



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Agreement between the  
 School Board of Palm Beach County  
 and Margaret Mitchell Kallman, LMHC  
 CAP, PA**

AGENDA ITEM NUMBER	BOARD MEETING DATE 06/28/06
CONTACT Alison Adler	PX 5-0929
SCHOOL / DEPARTMENT Department of Safe Schools	

THIS AGREEMENT is entered into this twenty-ninth day of June, 2006 by and between the SCHOOL BOARD OF PALM BEACH COUNTY, hereinafter referred to as "Board" and Margaret Mitchell Kallman, LMHC CAP, PA, hereinafter referred to as "Consultant".

WHEREAS, the Board desires to enter into this Agreement with the Consultant, providing, among other things, for the Consultant's services to the Board; and

WHEREAS, the Consultant desires to enter into this Agreement with respect to his/her (hereinafter his) services to the Board, upon the terms and conditions hereinafter set forth.

WHEREAS, the Consultant is specially trained and possesses the necessary skills, experience, education and competency, and licenses or credentials to perform the required services.

NOW, THEREFORE, the Board and the Consultant agree as follows:

**1. TERM**

The term of this Agreement shall commence on July 1, 2006 and shall end on June 30, 2007.

**2. RESPONSIBILITIES OF CONSULTANT**

A. The Consultant shall perform the following services:

Consultant will monitor, evaluate and review the Safe and Drug-Free Programs; assist in planning and documentation of Single School Culture implementation; review all material, train, and provide consultation as requested for Alternative to Suspension Programs.

B. Time, date, and location of services:

July 1, 2006 - June 30, 2007

**3. CONSULTANT BACKGROUND INFORMATION**

Education M.S., Human Services, Nova University, B.S., Psychology Brigham Young University

Position and Address Consultant - 1210 Crestwood Drive, Delray Beach, Florida 33483

Target Group/School/Department K-12

Approximate Number to be Served 170,000

**4. EVALUATION/FOLLOW-UP METHOD**

Evaluation of the Consultant shall be provided by Alison Adler, Chief, Safety and Learning Environment  
TITLE OF THE CONSULTANT SUPERVISOR  
 of the District at regular intervals and in accordance with the attached evaluation tool, Exhibit "A".

**FINANCIAL IMPACT**

The financial impact is \$60,035.00 The source of funds is Safe and Drug Free Schools Entitlement Grant

IA	FUND	FUNCTION	OBJECT	LOCATION	PROJECT	PROGRAM	GL
	421	6302	3101	9010	5707	6551	

**5. COMPLIANCE WITH POLICIES AND LAWS**

The Consultant shall comply with all current School Board of Palm Beach County's Policies. The School Board's policies are located at <http://www.palmbeach.k12.fl.us/> or [www.schoolboardpolicies.com](http://www.schoolboardpolicies.com) and are incorporated herein. It shall be the Consultant's responsibility to comply with all School Board Policies as they may be modified from time to time during the term of this Agreement. The Consultant shall abide by all applicable federal, state and local laws.

**6. COMPENSATION**

A. The School Board shall pay the Consultant the maximum sum of (write out amount)

Fifty-nine thousand five hundred thirty-five dollars

(\$ 59,535.00 ), for a maximum of 1323 hours which is based upon the following rate schedule.

Daily Rate: \_\_\_\_\_ Half Day Rate: 45.00

Hourly Rate: 45.00 Flat Rate: \_\_\_\_\_

I grant permission for any or all parts of this presentation to be videotaped.  Yes  No

B. No payment shall be made unless and until the Board verifies that all services for which payment is requested have been fully and satisfactorily performed. The Consultant shall submit to the Board any documentation necessary to substantiate the full and satisfactory performance of the services for which payment is requested. The administrator who will verify the services have been performed and approve the invoice is:

Alison Adler, Chief, Safety and Learning Environment

**7. CONFIDENTIALITY OF STUDENT RECORDS**

The Consultant is subject to all School District obligations relating to compliance with student records confidentiality laws. By signing this Agreement, the Consultant acknowledges and agrees to comply with the Family Educational Rights and Privacy Act (FERPA) and all State and Federal Laws relating to the confidentiality of student records.

Consultant will not receive student Information.

Consultant will receive student Information and *Release or Transfer of Student Information* (PBSD 0313) will be completed prior to Consultant receiving student information.

Consultant will receive student Information. Since parental consent will not be obtained and Consultant has legitimate educational interests in the information, Consultant shall hereby be deemed an "other school official" in accordance with School Board Policy 5.50 and shall enter into the Addendum concerning student information (Exhibit C) which is attached hereto and incorporated herein.

**8. BACKGROUND CHECKS/FINGERPRINTING**

The School District shall screen applicants and shall be governed by Fl. Stat. § 1012.32(2)(a) [§ 231.02(2)(a)]. The Consultant agrees to submit to a background check and fingerprinting by the School District's Police Department at the sole cost of the Consultant. The Consultant shall not begin providing services contemplated by this Agreement until clearance by the School District. The School Board shall not be liable for rejection of the Consultant on the basis of these compliance obligations. The Consultant agrees that neither the Consultant, nor any employee, agent or representative of the Consultant who has been convicted or who is currently under investigation for a crime against children in accordance with § 435.04, Florida Statutes will enter onto any school site.

**9. INDEPENDENT CONTRACTOR**

The Consultant is, for all purposes arising under this Agreement, an independent contractor. the Consultant and its officers, agents or employees may not, under any circumstances, hold themselves out to anyone as being officers, agents or employees of the Board. No officer, agent or employee of the Consultant or Board shall be deemed an officer, agent or employee of the other party. Neither the Consultant nor Board, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

**10. OWNERSHIP**

A. All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and other materials produced by the Consultant under this Agreement shall be the sole and exclusive property of Board. No such materials produced, either in whole or in part, under this Agreement shall be subject to private use, copyright or patent right by the Consultant in the United States or in any other country without the express written consent of Board.

B. Board shall have unrestricted authority to publish, disclose, distribute and otherwise use, copyright or patent any such materials produced by the Consultant under this Agreement.

**11. INDEMNIFICATION/HOLD HARMLESS**

The Consultant shall, in addition to any other obligation to indemnify the Palm Beach County School Board and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the School District, their agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the Consultant, or anyone

directly or indirectly employed by them, or of anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule or regulation in the performance of the work; claims or actions made by the Consultant or other party performing the work. The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for Consultant under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar. Any cost or expenses, including attorney's fees, incurred by the Palm Beach County School District to enforce this agreement shall be borne by the Consultant. The Consultant recognizes the broad nature of this indemnification and hold harmless article, and voluntarily makes this covenant for good and valuable consideration provided by the School Board in support of this indemnification in accordance with the laws of the State of Florida. This article will survive the termination of this Agreement.

12. **TRAVEL**

Travel  is  is not allowable for this contract. Estimated travel expense is not to exceed \$500.00 for the term of the contract. The Consultant agrees to submit all necessary documentation and proof of expenses in accordance with F. S. § 1 12.061 and School Board Policy #6.01. The Consultant further agrees that reimbursement for travel must be submitted on travel reimbursement forms with the rates determined by F.S. § 112.061 and School Board Policy 6.01 and must be authorized by the appropriate administrator(s).

13. **AMENDMENT**

This Agreement may be amended only with the mutual consent of the parties. All amendments must be in writing and must be approved by the School Board.

14. **ASSIGNMENT**

Neither the Consultant nor the Board may assign or transfer any interest in this Agreement without the prior written consent of the other party.

15. **GOVERNING LAW AND VENUE**

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the laws of Florida, venue in Palm Beach County, Florida. Each Party shall be responsible for its own attorney's fees and costs incurred as a result of any action or proceeding under this agreement.

16. **TERMINATION**

The Board reserves the right to terminate this contract at any time and for any reason, upon giving thirty (30) days notice to the other party. If said contract should be terminated for convenience as provided herein, the Board will be relieved of all obligations under said contract and the Board will only be required to pay that amount of the contract actually performed to the date of termination with no payment due for unperformed work or lost profits. In the event School Board determines that the Consultant's services are not being performed as agreed upon, the Consultant shall be deemed to be in default and the School Board reserves the right to cancel this contract with five (5) days notice and to withhold all monies due the Consultant until such time as the Board, in its sole discretion shall determine whether to have the contract services completed by others or to cease obtaining the services. In the event that the Board determines to have the contract completed by others, the Consultant shall be liable for any costs of completion in excess of that called for in this contract. In the event that the Board determines not to have the contract completed by others, the Consultant shall be paid for the services that it satisfactorily performed prior to the termination but, in no event, shall the Consultant be paid for any work not actually performed or for lost profits.

In the event that it is determined that a termination for cause was unjustified, the termination shall be deemed a termination for convenience and the Consultant shall be entitled to payment only for work actually performed prior to the termination and to any additional sums.

17. **MINORITY STATUS**

The School District strongly encourages active minority/women business enterprise participation with all professional services. The Consultant certifies that:

This business is minority owned and operated (minimum 51%)  Yes  No

If a consultant not representing a firm, I am a minority.  Yes  No

If either statement above was checked yes, please indicate minority group.

Black or African American  Asian  Native Hawaiian or Other Pacific Islander  Hispanic or Latino  
 American Indian or Alaskan Native  Disabled  White Female  Other

18. **LEGAL REVIEW**

The parties hereto represent that they have reviewed the Agreement and have sought legal advice concerning the legal significance and ramifications of the provisions contained herein.

19. NOTICES

Any notice permitted or required under this Agreement shall be in writing and signed by the party giving or serving the same, and shall be served either by personal delivery or certified mail to the following persons and at the following addresses:

Consultant: (Add Consultant's address)

Margaret Mitchell Kallman
1210 Crestwood Drive
Delray Beach, Florida 33483

SCHOOL BOARD OF PALM BEACH
COUNTY, FLORIDA
Purchasing Department
3300 Forest Hill Boulevard, Suite A 323
West Palm Beach, Florida 33406

20. MANDATORY CONTRACT DOCUMENTS

This Agreement includes the terms and conditions set forth in this document, and set forth in the following additional documents attached hereto and incorporate herein: (approval will not be granted without these mandatory attachments)

- "Exhibit A" - Provide consultant evaluation
"Exhibit B" - Beneficial Interest and Disclosure of Ownership Affidavit (PBSD 1997)

NOW, THEREFORE, the parties hereto have affixed their signatures on the day and year first above written.

This contract was recommended for approval by

[Signature] 4/26/06
SIGNATURE OF LEGAL SERVICES DESIGNEE DATE

Kalanthia R Dillard
PRINT NAME

SIGNATURE OF PRINCIPAL / DIRECTOR DATE

PRINT NAME

[Signature] 5.2.06
SIGNATURE OF APPROPRIATE ASSOCIATE /AREA / ASSISTANT SUPERINTENDENT DATE

Ann Killets, Chief Academic Officer
PRINT NAME

[Signature]
SIGNATURE OF CHIEF OFFICER DATE

Alison Adler, Chief, Safety and Learning Environment
PRINT NAME

Kallman 4-5-06

The School Board of Palm Beach County, Florida

Consultant

By: THOMAS E. LYNCH CHAIRMAN

Margaret Mitchell Kallman
PRINT CONSULTANT NAME

DATE

By: [Signature]
SIGNATURE

Attest: [Signature]
By: ARTHUR C. JOHNSON, Ph. D. SUPERINTENDENT

4/5/06
DATE

DATE May 2, 2006

Margaret Mitchell Kallman
PRINT NAME

Witnesses: (Two are required)

Witnesses: (Two are required)

SIGNATURE

SIGNATURE

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE

PRINT NAME

PRINT NAME

**ADDENDUM, Concerning Student Information, to the Consultant Contract Agreement ("the Contract") dated 7/1/2006, between The School Board of Palm Beach and MARGARET MITCHELL KALLMAN [vendor/partner].**

Pursuant to School Board Policy 5.50, receipt of which is acknowledged by the vendor's/partner's signature below, the School District hereby designates \_\_\_\_\_ [vendor/partner] ("the Party") as an "other school official" for purposes of receiving limited personally-identifiable student information under FLA STAT. § 1002.22(3)(d)2 because the School District recognizes the Party has legitimate educational interests in receiving this information in order to carry out the Party's responsibilities for the school or District under the Contract. (All other terms of the Contract remain the same.)

As a condition precedent to receiving confidential student information, the Party warrants and agrees that the Party:

- will limit the use of, or access to, confidential student information to the limited scope of information actually needed to complete the services under contract. The District has determined that the Party has a legitimate educational interest in receiving only the following fields of student data [for example: name, grade-level, school attending, etc.; add more spaces as necessary to cover the minimum scope of data actually deemed needed]: Name \_\_\_\_\_, Student Number \_\_\_\_\_, Grades \_\_\_\_\_, Grade-level \_\_\_\_\_, School Attending \_\_\_\_\_, Attendance \_\_\_\_\_; and Student Address \_\_\_\_\_
- will limit the access to student information to its employees and/or agents who actually have a legitimate educational interest in the information (i.e., they legitimately need to access the information in order to carry out their responsibilities under the Contract); and
- shall avoid, and shall instruct applicable employees/agents to avoid, accessing personally-identifiable student information except for the legitimate purposes recognized under this Addendum, and shall require that all employees/agents accessing the data must be trained in, and sign an acknowledgement regarding, the confidentiality requirements; and
- will comply with the requirements of Fla. Admin. Code Rule 6A-1.0955(6)(g), that student information shall not be disclosed by the Party in any form to any party other than appropriate school officials or the Party's employees/agents to the extent allowed herein (even if the document is first redacted to remove personally-identifiable information), without the prior written consent of the adult student or the parent/guardian, as appropriate; and
- shall maintain any confidential student information in secure data processing facilities or in securely locked cabinets, and the Party shall monitor the security and safekeeping of the confidential data; and
- will dispose of all information disclosed to it by the School District (and any copies thereof), after the purpose for which the information is disclosed has been served, or five years after the receipt of the information (whichever is sooner), by shredding paper documents finely enough to prevent possible recovery of information, and by totally erasing and over-writing (or physically destroying) any electronic media such as computer files, tapes, or diskettes, or physically destroyed.

The parties acknowledge that the terms contained in this Addendum supersede any inconsistent terms in the Contract.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum:

[ Legal name of the Party ]

The School Board of Palm Beach County

By: Margaret Mitchell Kallman  
(person having authority to enter legally-binding agreements on behalf of the Party)

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## NARRATIVE

- **Preliminary results report from originating tobacco grant project**

Preliminary results are available for numbers of teachers and other staff trained, tobacco prevention and intervention lessons viewed, and reduction in tobacco incidents.

Training records indicate that: more than 608 teachers were trained in using *unitedstreaming.com* to teach tobacco prevention and intervention lessons. In addition to teachers, according to the preliminary information, the following staff participated in training:

- 7 Principals
  - 8 Assistant Principals
  - 4 Guidance counselors
  - 22 Reading coaches
  - 40 Social Studies Chairs
  - 6 In-school suspension teachers
  - 6 School Police Officers and 6 Palm Beach County Sheriffs who teach *Too Good for Drugs* in second grade classes
- More than 20 Instructional Technology Support Assistants (ITSAs)

From August 4, 2004 until April 25, 2005, 390 tobacco prevention and intervention lessons have been viewed. Furthermore, 199 lessons on alcohol and other drugs have been viewed.

Tobacco incidents decreased from 415 between August 12, 2003 and March 12, 2004 to 366 from August 12, 2004 to March 12, 2005.

- **A teacher training needs assessment for tobacco prevention and/or intervention education teacher trainings you plan to continue**

All principals will be sent a packet with a Teacher Training Needs Assessment, a questionnaire regarding their interest in receiving another year of *unitedstreaming.com* licensure, their previous year's usage report (if applicable) and their commitment to using the licensure to teach the tobacco prevention lessons. The Needs Assessment will be used in the planning of the training as well as the development of the training DVD that will be used by the trained teachers to teach others at their schools. The Prevention Center continuously reviews the evaluation feedback to better meet the needs of those implementing training. Initial review of pre and post testing indicates that untrained teachers have virtually no knowledge about how to utilize *unitedstreaming.com* for tobacco prevention lessons. The increased numbers of training sessions and invitations by 20 schools to provide training on site confirms the need for this training.

- **Description of new tobacco prevention and/or intervention programs and/or curricula on which teachers will be trained**

- The Prevention Center will continue to use the *unitedstreaming.com* technology to provide tobacco prevention and intervention training to teachers. The usage of the technology for these lessons is outstanding, as is the feedback about the training. Additional tobacco lessons are added to the site, which is continually updated and improved. These videos and accompanying materials include effective strategies for preventing tobacco use. They are developmentally appropriate and address social, psychological and physical causes of tobacco use and addiction.

The *unitedstreaming.com* website includes over 400 Sunshine State Standard (SSS) aligned programs in alcohol, tobacco, and other drugs (ATOD), violence prevention and conflict resolution,

character education, nutrition and exercise, vocational education, parenting and family life, safety, and staff development. Each segment is divided into "clips," short segments that allow teachers to incorporate specific standards-based health and guidance concepts into their lessons. Video clips will be supported by materials designed to affect behavioral and attitudinal change.

To provide additional support to the teachers who are trained and then train others at their schools, the Prevention Center will develop an instructional DVD and then give two copies to each school. The DVD will show tobacco lessons for different grade levels, along with the lesson plans, ancillary materials, and suggested activities. Additional resources and information from our community partners will also be showcased on the DVD.

The project will support *Just Read, Florida!* by providing for a safe, violence and drug-free environment allowing all students the opportunity to learn. Furthermore, the proposed licensing offers over 3000 videos, edited into over 30,000 video clips, that include tobacco prevention health and guidance videos and clips, as well as videos in all subject areas. Virtually all of the videos include Teacher Guides and are aligned to Sunshine State Standards. The tobacco videos are generally aligned with the Health standards. A number of videos are also aligned to Language Arts Standards as well. The Teacher's Guides include Suggested Activity Sections that include, but are not limited to: reading and research assignments, work sheets on vocabulary, writing assignments, etc. Examples include: crossword puzzles, research paper topics, fill in the blank work sheets, creative writing activities, presentations of research, reading scenarios and using writing to articulate tobacco refusal, etc. All these activities support *Just Read! Florida* and the lesson Plans include web links and additional reading suggestions.

*Unitedstreaming.com* licensure also provides an entire Professional Development selection for Educators and Principals produced by the Association for Supervision and Curriculum Development (ASCD). A Lesson List includes the following:

- Interactive Writing (Primary Grades)
- Big Book Word Work (Primary Grades)
- Reading Workshop, Guided Reading (Primary Grades)
- Writers' Workshop (Intermediate Grades)
- Concept Definition Map (High School)
- Punctuation (Middle School)
- Reading-Writing-Discussion (Middle School)
- Reciprocal Teaching A Variation (High School)

The District places great importance on emphasizing reading in all content areas and staff development activities must be aligned to student achievement. Increased literacy is the School District's number one goal. Furthermore, and in an attempt to reach this goal, the School District applied for and received a *Just Read! Florida* Grant.

- **List of training programs including proposed training dates, number of training days, number of training contact hours, target audience (e.g., 6<sup>th</sup> grade science teachers), number of attendees desired**

A two hour Training for Trainers for all untrained or new Media Specialists (70) and ITSAs (70) will be held August 5, 2005 in separate morning and afternoon sessions. Training for Trainers for teachers will be offered at the District's computer labs on: September 15, September 29 and October 7, 2005 for at least one teacher from each school (95). Participants receive 8 contact hours: two for the training and 6 for training of other staff as well as conducting the lessons themselves.

This year, training was targeted to Health/Life Management and Science teachers; Media Specialists; and ITSAs. Training will still be targeted to the remaining untrained Media Specialists and ITSAs. However, principals sent teachers from all disciplines whom they wanted trained. Because the tobacco prevention lessons can be infused into all subjects, we are offering the training to teachers who are interested in and selected by their principals to attend the training and teach others.

- **List of components unique to the proposed trainings and programs**

The training utilizes the most current, high quality videos available through Discovery Channel. The *unitedstreaming.com* evaluation research demonstrates that video content engages students, improves teacher performance and changes student-teacher interaction positively towards student achievement. A recent scientific evaluation showed an increase in test scores of 12.6% (on average) by students who were instructed using *unitedstreaming.com*. The technology was presented to the U.S. House of Representatives in September 2002 as a model of No Child Left Behind legislation in practice.

The components of the training include:

- Technology integration ideas and techniques for infusing the videos into the participant's curriculum;
- An engaging, hands-on local in-service Training for Trainers who then teach staff at their schools;
- Creation of multi media tobacco education lessons tailored to participant's lesson plans;
- Additional supplementary materials with tips for ongoing implementation, integration and other helpful resources; and
- Individualized training at school sites by the participants who attended the Train the Trainer sessions.

The videos represent award winning producers, including: Discovery Channel School, Discovery Times, Sunburst, Rainbow Educational Media, and United Learning. Every month new videos and features are added. The videos are aligned to Sunshine State Standards and include comprehensive lesson plans. With the addition of an instructional DVD to help teach the lessons, we expect even more interest, enthusiasm and use of the technology for the tobacco prevention lessons.

**Marketing:** The technology will be marketed through: the informative packets sent to the principals that include usage and results for the previous year; a presentation to the Chief Academic Officer on the program; colorful flyers with background information that are given to each participant to post in the teachers' lounges and other strategic school locations. *Unitedstreaming.com* emails its own newsletter to everyone who receives a password that helps remind staff of the program and its uses. Finally, comprehensive information about the site is on the School District of Palm Beach County's web site under Learning Tools and the Department of Safe School's web page.

- **Outline of a plan for the evaluation of the project, including impact on teachers trained and students receiving the program/curricula from these teachers**

**Goal 1:** *A cadre of skilled tobacco prevention educators will be established who understand and utilize unitedstreaming.com lesson plans and videos to teach tobacco prevention to their students.*

**Program Objective: 1.1** By January 1, 2006, at least 4 teachers from each identified school; all untrained Media Specialists; and all untrained Instructional Technology Support Assistants (ITSA) will be trained on the use of *unitedstreaming.com* Health and Guidance video-on-demand website for tobacco prevention programming (total: 390+).

**Activities:**

- 1.1.1 A Teacher Training Needs Assessment will be developed.
- 1.1.2 All principals will be sent a packet that includes: the Teacher Training Needs Assessment; a questionnaire regarding their interest in receiving another year of *unitedstreaming.com* licensure; their previous year's usage report (if applicable); their commitment to using the licensing to teach the tobacco prevention lessons; and training calendar and sign up sheets.
- 1.1.3 The principals/designee will return the Needs Assessments, *unitedstreaming.com* requests, commitment forms and sign up sheets for their staff to attend the training.



- 1.1.4 Three days of 2 hour long *Train the Trainer* training will be developed based upon current year training evaluations and the results of the Teacher Training Needs Assessment. The training will be held for identified staff to learn how to train staff to use *unitedstreaming.com* to teach tobacco prevention and intervention lessons which will include identifying the tobacco lessons, videos and clips that are age appropriate for their schools.
- 1.1.5 Training participants will demonstrate increased skills and knowledge on how to use *unitedstreaming.com* to teach tobacco prevention and intervention lessons.
- 1.1.4 Each identified school will receive the *unitedstreaming* license (97 schools will be funded).
- 1.1.5 Three days of 2 hour long *Train the Trainer* training will be developed based upon current year training evaluations and the results of the Teacher Training Needs Assessment. The training will be held for identified staff to learn how to train staff to use *unitedstreaming.com* to teach tobacco prevention and intervention lessons which will include identifying the tobacco lessons, videos and clips that are age appropriate for their schools.
- 1.1.6 Training participants will demonstrate increased skills and knowledge on how to use *unitedstreaming.com* to teach tobacco prevention and intervention lessons.
- 1.1.7 An instructional DVD will be created that demonstrates how to use *unitedstreaming.com* to teach tobacco prevention lessons, utilizing current year training evaluations and the results of the Teacher Training Needs Assessment. Two copies of the DVD will be provided to each school.
- 1.1.8 One trained staff member will teach at least 3 teachers at their schools Tobacco Prevention using *unitedstreaming.com* in individual or small group training sessions using the instructional DVD as a training tool.

**Impact:** The trained teachers will demonstrate increased knowledge of how to use *unitedstreaming.com* to teach tobacco prevention.

**Measurement and Data Collection:** The number of Media Specialists, ITSAs and teachers who receive the training will be recorded on the sign-in sheets. Pre and Post testing will be conducted to evaluate increased knowledge about use of *unitedstreaming.com* for tobacco prevention programming. Participants' satisfaction with the training will be measured on the Staff Development Evaluation Form.

**Goal 2:** *To reduce the number of tobacco incidents at the selected secondary schools.*

**Program Objective: 2.1** By June 1, 2006, students at the select schools will receive tobacco prevention programming using *unitedstreaming.com* technology, thereby increasing their knowledge about the effects of tobacco and effective refusal skills.

**Activities:**

- 2.1.1 The trained teachers will teach the tobacco prevention programming to their students using *unitedstreaming.com* technology.
- 2.1.2 Increase in student knowledge of the effects of tobacco use and effective refusal strategies will be evaluated.

**Impact:** Tobacco incidents at the selected schools will decrease by 10% after utilization of the *unitedstreaming.com* licensure for tobacco prevention and intervention. Students will demonstrate increased knowledge about the harmful effects of tobacco use and effective refusal strategies.

**Measurement:**

- The reduction in tobacco use and possession incidents will be measured using the Student Information Series Incident Detail (SISID).
- Each school will complete an Implementation Survey that will identify the number of students taught tobacco prevention using the *unitedstreaming.com* technology.
- A sample of students who receive the curricula will complete a survey demonstrating increased knowledge of the effects of tobacco use and effective refusal strategies.

**Data analysis:** SPSS is used to analyze and report quantitative data.

**How program data will be used to plan for continuous improvement:** The results of each goal and objective are examined and used to continuously improve the program. Feedback generated from the staff development evaluation forms completed by training participants are reviewed individually and suggestions are incorporated into the training whenever possible. Pre and post test results on teacher and student impact will be reviewed carefully in an effort to continuously improve the program. An Evaluation Plan will be submitted by July 29, 2005. An interim report will be submitted by January 21, 2006 and a final report when requested.

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**General Education Provisions Act (GEPA)**

**Section 427**

**Statement**

The Prevention Center in the Department of Safe Schools of the School District of Palm Beach County, Florida, proposes to take the following steps to ensure equitable access to, and participation in its Tobacco Prevention and Intervention Teacher Training Project for students, teachers, and other program beneficiaries with special needs.

1. Provide newsletters and all student materials in English, Spanish, Portuguese, and Creole as needed for parents or community members to eliminate language barriers. Selected *unitedstreaming.com* videos and materials are in Spanish and closed captioned.
2. Select materials and trainers that reflect the demographic, economic, Language proficiency, and ESE make-up of our schools, students, staff, and parents, thus reducing barriers between the District and its constituency based on race, national origin, language proficiency, color, gender, age, or disability.
3. Provide materials in Braille and/or audiotape as determined in school centers to eliminate barriers of the handicapped.

Equitable access to school and services will be offered to all students with identified needs regardless of gender, race, national origin, color, economic status or disability.

In addition, the Prevention Center will support School Board Policies 5.001 and 3.05 that deal with equitable education, non-discriminations, and affirmative action.