

EXECUTIVE SUMMARY

RECOMMENDATION FOR SUSPENSION
Sheila J. Henry, Principal

I recommend that the School Board approve Sheila J. Henry's suspension without pay for twenty (20) workdays; ten (10) workdays suspension effective August 24, 2006, and ten (10) workdays suspension will be held in abeyance. If and when Ms. Henry completes the ten (10) workdays suspension without pay and she completes ten (10) days of District financial management training, then the remaining ten (10) days suspension will be dismissed.

On or about April 10, 2006, Ms. Henry became the subject of a Professional Standards investigation based upon the allegations of Misuse of district funds, Failure to properly control district funds, Violation of the Code of Ethics of the Education Profession in Florida and Violation of the Principles of Professional Conduct of the Education Profession in Florida.

During the 2004-2006 school years at Royal Palm Beach High School and Conniston Middle School, Ms. Henry misused district funds, failed to properly control district funds, violated the Code of Ethics of the Education Profession in Florida and/or violated the Principles of Professional Conduct of the Education Profession in Florida by using school funds to pay for gift cards, banquets, party expenses, gifts and flowers and/or failing to properly document expenses that totaled \$10,204.27, and/or using Royal Palm Beach High School's purchasing card to buy gift cards that totaled \$550.00. On or about April 14, 2005, Ms. Henry failed to properly control district funds, violated the Code of Ethics of the Education Profession in Florida and/or violated the Principles of Professional Conduct of the Education Profession in Florida because \$2,128.00 was unaccounted for in the Royal Palm Beach High School Internal Account for a field trip to Tampa and Orlando, Florida. On or about September 7, 2005, she failed to properly control district funds, violated the Code of Ethics of the Education Profession in Florida and/or violated the Principles of Professional Conduct of the Education Profession in Florida because \$1,890.00 was unaccounted for in the Royal Palm Beach High School Internal Account for Cheerleading.

- 04/10/06 Professional Standards was advised of allegations against Ms. Henry.
- 05/19/06 Professional Standards investigation of Case #05/06-182 concluded.
- 05/23/06 Pre-disciplinary meeting (PDM) was held. Summary for the Record issued following PDM.
- 06/07/06 Employee Investigation Committee (EIC) reviewed case, found the allegations substantiated and recommended discipline ie., twenty (20) day suspension.
- 06/15/06 Chief of Human Resources reviewed and concurred with recommended discipline.
- 08/02/06 Superintendent reviewed and concurred with revised discipline.
- 08/07/06 Ten (10) day notification of public record to employee per Florida Statute 1012.31.
- 08/08/06 Superintendent's letter of notification to employee.

LEGAL SIGN-OFF:

Yes No



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

KENYETTA V. HAYWOOD
Director of Employee Relations

ARTHUR C. JOHNSON, Ph.D.
SUPERINTENDENT OF SCHOOLS

EMPLOYEE RELATIONS
3370 FOREST HILL BLVD., A-115
WEST PALM BEACH, FL 33406-5780

Ph: 561-434-8348 FAX: 561-434-8178

www.PalmBeachSchool.org

Certified Mail #7000-0600-0022-3419-3568 and Regular U.S. Mail

August 7, 2006

Sheila J. Henry
6719 Hannah Cove
Royal Palm Beach, FL 33411

RE: Notification of Public Record

Dear Ms. Henry:

As you are aware, the Professional Standards investigation concerning disciplinary violations you are alleged to have committed has been concluded. You were previously advised that the investigative file concerning this matter and its contents would be considered public record at the conclusion of the investigation.

This letter is to confirm that the above material will be released, upon request, minus any allowable exemptions, ten (10) days following your receipt of this letter. This notification is made consistent with Florida Statute 1012.31.

Sincerely

A handwritten signature in cursive script that reads "Kenyetta V. Haywood".

Kenyetta V. Haywood
Director of Employee Relations

KVH:erh

- c. Melinda Wong, Director, Human Resources Customer Relations (*Personnel File*)
Vicki Evans-Paré, Associate Counsel for Personnel
Dr. Walter H. Pierce, Consultant



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Certified Mail #7000-0600-0022-3419-3537 and Regular U.S. Mail

August 8, 2006

Sheila J. Henry
6719 Hannah Cove
Royal Palm Beach, FL 33411

NOTICE OF SUSPENSION WITHOUT PAY

Dear Ms. Henry:

Based upon substantial information presented to me, I must hereby inform you that I have clear and convincing evidence sufficient to warrant your suspension without pay from your position as a Principal. I will recommend that the School Board approve your suspension without pay for twenty (20) workdays; ten (10) workdays suspension is effective August 24, 2006, and ten (10) workdays suspension will be held in abeyance. If and when you complete the ten (10) workdays suspension without pay and you complete ten (10) days of District financial management training, then the remaining ten (10) days suspension will be dismissed.

On or about April 10, 2006, you became the subject of a Professional Standards investigation based upon the allegations of Misuse of district funds, Failure to properly control district funds, Violation of the Code of Ethics of the Education Profession in Florida and Violation of the Principles of Professional Conduct of the Education Profession in Florida.

During the 2004 -2006 school years at Royal Palm Beach High School and Conniston Middle School, you misused district funds, failed to properly control district funds, violated the Code of Ethics of the Education Profession in Florida and/or violated the Principles of Professional Conduct of the Education Profession in Florida by using school funds to pay for gift cards, banquets, party expenses, gifts and flowers and/or failing to properly document expenses that totaled \$10,204.27, and/or using Royal Palm Beach High School's purchasing card to buy gift cards that totaled \$550.00. On or about April 14, 2005, you failed to properly control district funds, violated the Code of Ethics of the Education Profession in Florida and/or violated the Principles of Professional Conduct of the Education Profession in Florida because \$2,128.00 was unaccounted for in the Royal Palm Beach High School Internal Account for a field trip to Tampa and Orlando, Florida. On or about September 7, 2005, you failed to properly control district funds, violated the Code of Ethics of the Education Profession in Florida and/or violated the Principles of Professional Conduct of the Education Profession in Florida because \$1,890.00 was unaccounted for in the Royal Palm Beach High School Internal Account for Cheerleading.

Sufficient just cause exists for you to be disciplined pursuant to Sections 1012.22(1)(f) and 1012.27(5) Florida Statutes; Administrative Rules 6B-1.001 Code of Ethics of the Education Profession in Florida, 6B-1.006 Principles of Professional Conduct for the Education Profession in Florida, and 6B-4.009 Criteria for Suspension and Dismissal; Palm Beach County School District Policies 1.013 and 3.27, as well as Administrative Directive 3.27.

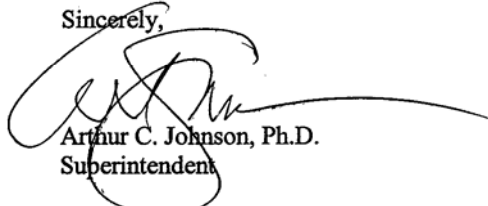
Sheila J. Henry
August 8, 2006
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This action is taken in accordance with Sections 1012.22 and 1012.27, Florida Statutes. You have a choice of filing a grievance or requesting a hearing before the Division of Administrative Hearings (DOAH). Failure to timely request an administrative hearing shall waive all rights to request a DOAH hearing on such matters and shall be subject only to appeal rights under Section 120.569 and 120.57, Florida Statutes.

Should you desire a hearing, a request must be made in writing within or prior to the fifteen (15) days stated in this letter, and addressed to Gerald A. Williams, Chief Counsel to the School Board, 3318 Forest Hill Boulevard, C-302, West Palm Beach, Florida 33406. If you decide to appeal a decision made by the School Board with respect to any matters considered at this meeting or hearing, you will need a record of the proceedings, and for such purpose, you may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based. You shall have the responsibility, at your own cost, to arrange for the transcript. You were previously advised that the investigative report concerning this matter and its contents are considered public record and will be released, upon request, minus any allowable exemptions, ten (10) days after the date of that Notification of Public Record correspondence.

The August 23, 2006, School Board meeting will be held in the Board Room at 3300 Forest Hill Boulevard, West Palm Beach. The Board has set aside the time of 4:30 p.m. so that you or your representative may make a brief oral presentation relative to your suspension. The Board has allotted no more than three (3) minutes for you to make a statement. If you or your representative intend to speak before the School Board, please immediately notify Ms. Alicia Palmer, Board Office, at (561) 434-8139.

Sincerely,



Arthur C. Johnson, Ph.D.
Superintendent

ACJ:AK:DD:KH:erh

- c. Ann Killets, Chief Academic Officer
- Gerald A. Williams, Chief Counsel to the School Board
- Darron Davis, Chief of Human Resources
- Kenyetta Haywood, Director of Employee Relations
- Melinda Wong, Director, Human Resources Customer Relations (Personnel File)
- Vicki Evans-Paré, Associate Counsel for Personnel
- Janis Andrews, West Area Superintendent
- Jose Garcia, Principal, Royal Palm Beach High
- Walter H. Pierce, Consultant