pursuant to legislation in 2014 that created Good Cause #7 to reflect that students may not be retained twice in third grade. This language was also added in the section of the plan that lists the Good Cause exemptions for 3rd grade promotion.
- 9. Academic Time Frame for Elementary:** Minutes for ELA and remedial reading were listed separately.
- 10. Civics EOC:** The final course grade and completion of the course will be determined after the Civics EOC results have been received and applied to each student's course grades.
- 11. Intensive Reading and Math Instruction:** The word must is changed to will. Intensive instruction for students who receive a Level 1 on the ELA or Mathematics FSA is no longer required, however, the schools will continue to offer these courses as they are in the best interest of the students.
- 12. Grade and Credit Reporting for Courses with State EOC Assessments:** High school courses with State EOC assessments will not award semester grades or credit until the EOC scores have been received and calculated into the final semester grade pursuant to F.S. 1008.22.

13. **2015-16 Cohort Flyer:** The flyer for the 2015-16 9th grade cohort was added.
14. **Attendance Policy:** The “9-day rule” was adjusted to count only unexcused absences. To earn credit in that class, the student must have a passing grade in at least one of the two 9-week grading periods, pass a comprehensive semester exam, and earn an overall passing grade for the course. Additionally, students at the alternative school will take semester exams but are exempt from the “9-day rule” regarding unexcused absences.
15. **Career and Technical Programs:** A section was added to list the Career and Technical Programs currently offered by the district.
16. **State University System:** A section was added to list the minimum requirements of acceptance to a state university.
17. **Virtual Programs:** Enrollment procedures for Florida Virtual School were added. These procedures have been in place but were not previously cited in the Student Progression Plan. These procedures include permission from the school counselor, principal and parent prior to enrolling, the district agrees to award credit and grades upon completion of the course, and courses coded with a “W/F” will be treated as an “F” on the student transcript.

The Okeechobee Virtual Franchise information was added siting the part- and full-time offerings for students residing in Okeechobee County.

The enrollment criteria was removed from the Mosaic Digital Academy section and placed into a new section titled “Enrollment in Virtual Programs”. Enrollment criteria for Okeechobee Virtual Franchise programs and the MOSAIC program are both subject to F.S. 1002.455.

A diploma for Okeechobee Virtual School was added to the list of diplomas awarded to students during the graduation exercises.
18. **Intensive Reading/Math Instruction:** Intensive instruction is no longer mandatory but will be offered. Criteria for inclusion in or exclusion from these courses is broadened to include recommendation by a teacher, district approved assessments, or prior year grades in an intensive or regular ELA/Math course. This information is repeated in the High School section.
19. **Remediation:** High schools are required to inform students of any identified deficiency and to provide postsecondary preparatory instruction prior to high school graduation.
20. **Types of Diplomas:** Performance-based Exit Option and Okeechobee Virtual School diploma options were added to the list. Scholar and Merit Pathway designations were added to the list of items to be included on the standard high school diploma.
21. **Class Rank:** A clarifying sentence was inserted that reads: The higher the number of courses earning weighted quality points, the higher the student’s overall weighted GPA will be. For example, a student earns an “A” and a “B” in Dual Enrollment classes, the GPA of 5.5 would be higher than an “A”, with a GPA of 5.0, earned in one Honors class.
22. **Postsecondary Readiness:** College and Career Ready assessment requirements have been removed. However, there remains a requirement to use assessment results to advise students of any deficiencies.
23. **ESE Diploma Options:** This section was revised to highlight the current diploma options of Standard Diploma and Certificate of Completion for students with disabilities who entered 9th grade in 2014-15 or later. The Special Diploma will no longer be available to students who entered 9th grade during or after the 2014-15 school year.

References to FCAT or outdated instructional materials were removed. When applicable, Senate or House bill references were updated to reflect the Florida Statute. Outdated references were removed. Grammatical and formatting corrections were made as necessary. Tracking was not retained when sections were moved without changing content or meaning.

The Table of Contents and formatting will be adjusted once all changes are accepted.

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **AMENDMENT OF BOARD POLICY 5.321 BULLYING AND HARASSMENT**
DATE: September 10, 2015

RECOMMENDATION:

That the Board approve amendment of School Board Policy 5.321 Bullying and Harassment to add clarification of codes to be reported in the School Environmental Safety Incident Report (SESIR) for bullying, harassment, and unsubstantiated bullying and harassment.

BACKGROUND INFORMATION:

The proposed amendment is based on audit recommendations of the Office of Safe Schools and the District's consultant for School Board Policies. Advertisement of intent to amend Policy 5.321 was approved by the School Board on July 23, 2015, and legally advertised to the public on July 24, 2015, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 5.321, with revisions noted, is attached and is 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;
 - 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.
- C. 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.
- D. 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.
- E. 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 person 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 incident codes as well as bullying-related as a related element code.
 - 1. Bullying and/or harassment incidents shall be reported in SESIR with the bullying ([BUL](#)) or harassment ([HAR](#)) code. [Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.](#)
 - 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
 - b. Arson
 - c. Battery
 - d. Breaking and Entering
 - e. Disruption on Campus
 - f. Drug Sale/Distribution Excluding Alcohol
 - g. Drug Use/Possession Excluding Alcohol
 - h. Major Fighting
 - i. Homicide
 - j. Kidnapping
 - k. Larceny/Theft
 - l. Robbery

- m. Sexual Battery
- n. Sexual Harassment
- o. Sexual Offenses
- p. Threat/Intimidation
- q. Trespassing
- r. Tobacco
- s. Vandalism
- t. Weapons Possession
- u. 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.

XII. 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, 1006.07, 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, 03/11/2014
Formerly: New

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To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **AMENDMENT OF BOARD POLICY 6.45 ALCOHOL AND DRUG-FREE WORKPLACE**
DATE: September 10, 2015

RECOMMENDATION:

That the Board approve amendment of School Board Policy 6.45 Alcohol and Drug-Free Workplace to update circumstances for ordering an employee drug test.

BACKGROUND INFORMATION:

The proposed amendment is recommended by the District's consultant for School Board Policies based on current statutes and federal law. Advertisement of intent to amend Policy 6.45 was approved by the School Board on July 23, 2015, and legally advertised to the public on July 24, 2015, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 6.45, with revisions noted, is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



Chapter 6.00: Personnel

6.45

ALCOHOL AND DRUG FREE WORKPLACE

POLICY

- I. No employee shall possess, consume, or sell alcoholic beverages or manufacture, distribute, dispense, possess, use, or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act (21 USC 812) and as further defined by regulations at 21 CFR 1300 or Florida Statutes Chapter 893, without a valid prescription.
- II. Any employee who violates the terms of this policy may be non-renewed or his/her employment may be suspended or terminated. When an employee has a positive confirmed drug test, such action by the School Board will be considered to be for cause. However, at the discretion of the School Board an employee may be allowed to satisfactorily participate in and complete a Board approved drug abuse assistance or rehabilitation program in lieu of a non-renewal, suspension, or termination. Where a job applicant has a positive confirmed drug test, the School Board may refuse to hire the applicant, and such refusal to hire will be considered to be for cause.
- III. The School Board will not discharge, discipline, or discriminate against an employee solely upon the employee's voluntarily seeking treatment, while under the employ of the School Board, for a drug related problem if there has been no communication to the employee of a demand for a drug test and the employee has not previously tested positive for drug use and the employee enters an employee assistance program for drug related problems or an alcohol and drug rehabilitation program. A request for voluntary treatment under these conditions does not constitute reasonable suspicion for ordering a drug test. (The intent is to allow an employee one (1) opportunity to voluntarily seek treatment for a substance abuse problem.)
- IV. Sanctions and discipline against employees including non-renewal, suspension, and termination shall be in accordance with prescribed School District procedures, and in the event of violation of Section 1 herein shall be commenced within thirty (30) days of receiving notice of an employee's conviction. Within ten (10) days of receiving notice of an employee's conviction in violation of this rule, the Superintendent shall notify the State and Federal Departments of Education
- V. A drug free awareness program is hereby established and is to be implemented by the Superintendent to inform employees of the dangers of drug abuse in the workplace, of the School Board's policy of maintaining a drug free workplace, of available drug counseling, rehabilitation and assistance programs, and of the penalties to be imposed upon employees for drug abuse violations occurring in the workplace. As a part of this program, all employees and applicants for employment shall be given notice of the School Board's policy regarding the maintenance of a drug free workplace.

- VI. Except where the context otherwise requires, as used in this policy:
- A. "Drug" means alcohol including distilled spirits, wine, malt beverages and intoxicating liquors; amphetamines; cannabinoids; cocaine; phencyclidine (PCP); hallucinogens, methalqualone; opiates; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or a metabolite of any of the substances listed herein.
 - B. "Initial drug test" means the first drug test which is used to identify negative and presumptive positive specimens. The initial test for alcohol shall be by enzyme oxidation methodology and the initial test for all other drugs shall use a sensitive and reliable Food and Drug Administration approved immunoassay procedure.
 - C. "Confirmation test," "confirmed test," or "confirmed drug test," means a second analytical procedure run on a sample that is positive on the initial screening test. The confirmation test must be different in scientific principle from that of the initial test procedure. This confirmation method shall be capable of providing requisite specificity, sensitivity, and quantitative accuracy. The confirmation test for alcohol will be gas chromatography, and the confirmation test for all other drugs will be gas chromatography/mass spectrometry.
 - D. "Prescription or non-prescription medication" means a drug or medication obtained pursuant to a prescription as defined by Section 893.02(17), Florida Statutes, or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.
 - E. "Reasonable suspicion drug testing" means drug testing based on a belief that an employee is using or has used drugs in violation of the School Board's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:
 - 1. Observable phenomena while at work, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug.
 - 2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - 3. A report of drug use in the workplace provided by a reliable and credible source which has been independently corroborated.
 - 4. Evidence that an individual has tampered with a drug test during his employment with the School Board.
 - 5. Evidence that an employee has caused or contributed to an accident while at work.
 - 6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on any School Board premises or while operating a School Board vehicle, machinery, or equipment.
 - F. "Specimen" means a product of the human body capable of revealing the presence of drugs or their metabolites.
 - G. "Workplace" is defined to mean the site of the performance of work done in connection with employment. That includes any school building or any school premises; any vehicle owned, leased, rented, or used on official business by the School Board; and any vehicle used to transport students to and from school and school activities off school property during any school sponsored or school activity, event or function such as field trip or athletic event where students are under the jurisdiction of the School District.
 - H. "Employee Assistance Program" means the program provided by the Employee Health Care Program or a similar School Board approved drug abuse assistance or rehabilitation program.

VII. The School Board will communicate to the employees prior to conducting the drug test the reasons for ordering the test and will conduct drug testing in the following circumstances:

A. Job Applicant Drug Testing

This drug testing will be required of all job applicants. Refusal of the job applicant to submit to a drug test or a positive confirmed drug test is a basis for refusal to hire a job applicant.

B. Reasonable Suspicion Drug Testing

This will apply where there is a reasonable suspicion that an employee is using or has used drugs in violation of the School Board's policy. The facts and inferences outlined under "Reasonable Suspicion Drug Testing" (see VI.E. 1-6) shall be used in determining whether a reasonable suspicion exists.

C. Routine Fitness for Duty Drug Testing

The School Board will require an employee to submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness for duty medical examination that is part of or becomes part of the School Board's established policy or that is scheduled routinely for all members of an employment classification or group.

D. Post Accident Testing

An employee shall be subject to a drug screen immediately following a work related accident or injury.

~~D~~E. Follow-Up Drug Testing

This will be required if the employee in the course of employment enters an employee assistance drug related program or an alcohol or drug rehabilitation program. Such an employee will be required to submit to a drug test as a follow-up to such a program on a quarterly, annual, or semi-annual basis for up to two (2) years thereafter.

F. OTETA Requirements

An employee who is subject to the requirements of the Omnibus Transportation Employees Testing Act (OTETA) shall be subject to random drug testing, post accident drug testing and return to duty testing as required by federal law.

VIII. The following procedures shall apply to drug testing under this policy:

- A. Samples shall be collected with due regard for the privacy of the individual providing the sample and in a manner reasonably calculated to prevent substitution or contamination of the sample.
- B. Specimen collection shall be documented and the documentation procedures shall include:
1. Labeling specimen containers so as to reasonably preclude the likelihood of erroneous identification of test results; and,
 2. A form for the employee or job applicant to provide any information he/she may feel is relevant to the test. Such information may include currently or recently used prescription or non-prescription medication or any other relevant medical information. Providing such information shall not preclude the administration of a drug test, but shall be taken into account in interpreting any positive results.
- C. Specimen collection, storage, and transportation to the testing site shall be performed in a manner which will reasonably preclude specimen contamination or adulteration.

- D. Each initial and confirmation test, not including the taking or collection of a specimen to be tested, shall be conducted by a laboratory licensed by the state of Florida criteria established by the National Institute on Drug Abuse. The laboratory shall confirm to the mandates of Section 112.0455(12), Florida Statutes, and applicable rule of the Department of Children and Family Services.
- E. Specimens for drug testing may be collected or taken by any of the following persons:
 - 1. A physician, a physician's assistant, a registered professional nurse, a licensed practical nurse, or a nurse practitioner.
 - 2. A certified paramedic who is present at the scene of an accident for the purpose of rendering emergency medical services or treatment.
 - 3. A qualified person employed by a licensed laboratory who has the necessary training and skills for the assigned tasks.
- F. A person who collects or takes a specimen for a drug test will collect an amount sufficient for two (2) drug tests as determined by the Department of Children and Family Services.
- G. A drug test may be conducted at any reasonable time during the employee's workday.
- H. Every specimen that produces a positive, confirmed result shall be preserved by the licensed laboratory that conducts the confirmation test for a period of at least 210 days from the time the results are mailed or otherwise delivered to the School Board. However, if an employee or job applicant undertakes an administrative or legal challenge to the test result, the employee or job applicant shall notify the laboratory and the sample shall be retained by the laboratory until the case or administrative appeal is settled. During the 180 day period after the written notification of a positive test result, the employee or job applicant who has provided the specimen shall be permitted by the School Board to have a portion of the specimen re-tested at the employee's or applicant's expense at another laboratory licensed and approved by the Department of Children and Family Services chosen by the employee or applicant. The second laboratory must test at equal or greater sensitivity for the drug in question as the first laboratory. The first laboratory which performed the test for the School Board shall be responsible for the transfer of the portion of the specimen to be re-tested and for the integrity of the chain of custody during such transfer.
- I. Within five (5) working days of the receipt of a positive, confirmed test result from the testing laboratory, the Superintendent will inform the employee or job applicant in writing of such positive test results, the consequences of such results, and the options available to the employee or job applicant.
- J. The School Board will provide to the employee or the job applicant upon request a copy of the test results.
- K. Within five (5) working days after receiving notice of a positive, confirmed test result, the employee or job applicant may submit information to the School Board explaining or contesting the test results and why the results do not constitute a violation of the School Board's policy.
- L. If an employee's or job applicant's explanation or challenge of the positive test results is unsatisfactory to the School Board, within fifteen (15) days of receipt of the explanation or challenge, the School Board shall issue to the employee or job applicant a written explanation as to why the employee's or job applicant's explanation is unsatisfactory along with a report of positive results, and all such documentation shall be kept confidential by the School Board pursuant to the confidentiality section of this policy and shall be retained by the School Board for at least one (1) year.

- M. The School Board may not discharge, discipline, refuse to hire, discriminate against, or request or require rehabilitation of an employee or job applicant on the sole basis of a positive test result that has not been verified by a confirmation test.
 - N. If an initial drug test is negative, the School Board may at its sole discretion seek a confirmation test.
 - O. All positive initial tests shall be confirmed using gas chromatography in the case of alcohol and chromatography/mass spectrometry for all other drugs.
 - P. If testing is conducted based on reasonable suspicion, within seven (7) days after testing of an employee has been completed the School Board will promptly detail in writing the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant the testing. A copy of this documentation shall be given to the employee upon request, and the original documentation shall be kept confidential by the School Board pursuant to the confidentiality provisions of this policy and retained by the School Board for at least one (1) year.
- IX. The School Board shall pay the cost of all drug tests, initial and confirmation, which it requires of employees and job applicants. An employee shall pay the costs of any additional drug tests not required by the School Board.
 - X. The School Board will keep all results of drug tests confidential to the extent mandated by Section 440.102, Florida Statutes.
 - XI. Employees and job applicants who are using prescription and non-prescription medication may report such facts to the School Board before or after being tested by a signed, dated letter to his/her department supervisor, principal, or Human Resources Director, as the case may be. A list of the most common medications by brand name and common name and chemical name which may alter or affect a drug test may be obtained from the office of the Director of Human Resources.
 - XII. When an employee refused to submit to a drug test, the School Board authorizes the Superintendent to take appropriate action including, but not limited to, recommending the dismissal of that employee from employment with the School Board. A job applicant who refuses to submit to a drug test will not be considered for employment.
 - XIII. There is no physician/patient relationship created between an employee or job applicant and the School Board or any person performing or evaluating a drug test solely by the establishment or implementation or administration of this drug testing program.
 - XIV. Nothing in this policy shall be construed to prevent the School Board from establishing reasonable work rules related to an employee's possession, sale, or solicitation of drugs including convictions for drug related offenses, and taking action based upon any violation of those rules.
 - XV. Nothing in this policy will be construed to prohibit the School Board from conducting medical screening or other tests required by any statute, rule, or regulation for the purpose of monitoring exposure of employees to toxic or other unhealthy substances in the workplace or in performance of job responsibilities. Such screening tests shall be limited to the specific substances expressly identified in the applicable statute, rules, or regulations unless prior written consent of the employee is obtained for other tests.

STATUTORY AUTHORITY:

893.01, 1001.41, 1012.22, 1012.23, 1012.27, F.S.
440.102, 1001.41, 1001.43, 1012.795, F.S.

LAWS IMPLEMENTED:

Drug Free Workplace Act of 1988;
[34](#) CFR Part 85, Subpart F

STATE BOARD OF EDUCATION RULES:

HISTORY:

Adopted: 07/14/1998

Revision Date(s):

Formerly: C-47, C-48

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To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 6.43 UNLAWFUL DISCRIMINATION PROHIBITED**
DATE: September 10, 2015

RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 6.43 Unlawful Discrimination Prohibited to prohibit discrimination on the basis of pregnancy in education and employment.

BACKGROUND INFORMATION:

The proposed amendment of Board Policy 6.43 is required to comply with Senate Bill 982, Florida statutes, and federal law. Policy 6.43, with revisions noted, is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



Chapter 6.00: Personnel

6.43+

UNLAWFUL DISCRIMINATION PROHIBITED

POLICY

- I. No person shall, on the basis of race, color, religion, gender, pregnancy, age, national or ethnic origin, genetic information, political beliefs, marital status, sexual orientation, disability, if otherwise qualified, social and family background, or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
- II. The School Board shall comply with all federal and state laws which include the Title II of the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008 (ADAAA), Title IX, Section 504, Florida Education Equity Act, Age Discrimination in Employment Act (ADEA), Genetic Information Non-Discrimination Act of 2008 (GINA), and the Boy Scouts of America Equal Access Act.
- III. Any employee, student, applicant for admissions, or applicant for employment who believes he/she has been discriminated against or has been harassed by another employee, student, or third party is encouraged to use the Equity Plan Grievance Procedure for filing complaints. Complaints may be filled with the principal or immediate supervisor, District Equity Coordinator/Director of Human Resources, or the Superintendent.
- IV. The Superintendent shall develop procedures to notify employees, applicants for employment, and students regarding their rights under this policy.

STATUTORY AUTHORITY:

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

1000.05, 1000.21, 1001.43, 1012.22, F.S.

LAWS IMPLEMENTED:

28 CFR 35, 34 CFR 100, 34 CFR 104, 34 CFR 108, 34 CFR 200
PL 100-233

[Americans with Disabilities Act \(ADA\)](#)

STATE BOARD OF EDUCATION RULES:

~~6A-19.001 et seq.~~ [6A-19.002](#), [6A-19.003](#), [6A-19.009](#), [6A-19.010](#)

HISTORY:

Adopted: 07/14/1998

Revision Date(s): 10/12/1999, 10/11/2011

Formerly: C-39, D-25, E-6

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADOPTION AGREEMENT FOR 457(b) PLAN**
DATE: September 10, 2015

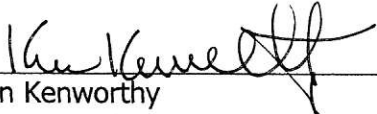
RECOMMENDATION:

That the Board approve an adoption agreement for Okeechobee County Schools 457(b) Deferred Compensation Plan for Governmental Employers.

BACKGROUND INFORMATION:

This is a new agreement. This agreement was negotiated in 2014-15 and allows greater portability than the existing 403(b) Plan. The adoption agreement 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: **DISTRICT STRATEGIC PLAN FOR 2015-2020**
DATE: September 10, 2015

RECOMMENDATION:

That the Board approve the 2015-2020 Strategic Plan for the Okeechobee County School including a revised Mission Statement as follows:

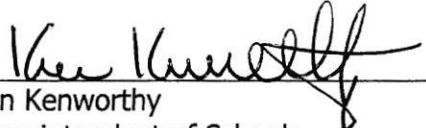
Mission: To prepare all students to be college or career ready and function as productive citizens.

BACKGROUND INFORMATION:

The Strategic Plan contains data covering a 5-year period to 2020, and will be revisited for updating and necessary revisions annually. The Plan contains four Focus Areas: Academic, Student, Human Capital, and District Systems.

The School Board met in workshop session on August 19, 2015, to provide input for the Strategic Plan. The Strategic Plan is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



OKEECHOBEE COUNTY SCHOOL DISTRICT

Perseverance, Respect, Integrity, Dependability, Ethics

2020 Strategic Plan

Vision

**Achieving Excellence:
Putting Student First!**

Mission

To prepare all students to be college and career ready and function as productive citizens.

FOCUS AREAS				
	1 Academic	2 Student	3 Human Capital	4 District Systems
Desired State	All students will be academically prepared to enter post-secondary education or a career of their choice.	The educational environment will be focused on the student.	All employees will be invested in academic achievement.	All departments will work smart and efficiently to support student achievement.
Division Priorities	<ul style="list-style-type: none"> • Improve engagement in standards driven instruction from bell to bell. • Increase proficiency on state assessments. • Ensure career and college readiness. 	<ul style="list-style-type: none"> • Teach core values. • Ensure students are cared for, nurtured, valued, and respected. • Encourage students' responsibility for learning by charting their progress and bearing the cognitive load. 	<ul style="list-style-type: none"> • Fully staff schools and departments with skilled employees. • Develop skills so that all employees are performing at a highly effective level. • Improve attendance of faculty and staff. 	<ul style="list-style-type: none"> • Support technology for standards achievement and business functions. • Ensure all facilities are in pristine condition, safe, and conducive to learning. • Partner with our community to enhance student success.

* The Strategic Plan is designed to provide a framework upon which all school improvement plans are developed and implemented.

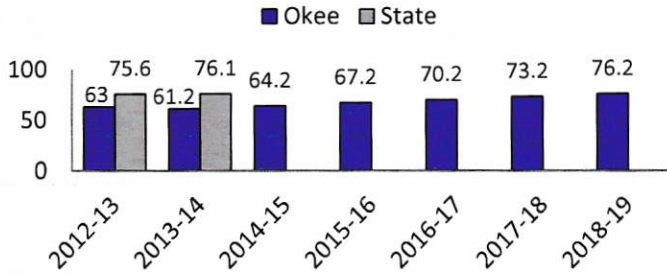
Focus Area 1: Academic

Desired State	Division Priority
All students will be academically prepared to enter post-secondary education or a career of their choice.	<ul style="list-style-type: none"> Improve engagement in standards driven instruction from bell to bell. Increase proficiency on state assessments. Ensure career and college readiness.
Objectives	Strategies
<p>The District will:</p> <ol style="list-style-type: none"> Increase the percentage of students on grade level in reading and math on i-Ready. Exceed the state average in all state assessed areas by 2019-20. Increase the annual number of industry certifications 5% every year through 2019-20. Increase the number of students earning an Associate's Degree to 20 by 2020. Increase the graduation rate to the current state average by 2020. Increase the duplicated enrollment in dual enrollments classes to 1,000 by 2020. Administer interim assessments for all state assessed subjects. Implement the Florida Standards Implementation Plan. Increase the promotion rates. Track Direct Instruction evaluation indicators. 	<ol style="list-style-type: none"> Provide professional development on engagement. Develop a glossary of terms related to Florida Standards and the evaluation. Monitor instruction through monthly instructional rounds. Ensure the use of curriculum maps in all subject areas. Calibrate administrators on the evaluation using an outside party and provide professional development on effective feedback on instruction. Focus PLCs on standards based instruction and instructional shifts. Develop, create, or modify interim assessments and use them to drive instruction. Incorporate literacy and math into elective classes to provide real life context.

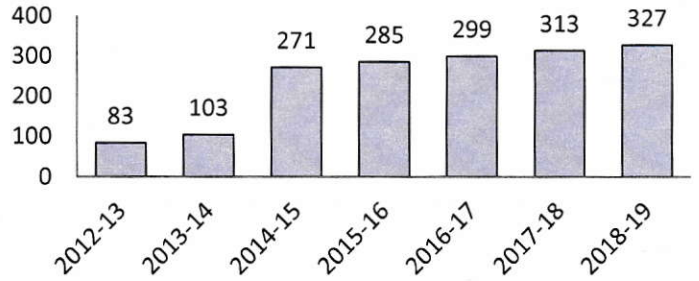
<i>i-Ready</i> READING			
DIST.	Diagnostic 1	Diagnostic 2	Diagnostic 3
Gr K	29%	59%	80%
Gr 1	16%	52%	74%
Gr 2	26%	53%	68%
Gr 3	35%	56%	72%
Gr 4	18%	35%	44%
Gr 5	24%	30%	37%
Gr 6	24%	33%	33%
Gr 7	23%	31%	32%
Gr 8	24%	32%	33%

<i>i-Ready</i> MATHEMATICS			
DIST.	Diagnostic 1	Diagnostic 2	Diagnostic 3
Gr K	16%	40%	66%
Gr 1	10%	42%	67%
Gr 2	10%	40%	65%
Gr 3	18%	49%	69%
Gr 4	31%	58%	72%
Gr 5	25%	41%	58%
Gr 6	26%	38%	38%
Gr 7	10%	24%	31%
Gr 8	10%	14%	19%

Graduation Rate



Industry Certifications



Promotion Rates Grades 3-10

Grade	Number Retained	End of Year Membership	Promotion Rate
3	66	548	88%
4	5	513	99%
5	0	466	100%
6	15	396	96%
7	27	454	94%
8	19	481	96%
9	46	515	91%
10	46	437	89%

Science Grades 5, 8, Biology

Grade	Okee % Passing	State % Passing	Gap
5	36	53	-17
8	31	48	-17
Bio	59	65	-6

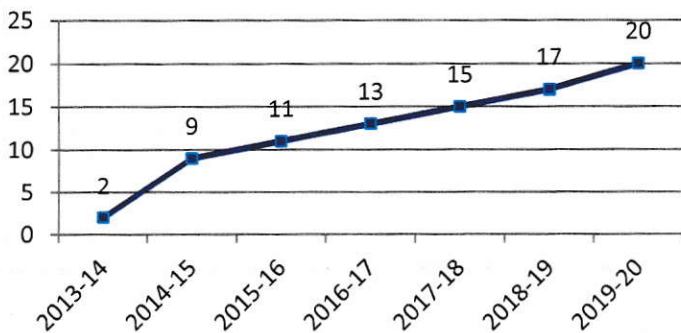
US History

Grade	Okee % Passing	State % Passing	Gap
Hist	51	66	-15

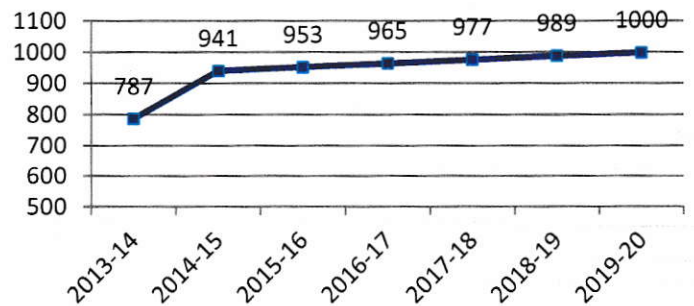
Civics

Grade	Okee % Passing	State % Passing	Gap
Civics	48	64	-16

Students with AA Degrees



Dual Enrollment Participation

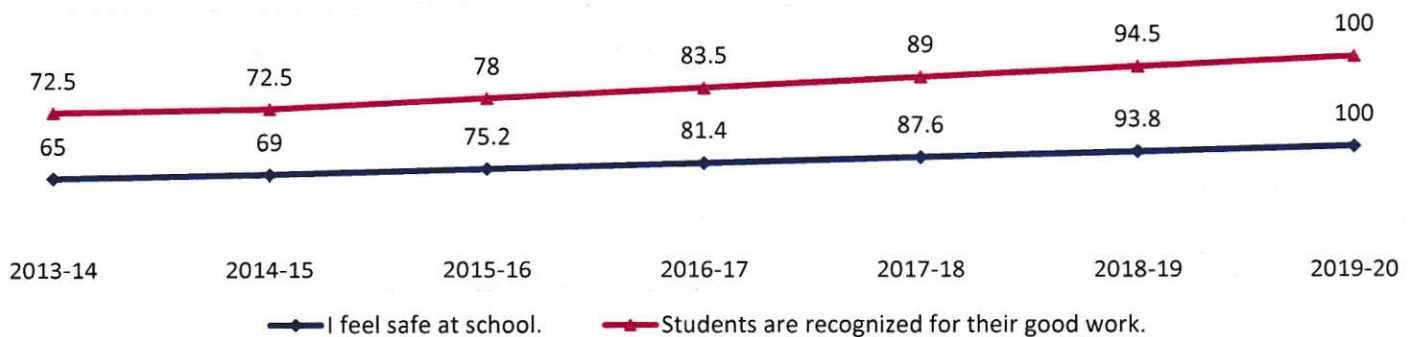


DIRECT INSTRUCTION	Performance Values (Check One)			
	U	NI/D	E	HE
Performance Responsibilities				
5. Engages all students in the work of the lesson from start to finish.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ensures all students are working with content aligned to the appropriate standards for their subject and grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Organizes instruction so that students are carrying the cognitive load in the classroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ensure that all students demonstrate that they are learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Adjusts instruction for all students, including students with disabilities and students who have limited English proficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Uses a range of questioning and discussion techniques to promote higher level thinking aligned to curriculum standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Monitors learning activities providing feedback and reinforcement to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

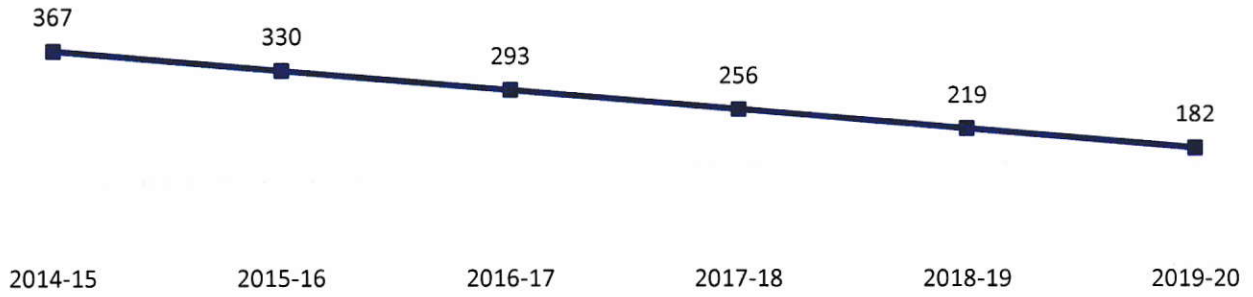
Focus Area 2: Student

Desired State	Division Priority
<p>The educational environment will be focused on the student.</p>	<ul style="list-style-type: none"> • Teach core values. • Ensure students are cared for, nurtured, valued and respected. • Encourage students' responsibility for learning by charting their progress and bearing the cognitive load.
Objectives	Strategies
<p>The District will:</p> <ol style="list-style-type: none"> 1. Provide support groups focused on student needs at every school. 2. Teach Character Education/PRIDE initiatives at all schools. 3. Decrease the number of students with excessive absences. 4. Increase the positive responses to the climate survey statement, <i>"I feel safe at school."</i> 5. Extend STEM opportunities for middle school students. 6. Increase the participation in the child nutrition program. 7. Provide Universal Free Breakfast to every student. 8. Increase the positive responses to the climate survey statement, <i>"Our school serves nutritious food."</i> 9. Increase the positive responses to, <i>"Students are recognized for their good work."</i> 	<ol style="list-style-type: none"> 1. Develop more enrichment opportunities for student activities. 2. Enhance recognition, reward, and incentive programs for students. 3. Improve serving line configurations to decrease wait time. 4. Improve food quality with fewer processed selections. 5. Expand instructional opportunities outside the school day. 6. Monitor attendance and implement the attendance policy precisely. 7. Examine discipline statistics and provide conflict resolution, bullying and harassment counseling, and character education, etc. when patterns arise. 8. Provide timely, targeted interventions, enrichments, and resources to all students to ensure their academic and behavioral success. 9. Ensure Level 1s and 2s are receiving additional instruction to reach proficiency.

Student Climate Surveys



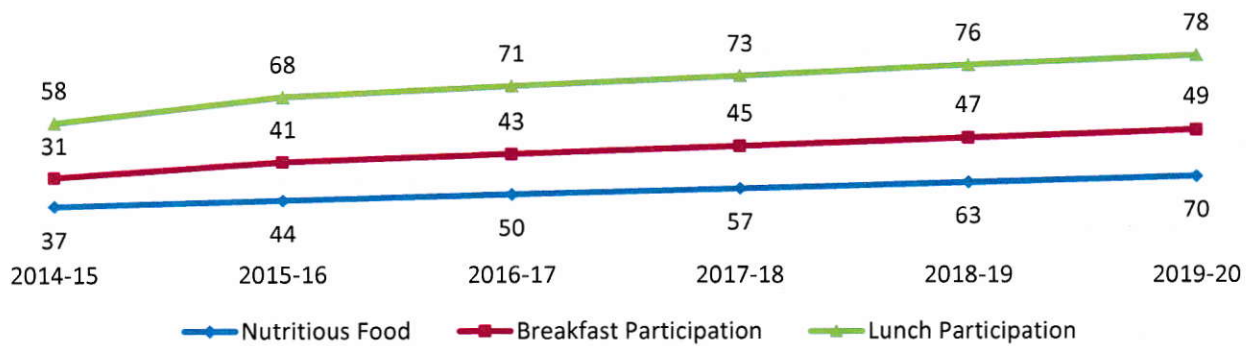
Students with 9+ Unexcused Absences



Student Climate Surveys



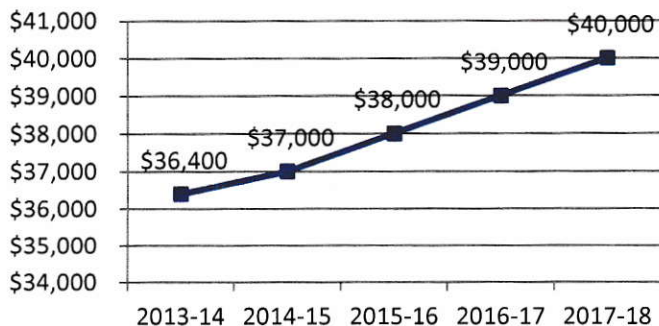
Child Nutrition Data



Focus Area 3: Human Capital

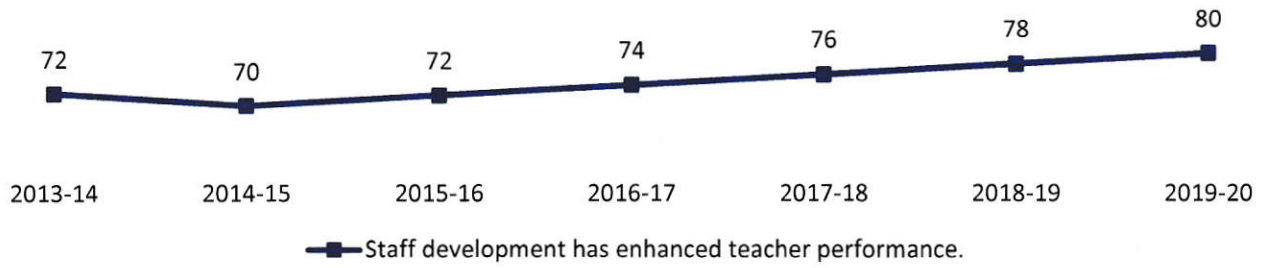
Desired State	Division Priority
All employees will be invested in academic achievement.	<ul style="list-style-type: none"> Fully staff schools and departments with skilled employees. Develop proficiencies so that all employees are performing at a highly effective level. Improve attendance of faculty and staff.
Objectives	Strategies
<p>The District will:</p> <ol style="list-style-type: none"> Educate all instructional staff on Florida standards, curriculum guides, appropriate assessments and support them through professional development. Enhance teacher performance through staff development based on prioritized needs identified through teacher appraisal data and deliberate practice plans. Achieve Master Board Certification. Increase professional development opportunities for classified staff. Revise the Human Resources Management Development Plan. Implement the Affordable Care Act. Provide access to 457 Plan for employees. Increase beginning salary to \$40,000 by 2017-18. Provide employees positive feedback for good work. Reduce sick, personal, and unearned absences of teachers. Conduct extensive research on recruitment and retention of employees and address areas of concern. 	<ol style="list-style-type: none"> Implement the wellness policy to incorporate wellness information and activities for employees. Provide training for custodians through Supplyworks. Implement efforts to streamline recruiting process. Ensure grading policies and practices are being followed including updating Family access in a timely manner. Ensure that all employees provide internal and external customers with outstanding customer service. Develop and practice servant leadership. Increase collaboration between teachers to build banks of lessons that reach the full depth of the standard.

Beginning Teacher Salary

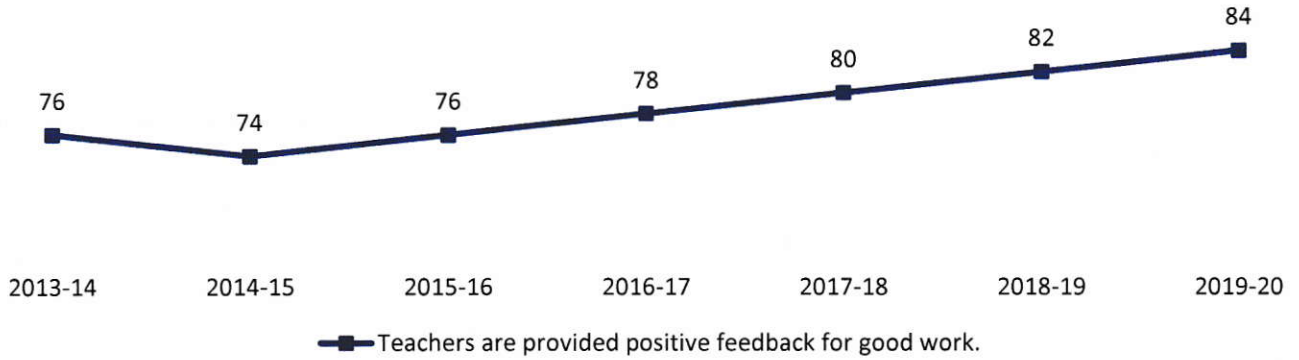


Master Board Certification	
Session	Dates
Master Board Forum	5/7/15 - 5/8/15
Conducting Effective Board Meetings	9/22/15
The A+ Plan for School Boards: How School Boards Impact Student Achievement	TBD
Improving Student Achievement by Aligning the Work of the School District: Linking the Strategic Plan, the Budget, and School Improvement	TBD

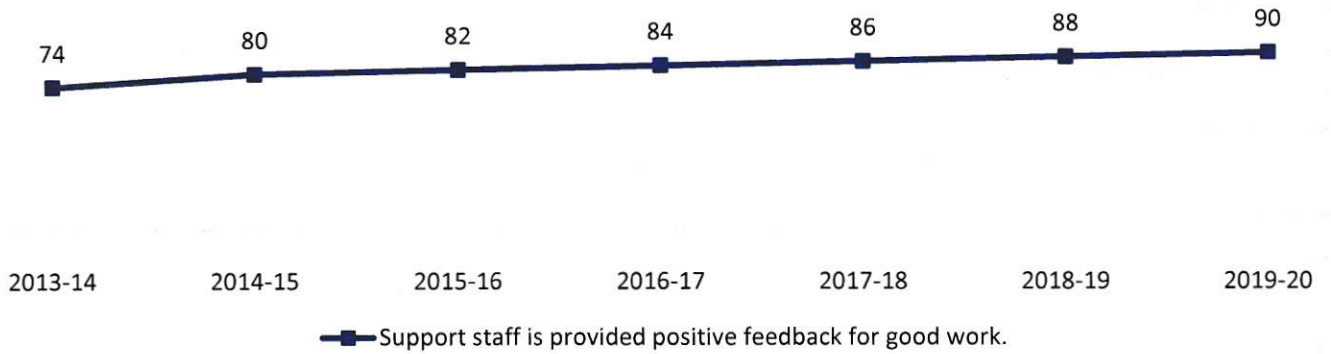
Enhancing Teacher Performance through Staff Development



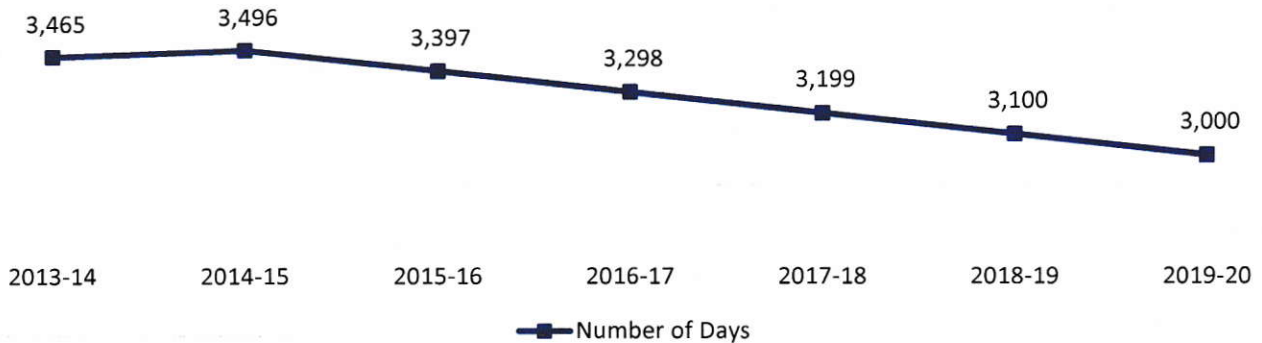
Teachers are Provided Positive Feedback for Good Work



Support Staff is Provided Positive Feedback for Good Work



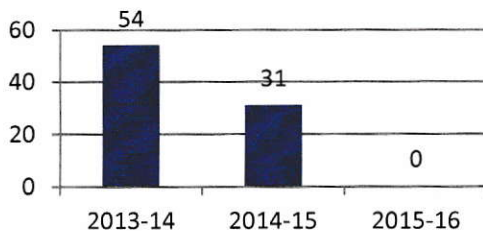
Number of Teacher Absences



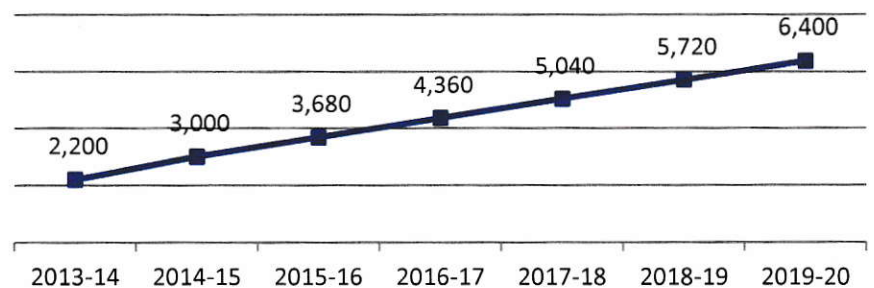
Focus Area 4: District Systems

Desired State	Division Priority
All departments will work smart and efficiently to support student achievement.	<ul style="list-style-type: none"> • Support technology for standards achievement and business functions. • Ensure all facilities are safe, in pristine condition, and conducive to learning. • Partner with our families and community to enhance student success.
Objectives	Strategies
<p>The District will:</p> <ol style="list-style-type: none"> 1. Be 1:1 by 2019-20. 2. Complete Phase III plans for new high school through the Special Facilities Program. 3. Implement Sub-Finder program to decrease calling times and decrease use of paraprofessionals for subbing. 4. Continue seeking recognition as a Healthy Florida School District. 5. Implement new routing software to improve efficiency in 2016-17. 6. Implement HB 41 regarding hazardous walking conditions. 7. Monitor workers compensation claims. 8. Implement and follow the existing attendance policies accurately and timely. 9. Achieve District Accreditation by 2019-20. 10. Develop a long range plan to address capital needs such as HVAC, roofing, furniture, and buses. 11. Implement and or continue Academic Parent Teacher Teams, APTT, in four elementary schools. 	<ol style="list-style-type: none"> 1. Procure funding for increased hardware and professional development to implement 1:1 initiative. 2. Devise a 3-year plan to address all capital needs during special facilities construction. 3. Meet with all stakeholders in the design phase of the new high school. 4. Form a district committee to research the feasibility of District Accreditation. 5. Increase the level of meaningful parent engagement at home, school, and the district level to support learning. 6. Ensure that all schools are safe and secure.

WC Claims needing Medical Attention



of Computers



TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **2015-16 DISTRICT ASSESSMENT CALENDAR**
DATE: September 10, 2015

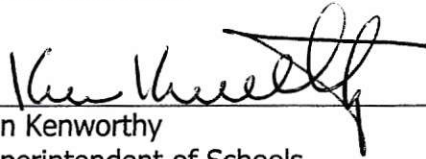
RECOMMENDATION :

That the Board approve the 2015-16 District Assessment Calendar.

BACKGROUND INFORMATION:

Approval of the annual District Assessment Calendar is required by statute. The calendar is attached and will be posted on the District's website. Copies of the 2015-16 Assessment Calendar are also available upon request from the Coordinator of K-12 Accountability & Assessment.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

**Okeechobee County Schools Assessment Calendar
2015-2016**

Month	Date Ranges	Test Abbrev.	Assessment Description	Grades	Entity Requiring
August 2015	Aug. 17 - Sep. 28, 2015	FLKRS	<u>Florida Kindergarten Readiness Screener</u> - Administered to assess readiness for kindergarten.	Grade K	State
	Aug. 24 - Sep. 18, 2015	iReady1	<u>iReady Diagnostic Assessment</u> - Used to progress monitor student mastery of benchmarks in reading and mathematics.	Grades 1-12	District
September 2015	Sep. 8 - 18, 2015	iReady1	<u>iReady Diagnostic Assessment</u> - Used to progress monitor student mastery of benchmarks in reading and mathematics.	Grade K	District
	Sep. 14 - 25, 2015	FSA Alg 1 EOC	<u>Algebra 1 FSA End of Course Exam</u> - Students must be proficient on test to earn a high school diploma.	Grades 7-11	State
	Sep. 14 - 25, 2015	FSA Geo EOC	<u>Geometry FSA End of Course Exam</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 8-12	State
	Sep. 14 - 25, 2015	FSA Alg 2 EOC	<u>Algebra 2 FSA End of Course Exam</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 10-12	State
	Sep. 21 - Oct. 2, 2015	WR1	<u>Writing Interim Assessment</u> - District-wide progress monitoring writing assessment.	Grades K-10	District
	Sep. 28 - Oct. 8, 2015	EOC PM 1	<u>EOC Interim Assessments</u> - Progress Monitoring for Algebra I, Algebra II, Geometry, US History, and Biology I.	Grades 7-12	District
	Sep. 28 - Oct. 8, 2015	PM1	<u>Performance Matters Interim Assessments</u> - Use to progress monitor student mastery of benchmarks in science and Civics.	Grades 5-11	District
	October 2015	Oct. 3, 2015	SAT	<u>SAT</u> - a national college admissions exam (previously the Scholastic Aptitude Test).	Grades 10-12
Oct. 12 - 23, 2015		Alg 1 EOC	<u>Algebra 1 End of Course Exam (Retakes)</u> - Students must be proficient on test to earn a high school diploma.	Grades 7-11	State
Oct. 12 - 23, 2015		Civics EOC	<u>Civics End of Course Exam (Retakes)</u> - Students must be proficient on test to fulfill middle grades promotion criteria.	Grade 7	State
Oct. 12 - 23, 2015		FCAT 2.0	<u>Florida Comprehensive Assessment Test (Reading Retakes)</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 10-12	State
Oct. 12 - 23, 2015		FSA	<u>Florida Standards Assessments (ELA Retakes)</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grade 10	State
Oct. 14, 2015		PSAT	<u>Preliminary Scholastic Aptitude Test</u> - Standardized test that provides practice for the SAT and measures critical reading, math problem solving and writing skills.	Grades 8-11	National
Oct. 14, 2015		ASVAB	<u>Armed Services Vocational Aptitude Battery</u> - Aptitude test designed to match skill/interest with occupations.	Grades 9-12	National
Oct. 24, 2015		ACT	<u>ACT</u> - previously the American College Test is national college admissions exam.	Grades 10-12	National

All dates are subject to change. Please contact your child's school for additional information.

**Okeechobee County Schools Assessment Calendar
2015-2016**

Month	Date Ranges	Test Abbrev.	Assessment Description	Grades	Entity Requiring
November 2015	Nov. 30 - Dec. 18, 2015	FSA Alg 1 EOC	<u>Algebra 1 FSA End of Course Exam</u> - Students must be proficient on test to earn a high school diploma.	Grades 7-11	State
	Nov. 30 - Dec. 18, 2015	FSA Geo EOC	<u>Geometry FSA End of Course Exam</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 8-12	State
	Nov. 30 - Dec. 18, 2015	FSA Alg 2 EOC	<u>Algebra 2 FSA End of Course Exam</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 10-12	State
	Nov. 30 - Dec. 18, 2015	Alg 1 EOC	<u>Algebra 1 End of Course Exam (Retakes)</u> - Students must be proficient on test to earn a high school diploma.	Grades 7-11	State
	Nov. 30 - Dec. 18, 2015	Civics EOC	<u>Civics End of Course Exam (Retakes)</u> - Students must be proficient on test to fulfill middle grades promotion criteria.	Grade 7	State
December 2015	Dec. 5, 2015	SAT	<u>SAT</u> - a national college admissions exam (previously the Scholastic Aptitude Test).	Grades 10-12	National
	Dec. 14, 2015 - Jan. 22, 2016	iReady2	<u>iReady Diagnostic Assessment</u> - Used to progress monitor student mastery of benchmarks in reading and mathematics.	Grades K-12	District
	Dec. 14 - 18, 2015	CCE S1	<u>Common Course Exams (One-semester Courses Only)</u> - Course-specific exams designed to measure students' mastery of content.	Grades 6-12	State
	Dec. 15 - 18, 2015	SEM	<u>Semester Exams</u>	Grades K-12	State
January 2016	Jan. 6 - 22, 2016	WR2	<u>Writing Interim Assessment</u> - District-wide progress monitoring writing assessment.	Grades K-10	District
	Jan. 23, 2016	SAT	<u>SAT</u> - a national college admissions exam (previously the Scholastic Aptitude Test).	Grades 10-12	National
February 2016	Feb. 1 - 17, 2016	EOC PM 2	<u>EOC Interim Assessments</u> - Progress Monitoring for Algebra I, Algebra II, Geometry, US History, and Biology I.	Grades 7-12	District
	Feb. 1 - 17, 2016	PM2	<u>Performance Matters Interim Assessments</u> - Use to progress monitor student mastery of benchmarks in science and Civics.	Grades 5-11	District
	Feb. 6, 2016	ACT	<u>ACT</u> - previously the American College Test is national college admissions exam.	Grades 10-12	National
	Feb. 8 - Mar. 25, 2016	ACCESS	<u>ACCESS for ELLs 2.0</u> - Measure the English language proficiency of English Language Learners (ELL).	ELL students Grades 3-12	State
	Feb. 29 - Mar. 10, 2016	FSA WR	<u>FSA Writing Assessment</u> - Writing assessment measuring the elements of focus, organization, support and conventions.	Grades 4-10	State
	Feb. 29 - Apr. 15, 2016	FSAA	<u>Florida Standards Alternate Assessment (Elementary and Middle Schools)</u> - Designed to measure reading, math and science when the FSA is not appropriate even with accommodations due to significant disabilities.	< 1% of Students (ESE) Grades 3-11	State
Mar. 2016	Mar. 5, 2016	SAT	<u>SAT</u> - a national college admissions exam (previously the Scholastic Aptitude Test).	Grades 10-12	National

All dates are subject to change. Please contact your child's school for additional information.



**Okeechobee County Schools Assessment Calendar
2015-2016**

Month	Date Ranges	Test Abbrev.	Assessment Description	Grades	Entity Requiring
March 2016	Mar. 28 - Apr. 8, 2016	FSA	<u>Florida Standards Assessments for ELA</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grade 3	State
	Mar. 28 - Apr. 8, 2016	FSA	<u>Florida Standards Assessments for Math</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 3-4	State
	Mar. 28 - Apr. 8, 2016	FCAT 2.0	<u>Florida Comprehensive Assessment Test (Reading Retakes)</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 11-12	State
	Mar. 28 - Apr. 8, 2016	FSA	<u>Florida Standards Assessments (ELA Retakes)</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grade 10	State
	Mar. 28 - Apr. 8, 2016	Alg 1 EOC	<u>Algebra 1 End of Course Exam (Retakes)</u> - Students must be proficient on test to earn a high school diploma.	Grades 7-11	State
April 2016	Apr. 4 - Apr. 29, 2016	FSAA	<u>Florida Standards Alternate Assessment (High Schools)</u> - Designed to measure reading, math and science when the FSA is not appropriate even with accommodations due to significant disabilities.	< 1% of Students (ESE) Grades 3-11	State
	Apr. 9, 2016	ACT	<u>ACT</u> - previously the American College Test is national college admissions exam.	Grades 10-12	National
	Apr. 11 - May 6, 2016	FSA	<u>Florida Standards Assessments for Math</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 5-8	State
	Apr. 11 - May 6, 2016	FSA	<u>Florida Standards Assessments for ELA</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 4-10	State
	Apr. 11 - May 6, 2016	FCAT 2.0	<u>Florida Comprehensive Assessment Test for Science</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 5 & 8	State
	Apr. 18 - May 13, 2016	FSA EOC	<u>End-of-Course Assessments for Algebra 1, Algebra 2, and Geometry</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 7-12	State
	Apr. 18 - May 20, 2016	NGSSS EOC	<u>End-of-Course Assessments for Biology 1, Civics, and US History</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 7-12	State
	Apr. 25 - May 20, 2016	iReady3	<u>iReady Diagnostic Assessment</u> - Used to progress monitor student mastery of benchmarks in reading and mathematics.	Grades K-12	District
	May 2016	May 4 - 15, 2016	AP	<u>Advanced Placement Exams</u> - Exams offered to students taking advanced placement courses. Students scoring Level 3 or higher may be issued college credit.	Grades 9-12

All dates are subject to change. Please contact your child's school for additional information.

**Okeechobee County Schools Assessment Calendar
2015-2016**

Month	Date Ranges	Test Abbrev.	Assessment Description	Grades	Entity Requiring
May 2016	May 9 - Jun. 3, 2016	CCE S2	<u>Common Course Exams</u> (Year-Long Courses Only) - Course-specific exams designed to measure students' mastery of content.	Grades K-12	State
	May 23 - 26, 2016	SEM	<u>Semester Exams</u> - Seniors	Grade 12	State
	May 31 - Jun. 3, 2016	SEM	<u>Semester Exams</u> - Underclassmen	Grades 9-11	District
June 2016	Jun. 1, 2016	ITBS	<u>Iowa Test of Basic Skills</u> - Assessment used during summer reading camp to show proficiency in 3rd grade.	Grade 3	State
	Jun. 4, 2016	SAT	<u>SAT</u> - a national college admissions exam (previously the Scholastic Aptitude Test).	Grades 10-12	National
July 2016	Jul. 11 - 22, 2016	FSA EOC	<u>End-of-Course Assessments for Algebra 1, Algebra 2, and Geometry</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 7-12	State
	Jul. 11 - 22, 2016	NGSSS EOC	<u>End-of-Course Assessments for Biology 1, Civics, and US History</u> - Criterion-referenced assessment designed to measure student progress toward meeting Florida Standards.	Grades 7-12	State
Ongoing	Ongoing	Ind Cert	<u>Industry Certification</u> - Exams designed to demonstrate technical skills in career and technical education courses - Certified Nursing Assistant, Microsoft Office, Adobe Certification, National Center for Construction Education and Research, Agribusiness Certification.	Grades 9-12	Program Required
	Ongoing	PERT	<u>Postsecondary Education Readiness Test</u> - Offered to high school students to determine placement in coursework and to show college readiness.	Grades 10-12	State

All dates are subject to change. Please contact your child's school for additional information.

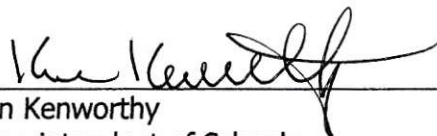
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **APPOINTMENT OF ASSISTANT PRINCIPAL**
DATE: September 10, 2015

RECOMMENDATION:

That the following Assistant Principal be appointed for the 2015-16 fiscal year:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lauren Myers	Assistant Principal, Okeechobee High School	08-31-2015

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **REVISIONS TO PERSONNEL ALLOCATIONS FOR 2015-16**
DATE: September 10, 2015

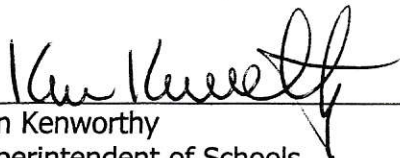
RECOMMENDATION:

That the Board approve the following revisions to personnel allocations for the 2015-2016 fiscal year:

Non-Instructional Personnel

<u>Action</u>		<u>#</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
<u>Add</u>	<u>Delete</u>				
✓		1	Custodian II	Seminole Elementary School	09-11-2015

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

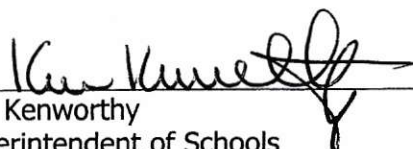
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **EMPLOYMENT OF PERSONNEL**
DATE: September 10, 2015

RECOMMENDATION:

That the following personnel be employed:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>	<u>Effective Date</u>
Aguirre, Angela	Paraprofessional	Seminole Elementary School	08-10-2015
Attaway, Glenn	Paraprofessional	Yearling Middle/Osceola Middle	08-17-2015
Aurand, Jennifer	Teacher, Elementary	Central Elementary School	08-06-2015
Ayala, Irma	Custodian II	Osceola Middle School	08-18-2015
Bass, Kristy	Food Service Assistant	Everglades Elementary School	08-12-2015
Beigle, Jeffrey (Out of Field)	Teacher, ESE	Osceola Middle School	08-20-2015
Biddle, Carrie	Teacher, Elementary	Central Elementary School	08-06-2015
Boswell, Vivian	Paraprofessional	Okeechobee Achievement Academy	08-10-2015
Brown, Melody	Teacher, Elementary	South Elementary School	08-06-2015
Cisneros, Maria	Receptionist	Okeechobee High School	08-12-2015
Collins, Samantha	Paraprofessional	Central Elementary School	08-10-2015
Courtney, Nicole	Teacher, Elementary	Everglades Elementary School	08-06-2015
Daniel, Dawn	Aide, ESE Guidance	Everglades Elementary School	08-10-2015
Davis, Julie	Teacher, Elementary	Central Elementary School	08-20-2015
Denney, John	Teacher, Science	Osceola Middle School	08-06-2015
Fraser, Lauren	Food Service Assistant	North Elementary School	08-27-2015
Kaufman, Jane	Paraprofessional	South Elementary School	08-10-2015
Kidd, Ashley (Out of Field)	Teacher, ESE	Okeechobee High School	08-18-2015
Kurilla, James	Teacher, Elementary	Central Elementary School	08-06-2015
Leon, Maria	Advocate, Migrant	Everglades Elementary School	08-05-2015
Lopez, Shayne	Paraprofessional, Title I	North Elementary School	08-10-2015
Mathy, Kaitlyn	Teacher, Elementary	Everglades Elementary School	08-06-2015
McGee, Kathleen	Teacher, Reading	Yearling Middle School	08-06-2015
Meisel, Amanda	Teacher, Social Studies	Okeechobee High School	08-06-2015
Miller, Trisha	Teacher, Elementary	Central Elementary School	08-10-2015
Mitchell, Corneluis	Paraprofessional	Okeechobee Achievement Academy	08-10-2015
Otto, Katharina	Bus Driver	Transportation	08-14-2015
Peresse, Marla	Aide, ESE	Okeechobee Achievement Academy	08-10-2015
Perez, Maria	Van Driver	Food Service	08-12-2015
Phipps, Parlene	Food Service Assistant	Osceola Middle School	08-19-2015
Ramirez, Alejandra	Food Service Assistant	Everglades Elementary School	08-18-2015
Reiss, Ryan	Teacher, Elementary	Everglades Elementary School	08-06-2015
Rodriguez, Andrea	Paraprofessional	South Elementary School	08-10-2015
Rodriguez, Claudia	Teacher, Elementary	Seminole Elementary School	08-07-2015
Runyon, Brittany	Paraprofessional	Central Elementary School	08-10-2015
Shockley, Leigh Ann (Out of Field)	Teacher, Elementary	Seminole Elementary School	08-06-2015
Tabbert, Melanie	Teacher, Language Arts	Osceola Middle School	08-06-2015

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

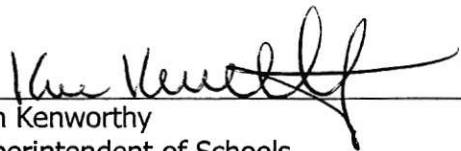
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **EMPLOYMENT OF TEMPORARY PERSONNEL**
DATE: September 10, 2015

RECOMMENDATION:

That the following temporary personnel be employed as needed:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Anuez, Jackie	Aide, Extended Daycare	08-17-2015
Autrey, Joyce	Aide, Extended Daycare	08-17-2015
Bautista, Ruth	Sub-Aide, Extended Daycare	08-17-2015
Clark, Amanda	Aide, Extended Daycare	08-17-2015
English, Ruby	Aide, Extended Daycare	08-17-2015
Guthrie, Karen	Leader Aide, Extended Daycare	08-17-2015
Harris, Vicki	Aide, Extended Daycare	08-17-2015
Horvath, Pacita	Aide, Extended Daycare	08-17-2015
Huff, Mary	Varsity Softball Coach	01-11-2016
Koger, Janezzka	JV Volleyball Coach	08-03-2015
Lipfert, Katrina	Aide, Extended Daycare	08-17-2015
McCreedy, Robert	Sub-Custodian	08-17-2015
Nunez, Tamara	Aide, Extended Daycare	08-17-2015
Padgett, Vianka	Aide, Extended Daycare	08-17-2015
Stanley, Sue	Leader Aide, Extended Daycare	08-17-2015
Szentmartoni, Carol	Aide, Extended Daycare	08-17-2015
Waldron, Rose	Sub Leader Aide, Extended Daycare and/or Aide, Extended Daycare	08-17-2015

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools

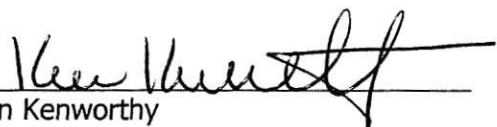
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **RESIGNATION, TERMINATION, AND SUSPENSION OF EMPLOYMENT**
DATE: September 10, 2015

RECOMMENDATION:

That resignations for the following personnel be accepted:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>	<u>Effective Date</u>
Altman, James	Custodian II	South Elementary School	08-24-2015
Ochsenbine, Ashley	Food Service Assistant	North Elementary School	06-09-2015
Lee, Gina	Bus Driver	Transportation	08-27-2015

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools

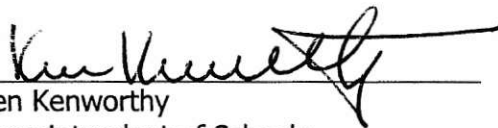
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **TRANSFER OF PERSONNEL**
DATE: September 10, 2015

RECOMMENDATION:

That the following personnel transfers be approved:

<u>Name</u>	<u>Transfer From</u>	<u>Transfer To</u>	<u>Effective Date</u>
Bauldie, Onel	Bus Driver Transportation	Custodian II OFC/Okeechobee High School	09-08-2015
Farr, Charlene	Food Service Assistant Central Elementary School	Food Service Assistant Okeechobee High School	08-24-2015
Kane, Tiffany	Food Service Assistant Everglades Elementary School	Assistant Manager, Food Service Central Elementary School	08-12-2015
Lanning, Sherry	Perm Sub, Food Service Food Service	Food Service Assistant Central Elementary School	08-24-2015

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools

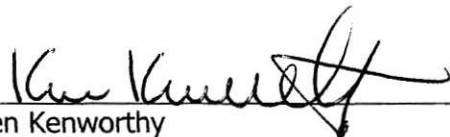
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **LEAVE REQUEST**
DATE: September 10, 2015

RECOMMENDATION:

That the following leave of absence be approved:

<u>Name</u>	<u>School</u>	<u>Leave Type</u>	<u>From</u>	<u>Through</u>
Bodenmiller, Eric	South Elementary School	Short Term	08-10-2015	10-30-2015
Cortez, Elisa	Transportation	Short Term	08-17-2015	08-31-2015
Gillis, Heather	Seminole Elementary School	Short Term	08-17-2015	09-23-2015
Hofheinz, Amanda	Seminole Elementary School	Short Term	08-24-2015	10-02-2015
Moore, LaTonya	Osceola Middle School	Short Term	Beginning August 10, 2015 and continuing for a total not to exceed 60 days and not extending beyond October 20, 2015.	
Royal, Allison	Seminole Elementary School	Short Term	08-10-2015	10-30-2015
Taylor, Debra	Transportation	Short Term	08-14-2015	08-31-2015

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADDITIONS TO SUBSTITUTE TEACHER LIST FOR 2015-16**
DATE: September 10, 2015

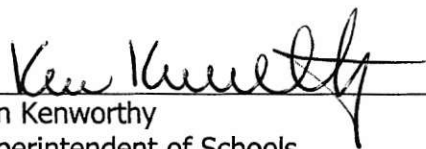
RECOMMENDATION:

That the following personnel be added to the Substitute Teacher List for the 2015-16 school year:

<u>Name</u>	<u>Rank</u>
Bowe, Dawn	III
Delagall, Tony	III
Trent, Sheri	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: September 10, 2015

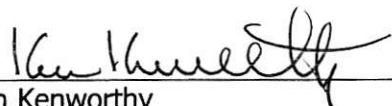
RECOMMENDATION:

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>
Guthrie, Karen Stanley, Sue Waldron, Rose	Open House & Prep for Daycare	\$15.00 Per Hour	5 Hours Each	#1653 – Extended Daycare
Harris, Vicki Lipfert, Katrina Nunez, Tamera	Open House & Prep for Daycare	\$9.00 Per Hour	2 Hours Each	#1653 – Extended Daycare
Leon, Maria Carmen	Translation Assistance for Migrant Students and Families	\$12.00 Per Hour	30 Hours in 2015-16	#4617 – Title I Migrant
Spearow, Phillip	Recreation Specialist for Employee Gym Activities	\$20.00 Per Hour	6 Hours Per Week 7/1/15-6/30/2016	1690 – Health Incentive
Fulleda, Stella Smith, Sonya	Facilitators – Jump Start Professional Development	\$24.00 Per Hour	6 Hours Per Day 8/3/15-8/4/15	4621 – Title II Teacher Training & Recruitment
Box, Beth			6 Hours Per Day 8/3/15-8/5/15	
Hyde, Cathy Sanders, Patrick	<u>Additional Class Period – 7th Period</u> American Government English III	Hourly Rate of Pay	2015-16	High School Budget
Fraser, Debra	Initial Bonus for Food Service Assistant (CF) Recruitment	\$350.00	N/A	Food Service Budget
	Initial Bonus for Food Service Assistant (LF) Recruitment	\$350.00		
Mangold, Jennifer	Reading Endorsement Bonus	\$1,300.00 Less Deductions	N/A	#1639 – Reading Endorsement

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: **K-12 COMPREHENSIVE READING PLAN**
DATE: September 10, 2015

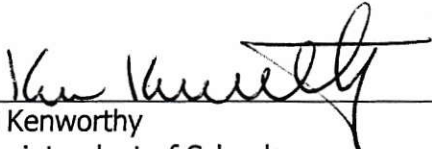
RECOMMENDATION:

That the Board approve the K-12 Comprehensive Reading Plan for the 2015-16 school year with a budget of \$375,870.00.

BACKGROUND INFORMATION:

The district must submit an updated comprehensive plan prior to beginning of each school year. Components include leadership, professional development, and a specific plan for elementary, middle, and high schools. Updates to the plan include changes in the materials being utilized in reading classes, personnel involved in reading instruction, and language addressing text complexity. Funds from this project are used for salaries for reading teachers at the secondary level. The plan is included in Board member agendas. A complete plan, including referenced charts, is available upon request in the office of the Assistant Superintendent for Instructional Services. All professional development shall comply with provisions in the negotiated personnel agreements.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **TITLE I, PART A, DISTRICT PARENTAL INVOLVEMENT PLAN**
DATE: September 10, 2015

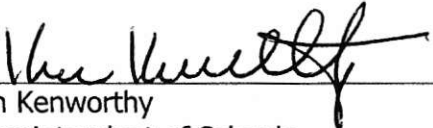
RECOMMENDATION:

That the Board approve the 2015-16 Title I, Part A, Parental Involvement Plan.

BACKGROUND INFORMATION:

A school district receiving Title I, Part A, funds is required to have an approved Parental Involvement Plan. The purpose of the District Plan is to provide coordination and assistance to schools in the implementation of parent involvement activities designed to improve student achievement. Each Title I school in the District has a plan. The District Plan is included in Board member agendas and is available upon request in the Special Programs office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **2015-16 DIGITAL CLASSROOM PLAN**
DATE: September 10, 2015

RECOMMENDATION:


That the Board approve the 2015-16 Okeechobee County School District Digital Classroom Plan.

BACKGROUND INFORMATION:

Florida Senate Bill 5101 requires school districts to create a Digital Classroom Plan to be eligible for funding for implementation of digital classrooms. The District will receive \$346,487.00 in funding which will be used to purchase 1:1 devices for the OHS Freshman Campus and for OHS science classrooms. All professional development shall comply with provisions in the negotiated personnel contracts.

The Digital Classroom Plan is included in Board member agendas and is available upon request from the Director of Information Technology.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **AGREEMENT FOR EDUCATOR EVALUATION TRAINING – RECALIBRATION**
DATE: September 10, 2015

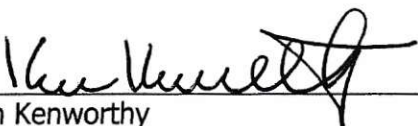
RECOMMENDATION:

That the Board approve an agreement with Cambridge Education to provide recalibration training and feedback training for district level and school level administrators in performing instructional personnel evaluations at a cost of \$20,300.00.

BACKGROUND INFORMATION:

This is a renewal agreement. The cost will be funded from the District Leadership and Faculty Development Grant (Project 1687). The agreement 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: **AGREEMENT WITH ST. LUCIE COUNTY SCHOOL BOARD FOR VIRTUAL INSTRUCTION PROGRAM**

DATE: September 10, 2015

RECOMMENDATION:

That the Board approve an agreement with St. Lucie County School Board for Virtual Instruction Program Participation effective August 1, 2015, through June 30, 2016.

BACKGROUND INFORMATION:

This is a renewal agreement that allows eligible Okeechobee students to participate in online instruction through St. Lucie County's Mosaic Digital Academy, a K-12 virtual school. St. Lucie County School Board will receive the FTE for students enrolled in the Mosaic Digital Academy and will pay Okeechobee County School Board an administrative fee of 2% from the earned FTE. The agreement is included in Board member agendas and is available upon request in the office of the Director of Student Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **DUAL ENROLLMENT AGREEMENT WITH KEISER UNIVERSITY**
DATE: September 10, 2015

RECOMMENDATION:

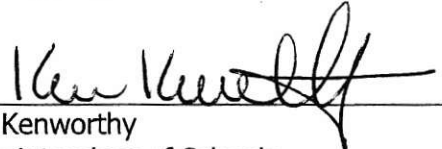
That the Board approve a Dual Enrollment Agreement with Keiser University Port St. Lucie Campus for 2015-16.

BACKGROUND INFORMATION:

This is a renewal agreement that offers evening classes to seniors during the Fall and Winter terms and rising seniors during the Summer terms for college credit. There are no tuition or book fees. Students are limited to two (2) courses per semester on a space available basis.

The agreement is included in Board member agendas and is available upon request in the office of the Assistant Superintendent for Instructional Services.

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **CONTRACT WITH eRATE 360 SOLUTIONS, LLC**
DATE: September 10, 2015

RECOMMENDATION:

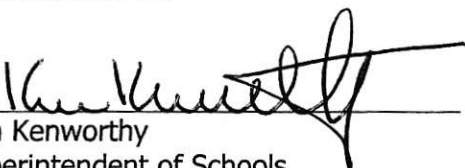
That the Board approve a three-year, eRate Forms Processing Contract with eRate Solutions, LLC for project management of the E-Rate application at an annual cost of \$6,825.00.

BACKGROUND INFORMATION:

This is a renewal contract. By agreeing to a three-year contract, the District is able to lock-in the annual fee for the contract period. The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. The application and compliance process is extremely cumbersome. The District will benefit from the knowledge and expertise of eRate 360 Solutions, LLC in areas of project management. The contract is effective through the final funding requests for the 2015-16 fiscal year.

The contract is included in Board member agendas and is available upon request from the Director of Information Technology.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **AGREEMENT WITH PROFESSIONAL THERAPY OF TREASURE COAST, INC.**
DATE: September 10, 2015

RECOMMENDATION:

That the Board approve a contract with Professional Therapy of Treasure Coast, Inc., to provide occupational therapy services for ESE students effective August 1, 2015, through July 31, 2016.

BACKGROUND INFORMATION:

This is a renewal contract with no changes. Medicaid is billed for services to eligible students. The agreement is included in Board member agendas and is available upon request in the office of the Director of Exceptional Student Education.

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **REVISED MEDICAID DIRECT SERVICES AGREEMENT**
DATE: September 10, 2015

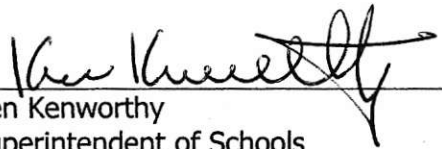
RECOMMENDATION:

That the Board approve a revised agreement with Seminole County School District for Medicaid data management and reimbursement for the 2015-16 fiscal year.

BACKGROUND INFORMATION:

This is a renewal agreement approved by the School Board on July 30, 2015. Since then, Seminole County was awarded funding to manage the Electronic Medicaid Administrative Claiming System (EMACS) Data Management for the state of Florida. Therefore, it is necessary to revise the agreement to eliminate charges for Administrative Services as contained in Section 2.02.5 of the agreement. The revised agreement is included in Board member agendas and is available upon request from the Director of Exceptional Student Education.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **FIFTH AMENDED AND RESTATED VISTA 401(k) PLAN**
DATE: September 10, 2015

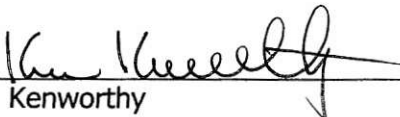
RECOMMENDATION:

That the Board approve the District's Fifth Amended and Restated Vista 401(k) Plan.

BACKGROUND INFORMATION:

This plan is a continuation of the prior plan individualized by district. The plan is included in Board member agendas and is available upon request in the office of the Director of Finance.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **GRANT APPLICATION – DISTRICT INSTRUCTIONAL LEADERSHIP AND FACULTY DEVELOPMENT**
DATE: September 10, 2015

RECOMMENDATION:

That the Board approve a District Instructional Leadership and Faculty Development grant application in the amount of \$20,579.00.

BACKGROUND INFORMATION:

This is an entitlement grant that will be used to fund Cambridge Recalibration and Feedback Training for District administrators. The grant certification, scope of work, and budget pages are included in Board member agendas and are available upon request from the Coordinator of Professional Development.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **BUDGET AMENDMENT #12 FOR JUNE, 2015**
DATE: September 10, 2015

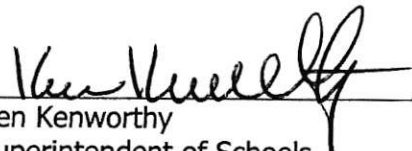
RECOMMENDATION:

That Budget Amendment #12 for June, 2015, 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 AUGUST, 2015**
DATE: September 10, 2015


RECOMMENDATION:

That the Warrant Register for August, 2015, be approved as follows:

General Disbursement Account – Warrants #155781 thru #156067

Operating General Fund	\$ 1,265,561.84
Federal Programs Fund	49,576.79
Food Service Fund	106,963.57
Capital Improvement Fund	<u>153,545.47</u>
Total	\$ 1,575,647.67

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools