



SCHOOL BOARD OF OKEECHOBEE COUNTY

**AGENDA FOR REGULAR MEETING
MARCH 8, 2016
6:00 P.M.**

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

Vision

*Achieving Excellence:
Putting Students First*

Mission

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

Core Values

Perseverance

Respect

Integrity

Dependability

Ethics

I. Call to Order

- A. Prayer
- B. Pledge of Allegiance

II. Resolutions/Proclamations

- A. Resolution to Honor Donna Gail Enrico..... 1

III. Recognition Items

- A. Student Recognition
 - ★ OHS – Automotive Program – UTI Challenge Winners
- B. Staff Recognition
 - ★ High Impact Teachers
 - ★ Retirements
 - Elaine Murphy, ESE Paraprofessional, Okeechobee Achievement Academy

-----**SCHEDULED RECESS**-----

- IV. **Presentation** – STEM Scholars Program *John Varady & Lisa Shin*
Heartland Educational Consortium

V. Approval of Minutes

- Meeting of February 9, 2016

VI. Items for Action

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SCHOOL BOARD OF
OKEECHOBEE COUNTY

AGENDA FOR
REGULAR MEETING
MARCH 8, 2016

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VIII. Information Items:

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

The next regular School Board meeting is Tuesday, April 12, 2016, at 6:00 p.m.

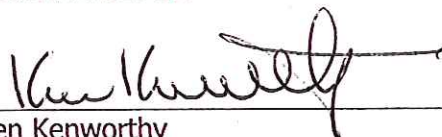
Persons are advised that if they decide to appeal any decisions made at this meeting, they will need a record of the proceedings, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is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

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **RESOLUTION TO HONOR DONNA GAIL ENRICO**
DATE: March 8, 2016

RECOMMENDATION:

That the Board adopt the attached Resolution honoring the passing of Donna Gail Enrico, former School Board member.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

RESOLUTION
TO HONOR
DONNA GAIL ENRICO

Whereas, the Okeechobee County School District has sustained a serious loss with the passing of Donna Gail Enrico on January 28, 2016; and

Whereas, the School Board held Donna Gail Enrico in high regard as a friend to education and as an involved citizen of the community; and

Whereas, this School Board attributes to Mrs. Enrico sound leadership during her 24 years (1980-2004) as a School Board member and as Chairman of the Board for a total of 15 years; and

Whereas, this School Board is appreciative of the support of Donna Gail Enrico for the Okeechobee County School District's goals toward excellence which we continue to strive to attain; and

Whereas, this school system is proud to have had the influence of Donna Gail Enrico as one of its School Board members.

Now Therefore Be It Resolved by the School Board of Okeechobee County, Florida, that the members of this Board and the Superintendent deeply regret the passing of this prominent citizen and School Board member, and we do hereby extend our deepest sympathy to the family of Donna Gail Enrico.

Be It Further Resolved that this Resolution be spread upon the pages of this Board's minutes and that a copy signed by all members of this Board and the Superintendent be presented to her family.

Adopted at a regular meeting of the School Board of Okeechobee County, Florida, this 8th day of March, 2016.

OKEECHOBEE COUNTY SCHOOL BOARD
OKEECHOBEE, FLORIDA

ATTEST:

Ken Kenworthy
Superintendent of Schools

Malissa Morgan, Chairman

Jill Holcomb, Vice Chairman

Joe Arnold

Dixie Ball

India Riedel



To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **AMENDMENT OF BOARD POLICY 6.244 BEREAVEMENT LEAVE**
DATE: March 8, 2016

RECOMMENDATION:

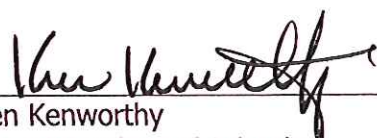
That the Board approve amendment of School Board Policy 6.244 Bereavement Leave to align with recently negotiated changes to the Instructional and Classified Personnel Contracts.

BACKGROUND INFORMATION:

The proposed amendment of Board Policy 6.244 reflects changes which were negotiated with Okeechobee County Education Association #1604 for the Instructional and Classified Personnel Contracts. Advertisement of intent to amend Policy 6.244 was approved by the School Board on February 9, 2016, and legally advertised to the public on February 10, 2016, as required by Chapter 120, Administrative Procedures Act, Florida Statutes.

The proposed policy amendment is attached. Questions and comments may be directed to the Superintendent's office at 863-462-5000, Ext. 226.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 6.00: Personnel

6.244

BEREAVEMENT LEAVE

POLICY

- I. An employee may be granted two (2) days of Bereavement Leave with pay in the event of the death of the employee's spouse, parent, step parent, father-in-law, mother-in-law, son-in-law, daughter-in-law, child, step child, legally adopted child, brother, sister, grandmother, grandfather, or grandchild.
- II. After the two (2) days, the employee will be allowed to use accumulated sick leave, personal leave with pay, or personal leave without pay contingent upon approval of immediate supervisor when it is determined the needs of the school can be met.
- III. An employee will be allowed to use accumulated sick leave, personal leave with pay, or personal leave without pay as approved by the immediate supervisor, in the event of the death of the employee's foster parent, foster child, step brother, aunt, uncle, ~~son-in-law, daughter-in-law~~, step sister, current spouse's parent, current spouse's step parent, current spouse's foster parent, current spouse's grandparent, sister-in-law, brother-in-law.

STATUTORY AUTHORITY:	1001.41, 1012.22, 1012.23, F.S.	
LAWS IMPLEMENTED:	1001.43, 1012.61, 1012.66, F.S	
STATE BOARD OF EDUCATION RULES:		
HISTORY:	Adopted:	11/19/2002
	Revision Date(s):	04/20/2010
	Formerly:	New
©EMCS		

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 3.33 PROHIBITION OF HARASSMENT**
DATE: March 8, 2016

RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 3.33 Prohibition of Harassment.

BACKGROUND INFORMATION:

Revision of Policy 3.33 updates protected classes as required by a revision to the Florida Civil Rights Act and designates this policy as a required School Board policy according to statute. Board Policy 3.33, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 3.00: School Administration

3.33*

PROHIBITION OF HARASSMENT

POLICY

- I. The School Board prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, sexgender, age, national or ethnic origin, political or religious beliefs, marital status, sexual orientation, pregnancy, disability, or genetic information~~disabling condition if otherwise qualified, or social and family background~~. This policy also applies to non-employee volunteers who work subject to the control of school authorities.
- II. Harassment includes:
 - A. Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender or disabling condition which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.
 - B. The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
 - C. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.
- III. Persons alleging such harassment shall use the Board approved Equity Plan Grievance Procedures, available in all school and district offices, to remedy such harassment. Complaints may be submitted to the Principal or immediate supervisor, the school district Equity Coordinator, or the Superintendent.
- IV. Any employee or student who makes a complaint of harassment will be protected against retaliation.
- V. Confidentiality and protection from retaliation will be provided to the extent possible to any employee, student, applicant or affected party who alleges discrimination or harassment.
- VI. Appropriate action will be taken when it is determined that harassment has occurred.

VII. The Superintendent is responsible for ensuring that all employees, students, and other affected groups are informed of the District's prohibition of harassment and the related resolution procedures.

STATUTORY AUTHORITY:	120.54, 1001.41, 1001.42, 1012.23, F.S.	
LAWS IMPLEMENTED:	112.51, 119.07, 760.01 et seq., 1000.05, 1000.21, 1001.43, 1012.22, F.S. 34 CFR 99, 34 CFR 200.43(c), P.L. 201-44 110-223	
STATE BOARD OF EDUCATION RULES:	6A-19.001 et seq.	
HISTORY:	Adopted:	09/11/2002
	Revision Date(s):	
	Formerly:	New
©EMCS		

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 3.48 SERVICE ANIMALS**
DATE: March 8, 2016

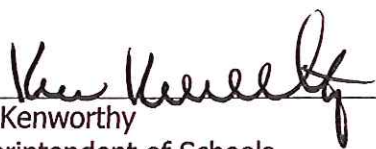
RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 3.48 Service Animals.

BACKGROUND INFORMATION:

Revision of Policy 3.48 updates the tasks and control of service animals to be consistent with revisions to F.S. 413.08. Board Policy 3.48, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 3.00: School Administration

3.48+

SERVICE ANIMALS

POLICY

- I. The purpose of this policy is to implement standards related to service animals as set forth in federal and state law including:
 - A. Individuals with Disabilities Education Act (IDEA);
 - B. Rehabilitation Act of 1973, as amended;
 - C. Americans with Disabilities Act (ADA);
 - D. Section 413.08 F.S.

- II. A *service animal* is any dog that is trained to do work or perform tasks for the benefit of an individual with a disability. The animal must be trained to perform tasks directly related to the person's disability.
 - A. Other species of animals are not considered service animals.
 - B. Miniature horses may be used as an alternative to dogs, with certain limitations. However, they are not included in the definition of service animal.
 - C. An animal whose sole function is to provide comfort, therapy, or companionship is not considered a service animal.
 - D. A service animal is not a pet.

- III. A *task* is a minor job or piece of work that the animal performs. Tasks include:
 - A. Guiding a person who is visually impaired or blind;
 - B. Alerting as person who is deaf or hard of hearing;
 - C. Retrieving objects;
 - D. Assisting with mobility or balance;
 - E. Pulling a wheelchair;
 - F. Alerting an individual to the presence of allergens;
 - G. Helping an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors;
 - H. Reminding an individual with mental illness to take prescribed medications;
 - I. Calming an individual with posttraumatic stress disorder (PTSD) during an anxiety attack;
 - FJ. Alerting and protecting a person having a seizure; and
 - GK. Doing other work or performing other specific tasks.

IV. A service animal is personal property and may not be brought on campus without the knowledge and permission of the school or District administration. A student's need for and use of a service animal must be documented in the student's Individual Education Plan (IEP) or Section 504 Plan.

V. A service animal may not interfere with the educational process of any student or pose a health or safety threat to any student, school personnel or other persons. The service animal must meet health requirements and established standards of behavior.

VI. The service animal must be under the control of its handler.

VII. The Superintendent shall develop guidelines for service animals on campus. Guidelines shall include but not be limited to:

- A. The process for requesting approval for the use of a service animal in the school or District setting;
- B. Standards of behavior for the service animal;
- C. Required accommodation documentation;
- D. Required health certification for the animal;
- E. Transportation of the service animal;
- F. Emergency procedures; and
- G. Orientation for school personnel and students.

VIII. The District shall not assume responsibility for training, health care or daily care of any service animal.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	413.08, 1001.32, 1001.43, 1006.07, 1006.08, F.S.; 28 CFR 35.104, 28 CFR 35.136, 28 CFR 36.104, 34 CFR 104	
STATE BOARD OF EDUCATION RULES:		
HISTORY:	Adopted:	05/10/2011
	Revision Date(s):	
	Formerly:	New
©EMCS		

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 4.60 DISTRICT ASSESSMENT PROGRAM**

DATE: March 8, 2016

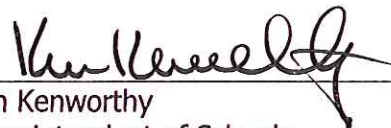
RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 4.60 District Assessment Program.

BACKGROUND INFORMATION:

Revision of Policy 4.60 updates assessment requirements to coincide with HB 7069. Board Policy 4.60, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 4.00: Curriculum and Instruction

4.60*

DISTRICT ASSESSMENT PROGRAM

POLICY

- I. The Superintendent will recommend a districtwide testing program designed to supplement statewide and teacher-developed assessment programs. The School Board will approve the program.
- II. ~~The District shall develop local assessments to measure student performance in all subjects and grade levels not measured under the statewide assessment program. The assessments shall measure mastery of course content as described in state-adopted course descriptions. Local assessments may include statewide assessments, other standardized assessments, industry certification assessments, end-of-course assessments, and teacher-selected or principal-selected assessments. The following shall be included in the *District Assessment Manual*: the process for the selection, development, administration, and scoring of local assessments; the procedure for collection of assessment results; and the assessment schedule. Assessment schedules shall be published on the District website and reported to the Department of Education.~~
Measurement of student performance shall be the responsibility of the District for subjects and grade levels that are not measured under the statewide standardized assessment program.
- III. The statewide standardized end-of-course assessment shall be used as the final cumulative examination for the relevant course. A local assessment may be required as the final cumulative examination for a course that is not assessed under the statewide assessment program.
- IV. The uniform calendar of assessment and reporting schedules provided by the Department of Education shall be published on the District website. The District assessment schedule and required information shall be incorporated into the uniform calendar.
- III.V. The parent, as defined by Florida Statutes, of each student must be notified ~~as to~~ regarding the progress of the student towards achieving state and District expectations for proficiency in reading, science, writing, and mathematics. A student's state assessment results and the results of District-required local assessments must be reported to the parent or guardian.
- VI. The District shall provide student performance results on statewide standardized assessments and District-required local assessments to instructional personnel for the purpose of improving instruction.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	1000.21, 1001.11(5), 1001.43, 1008.22, 1008.34, F.S.	
STATE BOARD OF EDUCATION RULES:		
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	05/12/2015
	Formerly:	G-19, I-34
©EMCS		

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 6.15 PARAPROFESSIONALS**
DATE: March 8, 2016

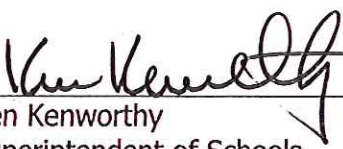
RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 6.15 Paraprofessionals.

BACKGROUND INFORMATION:

Amendment of Policy 6.15 brings the policy into agreement with revisions to HB 7069. Board Policy 6.15, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 6.00: Personnel

6.15*

PARAPROFESSIONALS

POLICY

A paraprofessional is any person assigned by the School Board to assist an instructional staff member in performing his/her instructional or professional duties or responsibilities.

- I. The conditions of employment of a paraprofessional shall be governed by Board policy and shall include the following:
 - A. Have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education Rules.
 - B. Meet one of the following requirements:
 1. Hold an associate's or higher degree;
 2. Two (2) years of study at an institution of higher education for employees hired after July 1, 2015;
 3. A rigorous state or local assessment of knowledge of and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness.
 - BC. Be at least twenty (20) years of age.
 - ED. Present a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The Director of Human Resources or designee shall initiate a records check by the two (2) agencies.
 - DE. A drug test shall be required of all non-instructional applicants recommended for hire and shall be administered by the Board approved testing laboratory.
 - EF. Attain a composite score of at least ~~10.0~~12.0 on the Test for Adult Basic Education (TABE). ~~that is administered through Indian River Community College.~~
- II. The principal shall ensure that the paraprofessional assigned to the school possesses a clear understanding of state and district rules relating to paraprofessional responsibilities and to the safety, welfare, and health of students. It shall be the principal's and the instructional staff member's responsibility to ascertain that a paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in a proper and reasonable manner.

- III. It shall be the principal's responsibility to assure the School Board and the Superintendent that each paraprofessional possesses a clear understanding of all state and district instructional practices and rules relevant to a paraprofessional's responsibilities if he/she is expected to assist a teacher in promoting learning activities. When a paraprofessional is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for students of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance whether the paraprofessional possesses the necessary knowledge and skills.
- IV. The paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the paraprofessional. A record shall be maintained in each school to show the length, nature, and inclusive dates of each supervised practice assignment for each paraprofessional.
- V. An education paraprofessional may administer or proctor statewide standardized assessments or assessments associated with Florida approved courses in accordance with Florida Statutes and State Board of Education Rules. Paraprofessionals must complete required training prior to performing these tasks.
- VI. A paraprofessional shall not perform any of the following:
- A. Establish instructional objectives;
 - B. Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;
 - C. Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and,
 - D. Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.
- VI. The principal and instructional staff members who are assigned paraprofessionals shall be responsible for assigning duties to paraprofessionals which are consistent with Florida Statutes, State Board of Education Rules, and School Board Rules.

STATUTORY AUTHORITY:	1001.41, 1012.22, 1012.23, F.S.	
LAWS IMPLEMENTED:	1001.43, <u>1008.24</u> , 1012.22, 1012.32, 1012.37, F.S. 34 CFR 200	
STATE BOARD OF EDUCATION RULES:	6A-1.070, 6B-1.006	
HISTORY:	Adopted:	07/14/2005
	Revision Date(s):	
	Formerly:	New
©EMCS		

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 7.65 ANTIFRAUD**
DATE: March 8, 2016

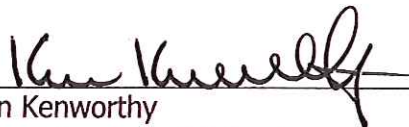
RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 7.65 Antifraud.

BACKGROUND INFORMATION:

Revision of Policy 7.65 has been suggested by the Auditor General's staff to address and correct an audit finding. Policy 7.65, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 7.00: Business Services

7.65+

ANTIFRAUD

POLICY

- I. The School Board of Okeechobee County will not tolerate fraud or the concealment of fraud.
- II. This policy applies to any fraud, suspected or observed, involving District employees, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the School Board, and any other persons or parties in a position to commit fraud on the School Board.
- III. Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to benefit personally or to induce another to act to his/her detriment. Actions constituting fraud include but are not limited to:
 - A. Falsifying or unauthorized altering of District documents such as timesheets, student records, safety reports, maintenance records, or financial documents;
 - B. Knowingly misrepresenting a fact;
 - BC. Accepting or offering a bribe, gifts, or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making;
 - CD. Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the District in order to give any entity, person, or business an unfair advantage in the bid process;
 - DE. Causing the District to pay excessive prices or fees where justification is not documented;
 - EF. Unauthorized destruction, theft, tampering, or removal of records, furniture, fixtures, or equipment;
 - FG. Using District equipment or work time for any outside private business activity.
- IV. Any perceived fraud that is detected or suspected by any staff member or other person shall be reported immediately to the Superintendent or designee for guidance as to whether pursuit of an investigation is warranted. If the perceived fraudulent activity involves a School Board member or the Superintendent, the report should be made to the School Board Attorney. The obligation to report fraud includes instances where an employee knew or should have known that an incident of fraud occurred. Reports of known or suspected fraud may be made anonymously by telephone, email, inter-office mail, or U.S. Postal Service. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship. Investigations shall be conducted in a confidential manner.
- V. Violation of this policy may result in disciplinary action, termination of employment, termination of contract, or legal action.

- VI. The Superintendent or designee shall develop procedures to implement this policy. Procedures shall include but not be limited to:
- A. Employee notification and education
 - B. Self-assessment of risk of fraud
 - C. Reporting suspected or detected fraud
 - D. Investigation of fraud
 - E. Consequences and disciplinary action

VII. False or Incorrect Report

Individuals who, in good faith, report suspected fraudulent activity will not be subject to retaliation as a result of reporting the actual or suspected misconduct.

The Superintendent, a Board member or any District official shall not sign and/or transmit any report regarding employee misconduct to a state official that he/she knows to be false or incorrect. An individual who knowingly makes a false or incorrect report shall be subject to disciplinary action as prescribed by Florida Statute.

STATUTORY AUTHORITY:	1001.32, 1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	1001.42, 1001.43, F.S.	
STATE BOARD OF EDUCATION RULES:		
HISTORY:	Adopted:	06/09/2009
	Revision Date(s):	
	Formerly:	New
©EMCS		

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **ADVERTISEMENT TO ADOPT BOARD POLICY 5.55 NOTIFICATION OF INVOLUNTARY EXAMINATION**

DATE: March 8, 2016

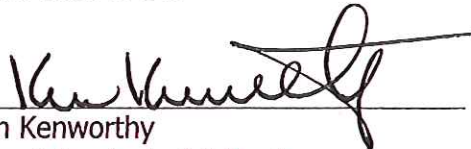
RECOMMENDATION:

That the Board approve advertisement to adopt Board Policy 5.55 Notification of Involuntary Examination.

BACKGROUND INFORMATION:

The proposed Policy 5.55 is required by statute and addresses procedures to notify a parent of involuntary examination of a student and for reporting suspected child abuse. The proposed Policy 5.55 is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 5.00: Students

5.55*+

NOTIFICATION OF INVOLUNTARY EXAMINATION

POLICY

- I. The principal or designee shall immediately notify the parent, as defined by law, of a student who is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination.

- II. The principal or designee may delay the notification to the parent for up to twenty-four (24) hours if the delay is considered in the student's best interest and if a report has been submitted to the central abuse hotline due to knowledge or suspicion of abuse, abandonment, or neglect.

- III. The Superintendent shall develop procedures for the notification of parents and for reporting, if appropriate, alleged child abuse, abandonment, or neglect to the central abuse hotline when a student is taken to a facility for an involuntary examination. The procedures shall be contained in the *Health Services Manual*.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.	
STATE BOARD OF EDUCATION RULES:		
HISTORY:	Adopted:	
	Revision Date(s):	
	Formerly:	New
©EMCS		

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **AUDITOR GENERAL'S REPORT NO. 2016-090**
DATE: March 8, 2016

RECOMMENDATION:

That the Board accept the Auditor General's Report No. 2016-090 for the period ending June 30, 2015.

BACKGROUND INFORMATION:

An Executive Summary and Management's Response are attached. A copy of the entire Audit Report is available upon request in the Superintendent's Office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

SUMMARY

SUMMARY OF REPORT ON FINANCIAL STATEMENTS

Our audit disclosed that the District's basic financial statements were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

SUMMARY OF REPORT ON INTERNAL CONTROL AND COMPLIANCE

Our audit did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* issued by the Comptroller General of the United States; however, we noted certain additional matters as summarized below.

Additional Matters

Finding 1: The Board could enhance policies and procedures for the mitigation, detection, and reporting of fraud.

Finding 2: The District needs to establish a mechanism for administrative contracted employees to report time worked and procedures requiring supervisors to document the review and approval of such time.

Finding 3: Some unnecessary or inappropriate information technology access privileges existed.

SUMMARY OF REPORT ON FEDERAL AWARDS

We audited the District's compliance with applicable Federal awards requirements. The Title I and Improving Teacher Quality programs were audited as major Federal programs. The results of our audit indicated that the District materially complied with the requirements that could have a direct and material effect on each of its major Federal programs.

AUDIT OBJECTIVES AND SCOPE

Our audit objectives were to determine whether the Okeechobee County District School Board and its officers with administrative and stewardship responsibilities for District operations had:

- Presented the District's basic financial statements in accordance with generally accepted accounting principles;
- Established and implemented internal control over financial reporting and compliance with requirements that could have a direct and material effect on the financial statements or on a major Federal program;
- Established internal controls that promote and encourage: (1) compliance with applicable laws, rules, regulations, contracts, and grant agreements; (2) the economic and efficient operation of the District; (3) the reliability of records and reports; and (4) the safeguarding of District assets;

- Complied with the various provisions of laws, rules, regulations, contracts, and grant agreements that are material to the financial statements, and those applicable to the District's major Federal programs; and
- Taken corrective actions for findings included in our report No. 2015-115.

The scope of this audit included an examination of the District's basic financial statements and the Schedule of Expenditures of Federal Awards as of and for the fiscal year ended June 30, 2015. We obtained an understanding of the District's environment, including its internal control, and assessed the risk of material misstatement necessary to plan the audit of the basic financial statements and Federal awards. We also examined various transactions to determine whether they were executed, in both manner and substance, in accordance with governing provisions of laws, rules, regulations, contracts, and grant agreements.

AUDIT METHODOLOGY

The methodology used to develop the findings in this report included the examination of pertinent District records in connection with the application of procedures required by auditing standards generally accepted in the United States of America; applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Office of Management and Budget Circular A-133.

MANAGEMENT'S RESPONSE

Superintendent
Ken Kenworthy



School District of Okeechobee County

863-462-5000

700 S. W. Second Avenue
Okeechobee, Florida 34974

Fax 863-462-5151

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

January 15, 2016

Mrs. Sherrill F. Norman, CPA
Auditor General, State of Florida
G74 Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

Re: Response to Preliminary and Tentative Findings

Dear Mrs. Norman:

The following information is supplied in response to the Preliminary and Tentative Findings from the audit of the Okeechobee County District School Board for fiscal year ending June 30, 2015.

Finding No. 1: Anti-Fraud Policy

Response: *The District will enhance the anti-fraud policy to allow individuals to anonymously report policy violations and known or suspected fraud and establish a process requiring any instances of known or suspected fraud related to the actions of the Superintendent be communicated and reported to the Board and the Board's legal counsel.*

Finding No. 2: Payroll Processing Procedures

Response: *The District will establish a mechanism for administrative contracted employees to report time worked and also implement procedures requiring supervisors to document the review and approval of such time.*

Finding No. 3: Information Technology – Access Privileges

Response: *The District will continue efforts to ensure the assignment of appropriate access privileges, appropriate review of access privileges, and timely removal or adjustment of any unnecessary or inappropriate access detected.*

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Kenworthy".

Ken Kenworthy
Superintendent of Schools

cc: School Board Members
Tom Conely, School Board Attorney
Joi Turbeville, Director of Finance

Achieving Excellence: Putting Students First

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **FSBA ANNUAL MEMBERSHIP DUES**
DATE: March 8, 2016

RECOMMENDATION:

That the Board approve payment of \$11,143.00 for renewal of annual membership dues to the Florida School Boards Association for the 2016-17 fiscal year.

BACKGROUND INFORMATION:

Dues for 2016-17 FSBA membership will remain at the same rate as the previous nine years. Services provided by the FSBA include training for School Board members, researching legislative issues that are of importance to school districts and representing their views before the legislature, the State Board of Education, and other organizations. Also included with the membership are newsletters, policy briefs, research, and grant information.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: DUAL ENROLLMENT AGREEMENT WITH INDIAN RIVER STATE COLLEGE FOR THE COLLEGIATE HIGH SCHOOL PROGRAM
DATE: March 8, 2016

RECOMMENDATION:

That the Board approve a Dual Enrollment Agreement with Indian River State College for the Collegiate High School Program effective January 1, 2016, through December 31, 2016, pursuant to SB 850.

BACKGROUND INFORMATION:

This is a renewal agreement that allows high school seniors to complete up to 30 college credit hours through dual enrollment. A copy of the agreement is included in Board member agendas and is available 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: **APPOINTMENT OF INSTRUCTIONAL/EXTENDED DROP PERSONNEL**
DATE: March 8, 2016

RECOMMENDATION:

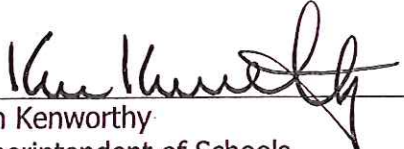
That the following Instructional personnel be appointed on Annual Contract effective June 1, 2016:

<u>Name</u>	<u>School</u>	<u>Extension Year</u>
Burnett, Kim	Okeechobee High School	1 st Year
Carroll, John	Osceola Middle School	1 st Year
Gaus, Teresa	North Elementary School	1 st Year
Kielbasa, Richard	Okeechobee High School	1 st Year
Stanley, Elizabeth	North Elementary School	1 st Year

BACKGROUND INFORMATION:

The Superintendent has authorized a one-year extension of the DROP program for the above per Florida Statutes Section 121.091(13)(b)(1).

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

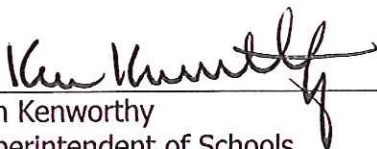
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **EMPLOYMENT OF PERSONNEL**
DATE: March 8, 2016

RECOMMENDATION:

That the following personnel be employed:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>	<u>Effective Date</u>
Campbell, Donna C.	Bus Driver	Transportation	02-11-2016
Medrano, Hilda	Bookkeeper	Yearling Middle School	03-01-2016
Miller, Kristi	Teacher, Elementary	Central Elementary School	01-05-2016
Sparks, Sara	Bookkeeper	Everglades Elementary School	03-14-2016
Tropfenbaum, Mary	Teacher, Elementary	South Elementary School	02-16-2016

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: March 8, 2016

RECOMMENDATION:

That the following temporary personnel be employed as needed:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Freeman, Tabatha	Aide, Extended Daycare	02-01-2016
Medrano, Hilda	Temporary, Clerical at Yearling Middle School	02-22-2016
Nunez, Tamara	Leader Aide, Extended Daycare	01-06-2016
Pryor, Dana	JV Basketball Coach	10-19-2015
Runyon, Brittany	Aide, Extended Daycare	01-11-2016
Sparks, Sara	Temporary, Clerical at Everglades Elementary School	03-07-2016
Tolliver, Monique	Assistant Varsity Basketball Coach	10-19-2015
Yates, Amanda	Sub – Food Service	02-25-2016

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: March 8, 2016

RECOMMENDATION:

That resignations for the following personnel be accepted:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>	<u>Effective Date</u>
Ard, Joni (Retirement)	Assistant Superintendent for Administrative Services	District Office	06-01-2016
Fuller, Christine (Retirement)	Teacher, Media Specialist	Everglades Elementary School	06-08-2016
Harris, Vicki (Retirement)	Paraprofessional	Everglades Elementary School	06-08-2016
Hunter, Shonda	Secretary	Exceptional Student Education	02-29-2016
McCranie, Pamela (Retirement)	Teacher, Elementary	Seminole Elementary School	06-08-2016
Murphy, Elaine (Retirement)	Paraprofessional	Okeechobee Achievement Academy	02-16-2016
Peterson, Cassandra	Teacher, Math	OFC/Okeechobee High School	02-29-2016

That the resignation of Jennifer Franklin, ESE Teacher, Central Elementary School, be accepted with prejudice effective March 7, 2016, due to lack of sufficient notice.

RECOMMENDED BY:



 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **TRANSFER OF PERSONNEL**
DATE: March 8, 2016

RECOMMENDATION:

That the following personnel transfers be approved:

<u>Name</u>	<u>Transfer From</u>	<u>Transfer To</u>	<u>Effective Date</u>
Vinson, Sharon	Administrative Asst., Shared Services District Office	Executive Secretary, Superintendent of Schools	03-01-2016

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

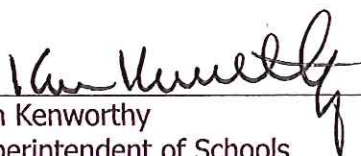
TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: LEAVE REQUESTS
DATE: March 8, 2016

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>
Buehrly, Bridgette	Seminole Elementary School	Short Term	04-13-2016	05-25-2016
Cortez, Elisa	Transportation	Short Term	02-23-2016	03-03-2016
Enrico, Jon	Okeechobee High School	Short Term	Beginning February 2, 2016 and continuing for a total not to exceed 60 days and not extending beyond June 7, 2016.	
Farr, Charlene	Okeechobee High School	Short Term	02-04-2016	04-29-2016
Godwin, John	Transportation	Short Term	02-22-2016	03-04-2016
Wooten, Cristen	Seminole Elementary School	Short Term	03-08-2016	05-31-2016

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **ADDITIONS TO SUBSTITUTE TEACHERS FOR 2015-16**

DATE: March 8, 2016

RECOMMENDATION:

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

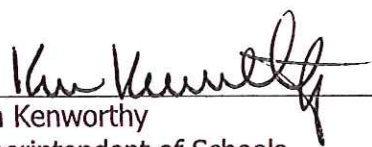
<u>Name</u>	<u>Rank</u>
Cruz-Mejias, Yasmin	III
Matthews, Shelby	I

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: March 8, 2016

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>
Rachel Porter	Reading Endorsement Bonus	\$1,300.00	2014-2016	#1639 – Reading Endorsement
Cynthia Kubit	Grants & Special Programs Tutorial Facilitator	\$23.00 Per Hour	75 Hours 1/4/16 – 6/8/16	#4631 – Title I Schoolwide
Reid Ellinger	Band Instructor	\$23.00 Per Hour	2 Hours Per Week 2/16/16-5/26/16	Everglades Elementary School Budget

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: **ANNUAL PARTICIPATION IN THE SMALL SCHOOL DISTRICT COUNCIL CONSORTIUM**
DATE: March 8, 2016

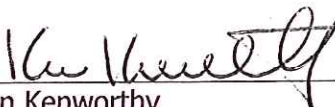
RECOMMENDATION:

That the Board approve the 2015-16 participation fee for the Small School District Council Consortium at a cost of \$2,850.00.

BACKGROUND INFORMATION:

This is an annual renewal of the participation/membership fee with no increase in price from last year. A copy of the invoice 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: **VPK PROVIDER AGREEMENT FOR 2016-17**
DATE: March 8, 2016

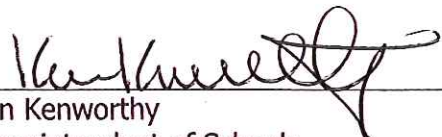
RECOMMENDATION:

That the Board approve the State of Florida Voluntary Prekindergarten Education Program Statewide Provider Agreement with the Early Learning Coalition of Indian River, Martin and Okeechobee Counties for the 2016-17 school year.

BACKGROUND INFORMATION:

This is a renewal agreement. The agreement covers the three (3) VPK classrooms at Okeechobee Achievement Academy that can serve up to 54 four-year-old students during the 2016-17 school year. 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: **AMENDMENT OF AGREEMENT WITH TREASURE COAST SPEECH-LANGUAGE PATHOLOGY, LLC**
DATE: March 8, 2016

RECOMMENDATION:

That the Board approve an amended contract with Treasure Coast Speech-Language Pathology, LLC to provide speech therapy services for students effective March 1, 2016, through July 31, 2016.

BACKGROUND INFORMATION:

The agreement was approved by the School Board on August 11, 2015, and this amendment changes fees for services as shown on Schedule A. The hourly rate for Speech Therapy Services is being increased from \$52.00 to \$60.00 per hour. Medicaid is billed for reimbursable services to eligible students. The agreement and amended Schedule A are included in Board member agendas and are 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

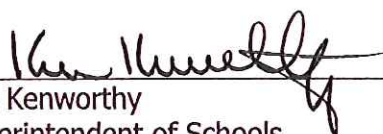
SUBJECT: PROPERTY DISPOSAL LIST #5 FOR THE 2015-16 FISCAL YEAR

DATE: March 8, 2016

RECOMMENDATION:

That the items listed on the attached Property Disposal List #5 for the 2015-16 fiscal year be declared as surplus, to be removed from property records, and that the Superintendent be authorized to donate or sell such items in accordance with state statute.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

OKEECHOBEE COUNTY SCHOOL BOARD

Property Disposal

2015-2016- #5

Property Number	Description	Cost	Condition	School/Cost Center
6288F	Poster Printer	4,462.13	Unrepairable	Grants & Special Programs
21293	Lenovo Thinkpad	2,542.12	Unrepairable	IT
4583F	Switch 24 Port	975.00	Unrepairable	IT
4569F	Switch 24 Port	975.00	Unrepairable	IT
21485	Switch 48 Port	2,435.00	Unrepairable	IT
6504F	Server Safari Montage	1,378.00	Unrepairable	IT
20897	Brocade Switch for SAN	2,202.06	Unrepairable	IT
20898	Brocade Switch for SAN	2,202.06	Unrepairable	IT
6134F	Barracuda Spam Firewall	5,850.00	Unrepairable	IT
6184F	Barracuda Message Archiver	13,054.56	Unrepairable	IT
6183F	Barracuda Web Filter	43,354.06	Unrepairable	IT
20287	Server	5,324.00	Unrepairable	IT
20806	Enterprise Firewall	21,931.75	Unrepairable	IT
21336	Firewall	16,308.75	Unrepairable	IT
20807	Network Analyzer	6,348.00	Unrepairable	IT
21163	Server	5,941.90	Unrepairable	IT
20546	Server	7,790.00	Unrepairable	IT
20803	Fibre Channel Storage Processor	40,574.48	Unrepairable	IT
20804	Tape Back Up	18,393.15	Unrepairable	IT
19973	Server	5,500.00	Unrepairable	IT
20895	Hard Drive Bundle for SAN	18,043.20	Unrepairable	IT
20896	Disk Array for SAN	12,089.86	Unrepairable	IT
21159	750 Gbps Hard Drives @ 20896	17,000.00	Unrepairable	IT
20378	Tower HD System	2,426.84	Unrepairable	IT
3107F	Gateway Workstation Standard	925.00	Obsolete	IT
3970F	Gateway Laptop	1,397.00	Obsolete	IT
19738	Gateway Desktop	1,371.00	Obsolete	IT
20317	Gateway Laptop	854.00	Obsolete	IT
20399	Gateway Laptop	2,548.00	Obsolete	IT
20498	Gateway Laptop	2,477.00	Obsolete	IT
2284F	Gateway Notebook	2,485.00	Obsolete	IT
7376F	HP Compaq	805.00	Unrepairable	OIHH
7377F	HP Compaq	805.00	Unrepairable	OIHH
7378F	HP Compaq	805.00	Obsolete	OIHH
7379F	HP Compaq	805.00	Obsolete	OIHH
7380F	HP Compaq	805.00	Unrepairable	OIHH
4475F	Dell Desktop	966.77	Unrepairable	YMS
4397F	Dell Desktop	1,002.80	Unrepairable	YMS
4394F	Dell Desktop	1,002.80	Unrepairable	YMS
19250	Superstack Switch 24 port	765.00	Unrepairable	IT
20374	Superstack Switch 3com	2,399.00	Unrepairable	IT
7371F	Lenovo ThinkCentre	983.00	Unrepairable	IT
7013F	Dell Desktop	901.17	Unrepairable	EES
6919F	Dell Laptop	1622.85	Unrepairable	Transportation
4277F	Dell Laptop	1,114.00	Unrepairable	Transportation
20588	A/C Recovery System	2,495.95	Obsolete	Transportation
		286,437.26		
County Custodian:	<i>Jenise Stevens</i>	Date:	02-26-2016	
Superintendent:		Date:		
School Board Chairman:		Date:		

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **WARRANT REGISTER FOR FEBRUARY, 2016**
DATE: March 8, 2016

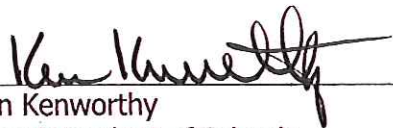
RECOMMENDATION:

That the Warrant Register for February, 2016, be approved as follows:

General Disbursement Account – Warrants #157626 thru #158001

Operating General Fund	\$ 1,250,956.11
Federal Programs Fund	82,033.74
Food Service Fund	217,746.92
Capital Improvement Fund	<u>56,840.99</u>
Total	\$ 1,607,577.76

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools